

# Northcote College

*Founded 1877*



**Years 10 - 13**

**Parent Handbook**

**2021**

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## **Welcome to Northcote College**

This booklet is designed to introduce you to Northcote College and the way we do things.

The School was founded in 1877 and is the oldest secondary school on the North Shore. Northcote College has a proud tradition of academic excellence and we work to ensure students are well equipped to be successful lifelong learners.

In today's world, and the world of the future, being digitally fluent is particularly important. It is the expectation that every student comes to school with an electronic device suitable for use in a learning environment. Blending technology into learning improves the ability of students to work at a pace that suits them and to collaborate with others. It also enhances teachers' opportunities to individualise learning. Details of device specifications are contained within this booklet.

Students at Northcote College are expected to work hard and to always do their very best academically. In addition, we encourage all students to participate in the hugely valuable co-curricular opportunities available through the school.

I look forward to getting to know you and encourage you to be involved in your child's learning during their time at Northcote College.

Ms V Barrie  
Principal

*October 2021*

## **School Motto**

The Northcote College motto is **UT PROSIM ALIIS**.

The Latin can be translated in a number of different ways:

- That I may be of service to others
- Let me be of service to others
- To help others

In Māori this would be: **KIA MANAAKI TE TANGATA**

For students the motto serves as a reminder that they are part of a school where we work cooperatively and to the best of our abilities.

## **What ERO says about Northcote College**

The following extracts are taken from the latest (2016) ERO Report on Northcote College:

*Students at Northcote College benefit from a well designed, responsive curriculum that promotes high levels of achievement and engagement. School goals drive improvement for all learners. Strong governance and leadership, effective teaching, and partnerships with parents and the community enhance learning outcomes for students.*

*Through its vision of 'Successful Learning for All' the school aspires to provide young people with an educational experience where they are challenged and supported to develop the skills and knowledge to become lifelong learners. A culture of high expectations for academic achievement is balanced with an inclusive focus on student wellbeing and equity.*

*An inclusive, student-centred culture and positive respectful relationships support the board, school leaders and staff to continue the school's growth as a dynamic learning community.*

ERO last visited the school in September 2016. The full report can be accessed at [www.ero.govt.nz](http://www.ero.govt.nz) and on the school website.

## Northcote College Values in Practice

Respect for self, Respect for others, Respect for the environment.

## Successful Learning

Northcote College teachers are committed to student learning. They deliver lessons and provide the guidance and the best assistance they can to help all students learn.

In order for all students to get the full benefit of their teachers' help and the most out of lessons each student needs to:

1. Pay attention, work hard and actively participate in lessons.
2. Check school emails at least once daily.
3. Commit to spending **up to two hours after school each day** to:
  - Complete any unfinished class work
  - Complete homework tasks and assignments
  - Organise and review the day's school work
  - Note any work they don't understand so they can get help

Doing these things will help students learn to work independently and establish the excellent work habits needed to succeed in the senior school and learning beyond school.

## Restorative Practice

Northcote College promotes the use of restorative conversations. In essence the key restorative steps are Reflect, Repair and Restore. Parents are asked to support and participate in this approach when issues arise.

## The 2021 Deans

The Dean is the first point of contact for parents at the School and can be contacted by telephone on 481 0148 or by e-mail.

Year 9	Miss A Williams	wlm@northcote.school.nz
Year 10	Mr C Wallace	wa@northcote.school.nz
Year 11	Mr C Davis	dvs@northcote.school.nz
Year 12	Mrs F McGhee	mg@northcote.school.nz
Year 13	Mr J Edwards	edw@northcote.school.nz
Academic Mentoring Dean:		
Ms Alison Edney-Browne		eb@northcote.school.nz

## **Electronic Devices for Learning**

Google Classroom and the Northcote College Learning Management System, Moodle, are used extensively in the school to enable access to learning resources and activities.

We expect every student to come to school with a fully charged device for learning every day. The use of technology is integrated into classroom activities and we will continue to use multiple approaches to learning.

Using a device for learning makes it possible for students to work at a pace that suits them, to collaborate with others no matter where they are. As you are probably aware, NCEA assessment is going digital. We will be doing our students a disservice if we are not helping them to become digitally fluent in advance of facing on line assessment.

For a portable device to be useful at school it needs to be able to use our wireless internet and run Google Chrome, have at least a 7" screen and a keyboard. Battery life and weight are also important considerations. Further information on suitable devices is available on the school website. Our school-wide integration of Google Apps allows our students to access their work and email on any device that supports Google Chrome.

We do not specify a particular platform; Apple/Android. Being 'platform agnostic' enables families and students to choose the device that best meets the needs of the individual student.

We recommend:

Chromebook - These rely on an internet connection to work. The software (apps) available all run through an internet connection. It is not possible to install additional software on a chromebook. Expect to pay between \$550-\$650.

*Or*

Compact Laptop - Laptops are a full computer, with a hard drive and the ability to install software, making them more versatile. Expect to pay between \$600-\$850 unless you choose to purchase an Apple device.

Solid State drives are much faster than Hard Disk drives but add about \$150 to the price of the laptop.

## SPECIFICATIONS:

*Wireless:* Must be dual-band capable, and state that it has a/g/n or a/b/g/n or a/b/g/nh/ac

*Battery Life:* Should last 5-6 hours to be able to get through a school day without recharging.

*RAM:* Should be 4GB or more; more is better

*Screen Size:* Minimum 7 inches

*Weight:* Should be light enough for your son/daughter to carry around all day, anything more than 1.5kg including the case might be too heavy.

*CPU:* Faster is usually better. Ideally quad core processor (do not get dual core). Discuss your needs with the supplier.

*Robustness:* Your device should be strong enough to survive a fall onto a hard surface. A water resistant, padded neoprene pocket or similar will reduce the risk of damage in most cases.

*Insurance:* While we take care to protect student property, we cannot accept responsibility for devices lost or stolen, so make sure it is covered for these possibilities. We recommend you check that your household contents insurance policy covers accidental damage to a student device at school.

*Warranty:* Minimum warranty is 1 year.

## **Google Classroom**

Students are encouraged to access learning material on line through Google Classroom. They do this through the school website using their normal school login.

## **Communication and Reporting**

The Northcote College website [www.northcote.school.nz](http://www.northcote.school.nz) is a valuable source of information. Parents are also able to access current attendance and achievement information through the Parent Portal either on the website or through the school app. [Download SchoolAppsNZ and search for Northcote College]

The School formally reports to parents on student achievement throughout the year.

We use email and the school app to communicate with parents. Please ensure that the school has your current contact details including mobile phone numbers and email addresses.

## **National Certificate of Educational Achievement (NCEA)**

The following information provides parents with an introduction to New Zealand's national secondary qualification, NCEA.

There are **three NCEA** levels:

**Level 1** which most students achieve in **Year 11**

**Level 2** which most students achieve in **Year 12**

**Level 3** which most students achieve in **Year 13**

NCEA is a standards-based qualification. Students receive credits when they meet the standard in an area of study.

When students achieve these standards they earn credits toward their NCEA qualification.

Each standard is worth a set number of credits. Most are worth between 2 and 6 credits but some are more.

There are two types of standard: **Achievement Standards** and **Unit Standards**.

<p><b>Achievement Standards</b> are assessed <b>either internally</b> (by the school) or <b>externally</b> (by examination at the end of the year). Students receive one of <b>four</b> grades for each Achievement Standard: Excellence (E) Merit (M) Achieved (A) Not achieved (NA)</p>	<p><b>Unit Standards</b> are all <b>internally</b> assessed. For most unit standards students receive one of <b>two</b> grades:  Achieved (A) Not achieved (N)  NB: There are some Unit Standards that may be awarded with merit</p>
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Students at Northcote College perform better on average than Level 1 students nationally. At Northcote College we expect over 60% of students to gain a Merit or Excellence endorsement. At Levels 2 and 3 we expect 50% of students to gain NCEA endorsements.

Students still typically 'take' 5 or 6 subjects each year in the senior school. Student achievement in each subject is measured by assessing them against the relevant Achievement or Unit Standards.

For each subject the 2021 Northcote College Course Directory lists the standards offered in the course and the credits available.

Most Year 11-12 subjects or courses at Northcote College offer between 18 and 21 credits. Year 13 courses offer between 169 and 24 credits.

### **Course Endorsement**

Course endorsement provides recognition for students who perform exceptionally well in individual courses. Students are able to have their strengths in individual courses at level 1, 2 or 3 recognised with a course endorsement at Merit or Excellence. The key objective of course endorsement is to motivate students to achieve their potential in one or more courses.

Students will gain a course endorsement where, in any one year, they achieve the majority of credits in that course at merit or higher.

### **University Entrance**

In 2020 requirements for university entrance were adjusted in response to Covid-19 and the interruptions to learning that occurred. For accurate and current information on university entrance requirements refer to [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

We encourage able students to also enter the **New Zealand Scholarship Examinations** in Year 13. These are additional examinations for the top 3-5% of students nationwide. New Zealand Scholarship is very challenging. The best students in each subject receive financial awards. Northcote College has an exceptional number of students entering Scholarship examinations with considerable success.

For further information including:

- Tips and advice for parents on NCEA
- End of year NCEA examination timetables
- The details of university entrance requirements

- Scholarship Examinations

Useful general information and advice for parents of secondary school students can be found on [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

### **Course Requirements**

Refer to the Northcote College Course Directory for comprehensive information on the courses offered at each level. Entry to senior courses will be based on progress made in the previous year in that subject and in accordance with the Northcote College criteria for advancement.

All Year 10 students will take courses in English, Mathematics, Science, Social Studies, Physical Education and Health. In addition students choose three option subjects which should cover the Arts, Languages and Technology.

All Year 11 students must take a course in English, Mathematics and Science or Geography. Most Year 11 students will take a full course of six subjects. With the approval of the Dean and parents, students are able to choose a course of five NCEA subjects and Recreational Physical Education or Tutorial.

All Year 12 students must take a course in English. Mathematics at Level 2 is recommended for many pathways beyond school. We also recommend that students include a Science subject in their programme. Most Year 12 students will take a full course of six subjects. With the approval of the Dean and parents, students are able to choose a course of five NCEA subjects.

Year 13 students must select a full time course of five or six subjects which may include subjects from another senior level.

### **Form Classes**

Each student is in a form class. Each form class is named using the Form Teacher's code which is based on their surname. Students who have chosen to be part of the Whanau Class are in vertical form class with Whanau class students from other year levels.

It is intended that students stay in the same form class and that the Dean, and Form Teachers will stay with the form level throughout their time at Northcote College.

## **The Timetable**

Northcote College runs a six day timetable that is based on five one hour periods per day. There are 30 periods over 6 days.

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>
<b>Period 1</b>						
<b>Period 2</b>						
<b>Period 3</b>						
<b>Period 4</b>						
<b>Period 5</b>						

The timetable is based on the days of the six day cycle not the days of the week.

## **Class Times**

Timetabled classes run for 1 hour each, starting at 9.00am daily, except on Wednesday.

Wednesday classes start at 9.30am with the first two lessons slightly shortened. Buses will run as usual and students are welcome to access student areas including the Library prior to classes commencing.

## **Assemblies**

School assemblies are held weekly on Mondays; senior students at 11.30am and junior students at 12.10pm.

In addition level assemblies are held at 11.30am as follows:

Tuesday	Year 9
Wednesday	Year 10
Thursday	Year 11
Friday	Year 12

The Year 13 levels assembly is held on a Timetable Day 3 (unless Day 3 falls on a Monday).

## **Parent Portal**

Parents are able to review current attendance and achievement information for their child using the Parent Portal. A unique password will be provided for each family.

## **Homework Centre**

The Homework Centre is open each lunch time in C8. This is the place for students to go if they need to ask a question about how to do a piece of work or how to work out a problem in any subject. There will be a staff member on duty each day from 12.45 to 1.25pm. Students can stay just a few minutes to ask a question or for half an hour to complete work. Sometimes a student may be referred to the Homework Centre by a subject teacher if homework has not been completed and this is intended to provide them with a suitable environment and time to complete the set tasks.

## **Peer Tutoring**

Occasionally students struggle with the work in a particular subject or topic. Senior students are available as tutors in a range of subjects. To request a peer tutor students complete a form and leave it at the Library.

## **Library**

The School Library is open daily 8am – 4.30pm for student use.

## **Extra-curricular Activities**

Sport and cultural activities are an important part of the Northcote College experience. A wide range of sporting codes is offered at the College and there are many opportunities for students to be involved in other areas that interest them; eg Drama/Performance, Jazz Band, Choir, Debating, Cultural Groups and more.

## **Attendance**

All students are expected to attend all timetabled classes while at school unless otherwise directed by a staff member. For safety reasons students must not leave the College without permission.

In the event of your child being unable to attend school due to illness please notify the Attendance Office on the morning of absence. You can use the school app, or email [attendance@northcote.school.nz](mailto:attendance@northcote.school.nz), or phone 481 0141 extension 750 and advise your child's name, form class and reason for absence.

If your child must be absent from school for a period of time during the day please send a note, preferably with the appointment card, to request a leave pass, giving the reason for absence, the time of departure and estimated time of return to school. The student needs to bring this note to the Student Reception in Te Korowai Aroha before 9am or at Form Time to obtain a 'leave pass' which then allows them to leave class at the appropriate time and go straight to their appointment. Upon return to school the student reports to the Student Reception before returning to class.

Should time away from school be required for reasons other than sickness (for 3 days or longer) then a formal letter of request should be addressed to the Principal, preferably four weeks in advance of the anticipated leave.

## **Wellness Centre – Te Ratonga Hauora**

Northcote College has a Registered Nurse on duty in the Wellness Centre between 9am and 3.30pm daily. **For safety reasons students who become unwell at College must report to the nurse and must not leave the College without permission.** Parents will be contacted if the student requires further medical assistance or needs to be collected.

## **2021 Year Planner**

Term dates are included in the back of this booklet. Key Dates for Year 10 – 13 students are included on page 15. It is likely that throughout the course of the year there will be additional events and activities involving your child, and some scheduled events may change. Please refer to the school website for updated information, news and events.

In addition to professional learning days required by the Ministry of Education (MoE), Northcote College has one scheduled Flexible Learning Day per term (26 March, 4 June, 2 September and 12 November). There are no timetabled classes on the Flexible Learning Days. The school will be open for students to use the Library and wifi, or they can remain at home, and work independently on course work and assignments. Teachers will be involved in Professional Learning on these days but will be available in their classrooms, or online, 9am – 10am and 2.30 – 3.30pm to answer student questions and provide assistance.

### **School Rules**

The Northcote College Code of Expected Behaviour is based on respect. The rules are designed to ensure that an atmosphere of hard work, courtesy and concern for others is maintained. A copy of Northcote College expectations is included in this booklet.

### **Uniform/Dress**

The uniform is worn by students in Years 9, 10, 11 and 12. We expect Northcote College uniform will be worn correctly and with pride. A dress code applies to Year 13 students. (Refer to Uniform Guidelines)

Northcote College uniform items are available from Yarntons, Birkenhead.

### **ID Cards**

The Student ID Card is necessary for issue of books from the school library and for entry into external examinations. Class photos and photos for ID cards will be taken on Friday 19 February 2021. \$8 is payable for the ID cards which will be available within 2-3 weeks.

Students are encouraged to use AT Hop Cards on buses. We strongly recommend the card is registered and loaded with the secondary student concession. For details go to: [www.at.govt.nz](http://www.at.govt.nz)

*Please ensure cards are named to avoid replacement card costs.*

## **Stationery**

All students are required to bring an electronic device suitable for learning (eg compact laptop, chromebook).

We encourage purchase of school stationery through the Office Max My School website [<https://www.myschool.co.nz/>]. Alternatively the 2021 stationery information will be available on the Northcote College website.

## **Personal Property**

Students are responsible for their personal property. No responsibility is taken by the school for loss or damage.

It is important to name all items a student wears or brings to school so that anything misplaced can quickly and easily be returned to the owner. If clothing items are lost then the student should go to Student Reception to check the lost property as soon as possible.

## **Buses**

Contact Auckland Transport on (09) 09 366 6400 or website at [www.at.govt.nz](http://www.at.govt.nz). Students are encouraged to use AT Hop Cards rather than cash on buses. Loading the AT Hop Card with the secondary student concession represents a significant saving.

School bus information:

<https://at.govt.nz/bus-train-ferry/timetables/school-timetables/northcote-college/>

## Key Dates 2021

February 2	[Tuesday]	Year 9 and Peer Support Leaders only
February 3	[Wednesday]	Whole School [Timetable Day 1]
February 5	[Wednesday]	Class & ID Photos
February 8	[Monday]	Waitangi Day observed - school closed
9 – 12 Feb		Year 10 Camp
February 16	[Tuesday]	Student/Parent/Teacher Meetings [by appointment]
February 18	[Thursday]	Student/Parent/Teacher Meetings [by appointment]
February 19	[Friday]	Class and ID Photos
Feb 22 - 26		Marae Noho
17 - 19 Mar		Year 13 Camp
March 26	[Friday]	Flexible Learning Day
April 2	[Friday]	Good Friday – school closed
April 5	[Monday]	Easter Monday – school closed
April 6	[Tuesday]	Easter Tuesday – school closed
April 16	[Thursday]	Term I ends
May 3	[Monday]	Term II begins
May 13	[Thursday]	MoE Teacher Only Day
June 4	[Friday]	Flexible Learning Day
June 7	[Monday]	Queen’s Birthday – school closed
9 – 18 June		Senior Exams
June 22	[Tuesday]	Group Photos
June 24	[Thursday]	Sports Team Photos
July 9	[Friday]	Term II ends
July 26	[Monday]	Term III begins
July 31	[Saturday]	School Open Day
August 10	[Tuesday]	MoE Teacher Only Day
August 12	[Thursday]	Parent/Teacher Interviews 4-7pm [by appointment]
August 17	[Tuesday]	Parent/Teacher Interviews 4-7pm [by appointment]
30 Aug – 3 Sept		Tournament Week
September 2	[Thursday]	Flexible Learning Day
September 3	[Friday]	Mid Term Break
16 – 24 Sept		Senior Exams
October 1	[Friday]	Term III ends
October 18	[Monday]	Term IV begins
October 25	[Monday]	Labour Day – school closed
October 28	[Thursday]	Sports Prizegiving 7.30pm
November 4	[Thursday]	Senior Prizegiving 7.30pm
8 Nov – 2 Dec		NZQA Exams
November 12	[Friday]	Flexible Learning Day
November 15 - 19		Junior Exams
November 25	[Thursday]	MoE Teacher Only Day
December 7	[Tuesday]	Year 10 Prizegiving (last day for Year 10 students)
December 8	[Wednesday]	Term IV ends

## Cybersafety Background Information for Parents and Students

This background information may be helpful as you read through and discuss the cybersafety use agreement with your son/daughter.

These are the sixteen rules to help keep students cybersafe as outlined in the cybersafety use agreement that you and your son/daughter have been asked to sign.

- 1. I cannot use the school ICT equipment or wifi until my parent and I have signed the use agreement and it has been returned to school.**

*All students must have a use agreement signed by themselves and their parent. Use agreements are an essential part of cybersafety policy and programmes for schools and other organisations.*

- 2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.**

*The user name is the unique identity by which the network recognises an individual. There are never two users with the same user name and this allows the school to track the activity of any student. A user name could be misused if a student's password was known and then used by others.*

- 3. I will not tell anyone else my password.**

*Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users, and teaches the student the importance of personal security.*

- 4. While at school or at a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).**

*Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in New Zealand and in many other countries. Often students become involved in these acts through peer pressure, without thinking of the consequences.*

- 5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.**

*Harassing or bullying others will not be regarded as a joke by the school.*

- 6. I understand that the rules in this agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.**

*A mobile phone is a device designed for communication and quick reference and it is expected that in the classroom, mobile phones will be turned off/on silent and be kept out of sight – unless specific permission has been given by the teacher.*

- 7. I understand that the Internet at school is for educational purposes.**

*There must be an educational purpose for students to be online or accessing the Internet at school.*

**8. While at school, I will not:**

- a. Initiate access, or attempt to access age restricted, or objectionable material.
- b. Download, save or distribute such material by copying, storing, printing or showing to other people.
- c. Make any attempt to get around, or bypass security, monitoring and filtering that is in place at our school.

*The school has a number of steps in place to prevent students accessing inappropriate, age-restricted or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school. Disciplinary procedures will result if a student is attempting to bypass school Internet filtering or security systems.*

**9. If I accidentally access inappropriate material, I will not show others. I will close or minimise the window and report the incident to a teacher immediately.**

*Because anyone at all can publish material on the Internet, it does contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps students to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cybersafety of the school community.*

**10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.**

*Many files available on the Internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programs or even inappropriate, age restricted or illegal material.*

**11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.**

*Students need to be aware that if they bring any ICT device to school or to a school related event, then all stored content on it must be acceptable and appropriate for the school environment.*

**12. Before I put any personal information online, about myself or any other person, I will ask my teacher's permission. I will also get permission from any other person(s) involved.**

*This reduces the risk of students being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise student's privacy or security online.*

13. I will respect all school ICT and treat ICT equipment/devices with care. This includes not intentionally disrupting the smooth running of any school ICT system, not attempting to hack or gain unauthorised access to any system, following all school cybersafety rules, not joining in if other students choose to be irresponsible with ICT, and reporting any breakages/damage to a staff member.

*In addition to promoting student safety, the rules help the school to protect the considerable investment made in expensive ICT equipment. Intentionally disrupting ICT systems will be seen by the school as intentionally setting out to disrupt the learning of others. Students should not consume food or drink while using school ICT equipment.*

14. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data including email.

*The school has an electronic monitoring system that has the capacity to record Internet use, including user details, time, date, sites visited, length of time viewed and from which computer/device. The school may also use filtering to restrict access to certain sites.*

15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

*In an audit, all material, files and emails could be checked by the school.*

16. I understand that if I break these rules, the school may need to inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

*Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family possibly having responsibility for repair/replacement costs, the school taking disciplinary action.*

\*The term 'parent' used throughout this document also refers to caregivers and legal guardians.

**An Important Message from the Ministry of Education and N4L**

If you wish, you can set up the filter on your child's learning device from home. Clear instructions on how to do this can be found at [switchonsafety.co.nz](http://switchonsafety.co.nz). The free N4L safety filter blocks websites containing known cyber threats like phishing scams, malicious content and viruses, while also protecting children from content inappropriate for young eyes. Please remember that safety can't be provided by technology alone – it requires a holistic approach. You can find more information, tips and advice to support online safety at [www.netsafe.org.nz/parenttoolkit/](http://www.netsafe.org.nz/parenttoolkit/)

Source: Ministry of Education and Network for Learning (N4L)

## Uniform Guidelines

***We expect Northcote College uniform will be worn correctly and with pride.***

### School Uniform Years 9 -12

Northcote College uniform is worn by students in Years 9, 10, 11 and 12.

Correct uniform is to be worn at school, to and from school, and at all school functions.

All uniform must be tidy, clean and in good repair.

Parents and students may select items from the list provided. No other items, including sports team uniform, may be worn with the school uniform. *Uniform items are available from Yarnton's, Birkenhead.*

Short or long sleeve shirt (tailored or plain style)	Navy Fleece
Navy school jacket with hood	Navy Trousers
Navy Shorts	Navy Skirt
Navy Sarong/Tupenu/Lava lava	Black shoes (refer below)
Black belt	Plain navy cap or bucket hat
School Beanie	Black socks or Black opaque tights

### Student Appearance

- Facial hair is to be neatly trimmed
- T-shirts worn under uniforms are not to be visible.
- Skirt lengths are to be modest.

### Hairstyles

- Hair styles must not be extreme.
- Hair is to be a natural human hair colour.
- Long hair must be tied up for Health & Safety reasons in a workshop or laboratory and when wearing the No.1 uniform.
- Plain navy blue or black headbands may be worn.

### Jewellery and Nail Polish

- Students are permitted:
  - a watch
  - one small plain stud in each ear
  - one small nose stud (no other facial piercing is permitted)
- Necklaces should not be visible.
- Natural or pale coloured nail polish may be worn.

### Footwear

- Plain black (no colour), low heeled, low cut, shoes are required with uniform. No boots, or sports boots are to be worn. Note: plain black socks or black stockings must be worn with black shoes.
- Students may wear black roman sandals without socks but shoes with a full heel and toe must be worn in any laboratory or workshop.

### Sports Uniform

- Physical Education – a change of clothes must be worn for all P.E. classes. The PE uniform is to be worn by all students Year 9 to 12. Shorts and a T-shirt suitable for the purpose must be worn by Year 13 students participating in PE (refer to Year 13 dress code).
- Students playing sport for Northcote College will wear complete and correct sports uniform.

## **Formal (No. 1 Uniform)**

**When representing Northcote College and wearing the school blazer the following applies:**

School blazer

School tie

White shirt with a collar to take a tie (buttoned to the neck)

Navy school skirt, or Navy sarong/Tupenu/Lavalava, or black dress trousers

Black opaque tights or black socks

Black leather dress shoes (clean and polished)

*Points to note:*

Long hair must be tied up

Jewellery must be kept to a minimum - One pair of small plain studs and a watch.

Shoes are to be flat (Canvas shoes are not acceptable with the No.1 uniform)

No nail polish.

Facial hair is to be neatly trimmed.

## **Year 13 Dress Code:**

Acceptable presentation will be tidy, clean, conservative and show respect for other people's values.

This precludes wearing:

- garments with offensive material on them
  - garments advertising alcohol, cigarettes, drugs
  - dresses/tops without straps
  - dresses/tops with shoestring straps
  - showing bare midriffs
  - singlets with large armholes
  - clothing that is torn/frayed
- ii) Suitable footwear must be worn. Footwear must have a back strap (i.e. no jandals or slip on footwear).
- iii) Facial hair is to be neatly trimmed
- iv) Hair styles must not be extreme. Hair is to be a natural human hair colour. For safety reasons long hair must be tied up in a workshop or laboratory and when wearing the No.1 uniform
- v) One small nose stud (no other facial piercing is permitted)
- vi) Make-up, nail polish and jewellery should be minimal.

## Code of Expected Behaviour

*Northcote College values are Respect for Self / Others / the Environment. Principles of restorative practice are followed and there is an emphasis on positive behaviour for learning.*

### ATTITUDE TO OTHERS

We are courteous and show respect in all our dealings with others.

- Disruptive behaviour will not be tolerated.
- Physical violence, sexual harassment, bullying and/or verbal abuse will not be tolerated.
- Material which is homophobic, racist, sexual, sexist or violent must not be brought to school.

We always represent the school in a positive manner. This means:

- Students will abide by fair play rules when playing sport.
- Northcote College uniform will be worn correctly and with pride. (Refer to Uniform Guidelines)

### ATTENDANCE

- Students are expected to be at school by 8.55am.
- Students arriving after 9am are expected to sign in at the Attendance Office.
- To attend an appointment outside school an appointment card or note from a parent is required to obtain an exit slip from the Attendance Office.
- Students who become unwell during the school day must report to the nurse and must not leave the College without permission. Appropriate arrangements will be made to care for the student or for collection by parents.

### RESPECT FOR THE ENVIRONMENT

- This means that students are expected to treat school property and the property of others with respect.
- Students are responsible for their personal property. No responsibility is taken by the school for loss or damage.
- Students will not take or use the property of another student without permission.
- Students will bring to class all required materials and equipment.
- Laptops, chromebooks and tablets are encouraged for learning at school but must be switched off if requested by the teacher.
- A mobile phone is a device designed for communication and quick reference and it is expected that in the classroom, mobile phones will be turned off/on silent and be kept out of sight – unless specific permission has been given by the teacher.
- During class time and at school events headphones are not to be used and are not to be visible unless specifically allowed by the staff member in charge.

### INTELLECTUAL PROPERTY

- The work submitted for assessment must be original.
- All resources used in an assessment are to be itemised within a reference list or bibliography. (Refer to Northcote College Assessment Policy in Practice)
- To comply with the Copyright Act 1994 students are not to download any files such as music, videos, games or programmes.

### PROHIBITED ITEMS

- Northcote College is a smoke, drug and alcohol free school.
- We strive for a safe environment free of any hazardous and/or potentially dangerous substances and objects. This means:
  - a. Substances or articles that are likely to be harmful (matches, fireworks, offensive weapons, knives etc.) must not be brought to College.
  - b. Smoking and the possession of smoking equipment is forbidden.
  - c. Possession and/or consumption of alcoholic liquor is forbidden.
  - d. Drug usage and possession for use other than for a diagnosed medical condition is forbidden.
  - e. Permanent markers, chewing gum and aerosol cans are not allowed at Northcote College.

*If there is a suspicion that a student has broken any of the above rules the school reserves the right to search personal property in accordance with Ministry of Education search and seizure guidelines.*

*Notes:*



**Northcote College**  
**School Contacts for Year 10 – 13 Parents**  
**2021**

Main Office:           Phone:       481 0141  
                              Email:       [office@northcote.school.nz](mailto:office@northcote.school.nz)

Attendance Office:   Phone:       481 0141 ext 750

Principal               Ms V Barrie  
Deputy Principal      Ms K Russell - *Teaching & Learning, Assessment*  
Assistant Principal   Mr M Dudley - *Student Wellbeing*  
Assistant Principal   Mr S Reed     - *Education Outside the Classroom*

Direct Dial Deans     481 0148

Year 10 Dean           Mr C Wallace  
                              Email: [wa@northcote.school.nz](mailto:wa@northcote.school.nz)

Year 11 Dean           Mr C Davis  
                              email: [dvs@northcote.school.nz](mailto:dvs@northcote.school.nz)

Year 12 Dean           Mrs F McGhee  
                              email: [mg@northcote.school.nz](mailto:mg@northcote.school.nz)

Year 13 Dean           Mr J Edwards  
                              email: [edw@northcote.school.nz](mailto:edw@northcote.school.nz)

Academic Mentoring Dean   Ms A Edney-Browne  
                              email: [eb@northcote.school.nz](mailto:eb@northcote.school.nz)

**Term Dates 2021**

**Term 1:**       2 February – 16 April

**Term 2:**       2 May – 9 July

**Term 3:**       26 July – 1 October

**Term 4:**       18 October – 8 December

**[www.northcote.school.nz](http://www.northcote.school.nz)**