Northcote College

Founded 1877



Year 10, 11, 12, 13
Parent Information
2022

Nau mai, haere mai, ki Northcote College Welcome to Northcote College

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

I urge you to be involved in your child's learning. We aim to engage you in a learning focussed partnership. Please stay in touch, respond to our invitations and contact us if you need support, we are here to help.

We will work hard to have all students hold fast to decent values, enjoy life, accept responsibility, be of benefit to others and believe in their own ability to learn.

I look forward to getting to know you and recognise it is a privilege to be involved in the lives of our learners.

*Vicki Barrie*Principal

School Motto

The Northcote College motto, originally in Latin, is:

ut prosim aliis | kia manaaki te tangata | to be of service to others

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

Northcote College Values

Respect for self
Respect for others
Respect for the environment.

Successful Learning for All

Northcote College teachers are committed to student learning. They provide inspiration, guidance and support to help students learn.

For students to get the full benefit of their teachers help, and the most out of lessons they need to:

- Arrive on time with their equipment and fully charged device ready to learn
- Focus and work co-operatively in class
- Pay attention, work hard and actively participate in lessons
- Check school emails at least once daily
- 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 schoolwork

Note any work they don't understand so they can get help.

Doing these things will help your child 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 2022 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 email.

Year 9	Ms R Kay	kay@northcote.school.nz
Year 10	Miss A Williams	wlm@northcote.school.nz
Year 11	Mr C Wallace	wa@northcote.school.nz
Year 12	Mr C Davis	dvs@northcote.school.nz
Year 13	Mrs F McGhee	mg@northcote.school.nz

Academic Mentoring Dean:

Ms Alison Edney-Browne eb@northcote.school.nz

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.

Resources for Parents

Useful general information and advice for parents of secondary school students can be found on the school website through the 'Parents' window.

You may also find these websites helpful:

http://parents.education.govt.nz/





is at the bottom of the school website under the heading of Resources.

Wellbeing resources

Parents have access to School TV which offers video resources and reports on topical issues. The School TV link













Staying Safe Online

https://www.netsafe.org.nz/parenttoolkit/ www.switchonsafety.co.nz

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. 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/

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

Communication and Reporting

The School formally reports on student achievement at the end of Terms 2 and 4. Reports are emailed to parents/caregivers.

The Northcote College website 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]

Blended Learning

The use of technology is integrated into classroom activities and has proven invaluable in recent years. 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 increasingly digital. We will be doing our students a disservice if we are not helping them to become digitally fluent in advance of facing online assessment.

Northcote College uses the Google Education Suite to allow students and parents to access relevant learning material.

Our preferred device is a compact laptop or a chromebook and recommended specifications can be found on the school website by searching 'BYOD'.

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.

Achievement Standards are assessed either	Unit Standards are all internally assessed.
internally (by the school) or externally (by	For most unit standards students receive one
examination at the end of the year).	of two grades:
Students receive one of four grades for	
each Achievement Standard:	Achieved (A)
Excellence (E)	Not achieved (N)
Merit (M)	
Achieved (A)	NB: There are some Unit Standards that may
Not achieved (NA)	be awarded with merit

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 2021 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

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

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.

The Timetable

Northcote College runs a six day timetable. There are 30 periods over 6 days.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Period 1						
Period 2						
Period 3						
Period 4						
Period 5						

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 run as usual and students are welcome to access student areas including the Library and Kauri prior to classes commencing.

Assemblies

School assemblies are held weekly on Mondays. Under the Covid Protection Framework (CPF) Red and Orange these assemblies are online at 11.35am. In addition, level assemblies are held at 11.30am once a week for each year level.

Parent Portal and School App

Parents are able to view student notices as well as current attendance and achievement information for their child using the Parent Portal. A unique password will be emailed to you.

Secure payments to the school can also be made through the Parent Portal.

To access the Parent Portal go to the bottom of the school website.

To access the School App go to the bottom of the school website or download from the App Store.

We encourage you to check that the contact details we hold are correct through the Parent Portal. It is important that the school has your current contact details, email addresses and mobile phone numbers. We primarily use email and the school app to communicate with parents.

Study Centre / C8

The Study Centre/C8 classroom is open each lunch time. 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. A staff member is on duty each day from 12.45 to 1.25pm. Students can stay just a few minutes to ask the question or for half an hour to complete work. Sometimes a student may be referred to the Study Centre/C8 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.

Library

The School Library is open daily 8am – 4.30pm for student use. An online catalogue and request system can be accessed through the school website.



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, Bands, Choir, Cultural Groups, Debating and more.

Absences and Appointments

All students are expected to attend every school day. 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 or phone 481 0141 extension 750 giving your child's name, form class and reason for absence.

If your child needs to be absent from school for a period of time during the day, please advise the school via the parent portal, or email attendance@northcote.school.nz, giving the reason for the absence, the time of departure and estimated time of return to school. You can also give your child a note which they will need to bring to Harakeke|Student Reception, Te Korowai Aroha, before 9am. Leave passes will be arranged. Any student leaving school must pick up their leave pass from Harakeke|Student Reception, prior to leaving the school grounds. Upon return to school the student must report back to Harakeke|Student Reception before returning to class.

Should time away from school be required for reasons other than sickness then a formal letter of request should be addressed to the Principal.

Te Ratonga Hauora | Wellness Centre

Northcote College has a Registered Nurse on duty in the Te Ratonga Hauora | 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.

2022 School Calendar

A *Year Planner* is provided at the end of this document. Please note that it is likely that through the course of the year there will be additional events and activities involving your child, and some scheduled events may change. Please always refer to the blue Announcements box on the school website for updated information, news and events.

The School App is also used to notify students and caregivers of changes to scheduled events.

Teacher Only Days

There are no timetabled classes on Teacher Only Days. Teachers are involved in professional learning all day.

Flexible Learning Days

There are no timetabled classes on Flexible Learning Days.

On 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 available in their classrooms, or online, 9am - 10am and 2.30 - 3.30pm to answer student questions and provide assistance.

Northcote College has one scheduled Flexible Learning Day (FLD) per term. The first FLD will be on 25 March 2022. Further dates will be notified via email and the website.

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 the Northcote College expectations is included at the end of this document.

Uniform Expectations

It is expected that Northcote College students (Year 9-12) will wear correct uniform. A copy of the Uniform Guidelines is provided at the end of this document. We rely on parents/caregivers to support our expectations.

Personal Property

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 or valuables are lost then the student should visit the Harakeke | Student Reception, Te Korowai Aroha, where items are held.

Students are responsible for their personal property. The school is unable to take responsibility for loss or damage.

ID Cards

A Student ID card is available for purchase from Harakeke | Student Reception, Te Korowai Aroha, and costs \$8. The ID card supports discounts for public transport etc.

Buses

Students are encouraged to use AT Hop Cards on buses. Loading the AT Hop Card with the secondary student concession represents a significant saving. For details go to: www.at.govt.nz.

Please ensure AT Hop cards are named to avoid replacement card costs.

School bus timetable information:

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

Community Business Directory

The Northcote College Business Directory offers an opportunity for parents/caregivers with businesses to highlight their connection to Northcote College and promote their services. There is a link at the bottom of the school website. To support businesses within our school community we encourage you to use the directory if you are looking for goods and services.

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. (Refer to Uniform Guidelines below)

Attendance

- Students are expected to be at school 5 minutes before the start of the first lesson.
- Students arriving after the start of period 1 are expected to sign in at Harakeke | Student Reception.
- To attend an appointment outside school an appointment card or note from a parent is required to obtain an exit slip from Harakeke | Student Reception.
- 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 and Property

A clean, orderly environment is necessary for wellbeing and learning.

- This means that students are expected to treat the school environment and 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, tablets and headphones are required for learning at school but devices must be switched off and headphones removed when requested by the teacher.
- Mobile phones will be turned off/on silent and be kept out of sight in the classroom unless specific permission has been given by the teacher.

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, vape, 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, vaping, and the possession of smoking or vaping equipment is forbidden.
 - c. Possession and/or consumption of alcoholic liquor is forbidden.
 - d. Use or possession of any drug (other than for a diagnosed medical condition) is forbidden.
 - e. Permanent markers, chewing gum and aerosol cans are forbidden.

If a student breaches any of the above expectations the school may take a range of actions in accordance with the Education and Training Act and the school's policies and procedures. Such actions may include (where appropriate) disciplinary action, requiring the surrender of a device or item, and/or carrying out a search for an item.

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 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.

Northcote College School Contacts

Main Office: Phone: 481 0141

Email: office@northcote.school.nz

Attendance Office: Phone: 481 0141 ext 750

Direct Dial Deans 481 0148

Principal Ms Vicki Barrie

Deputy Principal Ms Karen Russell Teaching & Learning, Assessment

Assistant Principal Mr Mike Dudley Student Wellbeing

Assistant Principal Mr Scott Reed Education Outside the Classroom

2022 Term Dates

Term 1

1 February - 14 April

Term 2

2 May - 8 July

Term 3

25 July - 30 September

Term 4

17 October - 7 December

www.northcote.school.nz

12					Year Pla	anner 2022
	January	February	March	April	May	June
Monday						
Tuesday		1 Year 9 First Day	1 Marae Noho ! [28/2 - 4/3]			
Wednesday		2 All Year Levels 1	2 Drama Production 2			1 6
Thursday		3 2	3 Drama Production			2
Friday		4 3	4 ∀ 4	1 TE 3		3 NCOL Teacher Only Day
Saturday	1	5	5	2		4
Sunday	2	6 Waitangi Day	6	3	1	5
Monday	3	7 Waitangi Day Observed [T1/Wk2]	7 [T1 / Wk6] 5	4 [T1 / Wk10] 6	2 Term 2 Begins (3) [T2 / Wk1]	6 Queen's Birthday
Tuesday	4	8 Class & ID 4	, 0	5 1	3 4	7 [T2/Wk6] 2
Wednesday	5	9 Pastoral Care Programme starts 5	9 1	6 Last day Pastoral Care	4 5	, 3
Thursday	6	10 Year 9 Parent 6 Evening	10 2	7 3	5 6	9 4
Friday	7	11 1	11 3	8 4	6 1	10 ⑤
Saturday	8	12	12	9	7	11
Sunday	9	13	13	10	8	12
Monday	10	14 T1 / Wk3 Year 10 Camp 2	14 [T1 / W7] 4	11 [T1/Wk11] 5	9 [T2/Wk2] 2	13 [T2 / Wk 7] 6 Senior Exams
Tuesday	11	15 [14-18 Feb] 3	15 5	12 6	10 3	14 [13-17 June]
Wednesday	12	16	16 Year 13 Camp 6	13	11 4	15 2
Thursday	13	17 Senior Parent, 5 Teacher, Student Mtgs	17	14 Term 1 Ends 2	12 5	16 3
Friday	14	18 6	18 V 2	15 Good Friday	13	17 (4)
Saturday	15	19	19	16	14	18
Sunday	16	20 _	20	17	15	19
Monday	17	21 [T1 / Wk4] 1 Swimming Sports	21 [T1 / Wk8] 3	18 Easter Monday	16 [T2/Wk3] MoE Teacher Only Day	20 [T2/Wk8] 5
Tuesday	18	22 Jnr P/T/S Meetings ID Photos catch-up 2	22 4	19	17	21 Group Photos 6
Wednesday	19	23 (3)	23 5	20	18	22
Thursday	20	24 Athletic Sports 4	24 6	21	19 3	23 Sports Photos 2
Friday	21	25 PUM 2.30pm 5	25 Flexible Learning Day	22	20 TE 4	24 Matariki Public Holiday
Saturday	22	26	26	23	21	25
Sunday	23	27	27	24	22	26
Monday	24	28 [T1 / Wk5] 6 Marae Noho 6	28 [T1 / Wk9] 1 Lumino On site	25 Anzac Day	23 [T2/Wk 4] 5	27 [T2/Wk9] ③
Tuesday	25		29 2	26	24 6	28 4
Wednesday	26 Teaching Staff & New Staff Induction	-	30	27	25	29 3
Thursday	27 Course Conf.		31 4	28	26	30
Friday	28 Course Conf.		-	29	27 3	
Saturday	29 Auck Ann. Day			30	28	
Sunday	30				29	
Monday	31 Auck Ann. Day Public Holiday				30 [T2/Wk5] 4	
Tuesday					31 (5)	
ruesday	January	February	March	Δnril	May	June
	January	I ebluary	IVIAICII	April	iviay	Julie

					Year Pla	anner 2022
July	August	September	October	November	December	
	1 [T3 / Wk2] 6					Monday
	2			1 4		Tuesday
	3 (2)	1 Flexible		2 (5)	1 DRA Schol	Wednesday
	4 (3)	Learning Day		3 Senior P/giving 6	Showcase 6	Thursday
1 (1)	5 4	2 Mid-term Break		4 TE (1)	End 1	Friday
2	6	3	1	5	3	Saturday
3	7	4	2	6	4	Sunday
4 [T2/Wk10] ²	8 [T3/Wk3] 5	5 [T3 / Wk7] 4	3	7 [T4 / Wk4] 2 NZQA Exams TBC	5 [T4 / Wk8] 2	Monday
5 Showquest 3	9 L3 Drama Production 6	6 Pathways 5	4	8 3	6 Year 10 P/giving 3	Tuesday
6 4	10 L3 Drama Production	7 💿	5	9 4	7 Year 9 P/giving Term 4 Ends 4	Wednesday
7 (5)	11 Parent, Teacher & Student Meetings	8 1	6	10 5	8	Thursday
8 Term 2 End 6	12 TE 3	9 2	7	11 Flexible Learning Day	9	Friday
9	13	10	8	12	10	Saturday
10	14	11	9	13	11	Sunday
11	15 [T3/Wk4] 4	12 [T3/Wk8] 3	10	14 [T4 / Wk5] Junior Exams	12	Monday
12	16 Parent, Teacher 5 & Student Meetings	13 4	11	15 [14-18 Nov]	13	Tuesday
13	17 6	14 5	12	16	14	Wednesday
14	18	15 Senior Exams [15 - 23 Sept]	13	17	15	Thursday
15	19 2	16	14	18 V	16	Friday
16	20	17	15	19	17	Saturday
17	21	18	16	20	18	Sunday
18	22 [T3 / Wk5] 3	19 [T3 / Wk9] 2	17 Term 4 Begins 6	21 [T4 Wk6] 6	19	Monday
19	23 4	20 3	18	22	20	Tuesday
20	24 MoE Teacher Only Day	21 Hearing 4	19 L2 Art Marking	23	21	Wednesday
21	25 5	22 5	20 Enrolment Subi Selection Evng (3)	24 3	22	Thursday
22	26 6	23♥ √ ⑥	21 4	25 MoE Teacher Only Day	23	Friday
23	27	24	22	26	24	Saturday
24	28	25	23	27	25	Sunday
25 [T3 /W1] 1 Term 3 Begins	29 [T3 / Wk6] 1 Tournament Week	26 [T3 / Wk10] 1	24 Labour Day	28 MoE Teacher Only Day	26	Monday
26 2	30 [29/8-2/9]	27 Thames Sports Exchange	25 [T4/Wk2] 5	29 [T4 / Wk7] 4	27	Tuesday
27 3	31 🗸	28 L1 Art Marking 3	26 L1 Drama 6	30 (5)	28	Wednesday
28 4		29 L2 Drama Production	27 Sports P/giving 1		29	Thursday
29 ③		30 Term 3 Ends 5	28 2		30	Friday
30 OPEN DAY			29		31	Saturday
31			30			Sunday
			31 [T4/Wk3] 3			Monday
			- [I-FANNO]			Tuesday
July	August	September	October	November	December	ruesuay
July	August	September	Octobel	November	December	