

Northcote College

Founded 1877



Year 9

Parent Information

2023

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
Tumuaki | Principal

School Motto

The Northcote College motto, originally in Latin, is:

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

For Year 9 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.

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 Year 9 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 one hour 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

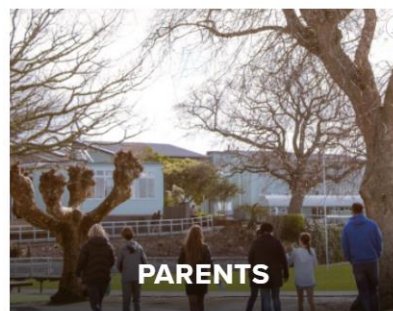
Northcote College promotes the use of restorative conversations. Year 9 students receive training in this method of resolution as part of their Peer Support Programme. In essence, the key restorative steps are Reflect, Repair and Restore. Parents are asked to support and participate in this approach when issues arise.

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/>



Wellbeing resources

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

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



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](http://www.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)

Reporting

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

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'.

Year 9 Dean

The Year 9 Dean in 2023 is Fleur McGhee. Ms McGhee is the first point of contact for parents at the school and can be contacted by email: mg@northcote.school.nz

Year 9 Course Requirements

All Year 9 students:

- study English, Mathematics, Social Studies, Science, Physical Education and Health, Food Technology.
- take a course in Media Literacy.
- experience each of The Arts choosing one as a focus for a half year option course from: Art/Drama/Music
- experience Technology subjects choosing two from: Digital Technology/Electronics/Fashion & Textiles/Design & Visual Communication (formerly known as Graphics)/Hard Materials Technology
- experience a language subject choosing one from:
Te Reo Māori/Chinese/French/Japanese/Spanish/ESOL/ Literacy Support

Year 9 Form Classes

Students are placed in a Form Class. Each Form Class is named using the Form Teacher's code which is based on the teacher's last name. Students who are part of

the Whānau Class are in a vertical form class with whānau class students from other year levels.

It is intended that students stay in the same form class and that Ms McGhee and the Year 9 form teachers will stay with the form level throughout their time at Northcote College.

Peer Support

Each Wednesday of Term 1, Year 13 students who have been trained as Peer Support Leaders spend an hour working with groups of Year 9 students to help them make friends and develop their understanding of the culture of the school - including where to go for help if it is needed. The Peer Support Programme is managed by Head of Support Service, Courtney Pito. Year 9 and 13 form teachers are also involved.

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.

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.

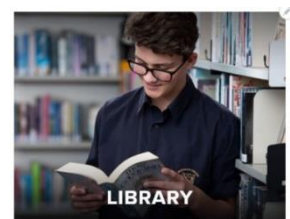
We encourage you to check that the contact details we hold are correct through the Parent Portal. It is important that the school has your current contact details, email addresses and mobile phone numbers. We primarily use email and the school app to communicate with parents.

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.

2023 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 24 March 2023. 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 \$8.50. 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

School uniforms are a great way to distinguish students and instil a sense of community and pride in our school. These guidelines have been reviewed after consultation with students, staff, the community, and alongside the [New Zealand Human Rights Commission School Uniform Guidelines](#). Please contact your year level dean if you have concerns about meeting these expectations.

School Uniform Years 9-12

The 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 uniforms must be tidy, clean and in good repair.

Parents and students may select from the list of Northcote College items below. 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 wool V-neck jersey
Navy school jacket with hood	Navy fleece
Navy Trousers (straight or tailored leg)	Navy skirt
Navy shorts	Navy sarong/tupenu/lava lava
Black shoes (refer below)	Black socks or Black opaque tights
Black belt	Plain navy cap or bucket hat
Items of cultural or religious significance (e.g. hijab, tā moko, ie faitaga)	School beanie

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

- The expectation is that hair styles and colour are not extreme.
- 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 worn 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 plain flat sandals with a back strap, without socks. 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 Dress Uniform (aka No. 1 Uniform – to be worn when representing the school at formal events/occasions)

School blazer

School tie

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

Navy blue school skirt, or Navy Sarong/Tupenu/Lava lava, or black dress trousers

Black socks or black opaque tights

Black leather dress shoes (clean and polished)

Year 13 Dress Code:

Presentation will be tidy, clean, work-place appropriate, and show respect for other people's values.

- i) Suitable footwear must be worn. Footwear must have a back strap (i.e. no jandals or slip on footwear).
- ii) Facial hair is to be neatly trimmed.
- iii) Hairstyles and hair colour must not be extreme. For safety reasons long hair must be tied up in a workshop or laboratory and wearing the No.1 uniform.
- iv) One small nose stud (no other facial piercing is permitted).
- v) Make-up, nail polish and jewellery should be minimal.

Year Planner 2023						
	January	February	March	April	May	June
Monday					1 [T2 / Wk 2] (1)	
Tuesday					2 (2)	
Wednesday		1 All Year Levels (1)	1 Marae Noho (2)		3 (3)	
Thursday		2 Prefect Training (2)	2 (3)		4 (4)	1 Lumino Dentist on site (6)
Friday		3 (3)	3 Swimming Sports (4)		5 (5)	2 COL Teacher Only Day (-)
Saturday		4	4	1	6	3
Sunday	1	5	5	2	7	4
Monday	2	6 Waitangi Day	6 [T1 / Wk 6] Staff Prof Iss. Mtgs (5)	3 [T1 / Wk 10] Staff Prof Iss. Mtgs (6)	8 [T2 / Wk 3] (6)	5 King's Birthday
Tuesday	3	7 [T1 / Wk 2] (4)	7 (6)	4 (1)	9 (1)	6 [T2 / Wk 7] (1)
Wednesday	4	8 Pastoral Care Prog starts (5)	8 Polyfest [8-11 Mar] (1)	5 Pastoral Care Prog ends (2)	10 (2)	7 (2)
Thursday	5	9 Y9 Parent Evening (TBC) (6)	9 (2)	6 Cross Country End Term 1 (3)	11 (3)	8 (3)
Friday	6	10 Class & ID Photos (1)	10 (3)	7 Good Friday	12 (4)	9 (4)
Saturday	7	11	11	8	13	10
Sunday	8	12	12	9	14	11
Monday	9	13 [T1 / Wk 3] Year 10 Camp (2)	13 [T1 / Wk 7] (4)	10 Easter Monday	15 [T2 / Wk 4] (5)	12 [T2 / Wk 8] Senior Exams (5)
Tuesday	10	14 (3)	14 (5)	11	16 (6)	13 [12 - 16 June] (6)
Wednesday	11	15 (4)	15 Y13 Camp (6)	12	17 (1)	14 (1)
Thursday	12	16 (5)	16 (1)	13	18 (2)	15 (2)
Friday	13	17 (6)	17 (2)	14	19 [TE] (3)	16 (3)
Saturday	14	18	18	15	20	17
Sunday	15	19	19	16	21	18
Monday	16	20 [T1 / Wk 4] (1)	20 [T1 / Wk 8] (3)	17	22 [T2 / Wk 5] (4)	19 [T2 / Wk 9] (4)
Tuesday	17	21 Catch-up Photos P/T/S Meets (2)	21 (4)	18	23 (5)	20 Group Photos (5)
Wednesday	18	22 (3)	22 (5)	19	24 (6)	21 Matariki (6)
Thursday	19	23 Athletics Day (4)	23 [TE] (6)	20	25 (1)	22 Sports Photos (1)
Friday	20	24 (5)	24 Flexible Learning Day (-)	21	26 (2)	23 (2)
Saturday	21	25	25	22	27	24 BALL
Sunday	22	26	26	23	28	25
Monday	23	27 [T1 / Wk 6] Marae Noho (6)	27 T1 / Wk 9] (1)	24 School Closed	29 [T2 / Wk 6] Staff Prof Iss Mtg (3)	26 [T2 / Wk 10] (3)
Tuesday	24	28 Marae Noho P/T/S Meets (1)	28 (2)	25 ANZAC Day	30 (4)	27 (4)
Wednesday	25 Teaching Staff & New Staff Induction		29 (3)	26 MoE Teacher Only Day (4)	31 (5)	28 (5)
Thursday	26 Senior Course Confirmation		30 (4)	27 (5)		29 (6)
Friday	27 Course Conf.		31 (5)	28 (6)		30 End Term 2 (1)
Saturday	28			29		
Sunday	29			30		
Monday	30 Auck Anniv. Day					
Tuesday	31 Year 9 First Day					
	January	February	March	April	May	June

as at 25/1/23

Year Planner 2023						
July	August	September	October	November	December	
						Monday
	1 (1)					Tuesday
	2 (2)			1 Seniors Leave (6)		Wednesday
	3 P/T/S Meets (3)			2 Senior P/giving (1)		Thursday
	4 (4)	1 Mid-term Break (-)		3 (2)	1 (4)	Friday
1	5	2		4	2	Saturday
2	6	3	1	5	3	Sunday
3	7 [T3 / Wk 4] (5)	4 [T3 / Wk 8] (5)	2	6 [T4 / Wk 5] (3) NZQA Exams begin	4 [T4 / Wk 9] (5)	Monday
4	8 P/T/S Meets (6)	5 (6)	3	7 (4)	5 (6)	Tuesday
5	9 (1)	6 (1)	4	8 (5)	6 (1)	Wednesday
6	10 (2)	7 Senior Exams (7-15 Sept) (2)	5	9 (6)	7 Inter-form Sports	Thursday
7	11 [TE] (3)	8 (3)	6	10 (1)	8 Junior P/giving Term 4 Ends	Friday
8	12	9	7	11	9	Saturday
9	13	10	8	12	10	Sunday
10	14 [T3 / Wk 5] (4)	11 [T3 / Wk 9] (4)	9 Term 4 Begins (2)	13 [T4 / Wk 6] (2)	11	Monday
11	15 (5)	12 (5)	10 (3)	14 (3)	12	Tuesday
12	16 (6)	13 (6)	11 12ART Marking (4)	15 (4)	13	Wednesday
13	17 Careers Expo (1)	14 (1)	12 (5)	16 (5)	14	Thursday
14 Matariki	18 (2)	15 (2)	13 (6)	17 Flexible Learning Day (-)	15	Friday
15	19	16	14	18	16	Saturday
16	20	17	15	19	17	Sunday
17 Term 3 Begins (2)	21 [T3 / Wk 6] (3)	18 [T3 / Wk 10] (3)	16 [T4 / Wk 2] (1)	20 [T4 / Wk 7] (1) Junior Exams	18	Monday
18 (3)	22 (4)	19 (4)	17 Enrolment Subj Selection Evng (2)	21 [20 - 24 Nov] (-)	19	Tuesday
19 (4)	23 (5)	20 11ART Marking (5)	18 (3)	22 (-)	20	Wednesday
20 (5)	24 (6)	21 (6)	19 (4)	23 (-)	21	Thursday
21 (6)	25 (1)	22 Term 3 Ends (1)	20 (5)	24 (-)	22	Friday
22 OPEN DAY	26	23	21	25	23	Saturday
23	27	24	22	26	24	Sunday
24 [T3 / Wk 2] (1)	28 [T3 / Wk 7] (2) Tournament Week	25	23 Labour Day	27 [T4 / Wk 8] (6) Year 9 Camp	25	Monday
25 Thames St Exchange (2)	29 (3)	26	24 [T4 / Wk 3] (6)	28 (1)	26	Tuesday
26 (3)	30 (4)	27	25 (1)	29 (2)	27	Wednesday
27 (4)	31 Flexible Learning Day (-)	28	26 Sports P/giving (2)	30 NZQA Exams end (3)	28	Thursday
28 (5)		29	27 (3)		29	Friday
29		30	28		30	Saturday
30			29		31	Sunday
31 [T3 / Wk 3] (6)			30 [T4 / Wk 4] (4)			Monday
			31 (5)			Tuesday
July	August	September	October	November	December	

as at 25/1/23

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 Principals Ms Kate Meade *Teaching & Learning, Assessment*

 Mr Charles Wallace *Pathways*

 Mr Mike Dudley *Student Wellbeing*

 Mr Scott Reed *Education Outside the Classroom*

2023 Term Dates

Term 1

31 January – 6 April

Term 2

26 April – 30 June

Term 3

17 July – 22 September

Term 4

9 October – 8 December

www.northcote.school.nz