

Enrolment Information

Thank you for your enquiry to Mount Aspiring College. We hope that you enjoy reading our prospectus, which is designed to give you an introductory insight into our college. We also encourage you to visit our website for more in-depth information about us:

www.mountaspiring.school.nz

If you have any further questions please feel free to contact us in one of the following ways:

Email us on:	learn@mountaspiring.school.nz
Ring us on:	03 443 0499 (or free phone 0800 682 7747 from outside Wanaka)
International callers:	0064 3 443 0466 for the International Language Centre.

To enrol:

1. Complete an enrolment form for each child and forward to the school office. If you are moving to Wanaka please give us your current details and update these once you have a Wanaka address. At this stage your child will be pre-enrolled.
 - If commencing part-way through the school year, contact the office to arrange an appointment with the Year Level Dean to complete the enrolment, organise a timetable and starting date.
 - If commencing at the start of a new school year, information will be mailed to you in early December with starting times and information.
2. Attach a copy of your child's birth certificate or proof of citizenship or permanent residency.
3. If your child is going into Years 10 to 13 complete an option form to indicate subject choices for the following year. Curriculum handbooks and option forms are published on the school website (www.mountaspiring.school.nz/Programmes/Curriculum.aspx). If you need a curriculum handbook mailed to you please contact the school office.

Information for parents:

The following pages contain useful information about the day-to-day operations at the college. We advise you to keep this in a safe place as it is useful reference material once your son or daughter is attending the college.

Attendance

Students are expected to attend all timetabled classes, study periods, assemblies and whanau times. Attendance at college is compulsory by law until age 16, and students over the age of 16 choosing to remain at school must comply with Board policy on attendance.

Absence: If your child is absent due to illness a phone call or email (absences@mtaspiring.school.nz) to the office is required on the first and each subsequent day of absence. Please let us know the reason for absence when ringing. For an extended absence a letter to the Principal is required.

Late arrival: If a student arrives late at school or needs to leave during school hours for legitimate reasons such as an appointment, you can email absences@mtaspiring.school.nz or they should bring a note from you or an appointment card, and sign in or out at the office.

Sign out procedure: Any student leaving the college grounds during the school day must sign out at the office (except Year 12 and 13 students leaving at lunchtime). Except for senior students signing out for an authorised college activity, all students must have your permission (either a phone call, note or email – absences@mtaspiring.school.nz) to leave college during the day.

Board of Trustees

Chairperson: Mr M Toomey (Parent Rep)

Members: Mr W Bosley (Principal)
Mrs T Gibson (Parent Rep)
Mr P Tamati (Parent Rep)
Mr E Nepia (Parent Rep)
Ms S Brown (Parent Rep)
Mr L Faed (Staff Rep)
Mr Joe Strawson (Student Rep)

The dates and times of Board of Trustees meetings are published in the school newsletter and members of the public are welcome to attend. The minutes of Board meetings are published on the following website page: www.mtaspiring.school.nz/board-of-trustees.html following each Board meeting.

Canteen

The school canteen is situated by the gymnasium and is open at morning interval and lunchtime. The emphasis is on healthy food and drinks. Eftpos is available (no cash out).

Lunch orders for hot food may be placed at the office at the start of the day and then collected from the canteen at the start of the lunch break.

Cellphones

To avoid disruption to the learning of other students and out of respect for the teacher, students must turn cellphones off during class time. Where a student uses their cellphone during class time for any reason it will be confiscated until the end of the day. Subsequent offences are dealt with more severely.

Concerns

It is college policy that all concerns are taken seriously and dealt with quickly and appropriately. If you have a worry, please let us know. We want to make college life as happy and productive as possible for our students and we can only help if we know about problems or issues.

The best way to get in touch with a staff member is either to phone the school office (443 0499) or write a note or email to the person concerned and arrange an appointment. Most teachers will be teaching when you phone, so may not be able to answer your call immediately. If this is the case, you should leave a message for the teacher to contact you. A full list of teacher telephone extensions and email addresses is found on the college website at:

www.mtaspiring.school.nz/mac-staff.html

You should expect to hear back by the next day. If you haven't, ring the office again. If the teacher is still unavailable please ask to speak to the dean or a senior staff member.

If your concern is about a matter which you don't feel able to discuss directly with the teacher or if it is of a more general nature then you have a number of alternatives. You can phone the office and arrange to speak to:

- Your child's whanau teacher.

- The head of department of the subject concerned.
- The dean in charge of your student's year level.

If you do not know who these staff are, the office will be able to tell you.

At any time please feel free to contact the Principal, Wayne Bosley, or the Deputy Principal, Dean Sheppard. If your concern involves the Principal, you should contact the Board of Trustees Chairperson, Richard Hemingway (ring the school office for contact details).

Confiscations

Any items confiscated from students are available for collection from the school office after school (except if a student's cellphone has been confiscated three times, then it will be returned at the end of the week). At the end of each term any unclaimed items are disposed of.

Damage

If damage is caused to school property through careless or malicious acts, some or all of the repair cost will be charged to the student(s) concerned.

Duke of Edinburgh Scheme

This is a voluntary, non-competitive programme of leisure activities for those aged 14 and over, designed to offer personal and individual challenge. It introduces young people to exciting, positive, challenging and enjoyable things to do in their free time.

All three levels of Bronze, Silver and Gold may be undertaken through the college. Please ask at the office to be put in touch with the appropriate coordinator.

Health and Safety

As part of the Safety Action Plan for outdoor activities, any student undertaking the Outdoor Pursuits programme is required to undergo drug testing. Random tests are carried out through the year. Any student who fails the drug test will not be allowed to continue on the outdoor programme, or any other programme where safety may be

compromised, until they provide a negative test. The cost of the random drug testing is covered in the course fees, but the cost of a failed test and any retesting is the responsibility of the student. All testing is carried out by ESR and is totally confidential.

Students undertaking practical subjects such as Technology and Science must adhere to the rules relating to specialist rooms and laboratories.

Evacuation Procedures

In any evacuation please minimise calls to the school office, but listen for updates on Radio Wanaka (92.2FM) or check on www.wanakalive.com and the school website.

Fire: Fire evacuation practices are carried out at the start of each school year. When the fire alarm sounds students assemble in their whanau groups on the playing fields where a roll is taken. The all-clear is sounded once all the buildings are checked. If a full evacuation is required the snow evacuation procedure will be followed.

Snow: If there is a risk of heavy snowfall students who have driven their own car to school are sent home promptly (if it is deemed safe to do so and if you have given prior permission). If the decision is taken to close the school then students over 14 who can walk or bike home are released and will take younger siblings home with them (if you have given prior permission). Whanau teachers will attempt to contact parents of all other students to come and collect them. School buses will run at 3.15pm if it is safe to do so. Snow evacuation forms are sent out before the winter for you to indicate your preference in the case of snow.

Earthquake: In the case of an earthquake, the fire evacuation procedure will be followed, but no students will be released unless collected by parents or until it is known to be safe for them to return home.

Fees and Donations

Fees apply to some subjects requiring take home materials or out of classroom costs. Invoices for fees are sent to parents on a term by term basis.

The Board of Trustees also requests an annual voluntary donation. Donations are included on the first term's invoice and are eligible for a tax refund.

If you require a receipt for a donation for tax purposes please indicate this when paying your account. If you prefer not to pay the school donation please advise the office and it will be removed from your account.

Payment may be made by Eftpos at the school office or by credit card either in person or by phone or email (a 2% surcharge is added to credit card payments). If you prefer to pay by direct credit or internet banking please direct payments into the following bank account: Westpac, Wanaka, 03-1739-0027820-00. Please ensure the family name of the student is included in the payer codes available.

If you anticipate having difficulty in paying school fees, or for school camps or any other curriculum related activities, please contact the Executive Officer as soon as possible. Financial assistance may be available, or an arrangement can be made for time payments.

If financial arrangements have not been made and fees remain unpaid, then access to school camps, trips and the practical components of some courses may be restricted.

Hire of school facilities

College facilities (including the gym) are available for hire by community and private groups, provided that usage does not conflict with the day-to-day running of the college. To enquire about hire, contact the school office.

Homework

All students are expected to do homework. A suggested daily guideline is:

Year 7 & 8	Up to 45 minutes (Monday to Thursday)
Year 9 & 10	1-2 hours (Monday to Thursday)
Year 11 to 13	2+ hours

ID Cards

Students are issued with a Mount Aspiring College ID Card each year, and they are encouraged to carry this with them at all times when at school. It also acts as a library card. If it is lost, a replacement card can be issued at a cost of \$5.

Information Technology

The Information Technology resources are available to all students to use for their normal school work. There are three well equipped computer laboratories and a further specialist suite in the Graphics department. Portable pods of notebooks are also available for use in other classrooms.

A wireless network operates on the school campus and students may bring their own laptops or other portable devices and link to the school network and internet via wireless. This requires set up by the IT Technician and devices must have current anti-virus software installed. Wireless access is subject to normal school computer use rules and charges may apply for excessive use.

A range of scanners, printers, digital still cameras and digital video cameras are available for student use. Every student is credited with \$5 at the beginning of the year for photocopying and printing, and students may top up their printing account at the office during the year if necessary.

The college also has two video-conference facilities which run over high speed internet and allow students to enrol on courses offered by OtagoNet or other remote providers.

Leavers

Prior to leaving the college students must obtain a clearance form from the office, to be completed by the library and their teachers. All school accounts must be paid in full prior to the student leaving. Senior students may request a testimonial from the Principal.

Library Information Centre

The Mount Aspiring College Library Information Centre (MACLIC) is a vital hub of the school's learning community.

Contents: The collection includes a substantial range of fiction and knowledge books, a comprehensive reference section, and a wide range of magazines. The library catalogue can be searched online.

Place: The library is an attractive, comfortable and popular learning environment, open Monday to Friday from 8.30am to 4.00pm and during interval

and lunchtime. Three separate spaces allow for different usage by different groups or students. There is a study area in the knowledge section, a reading pit in the fiction area, and couches for reading in the junior area.

Services: A range of tools and sessions are designed to support students to find the book they want and access the information they need with confidence. Displays and events ignite a love for reading and create a bookworm culture. The weekly entry in the college's newsletter ensures that library news is known and promotes literacy.

Rules: It is the responsibility of students to issue their book(s) at the issue desk (up to four at a time). After two weeks the books need to be returned or renewed. Lists of overdue books are communicated in whanau times and books still overdue on an announced date are invoiced and incur a 50c non-refundable overdue fee per book.

Incentives: There is an annual library house competition which encourages students to borrow more books and to return them on time. Best borrowers are acknowledged in year level assemblies.

Lockers

Lockers are provided in different areas of the school for student use. A fee of \$10 is charged at the start of the year to secure a locker, and students need to provide their own padlock. Lockers must be left empty at the end of each school year.

Lockers are provided for storage of school related materials only, and may be searched if there is a suspicion that they are being used to store dangerous or illegal (including stolen) items. Locks may be forced in the case of a search.

Lost Property

Student property and clothing should be clearly named (especially school uniform).

Found clothing is stored in a bin in the student foyer at the office and found valuables are kept at the school office. Both are available for inspection by students or parents. At the end of each term any unnamed and unclaimed property is disposed of. No responsibility is held for lost property.

Lunchtimes

Students in Years 12 and 13 may be granted lunchtime privileges which allow them to leave the school site at lunchtimes, although cars should not be used by students at lunchtimes. This is a senior privilege (not a right) and will be withdrawn if abused by students.

Students in Years 7-11 must remain at school at lunchtime unless you have given permission for them to have lunch at home. Students at Years 7-11 must sign in and out at the office when leaving school at lunchtime.

Medical

Accidents: All of the office staff are trained in first aid and if a student suffers a minor accident at school, staff will administer first aid treatment as required. In the case of a more serious accident you will be advised as soon as possible and when necessary an ambulance will be called.

Illness: When a student is too unwell to remain in the classroom, it is usual for you to be contacted so that you can collect the student and provide appropriate attention. If you cannot be contacted the student will be kept in the sick bay if they are unable to return to class.

Medical conditions: Please let the office staff know about any permanent or temporary medical conditions they should be aware of about your child – for example, allergies, diabetes, or a recent concussion. The office is happy to hold medication for children, particularly where there is a critical medical condition.

Doctors' visits: A medical clinic is offered at the college by local doctors on a Monday at lunchtime. This is a free service for domestic students (international students may be charged), bookings are not necessary.

Messages for students

We do not use student runners to deliver messages. Every endeavour is made to get messages to children via their teacher but we cannot guarantee that a message will reach the child. You are asked therefore to try to make your arrangements with your children before school and to minimise phone calls to emergency situations only.

Money and Valuables

We encourage students to avoid carrying more money or valuables with them to school than is necessary. Valuable items are best kept on the person and not left in school bags. The office is always happy to hold larger sums of money or valuables for students if they feel uncomfortable taking care of it during the day.

Mount Aspiring College Foundation

The Mount Aspiring College Foundation is a charitable trust which raises funds to support the college, minimising the need for student fundraising activities. The Foundation owns the International Language Centre and the Hostel buildings, and also funded the purchase of three 12 seater 4WD VW vans for outdoor pursuits and college use.

Newsletter

The college newsletter is published weekly on a Thursday and is emailed to parents. Please email office@mtaspiring.school.nz with your preferred email address.

We are happy to receive information about students' out of school activities and success stories from parents. Please send your news to office@mtaspiring.school.nz. We can only publish what we know about!

Award Ceremonies

Award ceremonies are usually held at the end of Term 4. Attendance is compulsory for all students, and any requests for absences must be received in advance. Years 7 to 9 students attend the junior award ceremonies and must be in correct school uniform. The senior award ceremony is for Years 10 to 13 and students may wear mufti, but must be smartly and appropriately dressed. Parents are very welcome to attend the relevant ceremonies. Please check the website for details of dates.

Reports and Parent Interviews

Team up conferences: Held early in term one, the team up conferences are designed as a three way discussion between parents, Whanau teacher and student with a focus on sharing of

information and goal setting. You are encouraged to attend with your child, as past experience has shown that these conferences provide an extremely valuable start to the school year.

Reports: All reporting is online.

- Fortnightly reporting

There are fortnightly reports which can be accessed at any stage via the Parent/Student Portal.

- Online 'Live' reporting

Academic progress can be accessed and tracked by students and parents via the Parent/Student Portal 24/7

- Mid-Year/End of Year Reports

These reports will be generated by collating the grades and comments teachers have made throughout the year. Mid-year reports will be generated and uploaded to the Parent/Student Portal towards the end of term two for both seniors and juniors.

End of year reports will be generated for seniors (Year 11-13) prior to the end of week one term four. Juniors (Year 7-10) will be generated towards the end of term four.

Parent interviews: Held following the publication of mid-year reports, the parent interviews are designed to follow up on any issues raised in the reports. Students are encouraged to attend with you.

Confirmed dates for reports and parent interviews are published in the school newsletter and on the website, along with information on how to book interviews.

Parents who live outside the region may seek interviews with staff when visiting Wanaka, via the year level Dean.

Rules

The Board of Trustees is responsible for setting the rules of the college. These are few in number, but they are non-negotiable and are consistently applied by staff:

- All enrolled students are required to be at school for the full day unless officially excused.
- All students in Years 7-11 are required to wear the correct uniform. In summer this may include a sunhat which may only be worn

outdoors. No makeup or jewellery is permitted other than a single discreet stud or sleeper in one or both ears.

- Students in Years 12 and 13 are expected to dress appropriately for a working environment. Visible facial jewellery is not permitted.
- Smoking or the consumption of alcoholic liquor or drugs in any situation related to school activities is absolutely forbidden. Students taking Outdoor Pursuits may be required to take a drug test.
- All students must adhere to the health and safety requirements which include:
 - Students who have no choice but to make appointments off campus during school hours agree to the college confirming any such appointments in the interests of their own safety;
 - Vehicles may not be used during the school day unless officially approved;
 - Students should wear suitable footwear whilst on the college campus.

Staff List

A full list of staff with an outline of their responsibilities and contact details can be found on the college website at the following address:

www.mountaspiring.school.nz/about-the-school/staff

Student Council

Student Council is an avenue for students to present their views to the staff and the Board of Trustees. The Student Council is a representative group of students with an elected executive. The Council also organises social functions, leavers jerseys and mufti days to raise money for charity and college projects.

Student Records:

Please advise the college office as soon as possible of any change of circumstance or if you change any contact details (address, telephone, mobile, email or emergency contact person). Changes can be emailed to:
office@mtaspiring.school.nz.

School Day

Monday, Tuesday & Thursday		Wednesday	Friday
8.35 to 8.45 am	Whanau	No Whanau	Whanau 8.35 to 9.00 am
8:45 to 9:45 am	Period 1	Period 1 starts early 8.35 to 9.35 am	Period 1 9.00 to 10.00 am
9:45 to 10:45 am	Period 2	Period 2 9.35 to 10.35 am	Period 2 10.00 to 11.00 am
10:45 to 11.05 am	Year Group meetings	Assembly starts 10.35	Break 1 11.00 to 11.20 am
11.05 to 11.20 am	Break 1	Break 1	
11:20 to 12.20 pm	Period 3	Period 3	Period 3
12.20 to 1.20 pm	Period 4	Period 4	Period 4
1:20 to 2.15 pm	Break 2 ** (Period 5)	1:20 to 2.15 pm	Break 2** (Period 5)
2.15 to 3.15 pm	Period 5	Period 5	Period 5

Period / meeting times may be subject to change.

*Wednesday, Period 5:

- Year 12 – Supervised study for 30 minutes followed by Pastoral meeting
- Year 13 – Pastoral meeting.

** Break 2:

- Some senior classes may be scheduled to run during Break 2 and will be timetabled as Period 5.

Five minute warning bells ring before the start of school, and at the end of each Break.

Telephone

Students can make important personal phone calls from the office. Students need to carry money to cover phone call costs i.e. 20c for a local call or \$1.00 for a mobile.

Term Dates 2018

- Term 1: Tuesday 30 January:
 Year 7 & 13 students are expected to attend for the whole day
 All new entrants in Years 8, 9 & 10 attend for the first part of the day
 All Year 11 & 12 students are required to come in for the first part of the day
 Wednesday 31 January (all students) to Friday 13 April
- Term 2: Monday 30 April to Friday 6 July
- Term 3: Monday 23 July to Friday 28 September
- Term 4: Monday 15 October to Thursday 13 December

The following public holidays fall in term time:

Waitangi Day	Tuesday 6 February
Otago Anniversary	Monday 26 March
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
Easter Tuesday	Tuesday 3 April
Queen's Birthday	Monday 4 June
Labour Day	Monday 22 October

Travel to and from school:

Bicycles: By law, students riding bicycles to school must wear cycle helmets. Bike racks are provided in the grounds on the grassed area in front of the workshops and it is recommended that students use a bike lock. Bicycles should not be ridden in the school grounds.

Drop-off by parents: Please drop off students outside the music suite if travelling up Plantation Road and use the short-term parking spaces on the opposite side of Plantation Road if travelling downhill. Students should cross the road at the pedestrian crossing. We request that you do not use the school turning circle or the swimming pool carpark or the OP carpark to drop off students, as this causes congestion.

Own vehicles: Students holding a valid driver's licence may bring a vehicle to school if you have given your signed permission. Permission forms are available as part of the senior contract or from the school office. The following rules apply to vehicle use:

- Students who hold a full driver's licence may only give a ride to other students if their parents have granted prior permission.

- Students may not use their vehicles at lunchtime unless they are signing out from school for a valid reason (such as Students in the Community).
- Students may not use their vehicle to leave school during a snow evacuation unless your prior permission has been granted.
- Students may not park in the staff car park, swimming pool car park, or on Lismore Park (except for angle parking between the boulders directly opposite the school). The marked car park spaces opposite the swimming pool and music suite are limited to 120 minutes.

School Bus Service: Students are eligible to free bus transport if they live more than 4.8kms away from school. Currently school buses run from Hawea (Express), Hawea Flat, Albert Town/Maungawera, Luggate, Glendhu Bay, Cardrona and Makarora. Please indicate on the enrolment form if you wish to be added to the school bus list.

If you live more than 2.4 kms from the bus stop then you are eligible to apply for a Daily Conveyance Allowance (paid for each child in the family) to assist with the cost of dropping your child off at the bus stop. In this case you should complete a School Transport Application for Assistance form available from the school office.

Skateboards/scooters: Students may bring skateboards/scooters to school but may not ride them in the school grounds. Any skateboard and scooters must be stored outside the student foyer at the office during the day.

Boarding Bursaries: A boarding bursary is available from the Ministry of Education for students whose home is 4.8 or more kilometres away from a school *or a suitable transport service*. Contact the school office for an application form. If you are the parent of a hostel student who has received a boarding bursary in the past, you will need to re-apply when your son or daughter comes to Mount Aspiring College.

Uniform and Dress Code

Uniform is compulsory for students from Years 7 to 11. A uniform list is included in the prospectus and can be found on the college website. The uniform supplier is Apparel Studio, 11 Frederick Street, Wanaka, telephone 443 1882.

Students in Years 12 and 13 are not required to wear a uniform but they must wear acceptable clothing which is clean, tidy and practical and suitable for a working environment. Students who are inappropriately dressed will be asked to go home and change. Visible facial jewellery is not permitted. Hats should be removed if requested by teachers.

How you can help the college:

Sports Assistance:

We welcome parental assistance in the coaching and managing of sports teams. If you are interested in getting involved please contact the Sports Co-ordinator via the school office.

Voluntary Assistance:

If you would like to get involved in a voluntary capacity in other ways, please contact the college office to be put in touch with the appropriate member of staff.

Friends of MAC:

The Friends of MAC is a group of parents who have an interest in achieving good liaison between parents and the college. The group organises a variety of social and informative happenings relating to the school, students and parents. Information about Friends of MAC activities is published in the school newsletter.

Enrolment Information: Last updated 30/06/18