

The background of the page features a large, light grey watermark of the Bay of Islands College crest. The crest is a shield-shaped emblem. At the top, it has a decorative scrollwork border. Below this, the shield is divided into four quadrants. The top-left quadrant shows a stylized tree. The top-right quadrant shows a building with a steeple. The bottom-left quadrant shows a person walking. The bottom-right quadrant shows a person standing. A banner at the bottom of the shield contains the text 'BAY OF ISLANDS COLLEGE'.

BAY OF ISLANDS

COLLEGE

“Kokiri Ngatahi – Moving Forward, Quickly, in Partnership”

Kaupapa Whakanui (Project Respect), Attendance + Effort = Achievement

General School Information Guide

Year 13

2012



Bay of Islands College
Principal Elgin Edwards
KAWAKAWA NEW ZEALAND



Dear Parents, Caregivers and Students

INFORMATION FOR 2012

Welcome to Enrolment at Bay of Islands College

Planning for 2012 is now well on its way by the College and we have put together the following information for parents, caregivers and students to assist in a smooth start for next year. Please read it very carefully and don't hesitate to ask any questions about it.

Information on uniform, stationery, attendance and leave passes, security and the student code of conduct reflect the college's expectations of its students. (The stationery list can be used as a guide as these may be subject to change).

Also enclosed is an indication of our college's Annual goals / targets for 2011-2012.

As part of your enrolment you will also be expected to complete an entry level literacy and numeracy test. This will occur on your first day of attendance.

If enrolments are left until very late this year or even early next year it becomes virtually impossible to design the most effective timetable for your child/ren as we are unaware of class sizes and what options students have chosen. We operate a 'first come, first served' philosophy for option selection. Those who leave their enrolments until very late could find that their option choices become very limited as the more "popular" choices have been closed as they are full.

Bay of Islands College personnel will consult with your teachers either from last year or at your previous school to assist in your child's placement.

We look forward to welcoming students in 2012 to a full year of academic, cultural and sporting promises.

Yours sincerely

Elgin Edwards
Principal

SCHOOL MOTTO

“KOKIRI NGATAHI”

“Moving Forward, Quickly in Partnership

MISSION STATEMENT

“Bay of Islands College will develop respectful students, maximising their potential”

STUDENT CODE OF CONDUCT

Students of Bay of Islands College are expected to be supportive of each other in achieving their educational goals. **No student has the right to impede the educational progress of any other student.**

- **Set high educational goals each year.**

Set daily, weekly, termly and annual goals.

Plan times so that deadlines can be met.

Attend class ready to learn and to support the learning of others.

Arrive at school and in class on time.

Work consistently in class.

Work with your teachers in a positive manner.

- **Treat others with respect.**

Show respect towards students, staff and visitors. Follow our College's Kaupapa of **“Project Respect”**

- **Make the most of the educational opportunities offered by Bay of Islands College in and out of the classroom.**

Participate in sport and cultural activities.

Offer service to the school and community.

- **Protect the school environment as a healthy and safe place.**

Keep classrooms and grounds clean, tidy and free from vandalism/rubbish

Never bring cigarettes, weapons, drugs or alcohol to school.

Remember our College is a SMOKEFREE and DRUG FREE School.

Never behave illegally or break any rules laid down in law.

- **Preserve the good name of the College.**

Always act in a manner which brings credit to yourself and Bay College.

Wear the school uniform in and out of school.

Show pride in being a member of our school community.



Bay of Islands College
Acting Principal Aurette Perrin
KAWAKAWA NEW ZEALAND



Dear Parents / Caregivers of Year 13 students 2012.

This newsletter is to inform you of the school policy for year 13 students in 2012.

At the present time the privilege to wear “mufti clothing” is extended to year 13 students at Bay of Islands College. We know that students value this, so from 2006 onwards we have insisted that it must be earned and respected.

A total school strategy since 2005 has been “Attendance + Commitment = Achievement” and we want to take this further in 2012 by addressing the attendance statistics for year 13.

In 2012 this mufti privilege will be withdrawn for blocks of ½ term (approx 5 weeks) if year 13 students do not maintain an 85% attendance at all classes, whanau times, assemblies and exams, for that 5 week period.

Students contemplating returning to Bay of Islands College in 2012 as a year 13 student must make that decision based on the desire to perform academically in the first instance and to be aware of this continuing expectation. All extra-curricular, sporting, cultural and personal goals must be under pinned by this academic focus and this can only be achieved by a supporting high attendance.

The school’s NCEA achievement statistics are steadily rising and we as a staff have a strong desire to see this carried forward within the year 13 level.

Poor attendance levels have a dramatic influence over a wide sphere of achievement apart from the individual absent student. They inhibit progress of classes as a whole while staff attempt to cater for returning students and in some instances prevent practicals taking place. This in turn affects moral of both staff and conscientious students. In addition there is a huge amount of time consumed by staff in attempting to make students account for absences.

The total package of details will be clearly posted and transparent for all to see and monitor at the beginning of Term 1, but at this point it is important that all parents of year 12 students appreciate our desire and ensure **that all school uniforms are retained for 2012.**

Students falling below the 85% attendance criteria will be required to attend school in full correct uniform to be admitted to their classes. Failure to do so will result in them being kept in isolation at school until this is addressed.

Unexplained absences, “bunking” either class or whanau, strike outs and stand downs will all be treated the same. Not in class is not in class!! – regardless of the reasons.

Illness, Explained absences, school activities such as trips, courses, Gateway, Sport and Culture will be exempt from these statistics, however some students will need to exercise prudence in involvement to keep up with the increased pace and performance in class. This will be monitored / mentored by the Senior Dean and teachers.

We trust we have your full support with this initiative as it is designed to be in the best interests of every student. With our year 13’s acting as role models, this new conscientiousness will filter down through the school resulting in a huge gain for all and a wider choice of options upon leaving.

Yours faithfully

Darryl Work
Year 13 Dean

E Edwards
Principal

BAY OF ISLANDS COLLEGE SUBJECT PATHS 2012

Year 9	Year 10	Year11	Year 12	Year 13
English	English	English – NCEA L1 English – US L1	English – NCEA L2 English – US L2	English – NCEA L3
Mathematics	Mathematics	Mathematics – NCEA L.1 Mathematics – L1 combined	Mathematics – NCEA L2 Mathematics – L2 combined	Mathematics – NCEA L3
Science	Science	Science NCEA L1	Biology Chemistry Physics	Biology Chemistry Physics
Social Science	Social Science	Geography History	Geography History	Geography History
Physical Education / Health	Physical Education / Health	Physical Education	PE - Sport Science	Physical Education
Maori Bilingual immersion Full curriculum taught in Te Reo	Maori Bilingual immersion Full curriculum taught in Te Reo	Maori Maori Performance	Maori Maori Performance	Maori Maori Performance
Visual Communications (Art & Graphics) Music Performing Arts	Art Visual Communications Music Performing Arts	Art Music Performing Arts	Art Music Performing Arts	Art – more specific disciplines * Music Performing Arts
Technology Materials	Technology Materials	Technology Materials	Technology Materials	Technology Materials
Technology Fabric/Textiles	Technology Fabric /Textiles	Technology Fabric /Textiles	Technology Fabric /Textiles	Technology Fabric /Textiles
Technology Metal	Technology Metal	Engineering	Engineering	Engineering
Technology Food	Technology Food	Home Economics	Catering and Hospitality	Catering and Hospitality
Information Technology	Information Technology	Information Technology	Information Technology	Information Technology
		Industry Studies Forestry	Forestry Industry Studies	Industry Studies
		Gateway	Gateway	Gateway
		Farnet / Correspondence	Farnet / Correspondence	Farnet / Correspondence

NOTE: A small number of subjects can still be taken by Farnet or Correspondence if insufficient numbers chose that subject to satisfy staffing requirements and / or staffing resources.

GENERAL INFORMATION

ATTENDANCE

School is a place of work and for our students to be successful in their work they must attend school whenever the College is open. We allow a maximum of 15 days absence in one year, where this is absolutely necessary. Parents should contact the school whenever a student is going to be absent. If this is not possible, students must always, on the first day of return to College, give a note signed by their parent to the student centre or Form Teacher. The note should give the reason for and date of their absence. During school hours students must be in class unless they are carrying a permission slip from their teacher.

The Student Centre can be notified of any absences – (09) 4041056. Student Support personnel may contact you on any truancy matters.

HEALTH

Students who are ill during the day, or who are injured while at school, are attended to at the Student Centre. Students who require medication during the day should leave it at the Student Centre. If a student is too ill to return to class, parents will be notified to make arrangements for transport home.

Parents are asked to advise the College of any physical disability or medical condition which could affect the student at school so that correct first aid may be administered in cases of emergency.

The Public Health Nurse, Michele Panov, is available on Monday and Thursday. The School Doctor, Dr Hoffer, visits the school twice a week also. Adjacent to the school is 'The Rural Beat Health Centre'. Appointments to be made at the Student Centre by way of note from the parent/caregiver.

PASSES

Students who have **dental, medical or specialist** appointments during school hours must bring a note from their parents and take it to the Student Centre no later than 8.35am. It will be counter-signed and students on departure and return are required to notify the Student Centre personnel. A dental appointment form is available.

During lunchtime students **must** remain on the College grounds. If an emergency arises, a **special lunch pass** may be issued by the Deputy Principals / Dean.

Students should always wear correct school uniform. Students who are not correctly dressed will be sent to the Dean. Disciplinary consequences will follow for repeat offenders.

TRANSPORT

Bus Transport is provided by Bay of Islands College as assistance to parents getting students to school. Students who use this service are expected to show concern for the health and safety of others when travelling on buses. If you have any concerns about buses, please telephone and ask to speak to Mr Smyth / Mr Edwards (Principal).

SECURITY

Neither the use nor possession of **cigarettes, cigarette lighters, alcohol or drugs** is permitted at school, when in uniform, or at any school function. Also Vivids are completely banned at school.

Cell phones are permitted at school. A school telephone is available for students to use. Any cell phone used or turned on during class time and/or interfering with learning time will be confiscated and it may be collected from the school office at the end of the school day. If it is confiscated a second time parents will be asked to make an appointment to see Mr Edwards to have the cell phone returned.

All articles of **clothing and possessions** should be clearly marked with the owner's name.

Valuable articles and **large sums of money** should **not** be brought to school. Any payments may be deposited at the Front Office from 8.30am.

A limited number of **lockers** are available. If a student requires a locker he/she may apply to the Deputy Principal through their Form Teacher. The student must provide their own combination lock. The school will not accept any responsibility for items stolen from lockers.

Any **lost property** should be reported immediately to a teacher and to the Student Centre, where lost property is kept. Named property is returned to students. If property is stolen it must be reported **immediately** to the teacher and to the Student Centre.

Students are **not** permitted to have **visitors** at school. All other visitors are required to introduce themselves at the front office. Their presence on the school site must be approved by the Principal or a Deputy Principal. If approved, a visitor will be issued with a Visitors Pass.

NEWSLETTERS

The Principal sends out a newsletter to parents/caregivers on a regular basis. Educational news, student achievements and activities, and events for parents are brought to your attention each newsletter. Other events and opportunities your child may be offered by a teacher will be communicated to you as they arise.

ENROLMENTS

In 2011 School is open to enrol new students from Wed Jan 26th up to and including Tues Feb 1st. Early enrolments are vital so students do **NOT** miss out on option choices and a timetable can be properly structured for the school year. Enrolments can be received from Term 2 onwards of the year prior to entry. There are specific enrolment events which will be publicised but we are also able to cater for individual needs if you wish to enrol your child early. Please make an appointment at the school office to meet with the relevant staff member.

TERM DATES 2012 to be confirmed

Term 1	Between Monday 30 th Jan 2012 and Tuesday 7 th February 2012	-	Thursday 5 th April 2012
Term 2	Monday 23 rd April 2012	-	Friday 29 th June 2012
Term 3	Monday 16 th July 2012	-	Friday 28 th September 2012
Term 4	Monday 15 th October 2012	-	Approx. Thursday 20 th December 2012

ANNUAL TARGETS 2011 – 2012

All students will participate and gain

- **15 plus credits** per subject in NCEA, **Academic success** (Increasing numbers of merits and excellences)
- **Literacy and numeracy credits** necessary for Level 1 NCEA by the end of year 10
- **90% plus** attendance
- **Kaupapa Whakanui** (Project Respect), **Attendance + Commitment = Achievement**

BOARD OF TRUSTEES

Mr Elgin Edwards (Principal)
Ms Patsy Bray
Mrs Christina Bristow-King
Mr Gary Hooson
Mr Mike Preece
Mrs Karen Young
Mr Dave Scott (Staff Trustee)
Jonty Hooson (Student Trustee)

GATEWAY 2012 WORKBOOK

Welcome to the Gateway Programme.

The Gateway programme is designed to strengthen the pathway for you from school to the workplace learning.

Gateway allows you to participate in workbase training and assessment in the workplace. You will gain valuable insight into working life as well as gain employment skills you experience in the industry.

The learning that will take place is hands on and practical. This experience will help you on your way with your career pathway.

The learning in the workplace compliments the learning you are doing in the classroom with your curriculum subjects you are studying this year. The skills and knowledge you gain in the workplace will be assessed and credited to you when you have achieved the requirements needed.

This workbook will help you record the different experiences you will have in the workplace. It is very important that you have your workbook with you every time you are in the workplace.

You are expected to: -

- ☺ Complete every section of this workbook
- ☺ Attend the days in the workplace you have been allocated
- ☺ Follow all instructions
- ☺ Behave in such a way that neither the Student nor other people are at risk by the Student's actions.
- ☺ Take pride in their appearance and have a good attitude at all times.
- ☺ Use all tools, equipment, safety equipment and clothing issued to the Student in a safe and responsible manner
- ☺ Represent your school well, which will ensure continued links with industries
- ☺ Responsible for taking the Workbook to the workplace, completing all necessary areas and returning it to Gateway Staff for review after each visit.
- ☺ Complete assessment to the best of your ability.

At the end of the placement your employer will make an assessment of your performance. You will also be expected to evaluate your employer and comment on your experiences.

When your Gateway experience is finished you will complete the last page of you workbook "Where to Now?"

You are encouraged to talk to Gateway or your employer if you are having difficulties in understanding what is required of you.

GOOD LUCK

PREFECT and HOUSE CAPTAIN / APPLICATION INFORMATION

SELECTION PROCESS

- 1 A student who wishes to apply for the position of Prefect in the College must apply in writing by the given date. In the letter of application, state whether you also wish to be considered for head Prefect's position or House Captain.
- 2 All applications are considered with a list of applicants being made to all students from Year 10 and above to vote, plus staff.
- 3 House Deans collate student votes as it is done in Form Class.
- 4 Applying Prefects are to promote themselves through their house and assemblies.
- 5 Staff votes to the Principal.
- 6 Final selection by a committee consisting of Deans, Principal, Co-Deputy Principals and Guidance Counsellor.
- 7 Successful applicants are then deputised at a special assembly.

WHEN APPLYING

Address your application to:

The Principal
Bay of Islands College
PO Box 58
Kawakawa

Write according to the Job Description using the attached application form.

APPLICATION FORM – PREFECT/ HOUSE CAPTAIN

To the Principal, Bay of Islands College

Position Applied For: Prefect HB/HG DHB/DHG House Captain

Personal Details : Name _____

Address _____

Phone Number _____

Date of Birth _____

Form _____ House _____

Qualifications : _____

School History : _____

Relevant Experience : _____

**Particular Strengths/
Interests** : _____

What can you offer as a Prefect / House Captain?

