

RONGOTAI COLLEGE



PARENT / WHĀNAU GUIDE

2024



RONGOTAI COLLEGE

170 Coutts St, PO Box 14-063
Kilbirnie, Wellington
New Zealand
Tel: + 64 4 939 3050
Fax: + 64 4 939 3060
Email: the.principal@rongotai.school.nz

February 2024

Dear Parents / Whānau,

Welcome to Rongotai College. This guide has been written to help you to understand the systems and procedures in place at Rongotai College.

It is intended as a reference manual, to be used when you need to find information. Another excellent source of information about the operation of the school is the school website (www.rongotai.school.nz).

You should make yourself fully conversant with our expectations and rules, so that your son will meet the requirements expected by the college.

If you have any enquiries, please do not hesitate to contact me, Mr Hall or Mr Reddy (the Deputy Principals) through the college office (phone 939 3050) or by email.

Kind regards

Kevin Carter
Principal

SCHOOL MISSION, VISION AND VALUES

E tū ki te kei o te waka, kia pākia koe e nga ngaru o te wā.

Stand at the stern of the waka and feel the spray of the future on your face.

MISSION STATEMENT

Rongotai College is committed to developing young men of excellence, encouraging them to be the best that they can be in all areas of their lives.

VISION

Rongotai College will be a leading contemporary boys' school, shaped by the past and driven by the future.

It will nurture learners who:

- Have a love of learning and a desire to learn
- Have the skills and knowledge necessary to make well-informed decisions.
- Are confident, resilient and positive about the future.
- Are compassionate, respectful of others and the environment and appreciate the diverse cultures of our society.
- Have a balanced lifestyle, embracing all dimensions of hauora.
- Contribute actively in the community.

VALUES

Rongotai College values:



These values been developed in consultation with the Board, staff, students, parents and whānau to focus and reflect on the core values of our school. The school operations are underpinned by the values, and we expect all students to be guided by these important values.

CAREGIVERS' A to Z

ABSENCES, ATTENDANCE AND LATENESS

Under the provisions of the Education Act, attendance at school is compulsory for all students and is legally enforceable. Caregivers have a major role in establishing expectations and attendance patterns. There is a direct link between attendance and achievement. Students can only succeed academically if they are in class learning.

Adequate attendance is a prerequisite for participation in college activities. We use an early notification system that sends a text or email to the parent / caregiver when a student is not in class. Please ensure that you notify the school of changes to your email address and/or cell phone number. Parents / caregivers can also keep track of student attendance through the Parent Portal.

If you are planning for your son to be absent from school, a letter requesting leave should be submitted to the Principal detailing dates and reasons for the absence. You will be notified in writing of the Principal's decision.

Appointment cards (dentists, doctors etc) must be presented to the teacher before leaving a class and the Sign-Out Register at either of the Deputy Principal's offices must be signed before any student may leave the school. As far as possible, appointments should be made outside school hours.

If an absence is due to sickness or some other unplanned reason, a note of explanation or email should be given / sent to the form teacher when the student returns to school. Also the parent / caregiver MUST phone the absence line (939 3050) or email attendance@rongotai.school.nz before 10am each day the student is away. No student may leave the school because of sickness without reporting first to one of the Deputy Principals.

Punctuality is important. Frequent lateness to school often means poor classroom performance. Students should arrive at school in good time, prepared for the day's classes, which begin at 8.55am, and 9.15am on Thursdays. The school monitors lateness closely (especially at the start of the day). If late, students should report to the "Late Gate" room by the front entrance and then go straight to class where their teacher will record their lateness.

ACCIDENTS

Accidents may occur at school. It is vital that we have correct contact numbers of parents / whānau and an extra emergency contact. All accidents must be reported to the office and recorded in the accident register.

ASSESSMENT

Formal assessments are held during the year to evaluate student progress. The school runs a range of assessments from Year 9 onwards.

Regular testing is carried out at Year 9 and Year 10 levels. All Year 9 and 10 have assessments in the last week of Term 2 as part of Junior Assessment Week and examinations are held in November. All assessment results are reported to parents / whānau, both as part of the Mid-Year and End-of-Year report cycles, and are available on the Parent Portal.

BICYCLES

Bicycles may be ridden to school. All students who ride a bicycle must wear a safety-approved helmet. Bicycles are to be left in the bicycle sheds in front of the main building. Students must ensure that bicycles are adequately padlocked.

BOARD

The Board has the overall responsibility for governance of the school, but to enable the school to function effectively the Board and the Principal work together in a spirit of goodwill and co-operation. The Board meets in the staffroom, usually on the last Thursday of each month. Dates are advertised in the newsletter and on the website. Parents / whānau are invited to attend and are asked to ring the school to say they will be attending.

The basic responsibilities of the board members are:

- the overall governance of the school. They have responsibility for property, personnel, finance and the Charter;
- the establishment of goals for the school and the development of school policies in consultation with the Principal, staff and college community;
- supporting the Principal in his management role;
- selecting and approving the appointment of staff.

2024 Board Members

Mr Guido Ballara (Deputy Presiding Member – Parent Representative)

Mr Dinesh Bhindi (Staff Representative)

Mr Kevin Carter (Principal)

Ms Louise Carter (Presiding Member – Parent Representative)

Mrs Justine Crawford (Parent Representative)

Jack Leong (Student Representative)

Ms Sylvia Soma (Parent Representative)

Mr John Soulis (Parent Representative)

The Board can be contacted on board.trustees@rongotai.school.nz

BYOD

Rongotai College is a BYOD environment. Devices that conform to a minimum set of requirements are able to log into our wireless network and will support learning in a number of ways. While we do not prescribe a device, we recommend a Chromebook. For more information, please check out the school's website.

CALENDAR

The school year is divided into four terms and all important dates are printed in the newsletter and are available from the Parent Portal. Upcoming events are also listed on the front page of the school's website. The school calendar is a live document and contains lots of useful information for parents and whānau. There is a link to the school calendar on the Parent Portal and school website.

Rongotai College also has an app that shows all major Rongotai College events. **Skool Loop NZ** can be downloaded for iOS and Android devices from Play Store or App Store under 'Skool Loop NZ' then choose our school once installed.



CAMPS

Rongotai College has an Education Outside the Classroom programme which provides opportunities for students to learn in different environments. We try to limit the expense of these camps and all students are expected to attend when their course of study includes a camp. Payment may be made by credit card or automatic payments arranged, by contacting the college shop on 939 3050 ext 710.

CAMPUS

Rongotai College is located on an expansive 9.7 site.

The college has excellent facilities. Since its founding in 1928, the college's buildings have been largely rebuilt and significantly remodelled to provide a modern learning environment, which includes Wi-Fi access across the campus buildings.



The college is unique in the Wellington area in the extent of its sports fields and the quality of its surfaces. The campus is laid out to provide:

- 6 playing fields (3 rugby, 3 football)
- 4 cricket wickets (3 artificial, 1 grass)
- AstroTurf multi-purpose sports facility containing 4 tennis courts, 3 cricket nets, a basketball court, hockey and football goal areas and ki-o-rahi markings.
- a filtered 30m swimming pool
- 4 other cricket nets

Our campus shares borders with several busy roads. For health and safety reasons, students (except Year 13s) are required to stay onsite at Rongotai College during the school day, including break and lunchtimes.

CAREERS

Information and guidance related to career choice is available from the Careers staff found in B43. Up-to-date information can be found in the Careers office. Appointments can be made to discuss courses at school or other educational institutions with a number of staff, including Deans. Parents / whānau are welcome to make interviews with their son.

CARS and MOTOR SCOOTERS

Students wishing to drive vehicles to school must provide the Deputy Principal (Mr Hall – Director of Pastoral Care) with written permission from their caregiver using the form provided and citing the type and registration number of the vehicle, the names of any passengers who may be carried, and must provide proof of their Driver Licence. Student's vehicles are to be parked in the area next to the Tirangi Road driveway in the car park adjacent to the Rec Hall only.

Written permission is required also from the caregiver of passengers who wish to ride in a vehicle driven by another student.

CELLPHONE USE

In line with advice from the Ministry of Education, Rongotai College has adopted a policy limiting student access to cell phones during the school day. This policy was successfully trialled with Year 9 and 10 students at the end of last year, and was adopted by our Board in November, prior to the Ministry advice, but with the knowledge it would be introduced by the government in the near future.



The Board made this decision around cell phone access for students during the school day based on a number of reasons, including:

1. Evidence that cell phone access during learning times reduces student's ability to cognitively focus on the task at hand.
2. Some instances of pastoral incidents at the college which involve organising, filming, and sharing of problematic behaviour via cell phones during the school day.
3. Concerns around student addiction to cell phones.

This policy will work in the following ways:

- Cell phones and accessories related to cell phones (i.e. headphones and Air Pods) must not be used or be visible on college grounds during the hours of 8.50am and 3.15pm (including morning and afternoon breaks). They may be stored in bags, lockers, or in pockets, but must not be used or visible and should be turned off or switched to Aeroplane Mode. We would encourage students to leave their phones in their locker or bag to remove the distraction of notifications.
- If cell phones or accessories attached are visible or being used the following consequences will be applied:
 - a. First Instance: Confiscated for the remainder of the school day.
 - b. Second Instance: Confiscated for the remainder of the school day, and the student will be required to sign the phone in and out of the Deputy Principal office at 8.50am and 3.15pm respectively, for a period of one week.
 - c. Further violations will involve the Deputy Principal communicating with home to establish a strategy with the family.
- Cell phones taken from students will be given back at 3.15 pm from the Deputy Principal's Office. Phones will generally not be held overnight by the school unless a student does not return to pick it up.
- Air Pods and headphones will not be allowed during school hours unless connected to a Chromebook in class time, but only with permission of the teacher.

If you need to contact your son during school hours you can call the school office and a message will be sent to his class. Students will also have access to their school email address via Chromebook or laptops throughout the school day. If your son needs to urgently contact you during the school day, he may go to the front office and use the landline.

CLASSROOM EXPECTATIONS

Rongotai College has developed a series of expectations for how students should act in class, to support their learning and the learning of others in class:

ABCDE

Classroom Expectations



- A**ttend every lesson and be on time
- B**ring everything you need and begin work straight away
- C**omplete all classwork and homework
- D**o as you are asked and behave properly
- E**xpect to be challenged to be the best you can be

If these expectations are not followed, students are made to accept responsibility for their actions. Responses for not following these expectations will be timely and appropriate. Each case is treated on its merits.

CONTACTING THE SCHOOL

Whānau are welcome to ring the school any time during school hours (8.15am to 4.30pm). If the person you wish to contact is not immediately available, then leave a message on the voicemail and your call should be answered within one working day or sooner. Alternatively, staff can be contacted by email using the following formula: **firstname.surname@rongotai.school.nz**

CURRICULUM

The school follows the New Zealand Curriculum and our advice is that students keep a broad general education for as long as possible.

DAILY NOTICES

Notices are read during period 1 each day. The Daily Notices are also placed on notice boards so that students can also read the information for themselves. Daily Notices are also available through the Parent Portal on the school's website.

DAILY REPORT

Daily Reports can be used to help students establish better patterns of work, behaviour, attendance and punctuality. This system is seen as a means of positive reinforcement rather than punishment. Students on report are issued with a report form which is signed by each subject teacher. It is then brought to the Deputy Principal (Mr Hall – Director of Pastoral Care) or the Principal for checking. The report is to be taken home each night to be signed by a caregiver.

DEANS

Each year level has a dean who oversees the academic progress and general welfare of that year's students. The dean will move with the students through their years in the school. Deans give advice to students and parents / whānau on courses of study, and monitor academic achievement.

Year 11, 12 and 13 also have an attached Academic Mentor, who supports students primarily with NCEA.

DISCIPLINE

The school seeks to encourage the growth of self-discipline and the skills of self-management in its students as they move towards adulthood. Any disciplinary problems which arise are dealt with through the school's guidance network, of which every teacher is a part. This means that disciplinary problems are a shared responsibility, and a variety of strategies may be used to meet particular needs. Strategies employed range from full discussion with the student concerned, through to temporary withdrawal from class if necessary. Parents / whānau will be notified if any serious and continuing problems of behaviour are encountered, and will be involved in discussion of measures to deal with the situation. Daily or weekly reports may be used for a time to help improve student behaviour. Throughout the process the emphasis is on the student accepting responsibility for his behaviour and learning the self-control that goes with such acceptance. If punishment is thought necessary it will take the form of detention or deprivation of privilege.

Detentions

These are official school consequences for the actions of pupils and demand a sacrifice of time. *DETENTIONS TAKE PRIORITY OVER OTHER COLLEGE COMMITMENTS AND AFTER-SCHOOL JOBS.* Detention must be completed within five days of receiving the detention.

DRUG, TOBACCO, VAPING AND ALCOHOL-FREE SCHOOL

Staff and Board are committed to a tobacco, vape, drug and alcohol-free school. All students know tobacco and tobacco products (including vaping), drug and alcohol use is inappropriate and unlawful in and out of school.

ENROLMENTS

Enrolments can occur throughout the year but are preferable at the start of an academic year. Year 9 enrolments for the following year generally occur in Terms Two and Three. Contact the Principal's Personal Assistant if you wish to make an appointment.

EMERGENCY EVACUATIONS

The school has emergency evacuation procedures and practises these regularly.

EOTC

Some subjects have curriculum requirements that involve an element of Education Outside the Classroom (EOTC). These are essential for internal assessment in some subjects and must be attended. Where activities involve costs to families and interruption to other classes a notice will be sent home. It is the responsibility of the students to inform other teachers who teach them, when they are going on a field trip. The school encourages the use of the resources the city offers. Classes may go on short one-or-two hour trips. Whānau give permission for a student to go on these trips through enrolment documentation – individual consent is not generally sought for trips of this nature.

EXTRA-CURRICULAR ACTIVITIES

A range of sports are available alongside drama, musical and other cultural activities. Students should read the daily notices for up-to-date information.

FEES

Invoices are emailed out in February each year, and we request payment be made as soon as possible. There are a number of methods available for the payment of fees: cash, cheque, EFTPOS, credit card or an automatic payment can be set up. Fees should be paid to the college shop. Families experiencing hardship may seek exemption by contacting the Principal. Donations attract a tax rebate.

FORM CLASSES

All students are part of a vertical form class, which comprises a mix of Year 9-13 students. A student's form teacher is the key point of contact in the school. They act as academic and pastoral mentors for each student. Any concerns, information, questions, should be directed in the first instance to them. Fifteen minutes each day (except Thursday) is dedicated to form time and students are expected to attend.

GUIDANCE

A full-time Guidance Counsellor is available for individual counselling. Discussions with students are confidential. Appointments may be made by telephone or through referrals from deans or the Deputy Principal (Pastoral Care). Parents / whānau are also welcome to contact the Guidance Counsellor for advice and guidance with any problems causing them, or their son, concern.

HOME / SCHOOL COMMUNICATIONS

Parents / whānau receive a newsletter twice a term via email. You are welcome to visit the school and speak to a staff member, but please phone and make an appointment first.

As it is often to get hold of teachers by telephone, it is preferable to contact them by email. Staff can be contacted by email using the following formula: firstname.surname@rongotai.school.nz

HOMEWORK

Teachers are asked to set extra work as part of the general teaching programme, as a means of:

- reviewing and reinforcing work and practising skills learnt during the day;
- providing extension activities beyond the classroom;
- developing habits of home study, including reading.

All students should have some work to do at home each night. Achieving a balance between work related to school and leisure activities is very important.

Students will receive from teachers, advice and guidance on how to study.

Below is a list of the approximate amount of time which should be spent on homework at each year

level: Year 9:	30 minutes - 1 hour per night
Year 10:	1 hour - 1 hour 30 minutes per night
Year 11:	1 hour 30 minutes - 2 hours per night
Year 12, 13:	2 hours per night

All students should have a diary, and should record record all homework. An alternative is the use of an app such as **myHomework** to record and organise homework and other academic studies. This is available for IOS and Android operating systems free from the appropriate app store. It is also available as a web interface for laptops and Chromebooks. Check out the website www.myhomeworkapp.com



If parents / whānau have concerns about homework, they should communicate with the subject teacher or Head of Department.

HOMework HUB

On Tuesdays and Wednesdays, the Homework Hub operates in the Library. Staff are present to assist boys with their homework.

ID AND SNAPPER CARDS

Students are issued with ID cards which permit them to borrow from the library. If students order a combined ID / Snapper card, it can be used for reduced rates on the buses and purchases from the tuck shop. Snapper cards can be 'topped up' at the college shop. The student ID cards cost \$10. ID / Snapper cards cost \$25.

INTERNAL ASSESSMENT

Senior classes have internal assessment programmes as part of NCEA. Students are required to complete and hand-in assessment tasks according to a set schedule. There are strict guidelines created by NZQA which the school adheres to in relation to missed assessments, reassessments, resubmissions and extensions to deadlines. These guidelines are available on the website.

KEEPING UP-TO-DATE

It is essential that we know how to contact you. Please notify us of any changes to your details such as change of address, email, home or emergency phone numbers. Phone 939 3050 or email the.principal@rongotai.school.nz any changes to address / cell numbers / home / work details.

LEAVING PROCEDURES

Students intending to leave the school during the course of the year should consult their dean well in advance of their departure to ensure they understand the procedures. All students are required to complete a Leaving Clearance which must be signed by their parent / whānau. Clearance must also be gained from subject teachers, the library, the sports department and the office, to ensure all school equipment has been returned and compulsory fees have been paid.

Students who complete leaving procedures and have settled all outstanding payments may request a Leaver's Certificate. A statement of attendance at Rongotai College is then completed and given to the student.

LIBRARY

The library is open from 8.30am to 3.30pm for student use. It offers a wide range of books for all reading abilities. In addition, there are magazines, newspapers, and online computer research facilities.

The library is staffed by a full-time librarian and student helpers. All borrowers are expected to return books promptly and in good order. Students may expect to contribute towards the cost of lost books. Donations of books for the library are welcomed and appreciated.

LOCKERS

Lockers are available for students to use. The hire fee is \$20 for the year and students must provide their own padlock. Students wishing to hire a locker need to arrange this through the College Shop at the start of the year to ensure that one is allocated. Lockers must be cleared out at the end of the year. Any lockers not cleared will have all material disposed of.

LOST PROPERTY

All personal property should be clearly named. Named lost property will be promptly returned to the students concerned. Unidentifiable lost property is claimable from the Deputy Principals.

If property goes missing students should retrace their steps and check where the item was last seen, check at the office and finally, if gear is still missing, report it to a Deputy Principal or the office. A notice can then be inserted in the Daily Notices.

MORNING AND AFTERNOON BREAKS

The school has two 30 minute breaks during the day – Morning Break (11.10-11.40am) and Afternoon Break (1.40-2.10pm). Year 9, 10, 11 and 12 students are required to stay in the school grounds at lunchtime. There are many activities to occupy them.

Only Year 13 students may leave the grounds to visit two local food outlets, but are expected to act in a manner that does not bring the school or themselves into disrepute, and to ensure they are not late to period 3 or 5 classes.

MEDICAL

The school has a qualified first-aider available. She also assists with students who need regular medication. Please contact the Dean if your son has special medical needs.

MESSAGES

Only emergency messages from whānau will be conveyed to students. Please ring the school office (939 3050) and do not telephone students on their cell phone during the school day.

MUSIC LESSONS

Tuition in a wide range of instruments is available through the itinerant music scheme. Lessons are taken during school time by expert tutors. Some instruments are available for hire at a reasonable rental. Further details can be obtained from the Music department.

NCEA

NCEA is New Zealand's national assessment system. Students accumulate credits towards a level of achievement from Year 11 onwards. NCEA can be gained at three levels. Students can gain course endorsements or an endorsement over a whole level of certification by gaining a certain number of their credits at Merit or Excellence level. Further information regarding NCEA can be found on www.nzqa.govt.nz.

An information evening on NCEA is held in February or March each year.

NEWSLETTERS

A school newsletter is emailed to whānau at least one each month. If no email address has been supplied, a hardcopy will be posted out. This is a vital channel of communication between the school and home. Newsletters are also posted on the school's website.

NON-VIOLENCE POLICY

In order to promote the school as a safe learning environment, the Board of Trustees has adopted the following Non-Violence Policy, which is rigidly enforced.

The College as a Safe Learning Environment

Rongotai College Board and teaching staff feel a responsibility to promote order and respect for the safety and the rights of individual students who are in our care. At assemblies, form meetings and where appropriate in class, it is our expressed aim to make it very clear that violence will not be tolerated in the school environment. The college defines violence in the widest sense to include all aggressive acts against persons or property, and verbal abuse.

The Board has discussed and endorsed the following Policy on Non-Violence.

A non-violence policy helps to improve the school environment and promotes appropriate attitudes for life in the wider community.

Our Non-Violence Policy is:

- no physical violence,
- no verbal violence,
- no violence to property (this includes theft),
- no violence to self (this includes use, or assistance in the use, of harmful and illegal substances).

Purpose

- to provide an orderly learning environment,
- to enhance the tone of the college,
- to encourage respect for all in the school community,
- to value differences of opinion and encourage discussion and negotiation,
- to assist all to feel safe and secure.

PARENT GROUPS

In addition to the Board and sports committees, Rongotai College has a number of active parent groups, including:

Rongotai College Pasifika Parents' Asosi

The Asosi provides an opportunity for parents of Pasifika students to meet and participate in the education of their sons. It is a support network as well as a source of information about the college, and seeks to contribute whenever it can to the work of the school. Contact the Deputy Principal (Teaching & Learning) for further information.

Parents' Association

The primary aim of the Parents' Association is to bring parents and families into a closer relationship with the school for the benefit of pupils. It performs a very valuable function in the school. All parents are urged to participate in the Association. Notification of forthcoming meetings is given

through the college newsletter, which is posted home twice a term. Contact the Deputy Principal (Pastoral Care) for further information.

Tangi-te Keo Whānau

Rongotai College has an active whānau group which meets in the wharenuī, to provide support for students, parents, whānau, guardians, staff and the community. Its other aims include:

- assistance in the development of positive peer relationships in the college;
- support and encouragement for all Māori students in academic achievement leading to NCEA success;
- encouragement in the building of respect between Māori students, their whānau and the staff;
- developing self-esteem among Māori students;
- supporting staff involved in academic and cultural activity tuition;
- advising the college on Māori cultural matters.

PARENT PORTAL

The Rongotai Parent Portal allows parents to keep up-to-date with your son's progress at school. Up-to-date attendance and achievement data is available, as is information related to fees. You can also access the Daily Notices and Calendar of Events from the Parent Portal. There are also copies of school reports available through the portal. It can be accessed from the Parents menu of the school website. Login details are posted to parents in early February each year.

PARENT / WHĀNAU ENGAGEMENT & SUPPORT

Parent / whānau assistance is welcomed. The college would be pleased to hear from any parent / caregiver who can assist in any way e.g. as coaches and supervisors of sports, as library assistants, reading tutors, or enrichment programme tutors.

PHOTOGRAPHS

As a record of the life of college class photographs are taken in February each year by a professional photographer. These may be ordered on-line from Photolife using an access code that is provided.

PHYSICAL EDUCATION

Rongotai College PE uniform must be worn for all practical Health and Physical Education lessons. Students should change before and after PE lessons.

QUESTIONS

If you have any questions, do not hesitate to contact the school office in the first instance, and you will be directed to the appropriate person.

QUALIFICATIONS

We prepare students for National Certificate of Educational Achievement (NCEA) at Levels 1, 2 and 3 and New Zealand Scholarship.

REPORTS

Rongotai College reports on student work in class on a weekly basis, in addition to issuing two detailed reports which are sent home in Term Two and Term Four. This is part of the school's contribution to regular communication between school and home on your son's progress. Further copies of reports can be downloaded from the Parent Portal.

REPORT EVENINGS

These are held for the various form levels in Terms Two and Three. Please make every effort to attend these meetings, which provide you with the opportunity to discuss your son's progress with the appropriate teachers and dean.

RESTORATIVE PROCESSES

Rongotai College believes that good relationships sit at the centre of good learning. When something goes wrong we look first at the relationships that sit at the centre of the incident. We then seek to repair their relationships through a restorative process.

SCHOOL DAY

The school day begins for all students at 8.55am every day except for Thursday, when the school day starts with Period 1 at 9.15am

SCHOOL RULES

The school attempts to keep rules to a minimum. Students are expected to act with care and consideration and respect themselves, other people and their property. Students share the responsibility to care for the school and its resources.

All students are expected to uphold the honour and good reputation of the school, and live the school's BEST values (see page 3). Sensible and considerate behaviour is expected at all times. Students are under school discipline from the time they leave home on any school occasion until the time they return home.

Uniform and Personal Appearance

Correct and complete school uniform must be worn on all school occasions. If some item is not available, a note to the Deputy Principal is required. Hair should be neat and tidy and of a natural colour. No extremes of fashion are permitted. Students must be clean-shaven.

Absence, Leave and Lateness

In the case of absence for medical reasons, parents / whānau are asked to ring the office or email attendance@rongotai.school.nz by 10am. A dated note must be presented to the student's form teacher immediately upon return to school. Other absences require the approval of the Principal. Appointment cards (dentists, doctors etc.) must be presented to the teacher before leaving a class. Students must sign out at the Deputy Principal's office before he may leave the school. As far as possible, appointments should be made outside school hours. No student may leave the school because of sickness or for any other reason without reporting first to Mr Hall or Mr Reddy to sign out. Students who arrive late must go straight to class.

Inside Buildings

There must be no running or throwing of any object inside the school buildings. Movement must be quiet and orderly and no student is to be in the corridors during class periods without a chit from a teacher. Furniture may not be moved and writing on boards is prohibited except on the teacher's instruction. Damage must be reported to the office. Rough play and fighting of any type are strictly forbidden both inside and outside the buildings. Rubbish must be placed in the bins provided. Students awaiting entry to a class must form an orderly queue outside the room. Students must keep clear of teachers' desks and cupboards.

Clearing the School

Students may not arrive at school before 8am or remain after 5pm unless they have been given special permission or they are under the supervision of a teacher. On fine days all classrooms are to be cleared at interval and lunchtime. On wet days students may remain in their form rooms.

In the School Grounds

Only tennis or other similar soft balls are permitted near the buildings. All games must be played well clear of the buildings. All playing areas must be cleared immediately the first bell sounds so that classes will commence on the second bell. Students not in class by the second bell are considered late. The front of the school should not be used as a playing area. There is to be no loitering or game playing near the bicycle shed or car-parks. Students may not sit in or assemble around motorcars or motorcycles at any time.

Bicycles, Motor Cycles, Cars

Students must walk their bicycles in the school grounds. Cyclists must ride single file and doubling is not permitted. Students using the subway must walk their bicycles across Tirangi Road. Motorcycles and motorcars may be brought to school only with the written permission of the Deputy Principal, for which a registration form must be completed. Parking is allowed in the approved areas only. Permission from parents and from the Deputy Principal is required before any student may travel in a motorcar driven by another student. Vehicles must not exceed 10km/h in the school grounds. When travelling by public transport pupils are expected to give up their seats for adults.

Out of Bounds

The following areas are out of bounds except when students are under the control of a teacher or specially appointed students: Computer rooms, the office and college shop, the swimming pool, specialist rooms, the staff room, changing rooms, the staff parking area, the caretaker's and groundsman's sheds, the Exhibition Ground (past the cricket nets). No student may leave the school grounds at interval or lunchtime without permission from a Deputy Principal. Year 13 students only may go out of the grounds to buy food in the two local shops, and must return to the grounds immediately.

Miscellaneous

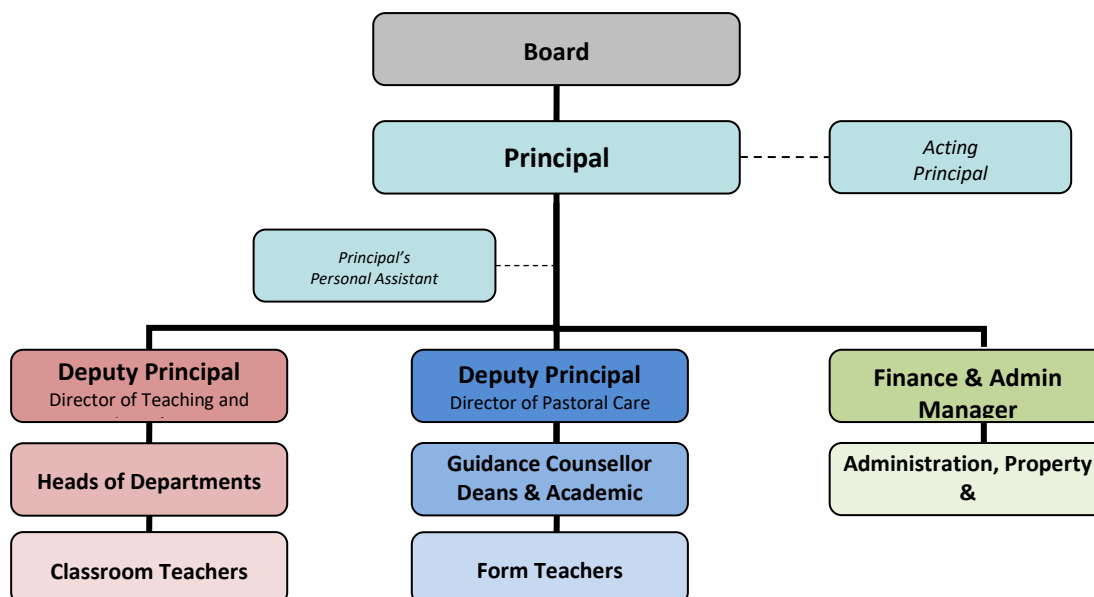
Chewing gum, fireworks, matches, lighters, cigarettes, vapes, alcohol and illegal drugs are all strictly prohibited. Items of value should be handed in at the office or to the form teacher for safe keeping. Cell phones may be brought to school and used at interval or lunchtime. They must not be switched on or taken out of bags during lessons. Found articles are to be handed in to the office. Graffiti or tagging is costly to remove and viewed as a serious offence.

SICKNESS AT SCHOOL

Any student feeling ill at school should report to the college shop, where his condition will be assessed. The student will be treated and sent back to class, kept in the sick bay or parents notified to arrange for him to be collected. The first-aider will report the student's absence from class.

SCHOOL OPERATIONAL STRUCTURE

The school operational structure and functional relationships are shown in the following diagram:



SKATEBOARDS AND SCOOTERS

If students bring skateboards or scooters to school they must name them clearly and abide by staff instructions for their storage during the school day. We do not take responsibility for the safekeeping of skateboards or scooters. Students are not permitted to skate or scoot by the main entrance and inside the buildings.

SMOKING and VAPING

Rongotai College is a non-smoking and non-vaping campus. This applies to students, staff, whānau and visitors to the school. Parents / whānau are notified immediately if students are found smoking or vaping within the college campus. The Guidance Counsellor or Public Health Nurse can give advice on smoking cessation programmes available to students to support them to become smokefree.

SPORTS

A full range of sports is offered by the school. The school employs a Director of Sport and a Sports Co-ordinator to organise and support sports in the college. The college has been accredited as Sports Fit. The school has a range of sports uniforms which are loaned to students. These must be returned at the end of a season.

STANDARDS OF WORK

It is important that students take pride in what they do. This can be demonstrated through a high standard of class work. It is expected that:

- all work shall be completed and presented in a tidy manner;
- students will make their best possible effort;
- rules for classroom behaviour will be followed;
- unacceptable work will be redone.

STATIONERY

Students need to have the correct stationery items in all classes. Stationery lists are available on the school website or from the college shop, and most items are able to be purchased from the college shop.

STUDENT LEADERSHIP

Prefects

Prefects, appointed for their service to the college and leadership, occupy the most senior positions a student can achieve in the college. Prefects assist staff members in supervision and control of students at school events. The Head Prefect and Deputy Head Prefect lead the prefects, taking part in assemblies, organising duties, and representing the college at official functions. The Sports Captain assists in the organisation of sports in the college and communicates information about sports to the students, while the Academic, Arts and Cultural Captains assist in their respective areas. Prefects wear a circular badge.



House Captains

The school is divided into four houses, which are named after the first four Principals of the College: Lock, Heron, Mackay and Renner. These houses compete against each other in events such as the athletic sports. Prefects in the House organise house competitions and engender support for their house.

Student Representative on the Board

This is a very important position. The student representative is elected towards the end of the school year. All students are eligible to vote. The student representative is a full member of the Board, sharing the same powers and responsibilities as other members. The student representative for 2023-24 is Jack Leong.

TEXT BOOKS

Text books are issued on loan to students. They are to be returned in good condition. Lost or damaged books must be paid for by the student.

TIMETABLE

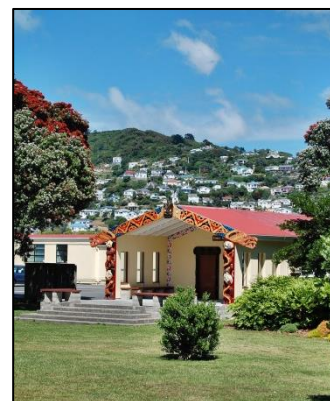
The timetable is created every year to suit the students' subject choices. The process begins in Term Three when students make their initial subject choices for the following year.

TANGI TE KEO

Tangi Te Keo is the name of the school wharenuī, located at the main entrance to the school.

TRUANCY

Each student is expected to be at school for the whole time school is open. We expect parents and whānau to support the school ensuring that any absences are explained. Where truancy is established parents / whānau will be notified and should such absences persist, parents /



whānau will be requested to come to school to discuss the problem. Persistent truants will be referred to the Ministry of Education Truancy Service.

TUCK SHOP

The tuck shop is open during the school day for lunches, drinks and snacks and offers a range of tasty food at reasonable rates. It is run by external contractors, and the menu / price list is available on the school website. The tuck shop is open before school, at morning interval and lunchtime each day.

UNIFORM

Rongotai College demands high standards of appearance of students and all students must wear the uniform as detailed below. If some variation in the uniform is necessary for a day or for a short period, a note must be presented to one of the Deputy Principals so that a chit can be issued. Students persistently in incorrect uniform without explanation will be issued with detentions and the offending article may be held by the college. All clothes and footwear should be clearly named in more than one place.

Sports-style peaked caps (with the exception of the official Rongotai College cap) and t-shirts or skivvies worn with the top shirt button undone are not permissible.

It is compulsory to wear the complete school uniform at school, BETWEEN HOME AND SCHOOL and when representing the college on college trips, and during other similar activities.

If any part of the school uniform is being worn at any time, the appropriate uniform is to be complete and worn correctly. When in uniform, boys are subject to school discipline.

Attention is to be given at ALL TIMES to ensure personal cleanliness and neatness. School policy ensures that pride in appearance is instilled in all students. Clothing is to be reasonably well-fitting, in a state of good repair, clean and correctly adjusted to ensure a neat and tidy appearance. Hair is to be neat and tidy and of such a length as to satisfy the school. No extremes of hair fashion are permitted. With the PRIOR approval of the Principal, uniform rules may be adjusted to allow for religious or other acceptable reasons.

All students are to wear one of the following uniforms. Dress uniform is permissible for all students during the school day.

Day Uniform

- | | |
|-----------|--|
| Shorts: | mid-grey |
| Shirt: | mid-grey, long or short sleeves |
| Pullover: | black Rongotai College pattern, with school badge |
| Vest: | black Rongotai College pattern, with school badge |
| Socks: | Rongotai College pattern |
| Shoes: | black, lace-up in plain leather (polishable) of such shape and style as approved by the Department of Health. During hot weather boys may wear Roman sandals without socks. "Skating-type" or "sports" shoes are NOT allowed |
| Belt: | black |



Jacket: Rongotai College black puffer jacket or Rongotai College black jacket or plain black jacket.

Alternative windbreakers, coats, blazers, hoodies and other forms of top (including hoodies with the school emblem) may NOT be worn



Optional Items

Blazer: Rongotai College blazer (with dress uniform)

Caps, Hats & Beanies: Rongotai College official school cap, bucket hat or beanie ONLY (not to be worn inside buildings)

Scarf: Rongotai College scarf

Dress Uniform

All pupils may wear dress uniform as ordinary day wear

Shoes: school regulation

Socks: plain coloured in dark tones

Trousers: mid-grey long trousers without pattern, cut to a style in keeping with moderate fashion (no stovepipes). Alternative colours and materials are not permitted. No adjustments to leg width may be made to uniform trousers.

Shirt: plain white business style

Tie: Rongotai College pattern

Students may wear plain black *ie faitaga* in place of grey trousers as part of the dress uniform

Physical Education Uniform

Shoes: Non-marking sports shoes or sandshoes

Shorts: Rongotai College sports shorts (from College Shop)

Top: Rongotai College sports top (from College Shop)

Boys representing the college in team games must wear approved clothing for the sport or activity concerned.

All items of uniform are available from the college shop. Opening hours are 8.30am to 4.30pm Monday to Friday.



WEBSITE

The school website (www.rongotai.school.nz) contains a wealth of information including upcoming events, news and general information about various areas of the school. Parents are able to access daily notices, the calendar and the Parent Portal through the website.

WITHDRAWAL

Disruptive students may be withdrawn from class for a cooling-down period. The student will usually work under the supervision of a senior teacher. Parents will be notified if withdrawals are extended.

YEAR 9 OPTION SUBJECTS

During the first term, all Year 9 students will attend classes in each option subject as part of a rotation. At the end of the term, they will be given the opportunity to discuss choices with teachers and deans, and will then choose two subjects from the list below, which they will continue to study for the following three terms.

Art

The Year 9 Art course has been designed to provide an enjoyable and stimulating environment to help each student's creative development. The course will introduce students to a variety of areas including printing, sculpture, pottery and painting. The year's course will give each student both an invaluable introduction to the subject of practical art and a good foundation for the Year 10 and 11 courses.

Economics

The aim of Economics at this level is to help students understand how the individual makes economic decisions and to help them gain skills needed to manage their daily personal means. This will allow students to participate more effectively in their daily lives as consumers and workers. The course is divided into four sections: Economic Decision-Making, Economic Management, Economic Participation, Accounting.

Languages:

Samoan - This is a course for beginners and for those who already speak Samoan. Students learn to read, write, speak and understand basic Samoan and gain an insight into the culture of Samoa.

Spanish - This is a course for beginners. Students learn to read, write, speak and understand basic Spanish and gain an insight into the culture of Spanish-speaking countries.

Te Reo Maori - Te Reo Maori is a course for beginners. Students will learn to speak, write, read and understand basic Maori and gain an introduction to tikanga and protocol.

Music

This course emphasises creating and performing, using voice, instruments and, where appropriate, movement. Students are able to work at their own level in developing individual skills.

Junior Literacy

This is a course for students who need extra help. It covers all language skills, with an emphasis on reading and writing. Punctuation, spelling and paragraph writing are targeted. A wide variety of reading materials forms the basis of reading comprehension, development of vocabulary, taking notes and summarising and researching in the library. Computer literacy can be gained through the use of word processing programmes. Entrance to this course will be on the recommendation of the school, following a programme of testing during Term One.

Technology

Technology is an important learning area in the NZ Curriculum and is not optional at Rongotai College. The Technology course is designed as an introduction to the specialist Technology subjects that are available in the senior school – Design and Visual communication (Graphics), Digital Technology and Materials Technology. Students will spend roughly 12 weeks working in each of these areas on rotation.