

ENROLMENT FORM

Student's Full Name:

Student's Address:

.....

Entry Level: **Nationality:**
(Eg: Year 9, Year 10, etc) (New Zealander or other – please specify)

Ethnic Group: NZ Maori European Tokelauan
(please tick) Samoan Indian Chinese
 Niuean Tongan Cook Island Maori

Other: (please specify)

Iwi Affiliations:

Date of Birth: **Sex:** Male Female

What is the main language spoken at home?

.....

Has your son/daughter had any previous ESOL support? Yes No

Previous School:

Do you wish your child to be considered for the E tipu e rea (bilingual) classes?
 Yes No

Mother/Caregiver's Name:

Home Address:.....

Telephone: Home..... Work:.....

Mobile: Email:

Occupation:

Place of Work:

Father/Caregiver's Name:

Home Address:.....

Telephone: Home..... Work:.....

Mobile: Email:

Occupation:

Place of Work:

Please turnover page and complete the other side

Emergency Contact:

Home Address:

Telephone: Home Work:

Mobile: Email:

Occupation:

Place of Work:

Medical Problems

This information is collected and held on your child's file to assist in the case of an emergency or to assess any special needs your child may have.

Doctor's Name:

Does your child have any of the following health problems?

Asthma Hearing Diabetes Sight Allergies Epilepsy

Other:

Details:

Any medication taken regularly? If so, please specify:

Does your daughter/son have a sister or brother at this school? Yes No

.....
(If so, please list their name and class level)

Copy of Birth Certificate or Passport copy provided

(Please note we cannot confirm enrolment of your child without a copy of the birth certificate or passport)

Declaration:

I/we undertake to ensure that the above-named student will attend school regularly, in the correct school uniform, and abide by the school rules. I/we will meet all school related costs. I/we consent to the college sharing information about my child if it is in the best interests of my child

Signed: _____ (mother/caregiver)

_____ (father/caregiver)

Date: _____

OFFICE USE ONLY:

Interview Date: _____

Student Enrolment : Approved / Not Approved (circle as appropriate)

Student Start Date: _____

Signed: _____ Date: _____

Dean / SMT

GENERAL INFORMATION

WELCOME



Tena Koutou. Talofa lava.
Fakalofa atu. Kia orana. Taloha
ni. Malo e lelei. Greetings to you
all.

Thank you for showing interest in Mana
College for your education and collecting your
Enrolment Pack. You have taken the right first
step. We believe in providing challenges and
pathways to give you future direction.

This is your enrolment pack to help you start
your journey with us. You must fill in the
following forms and return them to the school
office as soon as possible:

- o **Enrolment form**
- o **Computer User Policy Form**

You will also find information on our

- o Uniform – School and Physical
Education
- o Fees

Please buy the uniform when you have been
accepted at Mana College.

If you have any questions regarding your
enrolment, please call us on (04) 237 5424 or
drop in at our school office.

All the best for your future.

Mike Webster
(Principal)

Fees

**Mana College views the
contribution made by parents as a
donation and it is receipted
accordingly.**

For **one student** the contribution is
\$100.00 per annum.

For **two or more students** the
contribution is **\$150.00** per annum.

Because of the high cost of affiliation
fees to sporting bodies Mana College
charges a flat sport fee of **\$40.00**.

Printing cost applies to any printing in
excess of \$2.50.

EXPECTATIONS

Classroom Learning Guidelines

1. Do as you are asked
2. Have your own gear
3. No trash talk (swearing or put downs)
4. Be quiet when another person is talking
5. Do the work that is set.

Normal Process Management

1. **Students in the right place at the right time** - *know your timetable, get to class on time, attend each day, present any note from home*
2. **Students doing the right thing** - *positive attitude, understand behaviour expectations, follow Behaviour Management Plan*
3. **Students ready for college and class** - *wear correct uniform, bring note from home for non-uniform item, be ready to show your log book*
4. **Keeping students informed** - *listen to daily notices, read posters or leaflets provided, attend any meetings, events or assemblies, present logbook notes*
5. **How well are we doing** - *check homework completion, present logbook, be aware of requirements to achieve, keep records of progress, complete work set in class, try your best each day!*

Term Dates

Term 1	30 January to 5 April
Term 2	23 April to 29 June
Term 3	16 July to 28 September
Term 4	15 October to 14 December

School Day

8.45 AM TO 9.00 AM - FORMTIME
9.00 AM TO 3.05 PM - CLASSTIME
(EVERYDAY EXCEPT WEDNESDAY)

COMPULSORY FORM TIME: WEDNESDAYS
FROM **10.00 TO 10.15 AM**
CLASSES ON WEDNESDAYS FROM:
10.15 AM TO 3.05 PM

JUNIOR COLLEGE

A COLLEGE WITHIN A COLLEGE

To prepare students for the credit based NCEA, we have introduced a credit matrix to help motivate students to learn and develop responsibility for their learning while still in the Junior College.

Students who meet the credit requirements, graduate and move on to the Senior College.

We also place a great focus on leadership opportunities and self management skills.

CREDIT MATRIX

All programmes of study have credits which students gain through achievement.

Core Curriculum

English - 160 credits
 Social Studies - 160 credits
 Mathematics - 160 credits
 Science - 160 credits
 Te Reo Maori - 160 credits
 (for E Tipu e Rea classes)
 Physical Education/Health - 160 credits

Directed Studies

40 credits per term for each course
 40 credits for Challenge and Intensives when offered
 40 credits for Y9 Camp

LEARNING AREAS	YEAR 9	YEAR 10
Subjects in bold are compulsory core curriculum	Core, and 4 Directed studies	Core, and 4 Directed Studies
English Credits	160	160
Social Studies Credits	160	160
Mathematics Credits	160	160
Science Credits	160	160
Physical Education/Health Credits	160	160
Te Reo Maori delivers 160 credits in Year 9 and 10 and is only compulsory in the bi-lingual classes		
Directed Studies: 40 Credits per term for each course (This list varies from year to year)	Music Drama ICT Art Digital Media Food Technology Fashion & Design Material Technology ESOL Pacific Studies	Music Drama ICT Art Digital Media Food Technology Fashion & Design Material Technology ESOL Pacific Studies
Challenge and Intensives:	40 Credits	40 Credits

CERTIFICATE IN LEARNING

In Year 9 a student will require at least 65% of the credits to gain a Certificate in Learning.

DIPLOMA IN LEARNING

In Year 10 a student will require at least 65% of the credits to gain a Diploma in Learning.

LEARNING CONTRACT

There is a learning contract between the Student, Parents and the College. All Year 9 and 10 students enrolling at Mana College are required to sign this contract so they can work towards being successful learners.



There will be a formal ceremony of celebration for the graduating students at the end of the year.

SENIOR COLLEGE

PROVIDING PATHWAYS

The school offers students the opportunity to choose academic (for UE), general or vocational pathway to give the students enrichment in their learning.

In some areas, the programme is organised as two compulsory lines of the timetable. This includes Building Technology, Sports Academy and Services Academy. In other areas there is some choice between the subjects student can choose. This includes Science (Physics, Biology, Chemistry), Visual Arts (Design, Digital Media, Art and Photography), Soft Technology (Fashion, Hospitality, Home Economics) and Maori Studies (Te Reo Maori, Te Reo Rangatira, Nga Toi Maori).

Gateway and Transition to Work programmes are offered to Senior students who are interested in being placed in a workplace for one day a week, in the vocation of their choice.

SENIOR COLLEGE CURRICULUM

Mana College also offers National Certificates in Mathematics, Retailing, Electronics and Technology.

YEAR 11	YEAR 12	YEAR 13
COMPULSORY SUBJECTS English Mathematics OPTIONS Life Skills Business Studies Physical Education Geography Maori ESOL History Hospitality Fashion Information Technology Building Technology SPEC Music & Performance Visual Art Science Digital Media & Design ESOL	COMPULSORY SUBJECTS English (or Te Reo Maori) RECOMMENDED SUBJECT Mathematics OPTIONS Lifeskills Information Technology Business Studies Retailing Physical Education Geography History Te Reo Maori / Rangatira Nga Toi Maori Music & Performance Tourism Biology Physics Chemistry Electronics Technology Painting Photography Digital Media and Design ESOL Services Academy Sports Academy Building Technology Gateway	RECOMMENDED SUBJECTS Mathematics English Transition to Work Lifeskills Business Studies Computing Physical Education Sport Leadership Geography History Te Reo Maori / Rangatira Nga Toi Maori Music & Performance ESOL Physics Chemistry Biology Design Photography Painting Gateway Tourism

QUALIFICATIONS

NCEA LEVEL 1

Credits required: 80
 at any level Including
 10 Literacy & 10
 Numeracy credits

NCEA LEVEL 2

Credits required: 80
 60 credits at Level 2 or above
 20 credits at Level 1

NCEA LEVEL 3

Credits required: 80
 60 credits at Level 3 or above
 20 credits at Level 2 or higher

UNIVERSITY ENTRANCE

Minimum of 42 credits made up of:
 14 credits at Level 3 or higher in an approved subject
 14 credits at Level 3 or higher in an approved subject
 14 credits at Level 3 or higher in no more than two domains or approved subjects
 8 Literacy credits at Level 2 English or Te Reo Maori
 14 Numeracy credits at Level 1 in Mathematics

UNIFORM

All students are encouraged to take pride in the wearing of uniform and in their general appearance. Uniform is compulsory for Years 9,10,11 and 12. Year 13 students may wear mufti. All items (except black school jackets) are now sold from Postie Plus in the Mega Centre Porirua. Postie Plus is our only uniform supplier and stockist.

GIRLS

- Green checked skirt
- Green long sleeved jersey with school logo
- Green sleeveless vest with school logo
- Black socks or pantyhose/tights
- Plain white dress shirt – either dropped collar or long sleeved dress shirt
- Plain black leather school shoes (no adornments allowed)
- Plain black leather sandals with a back/ankle strap are acceptable during the warmer months (these must have heel support. Flip flops are not acceptable replacements for sandals. Also suede or canvas shoes will not be allowed)
- School ties are optional
- Green blazer (optional)
- School black Canterbury jacket

BOYS

- Plain black dress trousers
- Plain white long sleeved dress shirt
- Green long sleeved jersey with school logo
- Green vest with school logo
- Plain black leather school shoes
- Plain black socks
- Plain black leather sandals with a back/ankle strap are acceptable during the

warmer months (these must have heel support)

- School ties are optional
- Green blazer (optional)
- School black Canterbury jacket

PHYSICAL EDUCATION

ALL YEARS

- White Canterbury t-shirt
- Black shorts
- Sports socks
- Trainers with non-marking sole
- Plain black trackpants

***All students MUST wear full uniform to school, at school and home from school.**

***All students MUST have an appropriate college bag and be equipped with the necessary stationery to do their work.**

All items are now sold from Postie Plus in the Mega Centre Porirua.

POSTIE PLUS PORIRUA – telephone 237-9720

Larger sizes will be available. Laybys and Winz Quotes welcomed

USE OF COMPUTERS

ACCEPTABLE USE OF COMPUTERS POLICY

All students are required to complete the form below in order to use the computer suites at Mana College. Caregivers signatures are required so they are aware of the policy and of the consequences if the rules are broken. Non-return of this form will mean students will be denied access to the computer suite.

Contract between (student's name), their caregiver and
HOD Information Technology

I agree to at all times:

- Remain seated during the class, stay on task, and never to play games or print out anything, unless I have permission to do so.
- Never access files or programmes on the computer unless I have a legitimate reason to do so.
- Never put any disks/usb brought from home into the school computers without permission and always get virus checks done on my usb before use.
- Never connect devices like Ipods, MP3 players, etc to the computer.
- Never put files onto the computer network except for my work and other files I have been given permission for.
- Never access any information that would be offensive or harmful to myself, other students, parents or teachers, and the school.
- Never use obscene, harassing or abusive language on the computers, break any copyright laws, or produce anything on the computer that discredits Mana College.
- Never attempt to access the system when not allowed and understand that this will lead to my user privileges being cancelled.
- Never log in as anyone else, use any one else's log in or reveal my password to any other person. I will be held responsible for anything that is done under my login.
- Never damage school equipment (both hardware and software) or else I will have my user privileges cancelled and will be charged the full consequential costs of any damage.

If I break any of the above rules, I am aware the consequences will be that I am banned from using computers at Mana College for a period of time, that will be vary according to the severity of the offence. Any work missed out on during that time I will make up in my own time. In severe instances the consequences will be more serious and the police may also be involved.

Please Note: These requests are for your protection and ours. For more information, please see the Head of Information Technology who will be happy to explain anything you don't understand.

Emails/E-Learning

You will be given an email for education purposes only such as to log in on Moodle (online courses) and Myportfolios. You are to keep your password confidential and not misuse this email in anyway.

Consent to Use Photos of My Child For Publicity Purposes

Yes, my child's photo(s) can be used.

Signed:
Student

Signed:
Parents/Caregivers

Please return this form to Mana College - thanks

WE OFFER . . .

CULTURAL ENRICHMENT

Our traditions are alive. Students can join Maori or island cultural groups. We have our own marae complex. Students have opportunities to learn Te Reo. We have a vibrant Kapa Haka group and students can take part in Manu Korero.

- .. Powhiri
- .. Kapa Haka
- .. Manu Korero
- .. Te Reo
- .. Samoan Group
- .. Cook Islands Group
- .. Fijian Group
- .. Tokelaun Group

Performing Arts credits are awarded for Kapa Haka and Samoan Group at NCEA levels 1 and 2.

WE HAVE . . .

- .. Motivated and qualified staff.
- .. Three computer rooms including a dedicated Digital Media room
- .. A modern Gym with the latest weight gear, sound system, score board and external /internal gallery.
- .. Our site is positioned conveniently near the local business hub.
- .. We have a canteen, marae, medical room, science laboratories, music suite , refurbished hall with motorised screen and projector and Hau Ora Team to support and focus on the well being of students and the whanau.

SPECIAL SUPPORT

There are support systems for students who need help with their learning. Students attending Te Whare Ako are encouraged to participate in a variety of activities such as reading, writing, cooking, sports, etc.

EMERGENCY INFORMATION

In the event of a major catastrophe such as an earthquake we will hold all students at school until we are advised that students released safely to an adult collecting them.

It may be however that some of our families need our older students to go and collect their younger siblings. If you wish us to release your child when it is safe to do so please write your children(s) names here, sign and return with enrolment form to the office.

Signed