



# MANA COLLEGE

## Student Orientation Booklet

2024



# Mana College Vision

## Towards Flourishing

Where ākonga become the 'best version of themselves' and shine through their potential in many different ways.

### WHAT GUIDES US

#### OUR PLACE

A community asset that articulates our learning vision

#### OUR PEOPLE

Young people who flourish within our learning community

#### OUR COMMUNITY

Trustees, staff and whanau connected to our school community

Our vision informs everything we do at Mana College. Key areas of focus for the school's current Charter are:

- A **multi-million dollar re-design** of the school campus
- A school-wide focus on **student flourishing** – and achieving across a range of academic, sporting, leadership, cultural, social and environmental dimensions
- A **curriculum focus on 'place'** – including the natural, social and cultural riches of where we live
- **Strong partnerships** with community, whanau and iwi

Mana College has a set of values that help us realise our vision, these are:



**MANAAKITANGA**



**A'O**



**NGAKAU**



**ASPIRE**

<p><b><u>Manaakitanga</u></b> Aroha ki te tangata, Aroha ki te whenua. Respect for yourself, respect for others &amp; respect for the environment.</p>	<p><b><u>A'o</u></b> He kai kei aku ringa. Learning, contributing &amp; sharing.</p>	<p><b><u>Ngakau</u></b> Whaia te iti kahurangi, ki te tuoho koe me he maunga teitei. Never ever giving up.</p>	<p><b><u>Aspire</u></b> Ko koe te taupe ki hae puawai ou moemoea. Believing I can achieve anything. "I believe I can fly"</p>
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# General Information

## School Term Dates 2024

Term 1 – Wednesday 1 February – Friday 12 April

Term 2 – Monday 29 April – Friday 5 July

Term 3 - Monday 22 July – Friday 27 September

Term 4 – Monday 14 October – Friday 6 December

## Daily Timetable

On your first day at school, you will be issued with a timetable listing your subjects, classes and times throughout the week.

- The school day will start at 9am with a Learning Advisory except on Wednesday school will start at 10am.
- All classes will finish at 3.20pm with subject sessions running throughout the day.
- Interval will run for 20 minutes and the lunch break for 40 minutes.

## Year 9 Curriculum

The Year 9 curriculum provides all students with full coverage of the New Zealand Curriculum. With a place-based, culturally responsive foundation, students will engage in active learning experiences across all Learning Areas.

\*We are currently trialing the below timetable. If this is to change in any way for 2024 you will be notified in the new year.

LA - 9 - 9.25	LA - 9 - 9.25	PLD - 8.30 - .9.30	LA - 9 - 9.25	LA - 9 - 9.25
P1 - 9.30 - 10.25	P1 - 9.30 - 10.25	P1 - 10.00 - 11.00	P1 - 9.30 - 10.25	P1 - 9.30 - 10.25
Interval 10.25 - 10.45	Interval 10.25 - 10.45	P2 - 11.05 - 12.05	Interval 10.25 - 10.45	Interval 10.25 - 10.45
P2 - 10.45 - 11.40	P2 - 10.45 - 11.40	Assembly 12.05 - 12.40	P2 - 10.45 - 11.40	P2 - 10.45 - 11.40
P3 - 11.45 - 12.40	P3 - 11.45 - 12.40		P3 - 11.45 - 12.40	P3 - 11.45 - 12.40
Lunch (10min in LA) 12.40 - 1.25	Lunch (10min in LA) 12.40 - 1.25	Lunch (10min in LA) 12.40 - 1.20	Lunch (10min in LA) 12.40 - 1.25	Lunch (10min in LA) 12.40 - 1.25
P4 - 1.25 - 2.20	P4 - 1.25 - 2.20	P3 - 1.20 - 2.20	P4 - 1.25 - 2.20	P4 - 1.25 - 2.20
P5 - 2.25 - 3.20	P5 - 2.25 - 3.20	P4 - 2.25 - 3.20	P5 - 2.25 - 3.20	P5 - 2.25 - 3.20
3.20 - Finish	3.20 - Finish	3.20 - Finish	3.20 - Finish	3.20 - Finish

# Mana College Uniform



All students must take pride in the wearing of uniforms and in their general appearance. Uniform is compulsory for all students.

All students wear blazers and tie. There is also a school jersey, which should be purchased to keep students warm on colder days. Students will not be permitted to wear non-uniform hoodies or sweatshirts with their uniform.

Students can purchase uniform from the Classic Uniforms & Sportswear, Unit 1, 17 Wall Place, Kenepuru Drive, Porirua. **Opening hours are Monday to Friday 9am – 5pm**

**You can also purchase your uniform online from Argyle Schoolwear [www.argyleonline.co.nz](http://www.argyleonline.co.nz)**

We expect all students to be in uniform every day. In the event of an emergency, parents/caregivers must either telephone the school or provide a written note to explain the circumstances. In this case only, a uniform permit will be given by the year level dean.

# Senior Leadership Team



**John Murdoch**  
Principal



**Marion Tuite**  
Deputy Principal



**Jeff Chapman**  
Assistant Principal



**Greg Sharland**  
Assistant Principal



**Janine Laumua**  
Principals PA



**Tamahae Keelen**  
Year 9 Dean



**Filisione Koloamatangi**  
Year 10 Dean



**Marina Anderton**  
Year 11 Dean






**Elizabeth Knowles**  
Year 12 Dean



**Lana McLaughlin**  
Year 13 Dean

# Get Involved!

At Mana College we expect all students to be involved in at least one of the following elective streams:

<b>SPORTS</b>	<b>ARTS</b>	<b>CULTURAL</b>
 <p>Rugby Basketball Hockey Volleyball Netball Football Futsal Ki o Rahi Plus 20 other sports</p>	 <p>Choir Itinerant Music Rock Band Music Lessons Chamber Music group Drama Dance Glee Club Production</p>	 <p>Kapa Haka Samoan Group Cook Island Group Tokelauan Group Toi Maori Mau Rakau Whakairo</p>

# Getting Involved in College Life

## Sporting Activities

- Athletics
- Football
- Basketball
- Dragon boating
- Table Tennis
- Rugby
- Volleyball
- Ki o Rahi
- Futsal
- Waka Ama
- Hockey
- Squash
- Touch Rugby
- Tennis
- Cricket
- Badminton
- Netball
- Rugby Sevens
- Golf



Amy Robinson  
Sports Co-ordinator

Amy's email is [amy@mana.school.nz](mailto:amy@mana.school.nz)

## Cultural Enrichment

Our traditions are alive. Students can join a wide variety of co-curricular activities and cultural groups, including: Kapa Haka, Samoan Group, Cook Island Group and Tokelau Group.



# Special Support

Te Whare Ako provides a safe, supportive and stimulating environment for ORRS funded students who have special needs. Some of these students also participate in mainstream classes.

A specialist ESOL teacher is available to offer advice and additional support to students for whom English is a second language. The ESOL class is multi-level and helps students develop their reading, writing, speaking and listening skills. Senior students also compete NCEA Units. ESOL students can also gain help with their subject work. A teacher aide or bilingual tutor can provide support in the mainstream classes.

Additional learning support is available for identified mainstream students through Resource Teachers Learning and Behaviour (RTLB) and are supported by our Special Education Coordinator (SENCO) and mainstream Teacher Aides (not pictured).



**Cam Fraser**  
**Head of Te Whare Ako**



**Dave Douglas**  
**ESOL**



**Tracy Old**  
**SENCO**



# Hauora – Student Services

## Hauora Coordinator

Anthea Martin is available to all students to provide help and support for personal matters, as well as for school-related concerns. You can make an appointment to have a chat in the Counsellor's office in the Hauora/Student Services block.



**Anthea Martin**

## Counselor

There are lots of people who can support you if things get difficult. If things get difficult or worrying, and stay that way, you can ask to see a counsellor in Hauora. Counsellors are good to talk to about any stuff that is getting in the way of your learning at Mana, or your life away from school.



**Catherine Harington**

## Wellness Practitioner

Often our habits can affect our thoughts or mood... and often our thoughts or mood affect our habits. As part of Tū Ora Compass Health's School Based Health Services, the Mental Health Practitioner can help a student understand some of these cycles of behaviour and thinking so that the student can focus on what's important to them.



**Patti Betham**

## Nurse

Our School Nurse, Alysha Jackson, is based in the Health Clinic, Hauora/Student Services block. She will help you if you are unwell or if you have injured yourself. You can talk to her about anything to do with your health.



**Alysha Jackson**

We also have a Youth worker and Social worker as well as a Physiotherapist who comes in once a week for sports related injury and student care.

## Careers & Gateway

Our knowledgeable Careers staff can help you with careers advice and pathways beyond school. There are a variety of options with trades and training that they can help you with, as well as gateway programmes and courses that can support you in your future journey.



**David Douglas**  
Careers Advisor



**Miki Tito**  
Gateway & Careers Administrator

## E-Tipu E Rea

E Tipu E Rea offers students who are committed to both the Te Reo and their Māori identity, the opportunity to succeed as Māori in all fields of study. This teaching and learning environment runs from Year 9 to Year 13. To be part of this programme, students and Whānau need to be committed to the kaupapa and students need to be prepared to remain at Mana College until the completion of Year 13. This is not an immersion programme but as close as a mainstream school can get to a bi-lingual setting. Mana College's goal is to staff E Tipu E Rea courses with Māori role models.

Entry to this opportunity is by an interview with our Kaiako.

A special component of our Junior school is the 'E Tipu e Rea' programme.

This is a Year 9-10 combined class, which is marae-based and uses key elements of tuakana-teina, curriculum integration and whānau involvement and support. Students in this programme report how connected they feel about their school experience, "Joining E Tipu e Rea has given me a clear view of what Te Ao Māori is all about", "All of us are family and family is everything, that's what I love about the whānau unit."

# Construction School

The construction school is a creative and forward-thinking approach to the provision of responsive vocational pathways. Connecting with the government's housing regeneration plan, the Porirua Workforce strategy, and the growing need for qualified builders in this community, the construction school provides students with real-life building experiences along with BCAT qualifications at Levels 2 and 3.

Currently, we have two classes running (one at year 12 and one at year 13) with each class building a 3 bedroom house from the foundations up. The houses are taken away at the end of the year and sold. Ambitiously, we aim to build up to five houses per year in the future using the construction school as a local building hub for secondary school students. Ultimately, we want local rangatahi to build houses for local people.



# Service Academy

We are fortunate to have this full-time course at our College. It caters to up to 20 students ranging in age from 16 years to beyond 19 years. It is ideally suited for students who want to enter the New Zealand Defence Force or similar occupations. It also offers students the opportunity to engage with and grow in a climate that instills personal discipline and high regard for others. Students will develop both teamwork and leadership skills, and a determination to master physical and mental challenges, preparing them for an independent thinking future. Please be aware that places are limited.

## Office Staff

Our friendly office staff are here to help you when you need assistance getting started at school. They are also there throughout the year to help support you with organization and finances. They are located in the main administration office just inside the main entrance to the school.



**Joanne Gillespie - Accounts Office    Sally Baddington - Business Manager**

**Celeste Grove - Admin Assistant    Cheryl Brightwell - Receptionist**

# 2024 Uniform Information

Argyle Schoolwear Ltd and Classic Uniforms and Sportswear are our suppliers of school uniforms and sports uniforms.

## **CUS Uniform Shop operating hours over December 2023 / January 2024:**

Last day Uniform Shop is open – Thursday 21<sup>st</sup> December closing at 12pm

Uniform Shop Reopens – Wednesday 10<sup>th</sup> January 2023 at 8:30am



## **Bookings are Required for the Uniform Shop during January**

Please book an appointment using the online system to assist CUS manage this process - [www.cus.kiwi.nz/book-an-appointment](http://www.cus.kiwi.nz/book-an-appointment).

## **Online Orders can be made with Argyle**

Go to [www.argyleonline.co.nz](http://www.argyleonline.co.nz) and select Mana College under Shop ArgyleOnLine

Orders can be made at any time online. Customer service is available 24/7 via phone 0800 110059 or the online Answer Bot (click the help button on the bottom right of the page). Argyle's live chat team is also available to assist Monday to Friday 8.30am to 5pm. To find the correct size, follow the size guide.

## **If you are applying to WINZ for financial assistance, please follow the process below:**

1. Place an order online and select "WINZ quote" as your payment method.
2. You will receive an email with your order confirmation. Print this out and take it to your nearest WINZ office for approval.
3. Once WINZ has approved the quote, they will advise Argyle Schoolwear directly. The quote will have Argyle Schoolwear's bank account and invoice number for payment.
4. The order is dispatched once payment is received from WINZ.

Payment via WINZ card is not accepted for online orders.

# Year 9 Stationery

**All students:** Selection of blue, black, and red ballpoint pens, colour pens or felts.

Digital Device (Chromebook) if available.

Year 9 Stationery:

10 x 1B5 exercise books

2 x 1J5 exercise books

1 x 1L5 exercise book

2 x refill pads

1 x 20-page clear file

1 x notebook

1 x Scientific calculator (optional – used through to Year 10)

1 x Graphics calculator FX-9750GII (optional – used through to Year 13)

1 x set of 10 coloured pencils

1 x glue stick

1 x HB pencil

1 x 30cm clear plastic ruler

1 x pencil sharpener

1 x Eraser

3 x highlighters

2 x Carpenter's pencils

Cour pens of felts

## **Mana College BYOD**

Mana College is on a journey of Bring Your Own Device (BYOD). Being connected online is an essential element of education in the 21st Century and we want all of our ākonga to have consistent access to a device. To date, we have attempted to provide access to devices onsite but this has limitations in terms of consistent access at school and access out-of-school hours. Quite simply, it is a big advantage for students to have their own device to ensure access where and when required. Therefore, BYOD is the most effective option.

We are very aware of the cost involved with ICT so we are committed to helping whānau secure devices at an affordable level. To achieve this, we have partnered with Te Mana o Kupe Trust who offer interest-free options on Chromebook payments at as little as \$4.00 per week. Alternatively, you are welcome to purchase any Chromebook from retailers and we can help connect that device to our network.

If you are interested in the Chromebook offer via Te Mana o Kupe Trust please contact them directly via their website or contact Jasmine Nichols at [jasmine@tmok.org.nz](mailto:jasmine@tmok.org.nz). Alternatively, Janine Laumua at Mana can help you with the sign-up documents. You can come into school and ask to speak with her or email [janinel@mana.school.nz](mailto:janinel@mana.school.nz).

## Bikes and Lockers

- The school has areas where students can lock away items (families will need to provide sturdy locks) - D-Block lockers
- Students can also bring their bikes to school and lock them in the compound next to the staff room



## Healthy Lunch Programme

Every student is provided with a nutritious lunch each day that is made onsite.

Lunches cater to individual requirements including dietary, health and cultural needs.

These are not compulsory

## Fees and donations

Mana College has opted to be part of the Ministry of Education's Donations Scheme.

Mana College is **not asking** for a donation from families.

We will continue to invoice costs from Registering Sports Teams (costs depend on the sports)

# School Map



## Important apps and links

**School Apps NZ - Alerts, Absentee Line, Daily Notices and much more**

<https://manacollege.apps.school.nz/install/>

**Website**

<https://www.mana.school.nz/>

**Facebook**

<https://www.facebook.com/ManaCollege>

**Parent/student Portal**

<https://portal.mana.school.nz/index.php>



# What if

## **It is an emergency and I can't wear the correct school uniform?**

- Your whanau need to telephone us (237 5424) or write a note to explain the reasons why you are not wearing the correct uniform item/s.
- Students are then to see their Dean before school starts to obtain a Uniform pass before going to class.

## **I want to bring my Laptop and Cellphone?**

- Our vision is that everyone uses digital technologies for life and learning.
- Padded cases for laptops that come to school are highly recommended.
- We realise that for some families, a computer is beyond their budget. That said, the school does have enough hardware to provide students with a computer in class.
- Cellphones can be highly addictive and adolescents need to learn to use them responsibly.
- Cellphones must not be used for personal use in class time.
- Classroom teachers may provide permission for students to use their phones as part of their learning, otherwise, keep them in your school bag (not just sitting on your desk)
- Mana students sign an ICT user agreement which recognises their responsibilities for computer and cellphone use.

## **I lose an item of clothing or other personal property?**

- Make sure your uniform and school gear has your name on it
- Check the area where you last had the item
- Report the details of your lost item to the office. All lost property is handed into reception.

## **I have option or subject problems?**

- Please see your year level Dean or LA teacher

## **What are the school's emergency procedures?**

- All of the school's emergency procedures in the event of a fire, earthquake or lockdown are posted on a large A3 sign in each classroom.
- In the event of any of the above emergencies you are to follow your teacher's instructions.
- There are regular drills for each emergency event each term, so you will get to know the procedure for any real event.
- If the school has to close because of flooding or earthquake damage your parent/caregiver will receive a text notification and details will be posted on our website, Facebook page and school App.

# What if

## **I am away from school?**

- Your parent/caregiver should telephone the school (237 5424) and tell us.
- Your parent/caregiver can leave a message on our absence line (extension 855)
- Send a message via the School App
- Students are not able to ring in and excuse themselves from school.

## **I need to leave school during the day?**

- Try to make appointments outside school hours where possible.
- Bring a note from your parent/caregiver and an appointment card if you have one.
- When you leave, sign out at the office.
- If you return to school after your appointment, you will need to sign back in at the office.

## **I arrive at school late?**

- Your parent/caregiver should telephone the office to explain the reason for lateness.

## **I feel sick?**

- Tell your teacher (during class) and then go to the Nurse's office in Hauora block. If the Nurse is not present, then go to reception.
- Students are not able to leave school until they have been assessed and signed out
- The Office will contact your parent/caregiver to collect you from school.

# Notes