Welcome to Awatapu College

As a school we are committed to providing a positive learning environment where students, parents/caregivers, and staff feel supported and engaged. We expect excellence in all that we do and look forward to working together in what we know will be a mutually beneficial partnership.
Mission Statement

Awatapu College challenges students to achieve excellence, develop a sense of self worth, and become motivated and responsible citizens.

*Whai mana, whai oronga.*
At Awatapu College, we value innovation in teaching and learning. Our school is a vibrant and diverse community with a strong focus on meeting the individual needs of our student body.

A broad curriculum offers extensive subject choices for all students. Our Learning Support and Special Abilities (Extension) programmes ensure that all students’ learning needs are identified and addressed. Academically advanced senior students are studying subjects through Massey University while completing their NCEA qualifications. A wide range of co-curricular activities enables students to follow their personal strengths in sport and culture.

Our International Student programme provides extensive opportunities for students to learn English and encourages them to take a full part in the life of the school. It is my belief that the presence of international students ensures that our New Zealand students learn about other cultures and beliefs, thus developing an awareness and understanding of the wider world.

At Awatapu College we are proud of what we can offer and of what our students achieve. I trust this booklet will be of value to you and invite you to contact us should you have further questions.

Gary Yeatman
Principal

Introduction to Awatapu College

A Brief Background
Awatapu College is a state, co-educational secondary school catering for students from Years 9-13. The 2019 roll is approximately 850 students, including around 40 students attached to a special needs unit. The College is currently experiencing roll growth at some levels in response to the positive culture that exists in the school and its reputation for the strong support given to students to assist them to achieve to their potential.

The College is located in the Riverdale area of Palmerston North, alongside the Manawatu River on land with close links to the Rangitane people. The core community includes the Board of Trustees, staff, students, parents / caregivers, the Parent Teacher Association, and the Awatapu College Educational Trust. The wider community includes past students, staff, employers, tertiary institutions and a large number of others who have contact with the school.

College Life
At Awatapu College, we expect excellence in all that we do. We set high standards for personal behaviour and students are accountable for the choices they make. We provide structure and discipline alongside a supportive and nurturing pastoral care system. We operate a vertical house structure with every student grouped into one of four houses; Sheppard, Rutherford, Hillary, and Ngata. Each house is lead by two teachers, known as Heads of House. Heads of House Group, getting to know the needs of their students well and also providing a constant point of contact for parents.

Awatapu College Board of Trustees
The Awatapu College Board of Trustees is comprised of:

Jeremy Neild - Board Chair
Vili Igatia - Parent Representative
Kerry Rickard - Parent Representative
Leigh Sage - Parent Representative
Jonathan Spencer - Parent Representative

Bruce Reiche - Staff Representative
Bryn Thompson - Student Representative
Gary Yeatman - Principal
Andrea Anderson - Secretary
Staff

The staff at Awatapu College are our most important resource. With over 130 teaching and support staff, we are committed to our students and their success as individuals. We focus our students’ learning around four core values: success, excellence, respect and the individual. Our Senior Management, Heads of House and Student Support are the main point of contact for parents / caregivers. Contact details and the full staff list are available on the Awatapu College website.

Senior Management:
- Mr Gary Yeatman - Principal
- Ms Jane Horton - Associate Principal
- Mr Nick Reid - Deputy Principal
- Mr Hector Hatch - Deputy Principal

Heads of House:
- Sheppard - Mrs Angela Povey and Mr Peter Howarth
- Rutherford - Mrs Sarah Orme and Mr Mike Tuck
- Hillary - Mrs Mary-Jane Scott and Mr Jason Binsted
- Ngata - Ms Laura Griffin and Mr Stephen Fisher

Student Support:
- Ms Kitt Coomber - HOD Guidance
- Ms Mikaela Greig - Director of Sports
- Mrs Moira Pearson - HOD Careers
- Mrs Sandra Murray - HOD Learning Support
- Mrs Karen Amey-Parsons - HOD Special Needs
- Mrs Mary Mathews - Director of International Students

Parent Teacher Association

The Awatapu College Parent Teacher Association is a group of parents and teachers who seek to assist the College in practical ways to provide extra services and additional facilities for student use. We are always looking for enthusiastic parents who are willing to support us in a wide variety of ways. The PTA organises information evenings and fundraising which are very much appreciated by the College, so there are many ways you can help. Alternatively, if you are unable to assist through volunteering time, you could provide a financial contribution to our work. All money raised goes to provide facilities for the current students at Awatapu College. For more information about the PTA or if you would like to join, please contact the School Office.

Student / Parent On-Line Portal

The Portal is an online tool which gives students and parents / caregivers direct access to the below information. Log-in details to access the Portal are sent to parents / caregivers once the enrolment has been accepted.

1. **NCEA Summary** - NZQA ratified results and stored results. Please note that the latter are results held by the College which may not yet be confirmed with NZQA and should not be considered official.

2. **Current Year Results** - results for internal and practice grades for the current year.

3. **Attendance and Timetable** - please note that the attendance data is not live - a three-day delay applies. Should you have any queries about your son / daughter’s attendance records, please contact, in the first instance, our Student Attendance Administrator on (06) 356 4817 ext 8858 or saa@awatapu.school.nz

4. **Reports** - copy of school reports.

5. **Awards** - significant rewards received.

6. **Calendar** - calendar of school events.

7. **Notices** - daily notices for students.

8. **Library** - lists books issued and if overdue from the Awatapu College Library.

9. **Details** - changes to key details (e.g. contact information, medical details) can be made by the primary caregiver.

10. **Financial (under Details)** - this features allows you to pay fees by credit card. Part payments are permitted. Receipts can be downloaded and a full payment history is also displayed, including the method/s of payment e.g. eftpos, automatic payment or credit card.
Attendance Guidelines

- Parents must contact the school to explain their child’s absences by phoning or emailing the Student Attendance Administrator on the day of the absence. Alternatively, parents must explain the absence in writing on the day the student returns to school. If the student has been away from school for three consecutive days for illness, a medical certificate may be required.

  **Student Attendance Administrator: Phone (06) 356 4817 ext 8858 / Email saa@awatapu.school.nz**

- Absences from school, other than for medical reasons or bereavement, **must be applied for in advance**. A letter requesting leave must be addressed to the Principal.

- Patterns of poor attendance may result in referrals being made to agencies involved in the Rock On Programme which includes Police Youth Aid, Oranga Tamariki, Group Special Education and the Palmerston North Truancy Service. Poor attendance may also result in your child repeating the year level’s programme.

What to do if:

- **You are late to school:**
  
  Report to the Attendance Office with a note and sign the late sheet.

- **You are ill at school:**
  
  Request a sick note from your teacher and take it to the Sick Bay. Do NOT contact your parents / caregivers and ask them to pick you up - the school will arrange this and sign you out.

- **You have an appointment during school time:**
  
  Provide a note in your log book, or an appointment card, and report to the Attendance Office to sign out. If you return the same day, return to the Attendance Office to sign in.

- **You have an accident:**
  
  Report to a Duty Teacher or the Attendance Office / Sick Bay and complete an incident form. Alternatively, request a note from your teacher and take it to the Sick Bay.

It is essential that the College always holds **current contact details** for parents / caregivers in case of an emergency. If you do change any of your contact details, please let the office know immediately by email or by completing a blue Change of Address form which you can pick up from the office. This form must be signed by a parent / caregiver.
School Bus Information

A rural bus service is available to out of town students. The Ministry of Education’s contracting agent in Palmerston North is UZABUS Fleet. UZABUS is the best source of correct and up to date information regarding routes and pickup / drop off points.

Contact UZABUS on (06) 356 4896 (press 1)

It is a requirement for students to carry their ID cards with them at all times to travel on the school bus service. The cost of an ID card is $7.50. Students are given a grace period at the beginning of each year so that schools can arrange and issue ID cards. Temporary bus passes are available from the school office should an ID card be lost. A replacement card will cost $7.50 and should be arranged by your student as soon as possible through the school office.

Should you have any queries please contact Peter Howarth at Awatapu College by phoning (06) 356 4817 ext 8808 or emailing howarth@awatapu.school.nz

www.awatapu.school.nz
Rights and Responsibilities

As the good name of Awatapu College is largely in the hands of its students, they are expected at all times to conduct themselves in such a way as to bring credit to themselves, their families and the College.

All students have a right to learn without being disrupted by others. No student has the right to interfere with any other student’s learning or staff member’s teaching programme.

All students and staff are entitled to be treated courteously and respectfully.

All students and staff have the right to work in a clean and attractive environment. It is the responsibility of individuals and groups within the College to leave classrooms and grounds in a neat and tidy condition.

Behaviour Code

**Be thoughtful, cooperative and tolerant**

This makes it easier for you to learn and live together.

**Respect others’ rights to learn without interruption**

This ensures that all students have a chance to learn without disruptions from others.

**Be well-mannered, considerate and friendly to each other, to staff and to visitors**

This makes it easier to learn and live together and the whole school gains respect from the public.

**Be proud of your school and keep it clean, safe and attractive**

This helps confirm the community’s high regard for this College and ensures that everyone can work in a pleasant environment.

**Dress correctly and behave well at all times**

This brings credit to you and your school.

**Students are forbidden, while under the authority of the school, to have in their possession harmful materials**

Harmful materials include, but are not limited to, tobacco, e-cigarettes, alcohol, harmful drugs or substances and weapons.

**Some types of behaviour are not acceptable at Awatapu College**

- Bullying, violence or threatening behaviour. Bullying is any type of behaviour which is harmful to others, including:
  - physical: hitting, taking from, kicking
  - verbal: name calling, insults, racist remarks
  - indirect: spreading nasty stories, excluding from groups
- Rude or abusive language
- Damaging or stealing property
- Disruptive and defiant behaviour

**Why?** Because these actions are unfriendly and unhelpful. They harm you and your school.

**The most important things to remember are self-discipline, common-sense and respect for others.**

**Note:**

a. Students are deemed to be under the school’s authority from the time they leave home in the morning until they return after school.

b. Students attending or participating in any school activity outside normal school hours are bound by the school rules, e.g. trips, weekend or evening sporting or cultural fixtures.

**This code means we expect you to do your best at all times and that we will help you to do your best.**
Dear parents / caregivers,

This background information may be helpful as you read through and discuss the cyber safety use agreement with your child. These are the seventeen rules to help keep students cyber safe as outlined in the cyber safety use agreement that you and your son / daughter have been asked to sign.

1. I cannot use the school ICT equipment until my parent and I have signed and returned the use agreement.

All students must have a use agreement signed by themselves and their parent. Use agreements are an essential part of cyber safety policy and programmes for schools and other organisations.

2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.

The user name is the unique identity by which the network recognises an individual. There are never two users with the same user name and this allows the school to track the activity of any student. A user name could be misused if a student’s password was known and then used by others.

3. I will not tell anyone else my password.

Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cyber safe environment for all users, and teaches the student the importance of personal security.

4. While at school or at a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in New Zealand and in many other countries. Often students become involved in these acts through peer pressure, without thinking of the consequences.

5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.

Harassing or bullying others will not be regarded as a joke by the school.

6. I understand that the rules in this agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.

Students and parents are also reminded of the school’s specific policy on the use of mobile phones at school.

7. I understand that I can only use the internet at school when a teacher gives permission and there is staff supervision.

There must be an educational purpose for students to be online or accessing the internet at school. Having a staff member present will help to ensure student safety.

8. While at school, I will not:
   a. Initiate access, or attempt to access age-restricted, or objectionable material
   b. Download, save or distribute such material by copying, storing, printing or showing to other people
   c. Make any attempt to get around, or bypass security, monitoring and filtering that is in place at our school

The school has a number of steps in place to prevent students accessing inappropriate, age-restricted or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school. Disciplinary procedures will result if a student is attempting to bypass school internet filtering or security systems.

9. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

Many files available on the internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programs or even inappropriate, age restricted or illegal material.
10. If I accidentally access inappropriate material, I will not show others. I will close or minimise the window and report the incident to a teacher immediately.

Because anyone at all can publish material on the internet, it does contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encourage the student to tell a teacher immediately if they find something which they suspect may be inappropriate. This encourages critical thinking and helps students to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cyber safety of the school community.

11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment / devices must be appropriate to the school environment.

Students need to be aware that if they bring any ICT device to school or to a school related event, then all stored content on it must be acceptable and appropriate for the school environment.

12. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software without a teacher’s permission. This includes wireless technologies.

Connecting devices and installing software bought from home may cause conflicts with the school ICT systems. The school must also abide by software licensing requirements included with software. This means that if the school has not purchased the software, the school may not be legally entitled to install that software.

13. I will ask my teacher’s permission before I put any personal information online. I will also get permission from the other person involved.

This reduces the risk of students being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise student’s privacy or security online.

14. I will respect all school ICT and treat ICT equipment / devices with care. This includes not intentionally disrupting the smooth running of any school ICT system, not attempting to hack or gain unauthorised access to any system, following all school cyber safety rules, not joining in if other students choose to be irresponsible with ICT, and reporting any breakages / damage to a staff member.

In addition to promoting student safety, the rules help the school to protect the considerable investments made in expensive ICT equipment. Intentionally disrupting ICT systems will be seen by the school as intentionally setting out to disrupt the learning of others.

15. I understand that the school may monitor traffic and material sent and received using the school’s ICT network. The school may use filtering and / or monitoring software to restrict access to certain sites and data including email.

The school has an electronic monitoring system that has the capacity to record internet use, including user details, time, date, sites visited, length of time viewed and from which computer / device. The school may also use filtering to restrict access to certain sites.

16. I understand that the school may audit its computer network, internet access facilities, computers and other school ICT equipment / devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

In an audit, all material, files and emails could be checked by the school.

17. I understand that if I break these rules, the school may need to inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family possibly having responsibility for repair / replacement costs, the school taking disciplinary action.
Authenticity of Work — Background Information

There will be a number of assessment activities that will contribute credits towards the National Certificate of Educational Achievement (NCEA) while a student at Awatapu College.

The work submitted for these assessments must be students’ own. If a student is found to have submitted work that is not their own, then the student will receive no grade for that assessment.

Students understand that if they wish to appeal any assessment decision they must discuss it first with their teacher and then with the Head of Department or Senior Management. Under normal circumstances, any appeal must be made within three school days of the return of an assessment on the form available from the Principal's Nominee.

Work must be kept on file in case it is required for moderation by NZQA. Students work from previous years may be used by teachers to assist students.

Missed and Late Assessments

Work that is submitted for marking after the stated deadline may not be included in the body of evidence used to make an assessment decision.

If valid, authentic, task-specific evidence of achievement is not available, then credit for the assessment cannot be awarded.

When a student is absent from an assessment the following options may be available to the teacher and the student:

- Consider whether any other authentic and standard specific evidence, on which a valid assessment decision could be based exists. This evidence must be documented so that the teacher’s assessment decision can be verified by another subject specialist, or submitted for external moderation if required.
- Provide the student with a further assessment opportunity if one is available.
- Award no grade, or if the student had an adequate assessment opportunity, award Not Achieved.

Wilful Absence

A wilful absence will be considered as intent to avoid assessment. A further assessment opportunity will not be provided to a student who wilfully misses an assessment. If other valid, authentic standard specific evidence is not available, a result of Not Achieved will be reported.

Extensions

1. When an assignment has been set on a subject it must be handed to the teacher during the class period on the due date.
2. Any student who envisages being unable to complete an assignment on time, through circumstances beyond her / his control (sickness, family trauma) should request an extension of time from the teacher.
3. An application for an extension must be made by written request in the logbook at least three school days before the due deadline if practicable.
4. At the time of the request, work done to date must be displayed along with a signed explanation for the request from a parent / caregiver.
5. Failure to submit sufficient and satisfactory evidence of work done so far will result in no extension being granted.
6. Any extension will not normally exceed three days beyond the original deadline and the student will be given full credit for this completed work.
   - This means work due on a Friday, with an extension, becomes due the next school day.
   - Care should be given to accommodate the three day period prior to a holiday e.g. Tuesday would be a suitable due date before a Friday end of term.
7. If the extension is approved, the assignment should not be returned to the remaining students until the extension time has been reached.
Other
1. Students who feel they may need special assistance should contact Teacher in Charge Learning Support early in the year.
2. Students who think they may wish to attempt scholarship exams in a specific subject should alert their teacher as soon as possible.

Further Assessment Opportunities
A key feature of school-based internal assessment is that opportunity for further assessment can be provided to students who wish to improve their grade. Further assessment opportunities are not mandatory and their provision may not always be practical or feasible.

Resubmission involves the student improving their already submitted work.
1. A resubmission should be limited to specific aspects of assessment and no more than one resubmission should be provided.
2. Students should be capable of discovering and correcting immediately, without specific guidance or further teaching and learning.
3. Any resubmission must not compromise the authenticity or validity of the work.
4. A resubmission can be offered after either the first or the further assessment opportunity or after both.

Further assessment involves the student completing a new task or the same task in a different context.
1. One further opportunity for assessment of a standard can be provided each year. If one is offered, it must be offered to all students, and all assessment grades must be available.
2. A further assessment opportunity is only appropriate after additional teaching and learning has taken place.
3. The highest grade gained by a student will be reported to NZQA.

Derived Grade Process
Candidates who have been prevented from sitting examinations or otherwise presenting materials for external assessment, or who consider that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control, may apply to the New Zealand Qualification Authority for a derived grade.

Advice to candidates:
▪ Impairments must be of a serious nature. Excludes claims on the basis of stress due to examinations, family disturbance, and minor illnesses.
▪ Medical certificates supporting the claim must be provided if the impaired performance is for a medical reason.
▪ The impairment must have affected the student during the examination period or have occurred within the month preceding exams (or a longer period may apply in some circumstances).
▪ Impairment candidates should sit in the external exam wherever reasonable and practical.
▪ Students need to be made aware that practice assessments may be used to generate a derived grade. Therefore, greater consideration may need to be given by students to achieve to the best of their ability in all school based assessment.
▪ As with internal assessment grades, a derived grade must be based on standard specific evidence i.e. from actual performance and not ‘expected’ performance.

A derived grade is possible where:
▪ The school has a grade recorded in its Student Management System which is based on standard specific evidence from a valid assessment(s) in the current year.
▪ The school’s quality assurance process for internal assessment has been applied to the assessment materials (including the use of an Internal Moderation Cover Sheet).
▪ The school retains a copy of the assessment used to generate the evidence.
Awatapu College Uniform

All uniform items are available from The Warehouse, 171 Church Street, West End, Palmerston North.

In all cases the Principal’s ruling on the suitability of any item of clothing or a student’s presentation will be final.

Years 9-11 Students — Uniform

**Shirt**
Regulation white with College monogram. White top only may be worn underneath.

**Shorts/Pants**
Regulation grey (short or long). Sandals may not be worn with long pants.

**Skirt**
Regulation checked skirt with black/white/red stripe. No shorter than mid-thigh length.

**Jersey**
Regulation woollen black with College monogram or, regulation black polar fleece style jacket with College monogram (with or without sleeves).

**Rain Jacket**
Regulation or plain black rain jacket. Hoodies, sweatshirts and coloured jackets will not be permitted.

**Shoes: Boys**
Black leather lace-up or slip on dress shoes with a solid sole or stepped heel (not suede/canvas or sports/sneaker shoes).

*NB: Shoes may be worn all year round (refer to sock regulations for boys).*

**Shoes: Girls**
Black leather lace-up or slip on dress shoes with a solid sole or stepped heel (not suede/canvas, ballet or sports/sneaker shoes).

*NB: Shoes may be worn all year round (refer to sock regulations for girls).*

**Sandals**
Black with back strap.

*NB: Shoes must be worn in workshops and laboratories.*

**Socks: Boys**
Regulation grey with gold/black/gold band.

*NB: Socks may not be worn with sandals.*

**Socks: Girls**
White ankle-length socks or black full-length tights (all year round).

*NB: Socks or tights may not be worn with sandals.*

**Jewellery**
Only the following items are allowed: a wristwatch and one plain stud or sleeper in each ear. A necklace of cultural significance may be worn, but must not be visible. Hair accessories must be plain black.

**Sun Cap**
Regulation plain black cap. Caps may not be worn inside school buildings. Bandanas are not acceptable.

**Beanie**
Regulation black beanie with College monogram. Beanies may be worn Terms Two and Three only. Beanies may not be worn inside school buildings. Bandanas are not acceptable.

**Scarf**
Plain black.

**Gloves**
Plain black.

**Physical Education**
Plain tee shirt or training top, shorts, track pants, gym shoes and swimming togs when required.

Years 9-11 Students — Grooming

- Hair must be kept well-groomed, clean and tidy - clear of the face and eyes
- Only natural tones are acceptable
- Extreme hairstyles are not allowed, e.g. mohawk, rats tail, shaved designs
- No facial hair
- No visible tattoos
- No visible body piercing other than earrings (see Uniform – Jewellery regulations)
- No makeup

[www.awatapu.school.nz](http://www.awatapu.school.nz)
Mufti Code or Mufti Day

Years 12 and 13 students wear mufti all year round.

Student Council organises mufti days for other year levels.

Students are expected to dress in a neat and tidy manner, to take pride in their appearance, to present a positive example to the uniformed students and to present a positive image of Awatapu College.

Mufti Code — Clothing

Clothing should be appropriate for a school setting. The following are not acceptable:

- Singlet or string shoulder strap tops, NB: all tops must have a sleeve
- Crop or off the shoulder tops
- Low cut tops
- Exposed bra straps
- Patched, torn, unhemmed or dirty clothes
- Clothing with offensive logos, pictures or language e.g. drugs, alcohol, tobacco, sex-related logos, pictures or language
- Bandanas or non-regulation beanies
- Very short skirts and shorts, i.e. no shorter than mid-thigh length, sport shorts are not permitted
- Offensive / inappropriate tattoos

Mufti Code — Footwear

Footwear should be firm fitting, safe and appropriate to wear in a school setting. The following are not acceptable:

- Bare feet, work boots, gumboots, slippers or rubber jandals

NB: Shoes must be worn in laboratories and workshops.

Mufti Code — Grooming

- Hair must be kept well-groomed, clean and tidy - clear of the face and eyes
- Only natural tones are acceptable
- Extreme hairstyles are not allowed, e.g. mohawk, rats tail, shaved designs
- No facial hair
- No visible body piercing other than earrings (see Uniform – Jewellery regulations)
- Make-up must be discreet

Honours Awards

Year 11 students receiving awards must be in full school uniform. All other students must be dressed formally. The College Mufti Code applies, but please note that shorts, jeans, tee shirts and sports shoes are not acceptable for Honours Awards.

Student Leaders’ Uniform

Girls
- Awatapu College Blazer
- Plain white dress shirt or blouse
- Plain black pencil skirt (length range - top of knee to mid calf) or trousers
- Black dress shoes with stepped heel (neutral or black stockings if necessary, no socks). No ballet or slip on shoes / boots / ankle boots.

Boys
- Awatapu College blazer
- Awatapu College tie
- Plain white dress shirt
- Plain black dress pants
- Black lace-up or slip on dress shoes (leather - no sneakers)

Jewellery, make-up and hair must be in accordance with the Awatapu College mufti code. If worn, jewellery / make-up must be discreet and in keeping with formal dress.

Incorrect uniform?

If a student is unable to wear the correct uniform, a note from their parent / caregiver must be provided in the student’s logbook for presentation to the Head of House at form time.

A uniform pass may be issued for 24 hours, and correct uniform loaned from the school uniform supply.

Phone +64 6 356 4817
All uniform items are available from The Warehouse, 171 Church Street, West End, Palmerston North.

Shop hours: Monday - Sunday, 8.30am to 9.00pm. Prices are correct at the time of printing.

- Up to 10% of sales of all Schooltex labelled garments goes back to the school - please nominate Awatapu College at checkout when purchasing your uniform
- If you cannot find what you are looking for, please ask at the fitting rooms or Customer Services
- If you need to place an order you can do this at the fitting rooms
- Layby options and WINZ quotes are available
- Uniform items may be purchased online at [www.schooltex.co.nz](http://www.schooltex.co.nz)

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### Male Uniform Styles

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<th>Item Description</th>
<th>Size/Color</th>
<th>Price</th>
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<tr>
<td>Winter Zip Short - Dark Grey</td>
<td>6381 Sizes 10-16 Boys</td>
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<tr>
<td></td>
<td>6381 Sizes 80-84cm Men’s</td>
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<td>Regulation Socks - Grey/Gold/Black</td>
<td>S6734-H Sizes 3-5, 6-8, 9-11, 12-14</td>
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### Female Uniform Styles

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<td>73482 Size 10-16 (S-2XL) Ladies</td>
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<tr>
<td>Ankle Socks - White</td>
<td>728616 3 pack cotton sock</td>
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### Sports Uniform

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<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Socks – Black/Gold</td>
<td>486000 Sizes 2-5, 6-10, 11-13</td>
<td>$12.99</td>
</tr>
</tbody>
</table>

### Jackets

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Size/Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pack Away Parka - Black</td>
<td>6101 Sizes 14-16 years</td>
<td>$34.99</td>
</tr>
<tr>
<td></td>
<td>8406 Sizes M-2XL</td>
<td>$39.99</td>
</tr>
<tr>
<td>Puffer Jacket - Black</td>
<td>999999125146 XXS-5XL</td>
<td>$84.00</td>
</tr>
</tbody>
</table>

---

### Unisex Uniform Styles

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Size/Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirts - White with contrast collar</td>
<td>Includes Awatapu College logo embroidered on the LHS chest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>458091 Sizes 10-16 Kids</td>
<td>$29.99</td>
</tr>
<tr>
<td></td>
<td>459091 Sizes S-3XL Adults</td>
<td>$32.99</td>
</tr>
<tr>
<td>V Neck Jersey - Black</td>
<td>Includes Awatapu College logo embroidered on the LHS chest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>221091 Sizes 10-16 Kids</td>
<td>$61.45</td>
</tr>
<tr>
<td></td>
<td>222091 Sizes S-3XL Adults</td>
<td>$71.45</td>
</tr>
<tr>
<td>Flexbandable Pants - Grey Melange</td>
<td>Includes Awatapu College logo embroidered on the LHS chest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>417000 Sizes 10-16 Children</td>
<td>$36.95 - $54.99</td>
</tr>
<tr>
<td></td>
<td>418000 Sizes 82cm-120cm</td>
<td>$36.95 - $54.99</td>
</tr>
<tr>
<td>Caps - Black/Gold</td>
<td>707018 OSFA</td>
<td>$8.99</td>
</tr>
<tr>
<td>Beanie - Black with College Monogram</td>
<td>Includes Awatapu College logo embroidered on the LHS chest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>999999140474 OSFA</td>
<td>$11.99</td>
</tr>
<tr>
<td>Polar Fleece</td>
<td>Includes Awatapu College logo embroidered on the LHS chest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>710237 Sizes 10-16 years</td>
<td>$46.99</td>
</tr>
<tr>
<td></td>
<td>710237 Sizes S-L</td>
<td>$53.99</td>
</tr>
<tr>
<td></td>
<td>710237 Sizes XL-3XL</td>
<td>$58.99</td>
</tr>
<tr>
<td></td>
<td>710230 Sizes 10-16 years</td>
<td>$39.99</td>
</tr>
<tr>
<td></td>
<td>710230 Sizes S-L</td>
<td>$41.99</td>
</tr>
<tr>
<td></td>
<td>710230 Sizes XL-3XL</td>
<td>$46.99</td>
</tr>
<tr>
<td>Polar Fleece Top (1/4 zip with sleeves)</td>
<td>Includes Awatapu College logo embroidered on the LHS chest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>449991 Sizes 10-16 Kids</td>
<td>$36.95</td>
</tr>
<tr>
<td></td>
<td>722676 Sizes M-3XL</td>
<td>$39.95</td>
</tr>
</tbody>
</table>

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www.awatapu.school.nz
Co-Curricular Activities

Sports
At Awatapu College we offer a wide range of sports to our students, including:

- Archery
- Cricket
- Handball
- Rugby
- Surfing
- Athletics
- Cross Country
- Hockey
- Rugby 7s
- Swimming
- Bocce
- Croquet
- Mountain Biking
- Rugby League
- Table Tennis
- Badminton
- Cycling
- Multisport
- Skiing/Snowboarding
- Tennis
- Basketball
- Equestrian
- Netball
- Rifle Shooting
- Touch Ruby
- Bowls
- Football
- Orienteering
- Softball
- Triathlon
- Canoe Polo
- Futsal
- Petanque
- Squash
- Volleyball

We are proud of our players and teams and encourage all students to get active in sports. As with any extra curricular activity, there may be fees associated with some sports. Fees help meet the costs of player registrations, uniform / tracksuit hire, equipment hire / maintenance and field hire / maintenance. For a full list of sports and associated fees, please refer to our website. If you have any queries regarding sport at Awatapu College, please contact the Director of Sports by phoning (06) 356 4817 ext 8839.

Arts and Cultural
Awatapu College is passionate about helping our musicians, artists and cultural groups develop their talent in a range of artistic fields. We are fortunate to have passionate teachers, expert itinerant tutors, and a group of dedicated volunteers who are skilled in the following areas: Clarinet, Flute, Saxophone, Trumpet, Trombone, Guitar, Piano, Drums, Singing and Kapa Haka. Students are provided several opportunities throughout the year to share their talents, such as Soiree’s, graduation performances, school plays, house competitions, Pasifika Fusion, and Evento Wearable Arts.

Peer Support
The Awatapu College Peer Support Programme is a personal development programme to help transition new students into the College. Selected senior students are trained to help Year 9 students develop the skills, knowledge and confidence to get along with people around them. All students involved in the programme benefit from the process as it provides an opportunity for students to meet and form friendships, and enhance their personal support network at the College.

Outdoor Education
Awatapu College offers a variety of opportunities for outdoor education. In Year 9, all students participate in the Peer Support programme and in Term Four they may also go on a cultural trip as part of the Social Studies curriculum. Year 10 students have the opportunity to go on a one week camp in November. A variety of camps are offered and activities include outdoor adventure, sports, cultural experiences, health and wellbeing and gaming. Senior Geography and Physical Education students may also go on an overnight camps as part of their learning. Many other subjects, including Science, History, and Tourism, take one day trips throughout the year to enhance the delivery of the curriculum. The College also offers a biennial international trip to Japan for senior students studying Japanese.

College Facilities
At Awatapu College, the buildings and facilities provide an attractive, well-equipped working environment which includes a computerised library, gymnasium, auditorium, computer suites, a text and information management facility, music suite, two purpose-built technology rooms, a special needs unit and performing arts and other specialist facilities such as science laboratories and rooms for Art, Food and Textiles Technology, Graphics, Wood and Metal Technology.
School Donations

General Activity Donation

This assists the College meet the costs of the magazine, newsletters, sports equipment and uniforms, library and computer resources, sport and cultural activities, musical instruments, first aid and prize-giving.

<table>
<thead>
<tr>
<th></th>
<th>1 student</th>
<th>2 or more students</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Activity</td>
<td>$65.00</td>
<td>$85.00</td>
</tr>
</tbody>
</table>

Curriculum Donation

The Board of Trustees requests a donation of $110.00 to assist with the costs associated with studying subjects. This donation contributes towards the cost of the following:

- Classroom materials (e.g. materials used in applied technology subjects such as wood, metal, food and textiles technology, computer studies, art etc). Additional charges may also apply in some subjects.
- Subscriptions to provide resources (e.g. newspapers in education, magazines).
- Hire of facilities (e.g. Lido pool, sport and recreation facilities).
- Some printed notes (photocopied or printed notes issued to and retained by students).

Please note:

- A discount of $10.00 applies if the General Activity Donation and Curriculum Donation are paid before 31 March 2019.
- These donations do not cover the cost of extra-curricular activities, such as sport subscriptions, special trips etc. These are charged for at the time students choose to participate in the activity.
- Payment by instalments can be arranged.

PTA Donation (per family)

The Parent Teacher Association is an active supportive group of parents that charges an annual subscription of $20.00 and raises funds for the purchase of equipment and resources.

$20.00

Educational Trust Donation (per family)

The College’s Educational Trust raises and invests money and the interest generated is used for the benefit of our students. The Trust has an annual subscription of $20.00.

$20.00

All donations are tax deductible.

Awatapu College Logbook

The Awatapu College Logbook is compulsory for Years 9-11 students. Logbooks are available from the school office.

$8.00

ID Cards

ID cards are compulsory for all bus students. All other students may purchase a photographic College ID card - students can apply for these through the school office. The cost of ID cards is $7.50 which must be paid in advance.

$7.50
Please complete this form and return to the school office to establish an automatic payment

Authority for automatic payments
(Not to operate as an assignment or an agreement)

To the Manager

Westpac Your branch NAME

Please tick one, and complete ALL sections
☐ new automatic payment, OR
☐ change an existing automatic payment. The current amount being paid is $__________

A: Pay from

Pay from NAME

Details to appear on my/our bank statement:

B: Payment details

Regular payment amount $________________

First variable payment amount if different from regular amount $________________ (if required)

OR

Last variable payment amount if different from regular amount $________________ (if required)

Frequency (please tick one)
☐ Weekly ☐ Fortnightly ☐ Monthly ☐ 4-weekly ☐ 6-monthly ☐ Yearly

First payment date DAY / MONTH / YEAR

Last payment date DAY / MONTH / YEAR

OR

☐ Until further notice (please tick)

C: Pay to

Pay to AWATAPU COLLEGE

Pay to 03 0726 0567129 00

Details to appear on their bank statement:

STUDENT NAME

D: Authorisation

1. Please make this automatic payment as detailed by debiting my/our account.
2. I/we understand and accept that the Bank accepts this authority only on the conditions overleaf.

Customer’s signature Contact phone number Date DAY / MONTH / YEAR

Customer’s signature Contact phone number Date DAY / MONTH / YEAR

Westpac use only Date received DAY / MONTH / YEAR Received by

Phone +64 6 356 4817
E: Conditions

- the bank will use reasonable care and skill to give effect to the directions given to it in this authority;
- where the directions given in this authority have been given by me/us as the purpose of a business, the bank accepts those directions without any responsibility or liability for any refusal or omission to make all or any of the payments or for late payment or for any omission to follow such directions;
- the bank accepts no responsibility or liability for the accuracy of the information contained in the payment information fields on this authority;
- you will advise the bank immediately of any information shown on bank statements which is incorrect;
- this authority is subject to any arrangement existing now or in the future between myself/ourselves and the bank in relation to my/our account;
- the bank may in its absolute discretion conclusively determine the order or priority of payment by it of any money in accordance with this or any other authority or cheque which I/we may now or in the future give to the bank or draw on my/our account;
- the bank may in its absolute discretion refuse to make any one or more payments in accordance with this authority where there are insufficient funds available in my/our account;
- this authority may be terminated or replaced by the bank or you, without notice to me/us in respect of the payments detailed over;
- this authority will remain in force for all payments made in good faith notwithstanding my/our death or bankruptcy or any other revocation of this authority until notice of my/our death or bankruptcy or other revocation is received by the bank;
- all current bank and Government charges for this service in force from time to time are to be debited to my/our account.

Fill in the account number you'd like the automatic payment to be paid from.

If you've been told the first or last payment is different to your regular payment amount, put these amounts here, but you can only have a variable first or last payment amount, not both.

This tells us how often you want us to make the payment, it could be weekly, fortnightly, monthly, 4-weekly, 6-monthly or yearly.

Tell us the name of the person who will be receiving the payment and what their account number is.

This will tell the person receiving the money where the money came from. Some companies need you to include a code or reference. Check with them on their requirements.

Remember to sign this form, and if you can give us a phone number we'll be able to call you if we have any questions.
## ABOUT THE TRUST

The Awatapu College Educational Trust (Inc) was established in 1980 and is registered under the Charitable Trusts Act (1957).

The Trust is administered by its own Trustees who collectively represent Awatapu College’s:
- Board of Trustees
- Parent Teacher Association
- Staff
- Wider community
- The Principal is also a Trustee

The Trustees administer the Trust Fund established by contributions from a variety of sources. The interest earned from the capital sum is used for the benefit of the students attending Awatapu College.

## BENEFITS TO COLLEGE

The Awatapu College Educational Trust (Inc) provides support in the following areas:
- Information Communication Technology equipment
- International Students facility
- Student Council donations
- Principal’s Hardship Fund
- Sporting equipment and facilities
- Classroom equipment e.g. computer suite upgrade
- Scholarships for academic, sporting and cultural achievements

## MEMBERSHIP BENEFITS

Your donations and subscriptions are part of a growing sum of money that is permanently available to the College through the Trust’s investment.

By supporting the Trust you can take pride and satisfaction in the knowledge that you are part of the development of facilities and opportunities for our current and future students.

Your donations and subscriptions to the Trust are tax deductible. Receipts are available from the school office on request.

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### MEMBERSHIP FORM

I/We wish to become a financial member of the Awatapu College Education Trust (Inc).

<table>
<thead>
<tr>
<th>Name/s:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

I/We enclose a cheque for:  □ $20  □ $50  □ $100  □ Other $________

We have made a deposit directly to your Westpac bank account 03-0726-0567129-00 of $________
1995
Nadija Watson
Benjamin Patrick

1996
Damon Ellis
Benjamin Patrick

1997
Anna Krakosky
Mary Light

1998
Samuel Brodie
Selina Simcox

1999
Geoffrey Cant
Veronica Langton

2000
Charlotte Matheson
Claire Smith

2001
Kirsty Robertson
George Stirling

2002
Desigan Naido
Michelle Woolley

2003
Luke Fullard
Nettin Patel

2004
Helen Moore
Lukas Schroeter

2005
Ramona White
Paulien Van Geel

2006
Anneliese Boston
Joseph Relph
Reta Trotman

2007
Susannah Neild
Soraya Zohrab

2008
Brittany Byrne
Daniel McDowall

2009
Jacob Dale
Lauren Jessup

2010
Kate Boyle
Ashleigh Wilson-Van Duin

2011
Kerrianne Joe
Alice Onland

2012
Charlotte Austin
Emily Liu
Reia Moriyama

2013
Morgan McLean-Devey
Grace Turner

2014
Ella Austin
Seamus Elliot
Anna McKean

2015
Lauren Gifford-Moore
Paige Parker
Diana Solis Trueba

2016
Cindy Liu
Maria Reiche
Rowan Todd

2017
Jodie Evans
Zia Macdermid

2018 Recipient

Hannah Ward

Hannah is planning to study a Bachelor of Science at Massey University. With a strong passion for protecting the environment, Hannah will use her degree to work in environmental management and sustainability.

Awatapu College challenges students to achieve excellence, develop a sense of self worth, and become motivated and responsible citizens.

434 Botanical Road, Palmerston North 4410, New Zealand
Telephone +64 6 356 4817 Facsimile +64 6 356 4819
office@awatapu.school.nz  www.awatapu.school.nz  facebook.com/awatapu