

# WAITAKERE COLLEGE STUDENTS

## WELCOME TO 2021 YEAR 12

- **IF YOU ARE NOT RETURNING** to Waitakere College in 2021 please phone the College **after Wednesday, 27<sup>th</sup> January** to tell us. Phone 836 7890.
- **IF YOU ARE RETURNING** or are new to the College in 2021 please read this carefully.

### STARTING DATES

As with previous years, we have staggered the start of Term 1 so that we can spend important quality time with each year level as they arrive. The table below indicates when students at each level are first required to come in to the College.

|                  |                   |                          |  |
|------------------|-------------------|--------------------------|--|
| <b>Wednesday</b> | <b>3 February</b> | <b>8.40 am - 3.05 pm</b> | <b>ALL Year 12 students first school day.<br/>Full school uniform. ALL MUST ATTEND</b> |
| <b>Tuesday</b>   | <b>9 February</b> | <b>8.40 am - 3.05 pm</b> | <b>Timetabled classes for <u>Day 3</u><br/>Please bring your BYOD today</b>            |

### ATTENDANCE

All students must attend punctually the sessions which apply to them. Remember, **Wednesday 3<sup>rd</sup> February is part of the school year**. Students who fail to attend may not be able to arrange courses or registration at other times.

### BYOD (Bring your own device) – Refer to the included BYOD information sheet

All Year 12 students are asked to bring their device on the first timetabled day (Tuesday, 9<sup>th</sup> February) of school to log on to the school network and begin their e-learning programme. **If you do not have a device yet, please see the school website for more information**. The school requests parents provide a digital device (chromebook or similar). This allows students to access work online at home in addition to any school learning.

### BYOD – ENGRAVING

To help with security around devices, we encourage them to be named. Inscribing on a device incorrectly can cause the warranty to be invalidated. We have organised a local company, who can engrave your device safely, to come in to the school, mid **February**, to engrave your computers at a cost of about \$15 per device. The date for this will be advertised through the daily bulletin at the beginning of the year.

### LOCKERS

With the introduction of the BYOD programme, the school has invested in lockers to provide a safe place for students to be able to store their computers and bags in. These lockers and a lock are available for hire at a cost of \$20 per year. There are also free casual day lockers in the gymnasium for when students are doing PE or Sport. For the casual day lockers students will need to provide their own padlock.

### ID CARDS

All students will be photographed in early March for ID cards and for the school's records. Although ID cards are not compulsory, Students may require them for discounted fares on buses and trains or concessions at movies etc. ID cards cost **\$10.00** and students can order and pay for these at the accounts department.

### STATIONERY

The school no longer sells stationery. For some subjects, workbooks will be required and these will be given out in class.

### SCHOOL DONATION & FEES

The school's Board of Trustees has decided to continue to take part in the NZ Government's Donations Scheme. The purpose of this is to lower the cost of education to families.

- There will be no request for a school donation.
- We will only be asking families to meet course material costs where there is a take home component. This will result in considerable savings for you and your family.
- Course workbooks and on-line learning programs will also now be funded by the school where these items are an expectation for the whole class. Students will need to purchase their own optional revision guides.
- The costs of day trips that are a core part of the curriculum will now also be covered by the school. Optional and overnight trips will still need to be paid for by families.
- Students and families will still be expected to meet the costs for sports, arts and cultural activities.

## **SCHOOL OFFICE HOURS**

The main school office will reopen on **Monday, 25<sup>th</sup> January** with normal hours of 8am until 4pm.

The accounts department will also reopen on **Monday, 25<sup>th</sup> January** with normal hours of 8.30 until 3.15pm.

The accounts department will be open the same hours as the uniform shop during the uniform sale days and will be situated in C9 at this time.

## **CANTEEN**

This will be open for normal sales from **Friday 5<sup>th</sup> February**.

Students will need to make individual lunch arrangements when attending for registration earlier in the week.

## **BUSES**

School buses will be running from **Wednesday, 3<sup>rd</sup> February**. If you have any queries please contact the office on 836 7890.

## **STUDENTS USING MOTOR VEHICLES**

We have clear concerns about students driving to school or travelling in pupil-driven cars. The College and Board of Trustees have a policy, which provides control and protection for all students. Most students have alternative means of transport available to them, which they should use. **ONLY IN EXCEPTIONAL CIRCUMSTANCES** should students need to use private motor vehicles.

**Parents may make application to the College when vehicle use is ABSOLUTELY NECESSARY (not simply convenient).** Please support the College in this area of concern for student safety by complying with our policies. Application forms are available at the Student Centre.

## **TRAFFIC INFORMATION**

With the new layout of the front of the school there are no drop offs or pickups within the school grounds. Please encourage your child to use the Swanson Road exits or to meet you at a prearranged area away from the school.

## **UNIFORM**

Uniform can be purchased through the school at the Student Centre. If you know what you need, please go and pay at accounts first, then take your receipt to the Student Centre to try on and collect. Please see the times and dates below for our uniform sale days.

### **UNIFORM SALES 2021**

|                             |                          |
|-----------------------------|--------------------------|
| <b>Tuesday 26 January</b>   | <b>9.00 am – 6.00 pm</b> |
| <b>Wednesday 27 January</b> | <b>9.00 am – 6.00 pm</b> |
| <b>Thursday 28 January</b>  | <b>9.00 am – 6.00 pm</b> |
| <b>Friday 29 January</b>    | <b>9.00 am – 3.00 pm</b> |

**Then during the school day 8.30 am to 3.15 pm.**

**Please note that Accounts will be in C9 during uniform sales days.**

## **COVID 19**

**The above information is based on the school being at level 1. Please check the school website prior to the beginning of the year for updates.**