



WELCOME YEAR 13 OF 2022

- **IF YOU ARE NOT RETURNING** to Waitakere College in 2022 please phone the College **after Wednesday, 26th January** to tell us. Phone 836 7890.
- **IF YOU ARE RETURNING** or are new to the College in 2022 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. Please check the school website for updated information on the schools covid protection protocols.

Wednesday	2 February	8.40 am - 3.05 pm	ALL Year 12 students first school day. Full school uniform. ALL MUST ATTEND
Wednesday	9 February	9.25 am - 3.05 pm	Timetabled Classes for Day 4 All year levels in.

SCHOOL OFFICE HOURS

The main school office will reopen on **Monday 24th January** with normal hours of 8am until 4pm.
The accounts department will also reopen on **Monday 24th January** with normal hours of 8.30 until 3.15pm.
During the uniform sale days the accounts department will be open the same hours as the uniform shop.

COVID FRAMEWORK PROTOCOLS

At the beginning of the year, with so many families coming in to buy uniform and visit the office, we kindly ask, for the health and safety of everyone, that you strictly adhere to the following protocols;

- Please do not come in if you are sick, have covid symptoms or have been in contact with a recent covid case.
- Only one adult with your Waitakere College student. Please leave siblings with other family if at all possible.
- Wear a mask.
- Adhere to social distancing, as directed.
- Follow entry and exit directions.

We would appreciate you checking the website at the beginning of the year to ensure that the above information is still current and correct.

UNIFORM

Uniforms are purchased through the school. If you know what you need, please go and pay at accounts first, then take your receipt to the uniform shop to try on and collect. We will have people around the school to direct you to the correct areas. Please see the times and dates below for our uniform sale days.

UNIFORM SALE DATES 2022	
Tuesday 25 January	9.00 am – 6.00 pm
Wednesday 26 January	9.00 am – 6.00 pm
Thursday 27 January	9.00 am – 6.00 pm
Friday 28 January	9.00 am – 3.00 pm
And normal school hours of 9am – 3pm after this week	

BYOD (Bring your own device) – Chromebooks are the recommended device

All Year 9 students are asked to bring their device on the first day of school (**Wednesday 9 February**) 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 that parents provide a digital device (chromebook or similar). This allows students to access work online at home in addition to any school learning.

CANTEEN

This will be open for lunch and normal sales from **Wednesday 2nd February**. Please see the school website for the menu. **Please note that the canteen will NOT be open for the sign in day.**

BUSES

School buses will be running from **Wednesday, 2nd February**. If you have any queries please contact the office on 836 7890 or see our website.

TRAFFIC INFORMATION

For the safety of our students, we ask that there be no drop offs or pickups within the school grounds directly before and after school. Please encourage your child to use the Swanson Road exits or to meet you at a prearranged area away from the school. Please do not park in the bus bay at the front of the school.

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.

LOCKERS

The school has invested in lockers to provide a safe place for students to be able to store their computers and bags. These lockers and a lock are available for hire at a cost of \$20 per year. If you wish to purchase a locker for the year, please pay at accounts, Lockers will be allocated in the first few weeks of school. 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.

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 into 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.

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. ID cards cost **\$10.00** and students can order and pay for these at the accounts department.

STATIONERY

We have included a stationery list in this pack. If you require a WINZ quote, please take it to your stationery shop of choice as the school does not sell or supply 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.

DAILY PANUI

Waitakere College is a very busy place, we produce a daily notice bulletin with all the activities going on in the school. This is emailed to students every day, and published on our school website for parental access. We encourage you and your child to read so as to not miss upcoming opportunities.