

ORIENTATION



Mahurangi
COLLEGE

CHALLENGING. EXCELLING. BELONGING



	4	ABSENCE LINE
5		ATTENDANCE MATTERS
	4	BELL TIMES
	6	BUSES
	6	EASY BUS
	7	BUS RULES
8		BYOD BRING YOUR OWN DEVICE
	8	BYOD LEASE SCHEME
	9	CANTEEN PRICELIST
	10	CELLPHONE POLICY
	11	CODES OF CONDUCT
	12	CLUB
	13	HOMEWORK CLUBS
14		NEWSLETTERS, NEWS & NOTICES
	14	SCHOOL APP
	15	FRIENDS OF MAHU
	16	CULTURE & ARTS
18		GUIDANCE & WELL BEING
	20	HEALTH CENTRE

		LIBRARY
	21	HOMEWORK POLICY
	22	MAP
	23	MOTOR VEHICLES
	23	MUSIC LESSONS
	24	OUT OF BOUNDS
	24	PASSES
	25	PAYMENTS & ACCOUNTS
	26	SCHOOL MAGAZINES
	27	STATIONARY
	27	STAFF
	28	STUDENT LOGINS
	28	STUDENT LEADERSHIP
	29	STUDENT SERVICES
	29	TRANSLATION
	29	TERM DATES
	30	UNIFORM GUIDELINES
	32	UNICYCLE - SECOND HAND UNIFORM SCHEME
	34	NOTES



WELCOME TO MAHURANGI COLLEGE

Mahurangi College has a strong emphasis on academic excellence balanced with a wide range of sporting and cultural activities. We want our students to thrive and to feel safe and connected. We combine social and emotional well-being with great academic outcomes and lots of different pathways for their futures.

We ask our students to dream big, to take risks, to be curious, determined and resilient. We encourage excellence in all areas of school life and take pride in celebrating success - on the sports field, in the arts and in the unique and exciting ways our students think and express themselves.

The roll of approximately 1500 students enables Mahurangi College to combine the facilities and outlook of a city school with the advantages of a safe and secure rural environment. Students are protected from the distractions and troubles of city life and free to focus on their studies.

Our national examination results rank in the top group of New Zealand's state secondary schools. Graduates excel in their tertiary studies, in their chosen careers, trades and at national and international level in their sporting and cultural pursuits.

ATTENDANCE

Under the Education Act, attendance at school is compulsory until a child's 16th birthday, unless the student is unable to attend because of sickness, danger of infection, sudden and serious illness of a parent or severe stress of weather.

If your child is absent for any reason please email absent@mahurangi.school.nz.

On the day of return, all absences should be explained by a note from the parent or caregiver to the whānau teacher.

ABSENCE LINE OPTIONS

EMAIL

absent@mahurangi.school.nz

PHONE

09 425 8039 EXT 1

CONTACT US VIA THE APP

SENIOR ABSENCE

Senior students should be aware of NZQA regulations regarding absences and course completion.

All senior absences should be explained by a note from the parent or caregiver to the whānau teacher or the Parents should contact the school office if an absence exceeds three days.

BELL TIMES

08.40am - Warning Bell

08.45 am - Period 1

09.50 am - Period 2

10.50 am - Interval

11.15 am - Period 3

12.15 pm - Period 4

01.15 pm - Lunch

01.55 pm - Whanau

02.15 pm - Period 5

03.15 pm - School Ends



Why Attendance Matters

When your child misses school they miss important opportunities to ...

Build Friendships



Learn



Develop Life Skills



Days missed = years lost

A day here and there doesn't seem like much, but ...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per fortnight



= **4** weeks



= Over

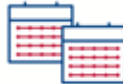
1 year missed

90% attendance

1 day per week



= **8** weeks



= Over

2.5 years missed

80% attendance

Minutes missed = days lost per year

A couple of minutes here and there doesn't seem like much, but ...

When your child misses just...

they miss days per year

5 mins per day



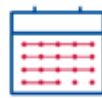
= **3** days



30 mins per day



= **18** days



Patterns of lateness can have a serious impact on your child's education.

BUSES

School buses are for students to get to and from school.

A high standard of conduct is expected while travelling to and from school and opportunities often occur where college pupils are expected to show courtesy and consideration to others.

Students living more than 3.2 kilometres from the College are entitled to free bus transport.

Ineligible students who live within 3.2 kilometres may use the school bus service only if there is room.

A member of staff is in charge of the organisation of school buses but any major decision is the responsibility of the Ministry of Education and the local Transport Network which in turn may delegate authority to the College Principal.

If students need to catch a different bus please send them to school with a note to Student Services before Period 1 where a pass will be issued after interval.

If you need to know the time a bus leaves a stop in the morning or to check buses are running on time, please visit www.mahurangi.easybus.nz or phone Gubbs Motors on 09 425 8348.

EASYBUS

www.mahurangi.easybus.nz

IS THE BUS RUNNING?
ARE THERE DELAYS?

Check out Easybus
for all routes, maps,
time schedules
& delays



BUS RULES

Drivers from Gubbs and Leabourns appreciate common courtesy. Greeting them with "Good morning" or "Thanks" is a nice way to start or end the day.

- No one is allowed to arrive by bus and then leave the grounds to go to Farmhouse Bakery & Cafe/Kwik Mart/McDonalds or any other store.
- Students should always walk to their bus and get on and off the buses in a safe, orderly fashion.
- Students who go to Farmhouse Bakery & Cafe/Kwik Mart/McDonalds after school are no longer considered bus students on that day and will NOT be allowed on the bus.

The following can incur a warning then a suspension for the second offence:

- Students walking about while the bus is in motion.
- Anything placed/thrown out of a window.
- Food or drink consumed on the bus.
- Foul language on the bus.
- Bullying in any form - verbal, physical, emotional. Serious offences may result in immediate suspension.

The following can incur immediate suspension by Gubbs (OSH reasons):

- Foul language/abuse to driver.
- Aerosol use.
- Lighter use (matches, ignition devices).
- Moving across the road in front of a bus.
- Damage/graffiti to the bus. Students will be charged for any damages they incur and can be refused travel by the bus companies until payment is made.

Students are instructed to remain for at least 20 seconds after the bus has departed before they cross a road in safety.

Students should be in correct school uniform to travel by bus, except under special circumstances, such as a school trip or mufti day. During exam leave, senior students must wear correct school uniform to catch a ride.

New bus students must bring the signed return slip back to school at the beginning of the school year, or as soon as possible after enrolment.

Student's who incur a suspension may be required to sign a contract before they will be permitted to resume travel.



'Transport by bus is a privilege and not a right' (Multiserve)

BYOD / DEVICES

We have a 'Bring Your Own Device' programme that is used to further enhance learning.

YEAR 7,8 & 9

- Any Wi-Fi capable Laptop/Notebook (Eg. Apple Macbook or a windows laptop)
- Wi-Fi capable iPad or Tablet. Useful options are keyboard, electronic pencil/stylus.
- Memory of 4 GB or more
- Hard drive with a minimum of 120GB - SSD hard drive technology preferred as much faster. Older laptops can significantly benefit from an SSD upgrade.
- Screen Size - Minimum of 7.9 inches diagonal (iPad mini)
- Be compact and portable for daily carrying

Note: Mobile devices such as phones are NOT regarded as a suitable device as it does not meet the minimum screen size stipulated above and are not permitted to be used during class time.

YEAR 10, 11 & 12

- A laptop with an attached keyboard and operating system (the operating system can be either Windows, MacOS or Chrome OS)
- Have Google Chrome browser installed
- Sufficient battery life to last at least 6 hours on a single charge
- Be compact and portable for daily carrying

Students are urged to invest in some form of backup system to protect their work - eg the cloud or a portable hard drive.

BYOD LEASE SCHEME

We operate a lease programme of iPads. The lease programme is a limited resource available to families with genuine hardship. Contact: exec@mahurangi.school.nz

BYOD/DEVICES

www.mahurangi.school.nz/e-learning

For full details
download the brochure or
pick up a copy from
Student Services



Students
can order food
to pick up for
interval or lunchtime.
Payment must
be made
when ordering

CANTEEN PRICELIST 2023

MORNING TEA ONLY:

Mahu Muffin	with bacon, egg, hash brown & aioli	\$4.50
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HOT FOOD:

Garlic Bread		\$4.00
Hot Dog	with tomato sauce	\$3.00
Toasties	with cheese and spaghetti (v)	\$3.00
Sausage Roll		\$3.50
Mash & Gravy	TERM 2 & 3 ONLY	\$3.50
Wedges		\$4.50
Steamed Pork Bun		\$5.00
Large 'Dads' Pies	Butter Chicken • Steak 'n' Cheese	\$5.00
	Pepper Steak • Mince 'n' Cheese	\$5.00
Burritos	Beef • Chicken	\$6.00

LUNCH ONLY:

Pizza Slice	homemade with salami & cheese	\$3.00
Soup	with veggies, noodles in a chicken broth - TERM 2 & 3 ONLY	\$3.00
Chicken Burger	with slaw & mayo	\$6.00
Beef Burger	with cheese, lettuce, tomato sauce & mayo	\$6.00
Nachos	with homemade 4 bean salsa mix & sour cream (v, gf)	\$6.00

IN THE FRIDGE:

Filled Ciabatta Rolls	Chicken - with lettuce, cheese, carrot, & mayo	\$4.50
Pasta Salad	Sundried tomato, pesto & feta in a tomato sauce (v)	\$6.00

SNACK FOOD

Freddo Frog		\$0.50
Cookie Bag		\$1.00
Waffle On waffle		\$1.00
Seaweed Sheets		\$1.00
Cookie Time Cookie		\$2.50
Chips	Salted, Salt & Vinegar, Chicken	\$2.50
Slice	Caramel slice, Gluten Free Brownie	\$4.00
Muffins	Blueberry, Banana & Choc Chip, Choc, Caramel	\$5.00

DRINKS:

Water		\$2.50
Iced Tea		\$4.00
H2GO Water flavoured	Lime, Boysenberry (bottle)	\$3.50
Sparkling flavoured	Lime (can)	\$2.50

FROZEN:

Ice Blocks	Icy Twists, Paddle Pop, Juicie, Moosie	\$2.50
Cornetto		\$3.00
Choc Bar, Calippo, Cyclone, Jelly Tip		\$3.50

CELLPHONE POLICY

After spending time looking at the research around cell phone use by young people, and discussing the issue at length, we have decided to completely remove cell phones as a learning device within the classroom at school.

The aim is to support our students around sensible device use and to educate them on how to use other suitable devices for learning, such as tablets and laptops.

As parents, you can support us by not contacting your children during learning times.

If you need to contact your child urgently you can do this through the school office. Students can respond to messages at break times.

CONSEQUENCES

A cell phone can be confiscated if the student does not follow the above rule, in which case the phone will be sent to student services. The student must then discuss the return of the phone with the Deputy Principal. Once approved by the DP, the student can pick it up at the end of that day.

If the phone is confiscated a second time, parents will need to come in to student services to collect the phone.

If this happens a third time, which we do not expect, then someone from management will contact the parents about what will happen next.

CELLPHONE USE

Phones must not be used during any class time, including whānau times. They must be turned off and in the school bag. No exceptions.



OUR CODES OF CONDUCT

INFORMATION FOR OUR STUDENTS

UNIFORM

The school uniform is a symbol of the school to which students belong and of which they can be proud. The school expects students to maintain a high standard of uniform and grooming from the moment they leave their homes until they return home after school. It follows that the school uniform should be worn complete and in a way that reflects credit on both the wearer and the school. Uniform standards are vigorously monitored and students have a responsibility to conform to those standards.

BEHAVIOUR

Students at Mahurangi College must abide by two basic codes of behaviour
- the School Code and the Classroom Code.

SCHOOL CODE

- Be neatly dressed with the correct uniform and footwear
- Stay in the school grounds at interval and lunchtime unless you have permission to leave
- Do not steal, damage or interfere with other's property
- Show respect to others
- Do not hurt people physically or verbally, or use offensive language
- Do not possess or use gum, tobacco, vape or vape products, alcohol or harmful drugs or substances at school, or on school trips, or when identified as a member of Mahurangi College
- Take responsibility for the environment by placing all litter in the bins provided
- Obey all of the Classroom Code

CLASSROOM CODE

- Attend all classes
- Arrive on time
- Be fully prepared for each class
- Obey the instructions of the teacher
- Do not interrupt the learning of others
- Do not eat, drink or chew in class
- Respect the classroom environment
- Follow the School Code
- No cell phones to be used in class



CLUBS

We extend and challenge our students who are eager for more learning. Through clubs, students are extended and challenged beyond the classroom. They can try something new, seek even more knowledge, apply their learning in new contexts, hone their abilities and solve problems by thinking "outside the box".

We run a range of clubs each year, depending on the staff and expertise we have available. Here is a sample of what is available. Talk to your whanau teacher to find out more.

CHESS - Contact - g.McNaughten@mahurangi.school.nz

Students can participate in friendly matches of the timeless strategy board games during lunchtimes. Email Mr McNaughten for details.

ENVIRO - Contact - n.wade@mahurangi.school.nz

Are you keen about helping the environment? Do you want to make a difference in the world around you and beyond? If so, come join the Enviro Group, open to all ages. Our group meets every Monday at lunch in K9. Projects include planting a bee and butterfly garden, tree planting, creating a school compost program, actions to decrease plastics, shellfish monitoring and more.

DANCE & HIP HOP - Contact - e.woodfield@mahurangi.school.nz

Dance club runs every Friday at lunch time for ANYONE who wants to dance. We try different styles of dance each week with no pressure to perform or even to remember the dance from week to week. Everyone is welcome, regardless of experience or ability. Hip Hop dance club is every Thursday at lunch time, and anyone is welcome to join to learn key skills and sets in various styles of hip hop. This group will have the chance to perform in the dance showcase in term three if they want. For other dance opportunities, check out our two auditioned dance companies.

DRAMA - Contact - j.dutton@mahurangi.school.nz

Drama Club is a place where our students can enjoy learning more about drama through games, improvisation, and work on short scripts. We meet at least once a week (usually Tuesday lunchtimes) under the guidance of experienced drama teachers. In Term 1 students will be working on items for the SCGNZ University of Otago Sheilah Winn Shakespeare Festival. This focus will shift later in the year as students begin work on the school production.

INDOOR CLIMBING - Contact - sport@mahurangi.school.nz

Indoor rock climbing and activities designed to develop climbing skill, confidence and general fitness. Each term, several trips are made to Birkenhead Leisure Centre which has a variety of climbs catering to various skill levels. We take term by term sign ups and a max. of 24 students. Students who wish to try the sport can come along for a 'have a go' session. Fees are charged for transport, climbing and gear maintenance.



DEBATING (JUNIOR & SENIOR) - Contact - l.schischka@mahurangi.school.nz
Students prepare for and take part in the Auckland Schools Debating competition. Our Year 7 and 8 Debating club runs every Wednesday lunchtime.

SPORT @ LUNCH - Contact - sport@mahurangi.school.nz
Year 7-10 students have the opportunity to join in a variety of social sport in the Gymnasiums during lunchtime every Tuesday and Thursday. Our Senior Prefects organise a variety of different activities. During Term 1 and 4 the pool is also open 1-2 lunchtimes a week for free play. Listen out for the "Daily Notices" for the activities on offer.

TRAPPING - Contact - c.binstead@mahurangi.school.nz
In 2018 Mahurangi College began a pest monitoring and trapping program working alongside Auckland Council, in the bush surrounding our school and river. New students are welcome to join.

WRITING - Contact - l.schischka@mahurangi.school.nz
Want to become the next JK Rowling? Fancy yourself as horror master Stephen King? Or comedy genius David Williams? Or do you just want a chance to write, get feedback and hear from other budding writers? Come along to the Writers Club! Every Tuesday at lunch in E4. Bring your lunch, a pen and your imagination.

VEX IQ ROBOTICS - Contact - g.healy@mahurangi.school.nz
For Years 7-9. Every Tuesday 3.30-5pm. Vex IQ is a nationwide Robotics competition that our students will be involved in this year.

They compete in local (North Shore) scrimmages and then are able to attend the National Competition later in the year.

HOMEWORK CLUBS

HOMEWORK HELP YEAR 9-13 - Contact - j.jessop@mahurangi.school.nz
Homework help, support with study skills and exam preparation. Runs every **Wednesday lunch time in A3** for Years 9-13. All welcome.

TE ARA POUTAMA - HOMEWORK CLUB
Our homework club takes place in the Library on **Thursday afternoons from 3.30-5pm**. This facility is open to all students and provides an excellent space for students in which to complete homework and access extra help from teachers if needed. Core subject teachers (English, Maths and Science) and an intermediate teacher are available to support students. Students can come and go as they want. Toast and milo is provided.



COMMUNICATION - NEWSLETTERS, NEWS & NOTICES

DAILY NOTICES - Via the website student login
If you are wanting to keep up to date with our daily student notices, visit our parent/student portal using your student login

NEWSLETTERS - Via Mahurangi Matters and ISSUU via our website
We publish two community newsletters each term in Mahurangi Matters and online through our website.

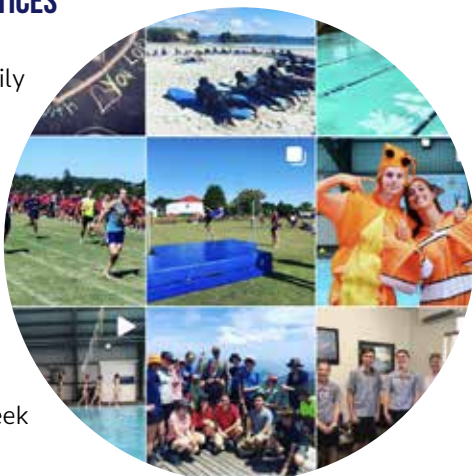
NW@MAHU - Via your inbox
As a parent or caregiver each week you will automatically receive a weekly NW@M (Next Week At Mahu) update emailed directly to your inbox.

SOCIAL MEDIA - Facebook & Instagram

We highly recommend that you follow us on Facebook where news, events and photos are posted daily. You can also join our Facebook Group for community notices. You can also find us on Instagram. Look us up on social media or under 'contacts' in the **Mahu Skool Loop app**.

SCHOOL APP - Skool Loop

We are on the Skool Loop app. This free app is available from Google Play and the App store. If you already use the Skool Loop app, please add Mahurangi College to your selected schools under settings. Make sure you also select the notice groups relevant to your children.



Downloading the Skool Loop app - a step by step guide

Once you have downloaded the Skool Loop App, via either your Google Play or App store, please follow the below instructions to select your school -

- Open the Skool Loop App - you will land on a welcome page.
- Click the 'Select your schools' this will bring you to a menu you can either search your school or follow the country/region prompts.
- Once you reach your school, select it with the tick on the righthand side.
- Tap the 'select schools' button in the top right corner.
- Tap the big orange choose button. This will load your school and bring you to the settings page.
- Subscribe to the groups that are relevant to you, then click the 'go back' button on your phone, which will bring you to the main screen of your schools app.





HOW TO SUBSCRIBE TO NOTICE GROUPS



TO JOIN YOUR SKOOL LOOP APP NOTICE GROUPS, SIMPLY FOLLOW THE STEPS BELOW:

- Go to the 'Settings' tile in the bottom right hand corner of the Home Screen
- Go to 'Subscribe to groups'
- Tap to select the group/s you would like to receive notifications from
- You're good to go - you will now receive all notices sent to the groups you have subscribed to

NEED MORE INFO?

Call Skool Loop Aus on 1800 203 493
Call Skool Loop NZ on 0800 238 379



FRIENDS OF MAHU - www.facebook.com/FriendsofMahu

Friends of Mahu is a group of parents that support our college. We encompass the group of parents and caregivers that get involved in the many facets of school life. This includes coaching sports teams, helping on school trips and events, helping with school productions and stage challenge, fundraising, being a reader/writer etc.

A smaller group of parents and staff form the core of Friends of Mahu, and are responsible for some of the co-ordinating involved when undertaking events and fundraising. We try to have a fairly relaxed approach, with a broad focus and not too many formal meetings.

We welcome all levels of involvement, attending meetings, helping with activities, signing on for our regular email updates, whatever suits you.



CULTURE & ARTS

ART - n.norrington@mahurangi.school.nz

Students at Mahurangi College have many opportunities to express themselves in the arts. Photography, design, competitions and art activities that come up all throughout the year.

BANDS - l.dashper@mahurangi.school.nz

Junior Band - Our Junior Band is for beginner students and also caters for local primary aged students who have been learning a band instrument. We have two rehearsals per week: one before school and a rehearsal which takes place during school time. String players are welcome to attend.

Stage Band - Our Stage Band is designed for students who are more advanced in their instrumental tuition and have been learning for 3-4 years. Rehearsals take place after school once a week. String players are welcome to attend this band.

Jazz Band - Our Jazz Combo Band is for our most advanced students at Mahu. Students are auditioned and the membership of the band is the smallest and most structured of all our bands. Our Combo attends festivals and local venues.

Sax Band - Our Sax Ensemble is open to advanced saxophone players. Tuition for the group is provided through the itinerant saxophone tutor.

CHOIR - w.sutherland@mahurangi.school.nz

Both junior and senior choir groups meet weekly to learn about the art of singing. The choirs regularly perform for school events.

DANCE - e.woodfield@mahurangi.school.nz

We have two auditioned dance groups here at Mahurangi College; Momentum Dance Company and Impulse Dance Group. Both of these groups have regular weekly rehearsals to push for higher technique and performance skills. They have multiple performance and competition opportunities throughout the year including the Dance Showcase and Cultural Blues Evening. Auditions are held at the start of each year. All year levels are welcome to audition.

KAPA HAKA - m.winiana@mahurangi.school.nz

Te Whānau o Mahurangi Kapa Haka group is a group of students who embrace things Maori and learn how to perform as a group. Our group learn Haka, Poi, Rakau Mahi, Hymns, Songs / Waiata, Taiaha and Patu mahi. We learn to karanga and the



powhiri process for when the occasion arises.

Our group is whānau based with everyone supporting each other. We visit the retirement villages as well as kindy's. During ANZAC Day and Vets Day we perform at the Warkworth RSA. We attend three festival and perform at two; The Te Taitokerau and Kaipara.

We learn to be whānau and community based and are encouraged to be proud of who they are. There are no restrictions ethnicity. Students from Iceland, Spain, Germany and France have regularly been part of the group. You need to be willing to be in front of an audience, sing loud and proud and be willing to share.

PASIFIKA

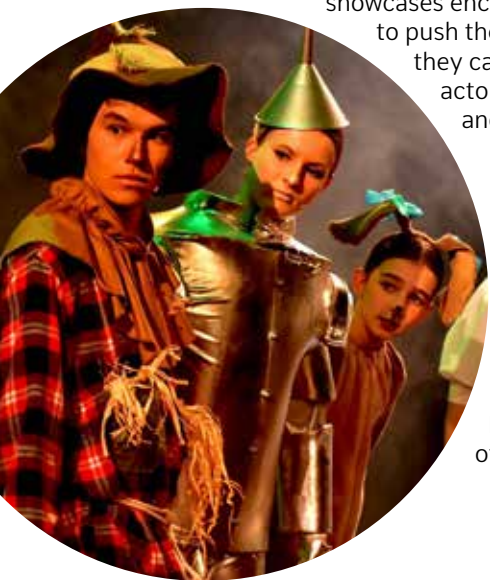
Our Pasifika group is all about celebrating Pasifika culture, values, dance, performance and fostering leadership. We meet weekly for lunch, companionship and to support each other. Our Pasifika cultural group learn traditional songs, dances and percussion routines that they perform at various celebrations throughout the year. To be involved in our group you have to be keen to perform in front of an audience.

PERFORMING ARTS - j.dutton@mahurangi.school.nz

Our Performing Arts Academy aims to inspire and equip our students in the performing arts, enabling them to strive for excellence and reach their full potential. Students attend professional performances and workshops throughout the year. They also work towards showcases for the school and community. These showcases encourage our students to work collaboratively and to push themselves outside their comfort zone so that they can develop their skills as dancers, musicians, actors and singers. Students must be in Year 11-13 and have to audition for a place in the academy.

SCHOOL SHOW EXPERIENCE - t.hansen@mahurangi.school.nz

Mahurangi College takes pride in the quality of their senior shows. Every second year a professional and highly entertaining show is produced. Some shows from the past include Bugsy Malone, Loverly, Ever After and Joseph's Amazing Technicolour Dreamcoat, Beauty and the Beast, My Fair Lady, The Sound of Music and the incredible Wizard of Oz (2021).



GUIDANCE & WELL BEING

We pride ourselves on the pastoral care of our students. We value not only their educational development but also their physical, mental, emotional and social well-being. Our aim is to create a supportive and nurturing learning environment for every student.

We aim to ensure that every student enjoys being part of our school, feels safe, takes advantage of the many opportunities open to them and has the capability to be positive, resilient and respectful young adults.

WHANAU

Our whānau and house systems help reinforce a supportive environment. New students are placed into a house and a whānau where they remain while at Mahu. Divided into six houses, each house - Blue, Green, Orange, Purple, Red and Yellow - contains ten vertical whānau.

The 26 to 28 students making up the whānau supports and cares for each other similar to an extended family. The child's whānau teacher is one of the most important people in their life at college. They offer the encouragement needed; to excel, take up new challenges, grow resilience and find different ways to connect and belong.

Each day after lunch the whānau class meet for 20 minutes. This time can be made up of homework, mentoring, pastoral care, games and activities and mindfulness. During this time the students have the opportunity to develop strong bonds with their whānau brothers and sisters and teacher.

PEER SUPPORT AND MEDIATION

New students are welcomed and supported by senior students within their whānau and through our Peer Support programme. All our Year 13 seniors are trained in Peer Support and Mediation during a trip to Great Barrier Island at the start of the year.

Our Year 7's participate in this programme alongside our Year 13's during the first six weeks of the school year. The programme provides support to enable students to resolve their own difficulties in a positive and respectful way.

ANTI BULLYING

If you have concerns about your child being bullied please do not hesitate to contact our guidance counsellors via the school office.

CLASS OR ACADEMIC CONCERNS?

Contact the classroom teacher

CONCERNS

The wellbeing and happiness of our students is our priority. We are very keen to work with families to help support learning and provide the best possible learning environment.

If you have a concern, please feel free to contact us at any time via our school office or direct email (eg; j.smith@mahurangi.school.nz).

The most effective process for addressing academic and pastoral concerns are as follows:

CLASSROOM ISSUES OR ACADEMIC CONCERNS?

If you have any concerns about a classroom or academic matter, the first person to contact is the classroom teacher

BEHAVIOURAL AND PASTORAL CONCERNS?

If you have a behavioural or pastoral concern our Counsellor is here to help. Contact our school office to get connected.

CONCERN UNRESOLVED?

If your concern is unresolved, the next best contact is your child's whānau teacher - email (eg. j.bloggs@mahurangi.school.nz), or our school office can provide you with contact details.

NEXT STEP?

Contact our Head of Year's or House Leaders. Connections can be made via our school office.

STILL UNRESOLVED?

If the matter is still a concern for your family, please contact our senior management team.

If your concern remains unresolved after this step, your concern becomes a complaint. Formal complaints will be handled by our Principal and if necessary our Board of Trustees

Our Boards Complaints and Procedures Policy is available via our school office.



**BEHAVIOUR
OR PASTORAL
CONCERNS?**

Contact our
councillor via
the school office.

HEALTH CENTRE

ONSITE MEDICAL OFFICER

Our onsite registered nurse, Donnah Penniall, is available Monday-Friday during school hours to assess students. If further medical advice or emergency services are needed the appropriate action is then taken. Donnah will contact a parent/caregiver if a student is too unwell to be at school. We ask that all students be seen by Donnah before leaving school for medical reasons.

We have a school nurse on site during school hours. She will contact you if there are any medical concerns in relation to your child. In addition we have regular public health nurse and physiotherapists visit onsite.

STUDENT MEDICATION

Any regular approved medication must be administered by the Health Centre. The medication must be brought to the Centre by a caregiver and the Request to Administer Medicine at School Form completed (available from our website).

GUIDANCE COUNSELLOR

For emotional well-being and support, students can make a confidential appointment to see our school Guidance Counsellor, Marinette Shield.

A caregiver or student can book online via our website or come direct to the health centre.

You can contact our Health Centre team directly on 09 425 8039 ext 710 or email us at d.penniall@mahurangi.school.nz

LIBRARY

Our large library caters for up to three classes of students at the same time. This space offers flexibility to students as a quiet place to study, a breakout room for group projects, a place to dive into a good book, or somewhere to quietly relax at morning tea and lunchtimes.

Students can log into a well-organised system that will help them with their research and reading for enjoyment.

UNWELL?

If your child is showing any signs of illness - particularly coughs and colds please keep them home.



HOMEWORK POLICY

Homework should be - purposeful, meaningful and reasonable in amount

Where appropriate, 'flipped learning' or in other words, the 'learner centred' approach, should be encouraged whereby students watch a pre-teach video, read appropriate text, complete research and so on.

Homework set should be for a pre-teach activity, revision, reinforcement or to finish off any incomplete classwork

It is the expectation that homework set will be checked and commented on in a timely fashion



MOTOR VEHICLES

Senior students with driving licences must apply to the College Principal for permission to drive to school.

- Students bringing cars to school are asked to register their vehicle at the office.
- Students may NOT park on school grounds. Carparks on school grounds are reserved for staff and visitors ONLY.
- Students must drive at all times, within the law. Any reports to the school where this has not happened, will be reported directly to the Police. Where the student has been identified as a student at the college, the college will also take disciplinary action deemed appropriate.



MUSIC LESSONS

Music@mahu offers lessons in piano, guitar, bass guitar, drums, cello, flute and voice taught by private teachers who bill you directly. A \$25 admin fee needs to be paid directly to the office as soon as your student is placed with a teacher and you may be required to purchase a tutor book.

The pricing for the private lessons varies between teachers. Some instrument teachers will take students in groups or pairs reducing the cost to you. Through the itinerant music scheme we offer lessons on violin, brass, clarinet and saxophone, which are free except for the \$25 administration fee which is paid to the college office.

Students will need their own instrument for practising and where possible for lessons. Piano and drum students use the school instruments for lessons. Students will need to purchase tutor books where required. Students can store their instruments in the storage room in music@mahu during the day of their lesson.

Instruments can be hired through KBB Music, ABI or Music Works.

Learning an instrument through school is very user friendly. Students come out of class for ½ hour once a week, missing ½ a different lesson each week. Students are responsible for catching up class work that is missed.

Places in instrument lessons are limited. First come, first served. Signup forms can be downloaded from our website.

PROCESS

1. Download and return signed instrument form to Mrs Sutherland.
2. Form will be processed and sent to appropriate teacher.
3. Teacher will contact you and answer questions, at this point you decide whether to go ahead or not.
4. You pay admin fee to Student Services once you have a lesson time confirmed.

If you have any questions regarding instrument lessons please contact Wendy Sutherland at w.sutherland@mahurangi.school.nz.



CHOIR & HARMONY GROUP

Junior Choir is an all-comers group open to Year 7/8. Harmony Group is an auditioned choir open to all levels, audition times will be advertised through the school notice system. If you have any queries about bands or junior choir, please contact Lyn Dashper - l.dashper@mahurangi.school.nz.

OUT OF BOUNDS

All students are to remain in areas where they can be seen by staff. No student is allowed out of the school grounds without permission. The following areas are out of bounds:

- Down by the river below E block or R block or behind the tennis courts fence.
- Down the sloped area off the Rugby field.
- Outside the fenced off area around the rugby field.
- In and around the staff car parks.
- The bank at the end of the Science block.
- On Woodcocks Rd boundary including the car park behind the gym.
- In specialist classrooms without a teacher present.



PASSES

LATE TO SCHOOL PASS

Go to the Tui Room to sign in and get a late pass

LEAVING SCHOOL EARLY/SIGNING OUT PASS

To obtain a leave pass please have your child bring a note with time and reason clearly indicated to Students Services at the beginning of the day. Your child then needs to collect the pass at interval.

As a general principle all appointments should be made for after school. If your child has an appointment during the day, they must be signed out through the student services office by a caregiver.

UNIFORM PASS

To obtain a uniform pass, take a note to the Tui Room from your caregiver explaining why you are out of uniform.

YEAR 13 PASS

Year 13 sign out in A4



PAYMENTS & ACCOUNTS

DIRECT CREDIT PAYMENTS

In the REFERENCE line please state your STUDENT NAME OR ID NUMBER

In the PARTICULARS line please state specifically what the payment is for (alternatively funds will be allocated in order of importance/charge date).

AUTOMATIC PAYMENTS

In the REFERENCE line please state your STUDENT NAME OR ID NUMBER

Funds will be allocated in order of importance/charge date

CASH / EFTPOS

Payment via cash and EFTPOS can be done at the Student Services Office.

WHAT DO I NEED TO KNOW ABOUT AUTOMATIC PAYMENTS?

Many parents and caregivers choose to pay by Automatic Payments to spread the load of school costs. You will receive your first statement by the middle of Term One and if you choose to pay by Automatic Payment you can then work out the weekly, fortnightly or monthly payment amount required. PLEASE NOTE: Automatic payments do not cover extra curricular activity (our "no pay-no play/go" policy applies).

PAYMENTS

MAHURANGI COLLEGE

Bank: ASB Warkworth

Account: 12 3095 0259130 00

REFERENCE: student name or ID
PARTICULARS: what payment is for

If no particulars - funds will be allocated in order of importance/charge date

GENERAL PURPOSES DONATION

FIRST CHILD \$150
SECOND CHILD \$100
THIRD CHILD \$50
FOURTH CHILD FREE

HARDSHIP

In the event of financial hardship, sports and voluntary trips may be paid by AP but ONLY by prior arrangement with our Executive Officer Mrs Carla Strachan. Tel: 09 4258039 ext 707

WHY SHOULD I PAY THE GENERAL PURPOSES DONATION?

GPD's are a valuable source of income that enables us to improve the breadth of education offered at Mahurangi College. We use GPD to fund resources not directly funded by the Ministry of Education, e.g. library books, sporting and cultural equipment, our yearbook. The GPD is classed as a voluntary donation and is tax deductible. As a school we have very limited discretionary income so we encourage you to pay the GPD if at all possible. We do appreciate your support in this.

SCHOOL MAGAZINES

THE VAULT

A quarterly student created magazine, celebrating the arts at Mahurangi College.

The magazine is digital only and issues are generally available online at the end of each term via our website.

Students interested in getting involved in creating the magazine or submitting their stories, art, photography or an article can email vault@mahurangi.school.nz.



THE YEARBOOK

The Yearbook is our annual publication that brings together all the greatness of the year into one place, including trips, events, camps, senior prize giving, Blues awards and other accomplishments, sports, music, school production, class photos and so.

We aim to include as many happenings and people we can cram into 116 pages.

We have a preorder system and short print run, so first in, first served. In March the following year the yearbook goes online.





STATIONERY

Stationery lists for each year can be found on our website.

STAFF

We have a great team of staff at Mahurangi College. Both students and parents can contact the student services office with questions. We encourage parents to communicate with us if they have any questions or concerns.

If you wish to email a staff member the format for all staff emails is j.blogs@mahurangi.school.nz.

SENIOR MANAGEMENT

Principal - Tony Giles
Deputy Principal - Catherine Hutton
Deputy Principal - Keith Tennant
Deputy Principal - Jon Blyth
Deputy Principal - Caroline Armstrong

HEAD OF FACULTY

Art - Nyree Norrington
PE and Health - Khamal Ganley & Maree Drost
English - Liana Schischka
Languages - Daren King
Learning Support Facility - Gaynor Tahitahi (HOF)
Mathematics - Abi Mantaj
Science - Michael Sweeney
Social Science - Marsha Stimson
Technology - Michael Stewart
Junior School - Adele Holm



SENIOR MANAGEMENT ACADEMIC/PASTORAL HEAD OF YEARS

7 & 8 - HOY - Adele Holm - juniorpastoral@mahurangi.school.nz
Year 9 / HOY - Simon Shield and AHOY - Craig Morris - hoy9@mahurangi.school.nz
Year 10 / HOY - Anthony Koers and AHOY Jamie McLagan - hoy10@mahurangi.school.nz
Year 11 / HOY - Marinette Shield and AHOY Jo Jessop - hoy11@mahurangi.school.nz
Year 12 - HOY - Mark Neville - hoy12@mahurangi.school.nz
Year 13 - HOY - Cath Johnston - hoy13@mahurangi.school.nz

HOUSE LEADERS

Blue House	Khamal Ganley
Green House	Emily Woodfield
Orange House	Carl Brewer
Purple House	Jamie McLagan
Red House	Craig Morris
Yellow House	Jacob Paul



STUDENT LOGINS

Upon enrolment students are issued with a student ID number, a user name, a password and an email address.

The user name and password are used to log into desktop computers, school devices and into the website portal.

WEBSITE PORTAL LOGIN

The portal gives you access to:

- Timetables
- Notices
- Enrolment
- Attendance
- Calendars
- Financial, Groups and Pastoral details
- Results and Awards
- Career Pathways

STUDENT LEADERSHIP

We aim to provide leadership opportunities in many different ways - learning and project leaders in class situations, on the sportsfield and in the arts disciplines. Each year we also have a selected group of Year 13s that form our prefect team.

PREFECTS

Many of the wonderful events and fun times that help students feel like they belong come down to the high quality, fun events, fundraisers, and community links that our prefects lead. These events, prefect duties and leadership development training provide our prefects with understanding of what leadership looks and feels like.

MIDDLE AND JUNIOR COUNCILS

Our year 7 to 10 students are given the opportunity to lead, debate, campaign and carry out projects towards making Mahu and our community the best it can be. Many projects that these groups lead make a difference every day at Mahu including shade and play areas, road safety, special events and many fundraising activities that support local, national and global causes.



ENVIRO COUNCIL

A dedicated group of students lead the school in its pursuit to make caring for the environment in our school and local community a way of life for everyone.

WHĀNAU REPRESENTATIVES

Students in whānau classes are elected to represent them their whānau. They help to lead whanau and house activities. They are also there to listen to and support the students in their whānau.

PEER MEDIATORS

Teaching students how to be respectful, kind and empathetic while relating to each other everyday is an important part of living the values of Mahurangi College. At times our younger students need direction, support, advice when negotiating the playground, the peer mediators role is to offer this support on a daily basis.



STUDENT SERVICES

Student services located in the main admin block behind reception, is the hub for parents and students to visit for a huge range of purposes including:

- Financial payments/statements/queries
- Order an ID card
- Drop off/collection lunch, personal items etc
- Leave/Sign-out passes
- Bus passes
- Trip queries/information
- NZQA paperwork
- Report absences
- Get a message sent to your Student via runners
- Lost property
- Collect confiscated jewellery & devices
- Purchases including our cafe cards
- Forgot which class you're meant to be in
- General drop in centre when you dont know where else to go

TRANSLATION

Kiribati, Tuvaluan and Tongan translated information pamphlets are available from student services.

TERM DATES 2023

TERM ONE:
7 FEB - 6 APRIL

TERM TWO:
24 APRIL - 30 JUNE

TERM THREE:
17 JULY - 22 SEPT

TERM FOUR:
9 OCT - 13 DEC



UNIFORM GUIDELINES



MAIN UNIFORM

- **Boys** wear a school shirt and a pair of unisex school shorts. School trousers can be worn in Term 2 and 3.
- **Girls** wear a school shirt and a school skirt or a pair of unisex shorts. School trousers can be worn in Term 2 and 3.
- **Year 13** wear a white school shirt with the same school shorts, school skirt or school trousers.
- **Physical Education** - Students in Year 7-10 are expected to wear the school P.E. gear.

SHOES AND SOCKS

- **Students must wear a plain black shoe or sandal below the ankle.**
- The shoes must be **completely** black (shoe, sole and laces) and have no coloured logos.
- The shoes must be clean, tidy and worn correctly.
- No high heels, must be a walking shoe.
- No boots, high tops, plastic or rubber shoes.
- Sandals must have a backstrap.
- **Socks** and stockings must be black with no logos.
- Plain black ankle socks, not long socks, to be worn with shoes (but not with sandals).

HAIR

- **Hair must be clean, neat, tidy and off the face at all times.**
- Natural hair colours only. This includes no two-tone dying.
- Students must be clean shaven.
- For Health and Safety reasons in certain classes, such as PE, technologies and science, you must wear hair longer than shoulder length tied back.
- If attending a formal occasion and wearing a blazer, hair must be tied back.

KEEPING SUN SAFE

The school cap may be worn outside, peak facing forward. They are available for sale at Student Services for \$20. No other caps or hats are permitted. Caps must not be worn in classes. (At full day school events, students can wear any sun hat.)

JEWELLERY

Only the pieces below may be worn:

- Up to two plain small studs or standard sleepers may be worn in each ear (only 2 per ear).
- Nose piercings: One small, plain nose stud - no nose rings or other facial piercings.
- Ankle adornments are not permitted.
- A culturally significant necklace may be worn but it must not be visible.
- For health and safety reasons, at times students will be asked to remove jewellery in which case the student is responsible for its care.

KEEPING WARM

- **A school jacket or jumper is part of the uniform and both are designed to keep you warm.**
- A plain black or white short sleeve tee-shirt may be worn all year under the school shirt, but must be tucked in and not hanging out below. In terms 2 and 3 a plain black or white long sleeved tee-shirt/thermal may be worn under the school shirt for warmth. (Year 13 undershirts must be white)
- A plain black scarf may be worn in the winter terms. (Y13s may wear white scarves)
- The school beanie may be worn in terms 2 and 3 only. Outside only. They are available for sale at student services for \$15.
- **To and from school on cold and wet days students may wear a plain black or navy raincoat (these items are not to be worn during the school day).**

NON-REGULATION ITEMS

- No make-up is to be worn. No false nails or coloured nail polish, which includes toenails.
- No Mahurangi College team/group hoodies are to be worn during the school day.
- Teachers will confiscate non-regulation items.

- We take pride in wearing our uniform at Mahurangi College
- We aim to look smart, professional and tidy at all times
- Our school uniform is to be clean, tidy, worn correctly and must be named.

PURCHASE NEW UNIFORMS

Uniform can only be purchased online from www.argyleonline.co.nz/shop/rodney/mahurangi-college

FORMAL UNIFORM

Students who are representing the school on a special event can borrow a blazer.
Prefects and top teams have the option of buying a blazer. See Toni Beer for further information.

FORMAL UNIFORM RULES

- Boys must wear long pants and the school tie
- Shoes need to be leather lace up and clean
- Hair must be tied back
- A blue or white school shirt must be worn under the blazer
- Blazer borrowing rules must be adhered to



YR 7-12 Blouse:



YR 7-12 Shirt



Yr 13 Blouse



Yr 13 Shirt



Skirt



Skirt



Long Skirt



Unisex Shorts



Long Trousers



Jersey:



Cardigan:



Soft Shell Jacket



Hooded Soft Shell Jacket



PE Top Yr 7-10



PE Shorts Yr 7-10



School Cap

UNICYCLE - SECOND HAND UNIFORM SCHEME

Friends of Mahu facilitate the uniform recycling initiative UniCycle, at Mahurangi College run by volunteers - mainly our parents.

UNICYCLE DATES:

COLLECTION: Every Monday-Friday during school hours

SALE DAY: Keep an eye on school notices for the next sale

HOW DOES UNICYCLE WORK?

- Drop off second-hand uniform items in the UniCycle wheelie bin, located at student services - **prior to sale day, new credits can't be processed on sale day.**
- Fill in the contact form (next to wheelie bin) and attach to your bag.
- Earn varying credits for each uniform item dropped in depending.
- Credits can be used to purchase second hand uniform items during the Unicycle Sale Day.
- You can simply donate second hand uniforms, which will be given to families in need.
- Anyone can purchase second hand uniforms at the sale day, even if you have not dropped off uniforms.

FAQ'S

What do I need to know before dropping uniforms items off?

Uniform items need to be washed, packed into a bag with the contact form well attached. Uniforms with insufficient details will be treated as a donation to the school. Uniforms that need washing or repairs will have credits deducted. Please note:

Unicycle is about recycling uniforms that have been grown out of - not worn out.

What happens after I drop off my uniform items?

The uniform items are assessed, given a value based on age, condition and the initial cost. The credits are added to your UniCycle Credit Card. Use the credits at UniCycle Sale Days to purchase any second hand uniform items.

What happens on UniCycle Sale Day?

Once a term (depending on stock levels), items will be available for purchase outside the auditorium from 1:30pm-3:30pm (tba). Anyone can purchase with cash or credits. Most uniform items will be valued at \$5-\$25 each. **Cash sales only.**

UniCycle Sale Day Reminders

Sale Day reminders are emailed and posted on Social media.

Can I buy at the UniCycle sale if I haven't dropped off second hand uniforms?

Yes you can. You can pay with either cash or UniCycle credits or a mix of credits and cash.

Credits

Credits last while your students are at college. When they leave you can gift them to another family. Credits can't be exchanged for cash or used to buy new uniform.



Donations

Drop saleable uniform items in the bin and we will either give to a family in need or sell on sale day.

Where does any money raised by Unicycle go?

All proceeds from our UniCycle programme are forwarded to the College's Make it Happen Fund to help our families who are struggling to cover the costs of school and/or sports uniforms, school camps and sporting or other school fees.

Are there any uniform items you won't accept?

- Old style uniforms
- Shoes
- Sports team hoodies and jackets
- Anything that is not official school uniform (eg. substitute brands)
- Clothing in poor condition - pre worn items NOT worn out items

What happens if the uniform I donate does not pass your quality assessment?

Uniforms that are badly ripped, stained or worn out will not be exchanged for credit. If your uniform is saleable but needs washing or a simple repair, \$5 will be deducted from your credit to cover repairs (buttons sewn on, ripped seams repaired, washing, etc.).

Can I buy second hand uniform at any other time?

No sorry. The UniCycle is run by volunteers, and the uniforms are stored off-site inaccessible by staff. There will only be up to four Unicycle Sale Days per year. Parents will be given regular reminders of these dates well in advance.

Contact fomahu@mahurangi.school.nz if I'd like to volunteer to help during Sale Day We'd love your help!



NOTES

NAME:

U/N:

PASSWORD:

EMAIL:

NAME:

U/N:

PASSWORD:

EMAIL:



NAME:

U/N:

PASSWORD:

EMAIL:

NAME:

U/N:

PASSWORD:

EMAIL:



