

ORIENTATION



MAHURANGI

CHALLENGING. EXCELLING. BELONGING



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# 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 1600 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 and trades and at national and international levels 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](mailto:absent@mahurangi.school.nz), or use the school website or skool loop app.

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

## 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

08.40 am - 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 - Whānau  
02.15 pm - Period 5  
03.15 pm - School Ends

## AUTHENTICITY OF STUDENT WORK

Mahurangi College students are expected to submit their own work. Any work that is submitted, either formative or summative that is not their own (i.e. it is plagiarised or contains the use of AI) will not be accepted. We will contact the caregivers.

## ABSENCE LINE

EMAIL

[absent@mahurangi.school.nz](mailto:absent@mahurangi.school.nz)

PHONE

09 425 8039 EXT 1

OR CONTACT US VIA THE  
SKOOL LOOP APP



# 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

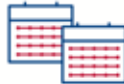
90% attendance

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 bus 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](http://www.mahurangi.easybus.nz) or phone Gubbs Motors on 09 425 8348.

# EASYBUS

[www.mahurangi.easybus.nz](http://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 and 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 the driver
- Vaping or smoking
- 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 the 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 the 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.

Students 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'**

## 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 is 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 suitable devices as they do not meet the minimum screen size stipulated above and are not permitted to be used during class time.

### YEARS 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 - e.g. 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](mailto:exec@mahurangi.school.nz)

# BYOD/DEVICES

[www.mahurangi.school.nz/e-learning](http://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 luntime.  
Payment must  
be made  
when ordering

# CANTEEN PRICELIST

2024

## MORNING TEA ONLY

V	Hash Brown		\$2.00
	Mahu Muffin	with bacon, egg, hashbrown & aioli	\$5.50

## HOT FOOD DAILY

V	Garlic Bread		\$3.00
V	Toastie	with spaghetti and cheese	\$3.50
	Hot Dog	with tomato sauce	\$3.50
	Soup (Term 2&3 only)	with veggies, noodles in a chicken broth	\$4.00
	Sausage Roll		\$4.00
	Steamed Pork Bun		\$6.00
	Dad's Pies	Butter Chicken • Mince & Cheese • Steak & Cheese • Peppered Steak	\$6.00

## LUNCH TIME ONLY

	Pizza	homemade with salami & cheese	\$3.50
	Chicken Burger	with slaw & aioli	\$7.00
	Beef Burger	with cheese, tomato sauce & aioli	\$7.00
V	Veggie Burger	(Angel Bay) with cheese and slaw	\$7.00
V GF	Nachos (Tues-Fri only)	with homemade 4 bean salsa mix & sour cream (v, gf)	\$7.00

## IN THE FRIDGE

	Filled Ciabatta Rolls	Chicken with lettuce, cheese, carrot & mayo	\$5.00
V	Pasta Salad	with sundried tomato, pesto and feta in a tomato sauce	\$7.00

## SNACK FOOD

	Small Chocolate		50c
	Small Cookies x4		\$1.00
	Waffles		\$1.50
	Cookie Time Cookie		\$2.50
	Potato Chips	BBQ	\$2.50
V	Crackers & Cheese	Cheddar	\$3.00
	Slice	Caramel	\$4.00
GF	Slice	Caramel Brownie - gluten free	\$4.00
	Muffin	Caramel • Chocolate • Blueberry • Banana Choc Chip	\$5.50

## DRINKS

	Water		\$2.50
	Energiser	Vanilla • Chocolate	\$4.00
	Ribena		\$4.50
	Iced Tea • Mizone		\$4.50

## FROZEN

	Ice Blocks	Icy Twists • Paddle Pop Rainbow	\$2.50
	Cookie Crumble • Cornetto Vanilla or Chocolate • Calippo • Cyclone		\$3.50

Vegetarian and Gluten Free options are marked with 'V' or 'GF'. Week day SPECIALS will be offered.  
Students please order hot food at interval to pick up at lunch - payment must be made with order. **No Paywave!**

Prices subject to change without notice

## CELLPHONE POLICY 'AWAY FOR THE DAY'

### YEAR 7 & 8 PHONE RULES

All Year 7 & 8 student phones must be handed in each morning, and collected at the end of the day.

### YEAR 9 TO 13 PHONE RULES

All Year 9 -13 student phones must be switched off and kept in bags (not in pockets) for the **entire day**.

### PHONE RULES FOR ALL STUDENTS

These rules apply to **all areas** of the school, including the Y13 study room, library, auditorium, fitness suite, bathrooms an grounds.

As soon as you get off the bus, or arrive on site, your phone must be switched off and left in your bag. Phones cannot be used on the school grounds in the morning once you arrive.

**Phones cannot be used between classes**, or at break times such as **interval or lunchtime**. They must remain in your bag. No other devices (such as laptops or tablets or smart watches) may be used at break times.

Once you have been dismissed from class at the end of the day, you may turn your phone on and check messages.

The filming of fights is explicitly forbidden. Serious consequences will be issued to any student who films a fight.

### CONSEQUENCES

**Students caught using a cellphone in class will have it confiscated by the teacher. Students then need to meet with Mr Tennant after school to discuss the return of the cellphone.**

# PHONE USE

All phones must be **'away for the day'**. We want students to focus on in-person relationships, avoid distractions of social media and reclaim the habits of attention in class.



# OUR CODE 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 phone use on school grounds



## 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 whānau teacher to find out more.

**CHESS** - Contact - [g.mcnaughten@mahurangi.school.nz](mailto:g.mcnaughten@mahurangi.school.nz)

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

**DANCE** - Contact - [e.woodfield@mahurangi.school.nz](mailto:e.woodfield@mahurangi.school.nz)

Dance Club runs every Friday at lunchtime 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. For other dance opportunities check out our two auditioned dance companies.

**DRAMA** - Contact - [j.dutton@mahurangi.school.nz](mailto: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 lunchtime) under the guidance of experienced drama teachers. In Term 1 students work on items for the SCGNZ University of Otago Sheilah Winn Shakespeare Festival.

This focus shifts to later in the year in school production years.



### SPORT @ LUNCH -

Contact - [sport@mahurangi.school.nz](mailto:sport@mahurangi.school.nz)  
Year 7-13 students have the opportunity to join in a variety of social sport in the Gymnasiums during lunchtime, these activity days vary.

Our Senior Sports Prefects and Sports Council organise a variety of different activities. Alongside these we have our 'Sport All Year' gear shed. This is open on Tuesdays, Wednesdays and Thursdays lunchtimes for students to hire sports equipment. (A device needs to be handed in to hire this equipment). Check the "Daily Notices" for the activities on offer.

### TRAPPING - Contact - [c.hutton@mahurangi.school.nz](mailto:c.hutton@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.moore@mahurangi.school.nz](mailto:l.moore@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](mailto:g.healy@mahurangi.school.nz)

For Years 7-9. Every Tuesday 3.30-5 pm. Vex IQ is a nationwide robotics competition that our students can be involved in each year.

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



## 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 Skool Loop.

We publish two community newsletters each term in Mahurangi Matters and online through our website.

**NW@MAHU** - Via your inbox & Skool Loop app  
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 and updated in notices on Skool Loop.

**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

Our two main platforms for keeping communication strong between the school and our families are email and SKOOL LOOP. It is our intention to use SKOOL LOOP more consistently moving forward, we hope you will all sign up.

If you haven't already downloaded this app, you can do so here:

**iPhone** look for 'skool loop' in the app store.

**Android** look for 'skool loop' in the Google store.

Once you have downloaded you can select our school (Mahurangi College, and then when on our page go to settings and select "subscribe to groups" and select categories relevant to your child or children.

This is an easy and fast way to report absences, check the calendar, read the latest newsletter and more.

The login link will send you straight to our school portal.

When you open notices there is an option to translate to some languages.



## DOWNLOAD AND SET UP SKOOL LOOP

### 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



## CULTURE & ARTS

### ART - [n.norrington@mahurangi.school.nz](mailto:n.norrington@mahurangi.school.nz)

Students at Mahurangi College have many opportunities to express themselves in the arts through photography, design, painting and digital media. There are various competitions and exhibitions throughout the year for students to showcase their creative abilities.



### BANDS - [a.logue@mahurangi.school.nz](mailto:a.logue@mahurangi.school.nz)

**Concert Band** - Our Concert 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.

**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.

**Rock Bands** - There are opportunities for juniors and seniors to create rock bands at Mahu. The juniors (Year 7 & 8s) will audition to be in a band and with mentorship, will work towards performing at the bandquest event. The seniors (Y9-13) can write and perform their original songs at the Smokefree Rockquest event: either as a band or in the solo/duo category.

**Orchestra** - The orchestra provides an opportunity for our string, woodwind, brass and percussion musicians to participate in an ensemble. There will be various opportunities for the orchestra to perform at community and school events throughout the year.

### CHOIR - [j.eirena@mahurangi.school.nz](mailto:j.eirena@mahurangi.school.nz)

Mahurangi College has an enthusiastic singing group. It is an all-age, all-comers choir - a great place to enjoy singing, make friends and share your talents with the community. They love to perform in various places in the community.

### DANCE - [e.woodfield@mahurangi.school.nz](mailto: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.

Eclipse Dance Performance Groups are open to students of any age and any ability. These groups practice once a week at lunch and will be working towards performing at the Dance Showcase in term 3. There are no auditions for this, just keep an eye on the notices for more information.





### KAPA HAKA - [m.winiana@mahurangi.school.nz](mailto:m.winiana@mahurangi.school.nz)

Te Whānau o Mahurangi Kapa Haka group is a group of students who embrace things Māori and learn how to perform as a group.

Our group learn Haka, Poi, Rākau Mahi, Hymns, Songs/Waiata, Taiaha and Patu mahi. We learn to karanga and the pōwhiri process for when the occasion arises.

Our group is whānau based with everyone supporting each other. We visit the retirement villages as well as kindies. During ANZAC Day and Vets Day, we perform at the Warkworth RSA. We attend three festivals 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 to 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.

We learn to be whānau and community-based and are encouraged to be proud of who they are. There are no restrictions to 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.



### PACIFIC

Our Pacific group is all about celebrating Pacific culture, values, dance, and performance and fostering leadership. Our Pacific 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. Our senior Pacific team will send out notices for you to come and join the fun.



### SCHOOL SHOW EXPERIENCE - [j.dutton@mahurangi.school.nz](mailto:j.dutton@mahurangi.school.nz)

Mahurangi College takes pride in the quality of its senior shows. We have a production each year, with junior and senior productions alternating on a yearly basis. We are looking forward to reinstating a junior production in 2024. Some shows from the past include Bugsy Malone, Joseph's Amazing Technicolour Dreamcoat, Beauty and the Beast, My Fair Lady, The Sound of Music, The Wizard of Oz and Freaky Friday.

## 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. We aim 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.

### WHĀNAU

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

Our Year 7s participate in this programme alongside our Year 12s during the first six weeks of the school year. The programme provides support to enable students to resolve positively and respectfully.

### CONCERNS

The well-being 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.

## 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

# ANY CONCERNS?

ALL YEAR LEVELS - Can contact their Whānau teacher or Head of Year:

YEARS 7 & 8

[juniorpastoral@mahurangi.school.nz](mailto:juniorpastoral@mahurangi.school.nz)

YEAR 9

[hoy9@mahurangi.school.nz](mailto:hoy9@mahurangi.school.nz)

YEAR 10

[hoy10@mahurangi.school.nz](mailto:hoy10@mahurangi.school.nz)

YEAR 11

[hoy11@mahurangi.school.nz](mailto:hoy11@mahurangi.school.nz)

YEAR 12

[hoy12@mahurangi.school.nz](mailto:hoy12@mahurangi.school.nz)

YEAR 13

[hoy13@mahurangi.school.nz](mailto:hoy13@mahurangi.school.nz)

If you have a concern, please feel free to contact us at any time at [admin@mahurangi.school.nz](mailto:admin@mahurangi.school.nz) or contact the following:

## 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, (email eg. [j.bloggs@mahurangi.school.nz](mailto:j.bloggs@mahurangi.school.nz))

## 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.

# BEHAVIOUR OR PASTORAL CONCERNS?

Contact our counsellor via the school office.

## CONCERN UNRESOLVED?

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

## NEXT STEP?

Contact the Head of Year 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 Board's 'Complaints and Procedures Policy' is available via our school office.



## HEALTH CENTRE

### ON-SITE 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. In addition, we have public health nurses and physiotherapists visit on-site.

### ON-SITE PHYSIOTHERAPY AND HAND THERAPY

A fully accredited Physio and hand therapy clinic is available by appointment, between 8.50 am and 2.30 pm.

### 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 directly 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](mailto: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

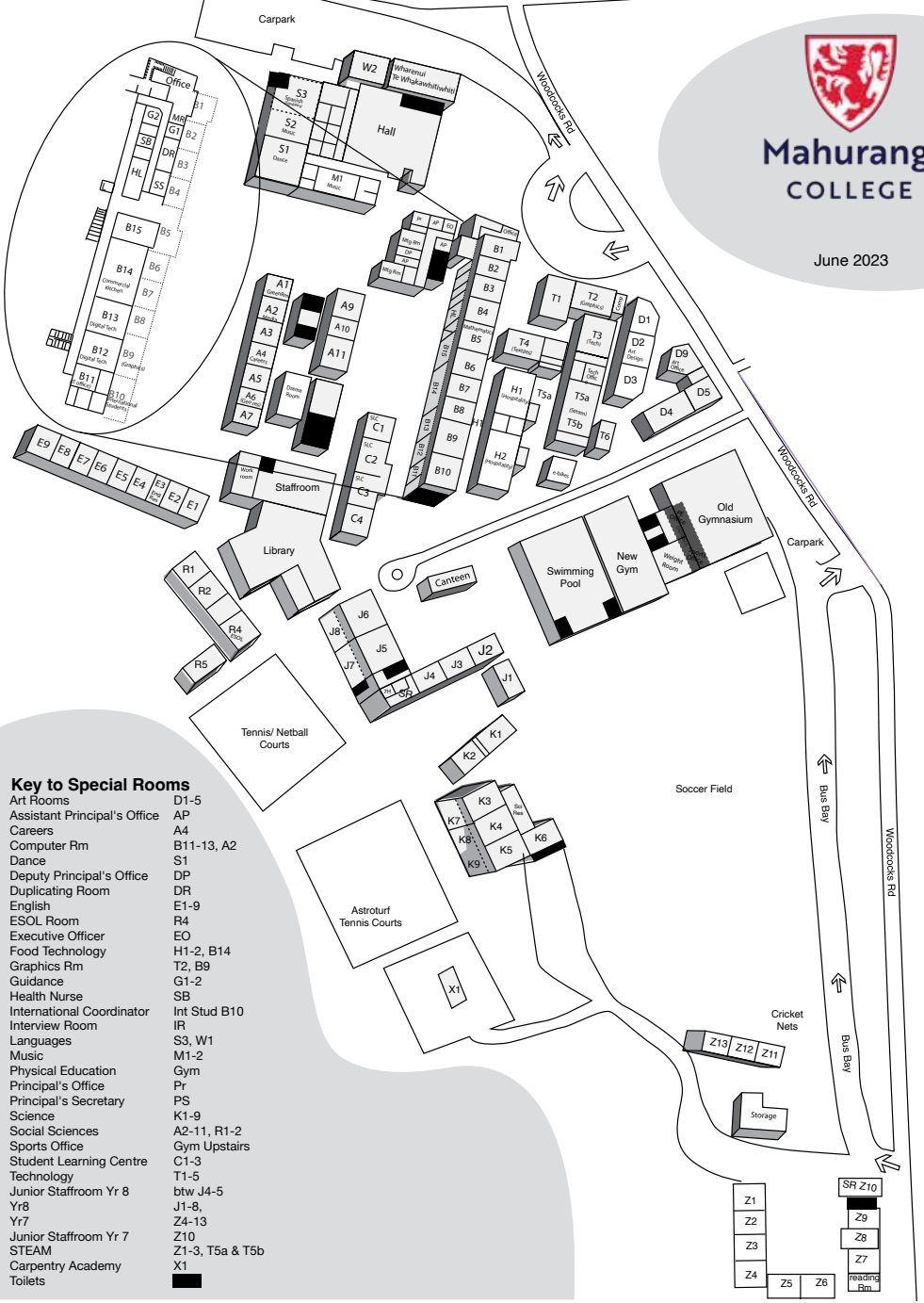


to Whangarei Auckland Road to Auckland



**Mahurangi COLLEGE**

June 2023



**Key to Special Rooms**

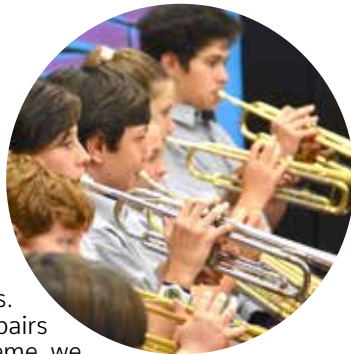
- Art Rooms D1-5
- Assistant Principal's Office AP
- Careers A4
- Computer Rm B11-13, A2
- Dance S1
- Deputy Principal's Office DP
- Duplicating Room DR
- English E1-9
- ESOL Room R4
- Executive Officer EO
- Food Technology H1-2, B14
- Graphics Rm T2, B9
- Guidance G1-2
- Health Nurse SB
- International Coordinator Int Stud B10
- Interview Room IR
- Languages S3, W1
- Music M1-2
- Physical Education Gym
- Principal's Office Pr
- Principal's Secretary PS
- Science K1-9
- Social Sciences A2-11, R1-2
- Sports Office Gym Upstairs
- Student Learning Centre C1-3
- Technology T1-5
- Junior Staffroom Yr 8 btw J4-5
- Yr8 J1-8, Z4-13
- Yr7 Z10
- Junior Staffroom Yr 7 Z1-3, T5a & T5b
- STEAM X1
- Carpentry Academy Toilets

## MOTOR VEHICLES

- Students parking on Campbell Drive must adhere to the parking regulations.
- Students may not leave school grounds to move vehicles in limited time zones.
- 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 on classwork that is missed.

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

### PROCESS

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

If you have any questions regarding instrument lessons please contact Mrs Logue at [a.logue@mahurangi.school.nz](mailto:a.logue@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 Jennifer Eirena at [j.eirena@mahurangi.school.nz](mailto:j.eirena@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 Road boundary including the car park behind the gym
- In specialist classrooms without a teacher present



## PASSES

### LATE TO SCHOOL PASS

Go to the Tūi 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 Tūi 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 made 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 1 and, if you choose to pay by automatic payment, you can then work out the weekly, fortnightly or monthly payment amount required. For extracurricular activity our "No pay, No play/go" policy applies.

### SPORTS/VOLUNTARY TRIPS

Sports and voluntary trips may be paid by AP, however, full payment is expected prior to the event.

### 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-PURPOSE 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. 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.**

# 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



## SCHOOL MAGAZINE

### 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 much more.

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

We have a pre-order system and short print run, so first in, first served. In February the following year the yearbook is posted online to the our school website in the 'Alumni' section.



## FREAKY FRIDAY





## STATIONERY

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

## STAFF

We have a great staff team 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](mailto:j.blogs@mahurangi.school.nz).

### SENIOR MANAGEMENT

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

### HEAD OF FACULTY

Art	- Nyree Norrington
PE and Health	- Anthony Koers
English	- Liana Schischka/Jasmine Cross
Languages	- Daren King
Learning Support	- Gaynor Tahitahi
Mathematics	- Abi Mantaj/Aaron Webb
Science	- Michael Sweeney
Social Science	- Marsha Stimson
Technology	- Michael Stewart
Junior School	- Adele Holm



### SENIOR MANAGEMENT ACADEMIC/PASTORAL HEAD OF YEARS

Year 7 & 8 - HOY	- Bronwyn Hards - <a href="mailto:juniorpastoral@mahurangi.school.nz">juniorpastoral@mahurangi.school.nz</a>
Year 9 - HOY	- Marinette Shield - <a href="mailto:hoy9@mahurangi.school.nz">hoy9@mahurangi.school.nz</a>
Year 10 - HOY	- Jamie McLagan - <a href="mailto:hoy10@mahurangi.school.nz">hoy10@mahurangi.school.nz</a>
Year 11 - HOY	- Craig Morris - <a href="mailto:hoy11@mahurangi.school.nz">hoy11@mahurangi.school.nz</a>
Year 12 - HOY	- Mark Neville - <a href="mailto:hoy12@mahurangi.school.nz">hoy12@mahurangi.school.nz</a>
Year 13 - HOY	- Jo Jessop - <a href="mailto:hoy13@mahurangi.school.nz">hoy13@mahurangi.school.nz</a>

### HOUSE LEADERS

Blue House	- Lazola Matshobongwana
Green House	- Emily Woodfield
Orange House	- Carl Brewer
Purple House	- Larissa Long
Red House	- Mathieu Pulsford
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 username and password are used to log into desktop computers, school devices, Google suite and into our 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 sports field and in the arts disciplines. Each year we also have a selected group of Year 13's 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 the 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 their whānau. They help to lead whānau and house activities. They are also there to listen to and support the students in their whānau.

## 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 child via runners
- Lost property
- Collect confiscated jewellery and devices
- Purchases including our cafe cards
- Forgot which class you're meant to be in
- General drop-in centre when you don't know where else to go

## TRANSLATION

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



## TERM DATES

2024

**TERM ONE:**  
01 FEB - 12 APRIL

**TERM TWO:**  
29 APRIL - 05 JULY

**TERM THREE:**  
22 JULY - 27 SEPT

**TERM FOUR:**  
14 OCT - 10 DEC



# UNIFORM GUIDELINES



## MAIN UNIFORM

- **Boys** wear a school shirt and a pair of unisex school shorts/regulation school trousers.
- **Girls** wear a school shirt and a school skirt or a pair of unisex shorts/regulation school trousers.
- **Year 13** wear a white school shirt with the same school shorts/trousers, school skirt.
- **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. (Y13's 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.
- Regulation shorts/skirts/trousers only (NO black, denim or dickie brands - this will be enforced).

- 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](http://www.argyleonline.co.nz/shop/rodney/mahurangi-college)

## PURCHASE SECOND HAND UNIFORMS

Please see Student Services or Reception for more information or visit the independent Facebook page: [Mahurangi College 2nd Hand Uniforms](#), where second hand uniforms can be purchased from community members.

## FORMAL UNIFORM (See Katrina Ashton for further information)

- 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

## 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



School Cap



YR 7-12 Blouse



YR 7-12 L/Sleeve Blouse



YR 7-12 Shirt



YR 7-12 L/Sleeve Shirt



Yr 13 Blouse



Yr 13 L/Sleeve Blouse



Yr 13 Blouse



Yr 13 Shirt



Skirt



Long Skirt



Unisex Shorts



Unisex Trousers



Soft Shell Jacket



Jersey



PE Top Yr 7-10



PE Shorts Yr 7-10

