

RUAPEHU COLLEGE



Enrolment Handbook



Introduction

The years spent at college are exciting years. Over this time a student will develop their own opinions, attitudes, values and independence.

This booklet is a reference for families to inform you of basic routines and every day matters in relation to college life. I encourage you to read it and keep it in a handy place.

Our Goal at Ruapehu College is to....

“make a mountain of difference ”

For our students, to be successful is to achieve academic success to the very best of their ability. Although academic success is our main focus, success is even more than this – it is also to grow and develop into a person who their family and whānau, their teachers, their community, and especially they themselves, are proud of.

Our intention at Ruapehu College is to provide the very best learning opportunities for every student to achieve to their very best, and to partner with families and whānau to grow our students into successful young men and young women we can be proud of.

Kim Basse Principal



Application for Enrolment

We ask that our enrolment form is filled in and then an interview time is made with the Dean before the student start attending.

The Dean will assist in choosing subjects and by showing the student around the school.

Please note that uniform must be correct before the student can attend classes.



Who's Who at Ruapehu College

Staff

Principal	Kim Basse
Deputy Principal	Steven Mackrell
Deputy Principal	Marama Allen
Guidance Counsellor	KJ Allen

Deans

Junior	KJ Allen
Senior	Maxine Hakaraia
International Students	Kim Basse

Transition

(Careers/STAR/Gateway)	Liz Hall
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Heads of Faculties:

Arts	Ann Stuckey
English	Johnny Greene
Languages	Marama Allen
Music	David Sims
Mathematics	Raj Prasad
Physical Education and Health	Campbell Hart
Science	Shelagh Buck
Social Sciences	Michael Clamp
Technology	Maxine Hakaraia

Support Staff:

Finance	Hanlie Bam
Office Reception	Anne Mclver
Sports Coordinator	Katie Shear
Librarian	Wendy Hubbard

Board of Trustees:

Chairperson	Dean Francois
Parent Representatives	Lane Demchy
	Erena Mikaere
	Mike Craig
Principal	Kim Basse
Staff Representative	Johnny Greene
Student Representative	Ashley Akapita



Prefects 2018:

Head Boy	Judah Lyon
Head Girl	Macy McNaught
Deputy Head Boy	Dylan Budge
Deputy Head Girl	Ashley Akapita
Prefect	Nash Jordan
Prefect	Rebecca Csore

Communication

Our preferred method of communication is via email. Please do not hesitate to contact the college via office@ruapehu.school.nz to ensure we have your correct email address.

Newsletter

The Ruapehu College newsletter is published fortnightly. Copies are available at reception, emailed out to caregivers and are published on our college website www.ruapehu.school.nz and facebook page - Ruapehu College.



Parent Portal

The KAMAR Web Portal provides the ability for both parents and caregivers to access live information about their student. This information is especially useful for checking timetables, attendance and results. All content on the portal is provided live and up to date with the KAMAR database at the school. You can also view the year calendar and the daily notices via the portal.

To access the portal a link is provided on the school website or you can go directly to kamar.ruapehu.school.nz or download the Kamar App and enter the following server address 125.236.253.97

Students and parents have the same username but unique passwords. Student passwords are available from the front office. Parent passwords are available by calling or emailing the school office.



Computer Network and Internet Services

All students have a network account, an internet/email account and a google drive account. Google Drive is the online platform which Ruapehu College uses for all course work. These services are for educational purposes and uses other than this may see a student lose these privileges. Parents and students are given a 'computer use contract' to sign before being given access to their accounts.

The college have over 100 computers but students are encouraged to connect their own devices to our wifi network. Login details will be given to you once you start school.

Students have a printing account that they may deposit money into to access the various black and white or colour printers at the college. Copying is charged at 10c for black and white, 20c for A4 colour and 40c for A3 colour.

All staff have email addresses in the following form – the first letter of their first name and full surname followed by @ruapehu.school.nz eg Joe Bloggs would be jbloggs@ruapehu.school.nz

School Fees

As there is a shortfall between the costs of running the school and the amount funded by the government, we ask you support us by paying a small fee of \$45 per student, \$65 for 2 students or \$80 per family for the year. This cost helps contribute towards many important activities for your child.

There is also a cost for the students stationary depending on what subjects have been chosen.

Stationery can be purchased from town.

Peer Support

New students are matched with a buddy to help them integrate into life at Ruapehu College. Our new Year 9 students start with a peer mentoring programme where they meet with prefects and senior students.

Safety Issues

In the event of illness, the child's parents or designated emergency contact will be contacted to arrange for them to collect their child.

In the case of accidents considered serious enough, an ambulance may be called to transport a child to hospital. The parents will be notified of the actions taken and asked to proceed either to school or the hospital.

Whanau Houses

Students are put into one of our 4 whanau houses for school sports, academic and cultural competitions.

The whanau's are Huia-Green, Kiwi-Blue, Tui-Yellow and Weka-Red.

ID Cards

Students may order a Ruapehu College ID card which they can then use as proof of age for various things as well as opening a bank account. The ID cards cost \$8 each.

Duke of Edinburgh

When students turn 14, they are given the opportunity to work towards their bronze, silver and gold Duke of Edinburgh Awards. Please contact the school office for further details or check the link below.

<http://www.dofehillary.org.nz/>



Academic Mentoring

Each student has a teacher mentor who guides them to make sure they are choosing the correct subjects for their career path. They meet each term with this teacher.

Feedback

This year we have scheduled a number of parent teacher interviews and we look forward to meeting with you to discuss your child's progress.

1. Seniors: Discuss results of assessments to date (especially those from assessment week) and progress towards external exams; options for the following year.
2. Juniors: Discuss overall academic progress and progress towards goals; options for the following year.

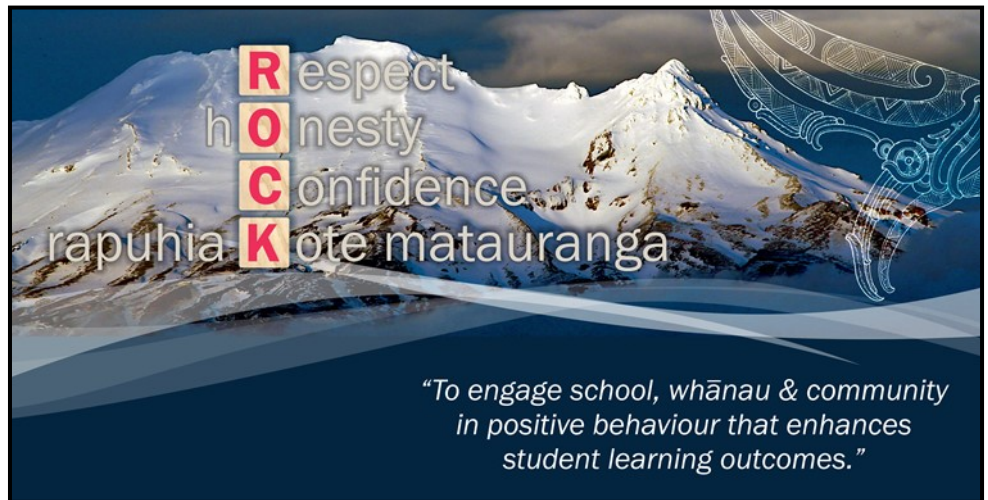
Parent conferences with subject teachers will be for 10 minutes per teacher. Students will make appointments with the teachers in the week leading up to the meetings. Parents can also book times online via the website www.schoolinterviews.co.nz a code will be advertised in the school newsletter.

Date & Time	For	With	Purpose
Term 1: 9 March 3.00pm- 7.00pm	Y9-13	Subject teachers	Discuss overall academic progress and progress towards goals.
Term 3:	Y9-13	Subject teachers	Normal parent/teacher interviews to discuss end of Term 2 reports and overall progress
Term 4:	Y9-13	Academic Mentors	Academic Mentor meetings to discuss progress towards goals, preparation for exams, and to complete subject selection for 2019.

We also welcome feedback from you at any time throughout the year, in person, by phone, by letter or by email, and we encourage you to let us know if you have any concerns. This will enable us to consider your views, offer clarification and put things right where we are able.

Pride and Respect

Ruapehu College students are encouraged to take a pride in our school, its traditions and the achievements of all of our past and present students. This means respecting others and their right to learn and achieve to their potential, whether that be inside or outside the classroom. No person in our community has the right to bully another. All have the right to enjoy their years here. Restorative Practices ensure that all of our students have experiences which are positive and rewarding.



Our vision is:

1. be responsible
2. build positive relationships
3. be successful
4. Be respectful
5. Be honest in your achievements
6. Have confidence to try something
7. Respect the past and seek the knowledge you need for the future

At all times, students are expected to:

1. show courtesy, consideration and common sense
2. be in the correct place at the correct time
3. be in tidy and correct uniform
4. co-operate immediately with all staff requests and instructions

In the classroom, students are expected to:

1. be on time
2. have the appropriate materials for that class
3. have homework completed and ready to hand in
4. co-operate in a way which allows all involved to enjoy the teaching and learning

In order to help students to achieve and give their best we ask that you ensure that they have a school bag to carry their belongings (a hand bag is not suitable) and that you provide them with all the equipment that they need to fully participate in classes.

High standards in personal presentation and behaviour are important at Ruapehu College. We believe students should be presenting themselves well, whether it is in relation to school books, wearing of uniform and their choice of language. The standards we expect apply in all areas at school, on the way to and from school and any situation when a person is identifiable as a Ruapehu College student. Of course, we hope that at all times our students present themselves positively and to the highest of standards.

Hair

Hair is to be clean and kept tidy. Extreme styles are not acceptable. Extreme styles include hair dyed in unnatural colours, hair hanging over the face and unkempt hair. It would be preferred if long hair was tied back. The Principal is the final arbiter of acceptability.

School Books

These are to be used to record school notes and information. Students need to take pride in the standard of presentation of their books. Graffiti is not acceptable on school books.

Choice of Language

All members of the school community need to treat each other with respect. Choosing to use abusive language to another person does not demonstrate the type of respect we expect at our college. Offensive and abusive language will not be tolerated and appropriate action will be taken against those who use such language.

In Summary

Students should model the highest standards and expectations in relation to the above issues. Parents are encouraged to actively support and reinforce these expectations at all times.

Uniform

We appreciate the expense and effort that parents and caregivers make in order to have students meet the college's uniform standards. To assist us in maintaining this high standard, please go through the uniform requirements below carefully with your child to check that what they are wearing as uniform at is acceptable. Remember, skirts must be knee length, so please help us to enforce this. If you are in any doubt about issues to do with uniform, please contact the deans, at the College.

We have a uniform shop at the school.

Junior Uniform - To be worn by Year 9, 10 and 11

Girls	<ul style="list-style-type: none"> • Plain navy school shorts or pants • School tartan skirts or school navy skirts • White polo shirt or long sleeved white skivvy • Navy school jersey • Black flat soled, shiny polishable leather lace up shoes with white ankle socks or black tights with skirt or school socks with shorts • Black Roman sandals with no socks
Boys	<ul style="list-style-type: none"> • Plain navy school shorts or plain navy school trousers • Navy polo shirt or navy long sleeved skivvy • Navy school jersey • School socks with shiny, polishable, flat soled leather black lace-up shoes. Black Roman sandals if no socks
Jacket	Black monogrammed college jacket or plain black jacket

Year 12 and 13 students may wear the dress uniform as an alternative to the above.

Senior Uniform

Additional items that may be worn with uniform

School jacket, plain long sleeved navy polar fleece, school hat – plain navy or black beanie or cap, school scarf – blue and white, Hair ties – white, navy blue or black, undershirts – navy for boys, white for girls (not long sleeved under short sleeved)

Girls	<ul style="list-style-type: none"> • Grey straight skirt • White shirt, long sleeved and college tie • Ruapehu College Senior jersey • Black Roman sandals or black shiny polishable flat soled lace up shoes with white socks or plain brown or black stockings/tights.
Boys	<ul style="list-style-type: none"> • Grey trousers • White long sleeve shirt and college tie • Ruapehu College Senior Jersey • Black shiny polishable flat soled lace up shoes. School socks
College Blazer	Dark blazer with college monogram
Jacket	Black monogrammed college jacket or plain black jacket

All Students

Boys must be clean shaven.

Excessive makeup, unnatural hair colour and coloured nail polish (on fingernails or toenails) are not permitted.

Correct uniform is to be worn by all students when they are:

1. Attending school
2. Travelling to and from school
3. Representing the college on sports, cultural and educational trips
4. Attending college functions

Jewellery

One or two small, plain studs or sleepers in each ear.

Spacers are not acceptable. Students who already have spacers must see their Dean.

Hats

Only a plain black school cap or beanie may be worn.

Uniform Passes

If a uniform pass is required due to a short term issue please write a note to the ropu teacher giving the date by which they can expect your son/daughter to be back in uniform. Students will be lent items of uniform for a short time to replace incorrect items if an appropriately sized item is available.

If the issue is longstanding you will need to contact the dean to discuss ways of addressing the matter.



Correct Footwear

✓ **Black, Leather** Shoes.

They need to be formal, black shoes that are polishable.



Remember shoes of the above styles are acceptable. Anything similar to those below **will not** be tolerated.



Incorrect Footwear

Canvas shoes, ***Ballet flats***,
High top chucks, Boots



The only acceptable sandals for Ruapehu College are black roman sandals:

General Information

Wet Weather Arrangements

On extremely wet days we may need to implement wet weather procedures. Students eat lunch in the hall, the mezzanine in the gym or a designated classroom. Buses will run at the normal times and bus students will be able to wait in the hall.

Lunch Time Procedures

There are no lunch passes for any students. They are expected to eat their lunch at school. Students are not to request leave from school during lunchtime.

Study Periods

Study periods should be used to: complete or review classwork, complete homework, work on assignments or prepare and revise for tests or internal assessments. Students are expected to be studying on site at the college in all study periods.

Bus Passes

Students who travel to and from school by bus must apply for a bus pass on a form available at the time of enrolment. On the form students must indicate the bus route they are travelling on and their exact street or road address (not a PO Box or Rural Delivery number).

The Waiouru bus picks students up from 4 Square or Police Station at 7.40am

The Raetihi bus picks students up from cnr Ward and Seddon opposite Dr Corbetts office at 8am

The National Park bus picks students up from the Horopito Car Park at 8am.

Bicycles

Students who ride a bike to school may put them in the bike stands beside the canteen. We strongly recommend that bikes are securely chained. Bikes are to be walked through the school grounds.

Photos

School photos are taken later in the year by Photo Life Studios. Information packs will be sent home a few weeks before the photos are taken. Notification will also be in the school newsletter.

Itinerant Music

Ruapehu College encourages students with a passion for performance music to take Itinerant Music Lessons, during and outside of school hours. A tutor will oversee the development of basic music theory and instrument skills as a scaffold to learning within Performing Arts classes. The college asks students for a basic contribution of \$40 for instrument use and materials. Some instruments will require further purchases at times ie. Drummers need personal earplugs. If you are interested in this, please contact the Performing Arts teacher to discuss a potential placing in next years programme.

Lockers

The cost for a locker is a bond of \$10.00 for a locker key. The \$10.00 is refundable at the end of the year on return of the key. Replacement keys also cost \$10.00.

Concerns

We take seriously our commitment to maintain high standards and effectively resolve issues for all parties whenever possible. We therefore encourage feedback from parents, both positive and negative, and recommend that if you feel concerned about anything in relation to the college, we want to know. You can do this either informally with a phone call or formally by written correspondence (letter or e-mail).

Please direct concerns to the most appropriate person. If in doubt ring the school office who will direct you to the right person.

Issue	Refer to:
Subjects, classroom programmes etc	Teacher or relevant head of faculty
Low level guidance/pastoral care, attendance, health, minor incidents, relationship issues	Year level dean or whānau tutor
Health and safety, bullying, abuse, assault, domestic issues	Guidance Counsellor, Deputy Principal, Assistant Principal, Principal
Learning/behavioural difficulties. Need for assessment, special support, remedial, extension programmes	Head of Learning Extension or Dean
Sport	Sports Coordinator
Staff competence/ethics Standards, expectations, etc	Principal
Pupil misbehaviour in public (buses, trains, etc)	Deputy Principal, Principal
Financial matters, accounts etc	Office Staff
Property, security	Deputy Principal

You may also refer matters directly to the Board of Trustees. However if it is a management issue, the Board will refer the matter back to the Principal. If the matter has not been resolved to your satisfaction by the Principal then refer the matter to the Board Chairperson.

Many issues can best be resolved by a telephone conversation or a personal meeting.

Student Issues

If any student experiences difficulties at college the parent/caregiver will be contacted and a meeting will be scheduled with relevant staff to deal with the issue. In extreme cases the student will be sent home until the issue is dealt with.

If a student is to be kept after school for any reason the parent/caregiver will be contacted.

Senior students who do not perform during the year will be denied study leave when NCEA examinations take place. Parents/caregivers will be notified and the students will attend special classes during this time in order to catch up.

Regulations

The Board and Principal have the right to make and enforce whatever regulations they believe are necessary for the satisfactory running of the college and the wellbeing of the whole school community. School regulations apply to students not only during the regular school day but in each of these circumstances also:

1. On the way to and from school.
2. At any school-sponsored activity or function.
3. On school property at any time.

Smoking

Smoking is forbidden and is against the law on school premises and on school grounds. It follows that cigarettes, tobacco, matches, lighters etc are therefore not to be at school.

Alcohol and Drugs

Alcohol and drugs are forbidden at school. Students who do bring alcohol or drugs into school will be referred to the police and sent home. If students come to school under the influence of alcohol or drugs, their parents will be asked to collect them. Parents of students involved in drug or alcohol incidents will be required to meet with the Principal to discuss the student's future.

School Grounds

Students are to stay within the school grounds during interval, lunchtime and study periods.

Care of school property

No one has the right to abuse school property. Students who cause damage will be required to pay for the repair or replacement.

Cleaning

All students are required to accept a share of the responsibility for keeping classrooms, corridors and grounds clean. This may include rostered responsibilities for classrooms and grounds.

Not Wanted

All knives (including craft knives and pocket knives), or any items which tend to damage furnishings, such as "Twink", chewing gum and permanent markers.

Electronic Devices

All electronic devices that are brought to the college are brought at the students' own risk. Use during class time will be encouraged but at all times is at the teachers' discretion. Any inappropriate use may result in confiscation for the rest of the day except in the case of a serious breach of safety of others where they will be confiscated for a week.

Medication

Teachers are not allowed to give any medication to children. Non prescribed oral medications (eg aspirin or Panadol) will only be given if permission has been granted on the enrolment form.

Canteen

We have a school canteen for students to buy snacks and lunches. The canteen opens before school each day to sell snacks and take lunch orders. It is also open at interval and the beginning of lunch time.

Home work policy

Year 9 students - 30 minutes each school day

Year 10 students - 40 minutes each school day

Year 11 students - 90 minutes each school day

Year 12 students - 120 minutes each school day

Year 13 students - 120 minutes each school day

School Notices

Notices are read out to students each morning in roopu classes or period 1. They are also available via the Kamar app for caregivers and students to view.

Student Services and Support Programmes

Health Nurse

Nurse Caroline is at school

Mondays from 10am

Thursdays from 10am

She is also available to contact on 0274912183

We have a qualified counsellor on staff.

Students can be referred to various outside counsellor who often visit our school.

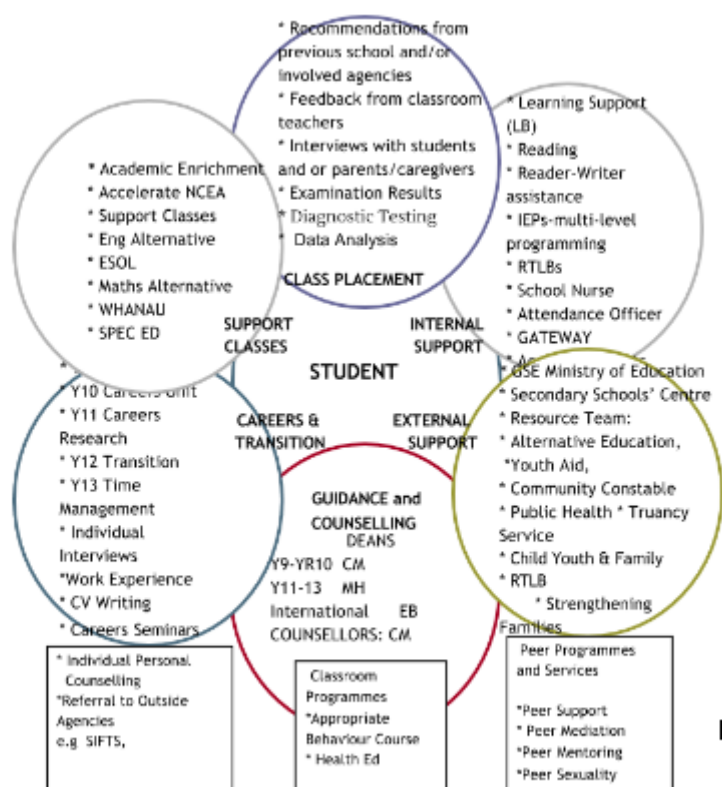
Learning support

Learning Support provides specialised support for mainstream students with learning difficulties. Students are identified and placed on programmes to enable them to access the curriculum and reach their potential.

Members of the Learning Support Department operate in a variety of settings:

1. Teacher Aides work alongside classroom teachers in many subject areas to support students.
2. Teaching staff carry out instruction using specialised programmes to target specific learning needs, either individually or in small groups.
3. Special examination conditions are also arranged through this department for students identified as having Specific Learning Difficulties, such as dyslexia.

Referrals can be made by school staff as well as parents and students.



Behaviour Management and Rewards Programme

Positive Behaviour for Learning

Ruapehu College has embraced the PB4L model of positive and constructive reinforcement in the school context.

WHAT IS PB4L?

The acronym PB4L stands for Positive Behaviour for Learning. It is a school-wide integrated initiative which aims to promote appropriate behaviour in a positive manner that is non-threatening and supportive of all students and staff. It aims to minimise problematic behaviours and maximise and celebrate positive social and academic student behaviours.

IT IS ABOUT:

1. establishing a school environment that supports long-term success
2. integrating positive academic and social behaviour expectations
3. teaching desirable behaviours
4. improving behaviour support systems for students
5. increasing positive interactions with students
6. using data for decision making
7. decreasing reactive management
8. maximising academic achievement

PURPOSE STATEMENT:

The purpose of Ruapehu College's school-wide PB4L plan is to engage whānau & community in positive behaviour that enhances student learning outcomes. Check out the following links:

www.pb4l.tki.org.nz www.pbis.org

CACTUS - Combine Adolescent Challenge Training Unit Support

CACTUS is a well-established programme implemented nationwide with a proven track-record of developing students' physical and mental well-being, assisting local youth in their personal development and reducing crime.

What we do

The CACTUS programme is implemented at Ruapehu College in Term 1. It runs for 8-9 weeks with 30 students participating. Applications are invited in September each year.

CACTUS was based on an armed forces fitness programme and designed to extend a young person's mind and physical capability and to build motivation, resilience, problem solving skills and self-esteem so that they are motivated to reach their potential. It has a focus on teamwork, leadership and discipline.

It also aims to build relationships between the New Zealand Defence Force, the New Zealand police and the school and the wider school community.

Programme Objectives

CACTUS aims to grow and develop the skills and attitudes young people need to function in society, now and in the future.

Attendance

Under the Education Act, attendance at school is compulsory until a child's sixteenth birthday. In the interests of students' academic progress, regular attendance is required and nothing but sickness or other unavoidable causes should be allowed to interfere with attendance at school. Please, either ring 06 3858398 or email office@ruapehu.school.nz immediately to advise of an absence and give a note to your child when they return to school, addressed to the roopu teacher. This note should state the cause of absence, the date of return and the exact dates to which it refers. You are also able to check your child's attendance at college via the Parent Portal by going to www.ruapehu.school.nz or the Kamar App.

Parents are requested to avoid taking their son/daughter out of school for trips. If, however, parents feel they have a compelling need to take their son/daughter away from school for reasons other than health, the correct procedure is to email or write to the principal seeking permission before the absence takes place. The college email address is office@ruapehu.school.nz

Personal Property

Unfortunately, it cannot be assumed that everyone else is honest. These are some basic precautions:

1. Permanently name all items of clothing and equipment.
2. Do not bring audio gear (iPods etc) to school.
3. Hand in large sums of money or valuables to the front office and collect later.
4. Never leave money or valuable items in lockers or unattended bags.
5. Report suspicious behaviour even if it doesn't directly affect you.

The school cannot take responsibility for students' personal property but will assist, where possible, in trying to locate lost items.

Course Contributions

These have been listed in the Year 9, Year 10 and Year 11-13 Curriculum Handbooks. Invoices will be posted in March. Your urgent attention to payment would be appreciated.

Contributions may be paid to the main reception by cash, cheque or eftpos. Please make cheques payable to Ruapehu College. We also have the facility to set up automatic payments to pay contributions. If you would like to take advantage of this facility please phone the office, on 3858398, ext 700.

Reports

The schedule for issuing reports is:

Term	Report	For Whom	Date Due	Date of Issue
2	Mid Year	Y9-13	May	May
4	End of Year	Y9-10	December	December

Mid Year Reports will give an overview of student progress and have grades and comments. Junior reports will also have curriculum levels.

End of Year Reports (Y9 & 10) will indicate what level of achievement junior students have attained over the year and have grades and comments.

Credit Updates showing the number of credits achieved to the date of issue can be printed at any time by any staff member.

Subject Selection

Students enter their subject choices at the end of each year. These choices are then put into the Kamar programme and the best fit is chosen for the students and they then choose a subject from each line to study.

The subjects available for selection are either available from the school office in booklet form or on our website www.ruapehu.school.nz see heading 'academic' then click on 'course selection'.

Video Conferencing

There is a range of subjects available via video conferencing if they are not offered by teachers at our school.

Gateway

Gateway builds the links between school and business and allows schools to offer workplace learning opportunities for their students. The programme will develop students' vocational skills while still at school. They will be able to get first-hand experience of what it is like in the workforce, and also to begin the qualifications needed in today's job market.

Students involved in NCEA Level 1, 2 & 3, will have the opportunity to pursue these qualifications whilst beginning a trade/career specific qualification. They may be registered with the appropriate Industry Training Organisation (I.T.O.) to begin their workplace training. The school receives funds, through its contract with the Tertiary Education Commission, to pay for workplace assessment of students and to support them towards achieving unit standards which go on to the National Qualifications Framework.

STAR

Secondary Tertiary Alignment Resource is funding provided to all state secondary schools to meet the identified learning needs of senior students that cannot be catered for within the traditional school curriculum. It enables schools to help their students smoothly transition from school to further education and/or employment.

STAR gives schools a unique opportunity to work with local tertiary education providers and potential employers to support students to explore options and make choices about pathways to work or further education. It also provides an opportunity to increase students' engagement in their learning by highlighting the relevance of their schoolwork to their futures.

NCEA

NCEA is a qualification on the National Qualifications Framework (NQF). It sits alongside more than 700 other national qualifications used throughout tertiary education and industry training.

NCEA Level 1 requires 80 credits at Level 1 or higher, including literacy and numeracy.

Literacy requirements

Minimum of 10 credits through either:

1. Achievement standards - specified achievement standards available through a range of subjects (minimum total of 10 credits), or
2. Unit standards - package of three literacy unit standards (total of 10 credits - all three required).

Numeracy requirements

Minimum of 10 credits through either:

1. Achievement standards - Specified achievement standards available through a range of subjects - (minimum total of 10 credits), or
2. Unit standards - package of three numeracy unit standards (total of 10 credits - all three required).

NCEA Level 2 requires 80 credits, 60 of which must be from Level 2 standards or higher. The other 20 credits may be credits the student used to achieve Level 1. The Level 1 literacy and numeracy requirements must also be met.

NCEA Level 3 requires 80 credits, 60 of which must be from Level 3 standards or higher. The other 20 credits may be from Level 2 and may have been used to gain Level 2. The Level 1 literacy and numeracy requirements must also be met.

Some students will complete all three NCEAs before they leave school. Other students may only complete their Level 1 NCEA or Level 2 NCEA. Certificates do not need to be completed in one year. Credits earned in one year may be carried forward to the next year.

NCEA certificates may be endorsed with Merit or Excellence. To gain an endorsed certificate a student must gain at least 50 credits with merit or excellence for the NCEA to be endorsed with merit, and at least 50 credits with Excellence for the NCEA to come endorsed with Excellence.

Course Endorsement enables students with strong performances in individual courses to gain Excellence or Merit endorsements in those courses. Students will receive an Excellence endorsement for a course if they gain 14 credits at Excellence level, while students gaining 14 credits at Merit (or Merit and Excellence) will gain a Merit endorsement. To ensure students are capable of performing well in both modes of assessment, in most courses at least three of the 14 credits achieved at Merit or Excellence must be from internally assessed standards, and three from externally assessed standards.

All standards a student achieves will be recorded on a student's Record of Achievement. During the year students and their parents can check their progress towards achieving NCEA through the student or parent portal by going to www.ruapehu.school.nz or the Kamar App.

University Entrance (UE) is the minimum requirement to go to a New Zealand university.

To qualify a student will need:

NCEA Level 3

Three subjects at Level 3 or above, made up of:

1. 14 credits each, in three approved subjects
2. Literacy – 10 credits at Level 2 or above made up of: 5 credits in reading 5 credits in writing
3. These credits are available through a range of subjects not just English.
4. Numeracy – 10 credits at Level 1 or above made up of:
 - a. Achievement standards – specified achievement standards available through a range of subjects, or
 - b. Unit standards – package of three numeracy unit standards (26623, 26626, 26627 – all three required).

Once a student has met the requirements for University Entrance it will appear on their record of learning.

NB. It is important to note that all New Zealand universities have added their own entry criteria to those above which are set by NZQA. We will be informing students of these during the year as they are published by the universities.

In general the universities are requiring a higher standard than NZQA. For example Massey will be having a Preferential Entry Score generated from NCEA results. The Preferential Entry Score for the majority of undergraduate qualifications at Massey is 120 points. The rank score will be calculated by:

identifying a student's best 80 credits at NCEA Level 3 or higher over a maximum of five approved subjects; awarding four points for credits achieved with excellence, three for merit and two for achieved.

Both achievement standards and unit standards in approved subjects will be counted. If the student achieves fewer than 80 credits, the score will be based on those credits they have gained. If the student achieves more than 80 credits the credits achieved with the highest level of achievement will be used.

Only five approved subjects are included in the calculation.

A maximum of 24 credits per subject are used and any credits above this limit are excluded.

Scholarship

New Zealand Scholarship is available to students studying at Level 3. Scholarship is designed to extend very high-achieving Level 3 students and to identify top scholars. It does not have any credit value but is included on the student's Record of Learning. Scholarship assessments cover the same content as Level 3 standards, but the assessment is at a higher level and is assessed externally by sitting an examination or producing a portfolio. A variety of monetary awards are available to top students in one or more scholarship subjects.

Entries and Fees

All students will be entered for all standards in each of their subjects. For results to be registered, all students need to pay the NZQA fee. The fee for most students is \$76.70. This year there will be a fee for Scholarship of \$30 per subject. Foreign fee paying students pay \$383.30 and \$102.20 for each Scholarship entry. We will inform you if there are any changes to this.

Financial assistance is available for low and middle income families along with those families that have two or more students entering in any one year. The fee for those students qualifying for financial assistance is \$20.00 per student or \$30.00 per family for more than one student. For families not eligible for beneficiary or income-based assistance the maximum fee is \$200 per family. An application form for financial assistance will be mailed out and must be returned to the college by the middle of August. All fees must be paid by 1 September unless advised otherwise by NZQA.

Term Dates 2017

Term 1	Monday 2 February	to	Thursday 13 April
Term 2	Monday 1 May	to	Friday 7 July
Term 3	Monday 24 July	to	Friday 29 September
Term 4	Monday 16 October	to	Friday 11 December

Public Holidays

Waitangi Day	Monday 6 February
Good Friday	Friday 14 April
ANZAC Day Holiday	Monday 25 April
Queen's Birthday	Monday 5 June
Labour Day	Monday 23 October

Times of the Day

	Monday, Tuesday, Thursday, Friday	Wednesday
Ropu Time	8.40 – 9.00	
Period 1	9.00 – 10.00	8.40 – 9.40
Period 2	10.00 – 11.00	9.40-10.40
Interval	11.00 – 11.20	10.40-11.00
Period 3	11.20 – 12.20	11.00-12.00
Period 4	12.20 – 1.20	12.00-1.00
Lunch	1.30 – 2.05	1.00-2.05
Period 5	2.05 – 3.05	2.05-3.05

Note: On Wednesdays at lunch times we have sports competitions.

Year 13 Graduation

The graduation ceremony at prizegiving is a special occasion to celebrate the achievement of students who have completed five years secondary education. Parents/whānau and the community are invited to attend. Year 13 students and caregivers are also invited to attend a graduation dinner in the evening.

Calendar Dates for 2018

Dates will be added to the school calendar throughout the year. You can check the school calendar via the Parent Portal at any time.

Sports offered at our school

Rugby	Netball	Running
Football	Equestrian	Volleyball
Skiing	Snowboarding	Touch
Futsal	Cricket	
Basketball	Snow Sports	
Athletics	Swimming	

Parent Teacher Association

The PTA is a vital part of any school community. Meetings are held each term in the school meeting room. Each family is encouraged to become active members and attend these meetings, as the school needs the interest and involvement of parents in many ways.

Education Review Office Report

Our ERO report is available on the following website.

<http://www.ero.govt.nz/review-reports/ruapehu-college-22-06-2016/>

Evacuation Policy

Fire: Continuous ringing of the bell. Leave the school building quickly and line up on the netball courts in your ropu group so the teacher can take the roll.

Volcanic Eruption: Stay inside, or if you are outside, come inside immediately and listen for instructions from your teacher.

Earthquake: No bell. Get under a desk. Keep away from shelves and windows. If you are outside drop to your knees and put your hands over your head. Keep away from trees, buildings and power lines.

Lock Down: Lockdown is communicated by 10 short sharp rings of the bell. Students and staff to remain in class. Staff to lock all doors. If outside move to the buildings asap. Communication will be via Kamar, Facebook and Txt Message. Lockdown will be finished by 3 short sharp rings of the bell. All students and staff are then required to go to the school hall for an assembly.

We have drills several times per year as per the Ministry of Education guidelines.

Contacting Us:

Telephone: 06 3858398

Dial 1 for absences

Dial 2 for the main office

Dial 3 for the finance officer

Dial 700 for reception or to report a student absence

Dial 718 for Deputy Principal Steven Mackrell

Dial 717 for Deputy Principal Marama Allen

Dial 743 for Gateway Administrator Liz Hall

0220450441

School cell phone number (available for txt absences and communication)

Website: www.ruapehu.school.nz

email: office@ruapehu.school.nz

Address: 30 Tainui Street Ohakune