NORTH WEST COLLEGE

Academic Excellence + Creative Arts

2025

PARENT HANDBOOK



Congratulations on your child's placement at North West College!



We are thrilled to welcome your family to our community. Starting secondary school is an exciting milestone for both students and parents, filled with incredible opportunities for growth and achievement.

At North West College, we believe in setting ambitious goals and strive to provide an environment where students can make rapid progress. We encourage all our students to dream big and explore their passions.

We understand that change can sometimes feel a little daunting. To ensure a smooth transition for your child, we have provided them with all the necessary information and support.

Understanding our expectations is crucial for a successful start. At North West College, we have high standards for student academic performance, attendance, and positive behaviour. Please review the contract agreement carefully with your child.

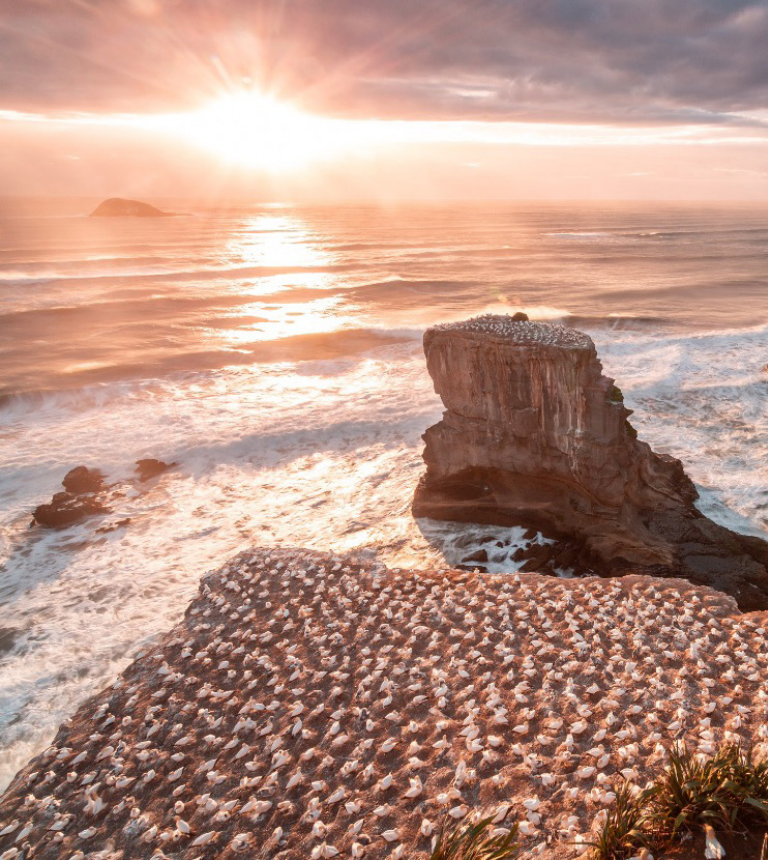
Most importantly, we want your child to enjoy their time here. Students who actively engage in their education and embrace the opportunities available to them thrive.

We look forward to working with you and your child and getting to know each of you over the coming months and years.

Mrs Randles
Principal

Contents

Message From The Principal 2
Aims, Values and Philosophy 3
School Contract Information 5
Senior Leadership Team and Staffing 5
School Governance 5
Learning Process And Daily Routines 5
What To Bring To School 6
Dress Code 6
Email And Device Use 6
Students' Standards 6
Lunch And Break Times 7
What To Do If ... 7
My child arrives late for school? 7
My child needs to use a phone? 7
My child has dental/medical appointment? 7
My child loses something at school? 7
My child is unwell at school 7
My child is absent? 7
My child needs medication at school? 7
I have a change of address or phone number? 7
Key Dates 8



Aims, Values and Philosophy

Our Vision

Empowering students to become creative, confident, and successful learners.

Our Mission

Aspiring to be the best charter school in New Zealand, we cultivate academic excellence and nurture creative expression in every student.

Our Philosophy

At North West College, we foster academic excellence alongside a rich arts program, empowering individuals to discover their passions and develop the skills and confidence to thrive in a diverse and ever-changing world.

North West College aspires to encourage a respectful and resilient culture amongst all its students, so that they may fulfil their individual potential in education and develop into responsible adults who make a positive contribution to society.

Our Aims:

- To generate an enthusiasm for learning amongst the students, so that they willingly seek to gain knowledge and understanding about the world around them.
- To provide students with the guidance, information and resources necessary to help them learn and make progress.
- To teach students the skills necessary for effective and efficient learning.
- To provide students with a positive learning environment.
- To develop a sense of pride amongst the students, so that they always aim to achieve the highest possible standards of work in all subjects.
- To foster the personal qualities, skills and self-confidence necessary for success in their chosen career and personal life.
- To develop amongst all students a sense of respect for themselves, other individuals, their own and other communities, and their environment.
- As a Creative Arts College, we are committed to nurturing the unique creative talents of each student. We provide opportunities for artistic expression, encourage experimentation, and support the development of individual artistic voices.

We believe that these aims are more likely to be achieved if there is a partnership between the school, the students and the parents based on mutual trust, consideration and understanding.

As a school we will:

- Provide a secure, welcoming and high quality learning environment.
- Care for each student's emotional health and wellbeing.
- Deliver the New Zealand Curriculum, including the statutory requirements, and provide a broad education that aims to meet the individual needs of each student, emphasising the development of their creative potential through the Creative Arts
- Report termly to parents and provide opportunities to discuss students' progress.
- To support parents/carers through the period of their child's transition from primary to secondary school.
- Contact parents/carers if there are concerns about attendance, punctuality, behaviour or progress.
- Respond sensitively and promptly to any concern or complaint raised by a parent/carer or student.
- Provide information and guidance about careers and higher education.
- Acknowledge, celebrate and reward students' success and progress in all its forms.
- Create opportunities to enrich and enhance students' experiences.

By sending your child to North West College both student, family and school agree to the contract outlining expectations for attendance, effort and behaviour.

We ask that parents:

- Support the aims and ethos of the school while encouraging my/ our child to have high aspirations and ambitions.
- Ensure that my/our child attends school punctually and with minimum absence.
- Attend termly progress meetings about my/our child's progress.
- Not take my/our child out of school during term time.
- Recognise and support the rewards and sanctions procedures of the school.
- Advise the school of any concerns or problems which might affect my/our child's progress.

We ask that students:

- Attend school punctually and with minimum absence.
- Ask teachers for help when I have problems with my work and not give up when work is hard.
- Behave responsibly and considerately at all times both inside school and in the wider community.
- Conduct myself in such a way as to enhance the school's reputation.
- React positively to a teacher's reasonable instructions.
- Seek help from my Form Tutor or a member of staff if I have a concern or need help or guidance.
- Listen to and act upon advice to develop my academic progress and all other areas of school life.
- Follow the school rules and our expectations for success

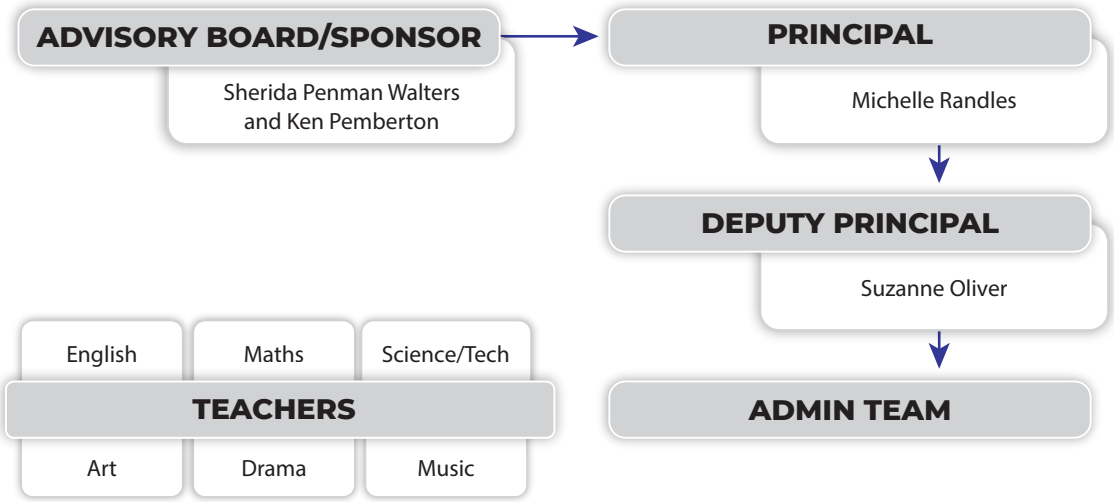
School Contract Information

The contract between parents and North West College intends to enable us to meet requirements for charter school agency.

These are:

- Student attendance of at least 95%
- Parents attendance at termly progress meetings
- Students will demonstrate their progress against the NZ curriculum levels

Senior Leadership Team and Staffing



School Governance

Educanz Ltd is contracted to the Charter School Agency of New Zealand. The Directors of Educanz Ltd are Sherida Penman Walters and Ken Pemberton. Sherida Penman Walters serves as the nominated sponsor to the Charter School Agency. To ensure the effective governance of North West College, the Directors of Educanz Ltd have appointed an Advisory Board. This Board provides strategic oversight, fulfils fiduciary responsibilities, approves policies and budgets, and ensures all decisions align with the school's vision, mission, and educational goals and outcomes.

Learning Process And Daily Routines

Mornings at North West College consist of an hour of English, Maths and Science/Technology daily. Between each of the lessons, students are able to take a 10 minute brain break and comfort break. Four afternoons per week, students will be involved in a host of creative arts activities on offer, some of which will change termly based on student preference. One afternoon per week will be dedicated to sporting activities, which will differ term on term dependant on availability of venues and coaches. We do not set homework at North West College.

What To Bring To School

Students should bring snacks, lunch and a drinks bottle to school to refresh themselves throughout the day. They should also ensure they have a hat and sunscreen or a jacket if needed. Students should ensure they bring a change of clothes for sports afternoons as necessary.

Dress Code

At North West College, we do not have a uniform. We have a dress code to abide by. We ask that all tops be in the AS Colour Bright Blue and that bottoms including shorts, trousers or skirts be in black. We do not require any specific shoes.

For a 10% discount at AS Colour use:
https://www.ascolour.co.nz/

Add coupon: **nwcollege**

Email And Device Use

Students will be given a login and password for access to the school computers and devices. Please make sure that this is kept confidential. They will also have a Google email address.

Every student at North West College signs an e-safety contract.

Student's phones must be switched off and handed in at reception during the school day.

Students' Standards

I will show respect for other people and their property

This means:

- Respecting the rights of others to learn
- Showing courtesy and respect to others
- Showing respect for other people's property
- Helping to create a peaceful and positive learning environment

I will respect North West College Environment

This means:

- Bags, shoes, belongings to be kept stored neatly
- Being tidy
- Sitting down and eating lunch in the area specified
- Putting food rubbish in food bin only
- Taking my lunch leftovers and rubbish home
- Returning activity equipment to where it belongs
- Behaving appropriately and safely at all times
- Choosing suitable things to do



Respect Ourselves

- We stay positive
- We are honest
- We focus
- We reflect on our behaviour
- We self-regulate and keep ourselves in check

Respect Others

- We are kind
- We listen
- We use respectful language
- We provide personal space
- We stop and think before we act or speak

Lunch And Break Times

We believe in the need for healthy eating and drinking to increase concentration and focus during the school day for the benefit of your learning.

We ask students not to eat in class or between lessons, although they are welcome to refresh themselves with water throughout the day. They will be required to bring a bottle to school, which you can refill throughout the day.

Students are required to bring in their own lunches, and we are happy to advise on suitable choices if that would help. Please note that fizzy, caffeinated drinks and sweets are not allowed in school. All rubbish should be taken home daily with students after their lunch.

Students are not allowed to leave the school site during the day.

What To Do If ...

My child arrives late for school?

After 09.00 am go to reception to let the staff know you have arrived at school and to be marked in on the register.

My child needs to use a phone?

Students are able to use the school phone in the reception or a phone in the offices at the front of the school if they need to.

My child has dental/medical appointment?

- Parent/carers to email evidence of the appointment card to reception.
- Sign out when you leave. You should try and get after school appointments so you can maintain good attendance.

My child loses something at school?

Lost property is kept in the reception area. Remember: all property should be marked with your child's name.

My child is unwell at school

Once your child has been to the reception, we may call someone at home to collect them if they are deemed to ill to be at school.

My child is absent?

- Phone the school before 09.00 on the attendance line 020 5919 2011 or email office@nwcollege.school.nz
- Parents/carers must phone each day if your child is absent.

My child needs medication at school?

Leave all medication at reception. Bring a letter from home to explain what the medication is for and when it needs to be taken.

I have a change of address or phone number?

Let the office know as soon as possible either in person or by emailing us at office@nwcollege.school.nz

Key Dates

Open Day

- 22 January 2025
- 10.30 – 12.30

Orientation Day

- 3rd February 2025
- 10.30 – 12.30

Term 1

- Starts – 10 February 2025
- Ends – 11 April 2025
- Parent Consultation Meetings: 10th April 2025

Term 2

- Starts – 28 April 2025
- Ends – 27 June 2025
- Parent Consultation Meetings: 26th June 2025.

Term 3

- Starts – 21 July 2025
- Ends – 19 September 2025
- Parent Consultation Meetings: 18th September 2025

Term 4

- Starts – 6 October 2025
- Ends - 12 December 2025
- Parent Consultation Meetings: 11th December 2025



111B Lincoln Road,
Henderson, Auckland 0610 NZ

NorthWestCollegeNZ

enrol@nwcollege.school.nz

nwcollege.school.nz

020 5919 2011