NORTH WEST COLLEGE

Academic Excellence + Creative Arts

2026

STUDENT HANDBOOK



Congratulations on your place at North West College!



We are thrilled to welcome you to our community. Starting secondary school is an exciting milestone, 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 you can make rapid progress. We encourage you to dream big and explore your passions. Remember, consistent effort is key – strive for your best every day.

Change can sometimes feel a little daunting. To ensure a smooth transition, we've provided you 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 your academic performance, attendance, and positive behaviour. Please review the contract agreement carefully.

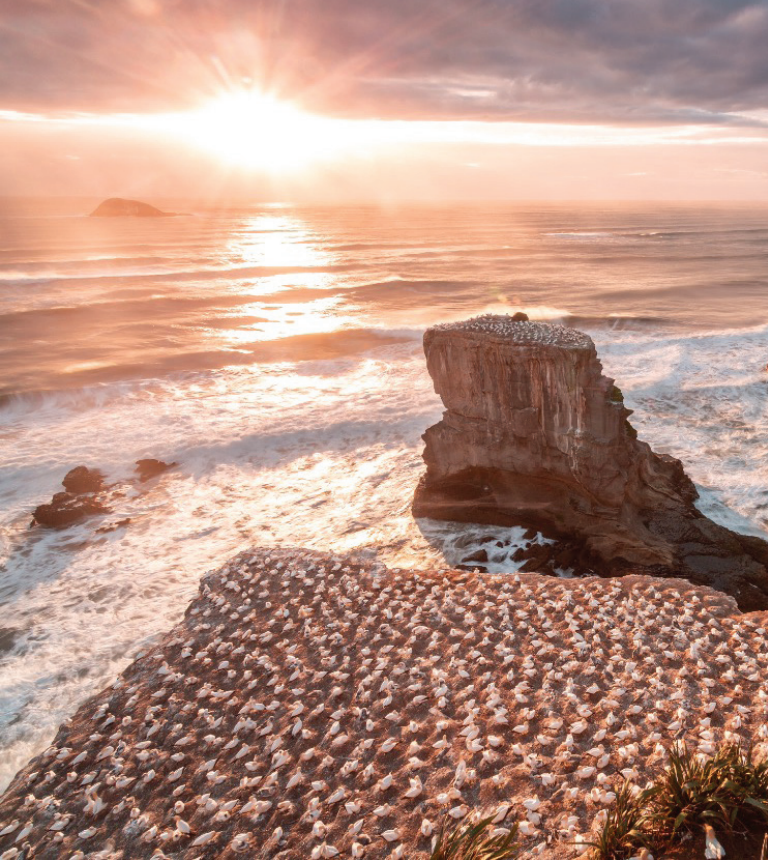
Most importantly, we want you to enjoy your time here. Students who actively engage in their education and embrace the opportunities available to them thrive.

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

Mrs Randles
Principal

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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

Attendance

From the first day of term to the last, the small moments in a school day make a real difference. Being in school every day means you learn more, make better progress and make good friends.

At North West College, we promote, celebrate and recognise the importance of good attendance as an excellent habit for life. We expect students to aim for over 95% attendance. If you're not here, we'll miss you and we'll expect your parent/carers to call us every day.

Absence Procedure

If you are absent then your parents/carers MUST contact the school and inform us and leave a message stating your name clearly and reason for absence:

- Attendance Telephone: 020 5919 2011
- Email: office@nwcollege.school.nz

Punctuality

School starts on time daily at 8.45 am. It is important that you arrive before this time in order to be ready for your lessons. The school is open from 8.30 every morning to allow for all students to be on time.

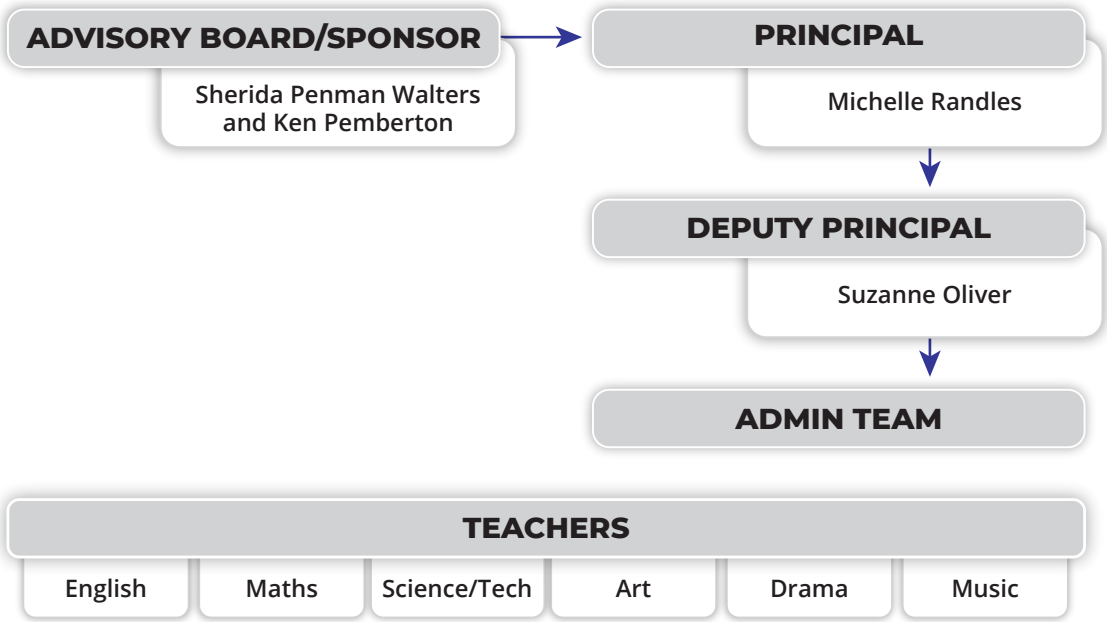
The School Day

Timetable 2025

Year Group	Session ONE	Session TWO	Session THREE
7 8 9	English Maths Science/Tech	Maths Science/Tech English	Science/Tech English Maths

	MON	TUE	WED	THU	FRI
8:45 - 9:00	Home Rooms: Prep for day	Home Rooms: Prep for day	Home Rooms: Prep for day	Home Rooms: Prep for day	Home Rooms: Prep for day
9:00 - 10:00	Academic Session ONE	Academic Session ONE	Academic Session ONE	Academic Session ONE	Academic Session ONE
10:00 - 10:10	Brain Break	Brain Break	Brain Break	Brain Break	Brain Break
10:10 - 11:10	Academic Session TWO	Academic Session TWO	Academic Session TWO	Academic Session TWO	Academic Session TWO
11:10 - 11:20	Brain Break	Brain Break	Brain Break	Brain Break	Brain Break
11:20 - 12:20	Academic Session THREE	Academic Session THREE	Academic Session THREE	Academic Session THREE	Academic Session THREE
12:20 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 3:00	Creative Arts	Creative Arts	Sporting Activities	Creative Arts	Creative Arts
3:00 - 3:30	Home Rooms: Plenary Session	Home Rooms: Plenary Session	Home Rooms: Plenary Session	Home Rooms: Plenary Session	Home Rooms: Plenary Session

Senior Leadership Team And Staffing



Home Rooms And Houses

You will be part of a Home Room as well as a year group and a house. We have 4 houses at North West College, all of which are named after West Coast Beaches.

The houses are:

- Karekare
- Te Henga
- Piha, and
- Muriwai.

Email And Device Use

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

Every student at North West College signs an e-safety contract so please use the system safely and sensibly.

Please check your email regularly for school notices and class announcements.



Bullying

What Is bullying?

Bullying is behaviour by an individual or a group that is seen by you as an attempt to hurt, frighten, humiliate or threaten you or someone else, particularly if the behaviour is repeated or persistent.

Bullying Can Be...

- **Physical**: hitting, pushing, taking someone's belongings.
- **Verbal**: name-calling, insults, racist or sexist remarks, homophobic or threatening behaviour or demanding money.
- **Indirect**: spreading rumours, being unfriendly, excluding someone from a group.
- **Cyber**: all areas of internet, email, chat room misuse. Mobile threats by text messaging, instant messaging and calls. Misuse of camera and video on a phone.

How To React

- Try to ignore bullies. Walk away and do not let them see that you are upset. Don't give them the satisfaction of getting a reaction from you.
- If you can, calmly stand up for yourself and ask them to stop. Try to stay with friends and avoid being on your own.

What To Do Next

- Tell someone you trust. This could be a friend, someone at home or a teacher.
- Just talking to someone may help you to find a solution to the problem.

What Will Happen If You Tell A Teacher ?

- The teacher will listen to you and offer support.
- The teacher can talk to the person who is bullying you and hopefully stop the bullying.

What To Do If You See Bullying

- Comfort, support and stay with the victim.
- Tell the victim to report the incident.
- Tell someone (e.g. a teacher) what you have seen.
- If you are in a group where one member is bullying, show that you disapprove, because by doing nothing you support the bully.

What Are The Signs And Symptoms Of Bullying

A person may indicate by signs or behaviour that they are being bullied. Everyone should be aware of these possible signs and should investigate if the person:

- is frightened of walking to or from school or changes route – doesn't want to go on public transport to school
- begs to be driven to school – changes their usual routine – begins to truant
- becomes withdrawn, anxious, or lacking in confidence
- becomes aggressive, disruptive or unreasonable – starts stammering
- feels ill in the morning
- asks for money or starts stealing money
- has unexplained cuts or bruises
- is frightened to say what's wrong
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received

Reporting Bullying At North West College

You should report bullying immediately if it happens to you or a friend.

How To Report Bullying

You should speak to your form tutor or a member of staff immediately if you want to report any form of bullying. The staff at North West College are here to listen and support you with any concerns you may have however big or small they may feel.

Behaviour

At North West College, we aim to work towards an environment in which students can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We understand that students flourish best when their personal, social and emotional needs are met and where there are clear and appropriate expectations for their behaviour. We believe in promoting and nurturing positive behaviour and are committed to teaching students how to behave in socially acceptable ways and to understand the needs and rights of others.

Staff and students at North West College should work together to establish and maintain a learning and social environment which emphasises positive behaviour, and where care and concern for others are valued.

Our values at North West College are: Respect ourselves, respect each other and respect the environment. We have high expectations of behaviour at North West College and expect all students to adhere to the behaviour policy.



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
- Paying attention to class call-ups

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 you not to eat in class or between lessons, although you are welcome to refresh yourself with water throughout the day. You 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.

Brain Breaks

Brain breaks are scheduled throughout the morning between lessons and lunchtime lasts 40 minutes daily. Snacks and drinks should be consumed during these times.

Mobile Phones and Electronic Devices

Mobile phones must not be used or seen during the school day or between lessons, including at break and lunch.

This means that phones must not be used, for example, for making calls, checking the time, texting, or be used as a calculator. Your phone must be switched off and handed in at reception during the school day.



What To Do If ...

I arrive late at 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.

I am being bullied

- Tell someone – your tutor, a parent, a teacher or a friend.

I have a dental/medical appointment

- Ask your parent/carer to email evidence of the appointment card to reception.
- Sign out when you leave.
- Try and get after school appointments so you can maintain good attendance.

I have lost something

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

I don't feel well

- Tell your teacher, who may send you to the reception.

I am absent

- Ask a parent or carer to phone the school before 09.00 on the attendance line 020 5919 2011 or email admin@nwcollege.school.nz
  Parents/carers must phone each day if you are absent.

I take medication

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

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

Term 2

- Starts – 28 April 2025
- Ends – 27 June 2025

Term 3

- Starts – 21 July 2025
- Ends – 19 September 2025

Term 4

- Starts – 6 October 2025
- Ends - 12 December 2025



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