

PROSPECTUS 2012



TAWA COLLEGE



INDEX



Tawa College

P.O. Box 51-045

Tawa, Wellington

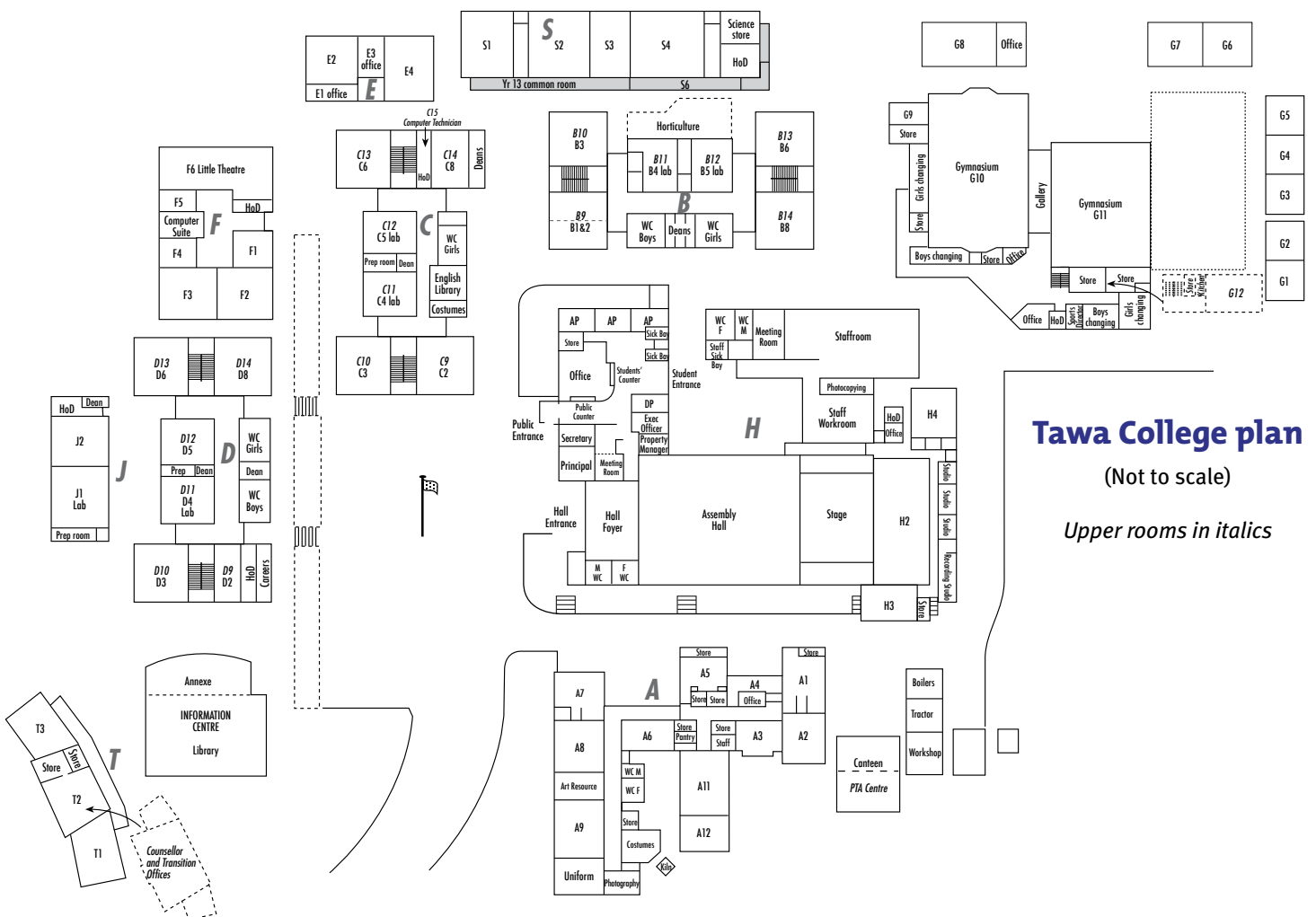
Phone: 04 232 8184

Fax: 04 232 5777

Email: secretary@tawacollege.school.nz

Website: www.tawacol.school.nz

Principal's Message	1
School and People	2
Board of Trustees & Staff	3
Achievements	4
School Life	5
Parents and School	9
Course Structure 2012	10
Academic Qualifications	11
Fees	12
ERO	13
Uniform	14
Enrolment	16



PRINCIPAL'S MESSAGE



TAWA COLLEGE SENIOR STAFF
Mr G O'Halloran **Deputy Principal**,
Mrs R Chester **Assistant Principal**, Mr M Lucas **Principal**
Ms A West **Assistant Principal**, Mr R Gale **Assistant Principal**

Kia ora

Tawa College students “Do Justly”, thereby living out the school motto. They are encouraged to do the best in all that they do and I gain great pleasure, and enormous pride from witnessing the personal growth of all students. Tawa College students achieve well – academically, culturally, in sport and socially.

The main focus of this school is learning. Students are at Tawa College to gain their best possible achievements in NCEA. External examination results are consistently higher than the national average and the vast majority of students leave the college with a qualification. Students are assisted in their learning by a skilled and passionate teaching staff.

This is further supported by excellent community involvement: the college gains much from the ways in which parents, caregivers, former students and the wider community take an active interest in the life of the college. Tawa College offers a balanced education – over 80% of students are involved in the co-curricular activities available at the school.

This Prospectus showcases the life of the college, as well as providing information for new students. I trust that your family will carefully consider Tawa College as the secondary school of choice.

It would be our pleasure to have you visit the college. If you would like to discuss enrolment of your child at Tawa College, please contact me at your convenience. I look forward to getting to know you in the years ahead.

Nāku noa, nā

Murray Lucas

SCHOOL AND PEOPLE

Our character

We are a co-educational state secondary school of approximately 1430 students and 140 staff. The students are drawn largely from the Tawa area which itself has a broad socio-economic mix. In that sense, it is a microcosm of New Zealand society. In June 2011 it celebrated its 50th anniversary. Tawa College has a close involvement with the wider community, particularly through music and sport.



Purpose

Tawa College, through well-qualified staff and community support, aims to develop students' intellectual abilities, personal maturity and social responsibility in an educational environment which promotes achievement, resilience, self-esteem and service.

Values

Tawa College values:

- ▶ high standards of attainment and participation
- ▶ a safe and positive learning environment
- ▶ respect of self and for others
- ▶ community and whanau support.



Board of Trustees 2010 – 2013

Parents' Representatives

Mrs M. Prescott Dip. Pharm. (Chairperson);
Mr W. Glendenning MTM, Dip.Mgt.Std. NZCE, MIPENZ, CPEng; Mr P. Jeram; Mr J. Kyne BCA, CA; Mr M.Sparrow

Co-opted Representatives

Ms S. Solomon (Ngati Toa representative); Ms S. Greig B.Com., CA

Staff Representative Student Representative

Mr M. Barclay, B.A., Dip. Tchg. Grace Faletutulu

The Principal

Mr M.H. Lucas, M.Sc.(Hons)

Secretary of the Board and Executive Officer

Mr N. Foote

Tawa College Staff 2011

Senior Staff

Principal Mr M.H. Lucas, M.Sc.(Hons)

Deputy Principal Mr G.S. O'Halloran, B.Sc., Dip. Tchg.

Assistant Principals Mrs R. Chester, B.Sc.; Mr R. Gale, M.A. (Hons); Ms A. West, B.A., Dip. Tchg.

Heads of Departments

Art: Ms A.M. Ross, Dip.F.A.

Learning Support: Mrs R. Martin, Dip. Tchg., PG Dip. E.L.M.

Careers and Transition Education: Mrs C. Brown, B.Sc.,

Maori: Miss J. Rangihaeata, B.A Maori, Dip. Tchg.

Commerce: Ms J. Watson, Dip.P.E., Dip.Tchg.

Mathematics: Mrs L. MacEwan, B.A (Soc. Sci), Dip. Tchg.

Digital Information Technology: Mrs S. Ellix, B.A. Psych (Hons), P.G.C.E.

Music: Mr M. Cameron, B.Mus, Dip. Tchg.

English: Mr N. Mitchell, M.A. (Hons), Dip. Tchg.

Physical Education: Mr R. Redpath, T.T.C., Dip. Tchg.

Food and Nutrition: Mrs H. Rickaby B.Tchg., Dip. Ed.

Science: Mr B. Sturman, B.Sc. (Hons), M.Sc., Dip. Tchg.

Guidance: Mr E. Salem MNZAC, B.A, Dip.Guid.Couns.

Social Sciences: Mr S. Avery, B.A (Hons), Dip. Tchg.

Languages: Mr S. Conroy, B.A., B.C.A.

Technology: Mr R. Frampton, B.Sc., T.T.C., Dip.Ind.Des.

Deans

Year 13: Mr G. Keenan, B.S.C., B.A. Phys. Ed., Dip. Tchg.; Ms L. Jenkins, B.Sc., Dip. Tchg.

Year 12: Mr M.Gates, B.A. (Hons); Ms L. Boyd, B.Sc., Dip. Tchg.

Year 11: Mrs J. Greenlees, B.A.; Mr M. Burdan, B.Mus., L.T.C.L.

Year 10: Ms J. Swinden, B.A. (Hons), P.G.C.E.; Mr S. Conroy, B.A., B.C.A.

Year 9: Mrs J. Avery, B.A.; Mr J. Cooper, B.Sc. (Hons), P.G.C.E.

Parents' organisations

Tawa College Parent Teacher Association 2011

President: Penny Sinclair, Phone 232 3172 or Email penny.sinclair@paradise.net.nz

Tawa College Whanau Committee 2011

Contact: Keri Newman, Phone 027 217 6227

Tawa College, P.O. Box 51-045, Tawa, Wellington ▶ **Phone:** 04 232 8184 ▶ **Fax:** 04 232 5777

Email: secretary@tawacollege.school.nz ▶ **Website:** www.tawacol.school.nz

STUDENT ACHIEVEMENTS SUMMARY 2010/2011

Academic

Fifteen Year 13 students from Tawa College obtained scholarships in 2010 in subjects ranging from Drama to French.

83% of Year 11 students gained the Level 1 NCEA Certificate
79% of Year 12 students gained the Level 2 NCEA Certificate
77% of Year 13 students gained the Level 3 NCEA Certificate

Almost one third of all Year 11 students gained either Merit or Excellence endorsed NCEA certificates at Level 1.

Josh Tregear-Watts (a Year 9 student) was a finalist in the National Spelling Bee competition for 2011.

Conor Donohue (a Year 13 student in 2010) was one of the winners of the Prime Minister's Gallipoli Essay Competition for which he won a trip to Gallipoli for the 2010 Anzac Day service. He travelled with MP's, VIP's, veterans and defence force personnel as well as a number of other Year 13 students from around the country.



Conor Donohue with Prime Minister John Key in Gallipoli

Sport

Our Junior Girls Road Running team won a national title in the six person team event at the championships held in early December 2010. Our Cross Country Girls and Boys teams also won a number of teams and individual events in the College Sport Wellington championships.

Our Swimming Squad continue to be the top co-educational team in the region. We have many Regional and National Age Group champions.

Tawa College teams won Regional Competitions throughout 2010 in Netball, Bowls, Cricket, Rugby, Football and Hockey.

Both our Girls and Boys Football teams qualified for the National Secondary School Premier Tournament and performed with credit.

Shaun MacDonald and **George Daly** won the Under 18 Novice Double Sculls at the 2011 Maadi Cup Rowing Championships held at Lake Karapiro.

The Cheerleading team performed outstandingly at the National Tournament with **Emma-Jane Kortegast** selected to represent New Zealand in 2010.

In the College Sport Wellington Awards for 2010, the following students won their sections: **Alyse Derby** – Badminton, **Nicole Mitchell** – Cross Country and **Nick Gillum** – Swimming. **Nick Gillum** was also a finalist for the overall Sportsman of the Year award.

Cultural

Maiden Tawa and Acafellas our female and male barbershop choruses were placed in the Regional competitions and performed creditably in the National competitions.

Fuatino Malo-Siolo and **Nic Catto** have both been selected for the New Zealand Secondary Schools Choir.

Nicholas Garrett has been selected for the National Youth Brass Band.

Our Senior Premier B Debating team was runner-up in the Wellington Regional competition.

A successful dramatic presentation of "The Tempest" was held in 2010.



SCHOOL LIFE



Cultural and sporting activities

Tawa College has a strong musical, cultural and sporting life and students are encouraged to join in these groups so that they can broaden their development and enjoyment.

House System

Tawa College has a House System. Each student will be placed in one of the following houses: Mansfield, Sheppard, Te Kanawa, Blake, Hillary and Rutherford.

Music

The College provides the opportunity for participation in choral music through the all-comers 'Dawn Chorus', several other auditioned choirs and barbershop groups. Instrumental groups include the String Orchestra, Rock Band, Westpac Chamber Group, Concert Band and guitar groups. The Music Department also provides group training in strings, woodwind, brass, percussion and voice.

Other Cultural Groups

Every year the college presents a musical or theatrical major production. We have many cultural groups which students can choose to participate in, including Kapa Haka, Poly Club, Drama Club, Dance Group, Theatre Sports, Library Group, Chess Club, Young Enterprise, Astronomy Club, Debating, and Amplify (a Christian group). Students are welcome to participate in the annual Science Fairs and Geography and Economics Quizzes. Drama and Debating are presented to all students as classroom activities as part of the NZ Curriculum.

Sport

The following codes form part of college life: Athletics, Bowls, Cross-Country, Golf, Mountain-Biking, Badminton,

Tennis, Equestrian, Dragon Boat Racing, Touch Rugby, Waterpolo, Swimming, Cricket, Hockey, Rugby, Volleyball, Football, Basketball, Netball and Softball. Almost 80% of students participate in at least one code. College teams participate in all sports organised in the Wellington-Porirua areas. When a code is played at the College, students may join non-school teams only with the permission of the College. Each sporting code relies upon the assistance given by parents in transport, coaching, supervision and support. All interested helpers are warmly invited to contact the College.

The College has a full-time Sports Director who has responsibility for the organisation of school sport. Cricket, netball, hockey, football, basketball and rugby are organised by the appropriate Sports Club for that code. The clubs are essentially run by parents and operate very well.

Guidance of students

- ▶ Every student has a form teacher who guides the overall progress of each form. The form teacher stays with the class for the first four years of the student's schooling.
- ▶ Two senior teachers, called Deans, are in charge of each year level (Year 9, 10 etc.) and these Deans accompany the students through to Year 13. The Deans become very well acquainted with the students in their charge. Parents wishing to consult the College about any matter, should make their first contact with one of the two Deans at the appropriate year level.
- ▶ The Principal, Deputy Principal and Assistant Principals are responsible for the overall administration of the school and the teaching programme. They are available to meet with parents and students when necessary.
- ▶ There are two Guidance Counsellors and a Careers Advisor. These teachers are experienced in their work and are trained and available to help parents and students in personal matters.

The confidentiality of parents and students is paramount. All staff members with special responsibility for the care and guidance of students work closely together with the classroom teachers. They ensure that our students have their needs identified and have the resources available to help them. Parents should feel free to ask for the assistance of the school if they are concerned about any aspect of their children's personal or academic growth and development.

SCHOOL LIFE *(continued)*

Restorative Practice

Tawa College deals with behaviour management issues using a Restorative Practice approach. This encourages students to take greater ownership of their own behaviour and to be part of the problem-solving which takes place after an incident. This is for incidents ranging from minor classroom infringements, through to major issues such as alcohol, fighting or theft.

The approach focuses on the relationships which have been damaged by the misconduct and how best these relationships can be restored. This involves students “making things right” and also putting into place strategies and support so that the behaviour is not repeated. Where appropriate, people who have been impacted are given an opportunity to participate in a meeting to tell their side and be part of the solution.

Student Behaviour

Tawa College expectations are set out in this Prospectus and in the Code of Behaviour.

The College wants students to act with courtesy, consideration and common sense.

Students are encouraged to develop self-respect and pride in their appearance. The expectations about uniform and behaviour in uniform apply equally on the school campus and in the wider community.

Tawa College provides a safe environment.

- ▶ Students must behave in a way that is appropriate. We do not tolerate fighting, verbal, physical or electronic abuse.
- ▶ Students must not bring to school anything that is harmful to themselves or to others. These include alcohol, cigarettes, lighters, drugs, knives, sharp instruments or solvents.

The College reserves the right to search students and their bags, lockers and vehicles if, in the reasonable view of the College, cause arises.

Lunch time

- ▶ Students (Years 9 – 12) are **not** permitted to leave the school grounds at any time.
- ▶ The College does not issue lunch passes to students.
- ▶ Permission to leave the grounds during lunch time must be granted by the Principal.

Detentions

- ▶ Detentions may be issued to students who do not meet required expectations.
- ▶ If the detention is to be completed that day, parents/ caregivers will be informed and the detention will finish by 4pm at the latest.
- ▶ Other detentions, for which notice is given, may continue to 4.30pm.
- ▶ Detentions take precedence over after-school employment and sports practices.
- ▶ Detentions do not take precedence over medical / dental appointments.

Attendance

- ▶ Telephone notification of absences needs to be made as early as possible.
- ▶ The Student Attendance Officer will contact parents / caregivers of students who are away without notification.
- ▶ Absences need to be verified by a signed note from the parent / caregiver on the day the student returns to school. This needs to be given to the Form Teacher.
- ▶ Dental and medical appointments should be made out of class time. If this is not possible appointment cards need to be sighted at the Office.
- ▶ Students are to sign out at the School Office.
- ▶ Students are not permitted time away from school for other events: work, driving lessons etc.
- ▶ Absences longer than three days require the prior approval of the Principal. Requests must be made in writing.

Acceptable Computer User Policy and student agreement

Tawa College has an Acceptable Computer User Policy for the use of their computers, network and internet access. This is to protect the interests of students and staff. All students who require access to a computer on campus must sign that they understand this policy. Their parents/guardians must also sign that they have read and understood this policy. User's accounts will be valid throughout their time at Tawa College or until officially replaced by a new Acceptable User Policy.

SCHOOL LIFE *(continued)*

Emergency

- ▶ Sick or injured students must report to the College Office.
- ▶ Only once a parent / caregiver has been contacted will the student be allowed to leave.
- ▶ Costs involved with transporting / caring for students who are sick / injured may be recouped.

Student diary (Years 9, 10, 11 and 12)

Students should purchase a Student Homework Diary at the beginning of the year. The diary serves the following purposes:

- ▶ As a means of communication between home and school. Parents can use them to write any comments we need to know.
- ▶ As a homework notebook.
- ▶ Students can use them to write reminders about class trips, parents evenings, newsletter distribution, school events, etc.

Student identity card

All students are required to purchase a plastic identity card from the College Office. It is of benefit:

- ▶ as a means of personal identification for students (it contains a photo),
- ▶ as an official means of gaining student concessions in retail outlets and on public services such as transport,
- ▶ for the issuing of books from the Tawa College Information Centre,
- ▶ for purchasing credit to pay for printing work from computers/copiers.

Motor vehicles

- ▶ Parental consent in writing, together with school approval, is required before a student may bring a vehicle to school.
- ▶ Passengers may not be carried unless the student driver holds a full licence and has written approval from both sets of parents (driver and passenger).
- ▶ Students who bring a car to school may not use it to transport other students during the school day.
- ▶ Motor cyclists will not be given school permission to carry a pillion passenger.

- ▶ Students must park their vehicles in the car park opposite the school gates.
- ▶ The school reserves the right to ban a student from driving a vehicle to and from school.

Uniform shop

- ▶ The Board operates the Uniform Shop which is the only official outlet for the Tawa College uniform.

Stationery

- ▶ Parents are responsible for supplying the stationery needed by each student.
- ▶ Stationery requirement lists for 2012 will be provided at the end of the 2011 year. Forms will be available from the College website.
- ▶ Students will need to purchase their stationery for the start of the year from the commercial outlet of their choice.
- ▶ Subject workbooks, where applicable, will be purchased from the College in the first week of the school year.

Canteen

- ▶ The TCPTA, with volunteer labour from its membership, operates a canteen from which a wholesome lunch may be purchased.
- ▶ Other food and drinks are also available.
- ▶ Profits from this venture are channelled into various projects for the benefit of the College.
- ▶ We warmly welcome any parents who can assist on the roster which staffs the canteen. Please ring the College office if you can help.

Property

- ▶ All property should be clearly marked with the student's name.
- ▶ Articles of value (including jewellery, mobile phones, iPods etc) may be brought to school, **at the student's own risk.**
- ▶ While teachers and the office staff may accept articles for custody, they cannot be held responsible for any loss or damage.
- ▶ Year 9 students pay for a locker at the start of Year 9 for the first two years. Year 11, 12 and 13 students pay an annual fee.

SCHOOL LIFE *(continued)*

The school day

8.25am	Staff Meeting	12.20pm	Period 4
8.35	Period 1	1.20	Lunch
9.35	Period 2	2.20	Period 5
10.35	Form Meeting	3.20	School ends
11.00	Interval	4.30	Detentions end
11.20	Period 3	5.00	Students clear of premises

Please note the following:

- ▶ Wednesday and Friday timetables vary slightly.
- ▶ There is no general supervision of students prior to 8.15am each day. Unless students are attending specific school meetings they should not arrive earlier than 8.15am each day.
- ▶ Teachers are rostered daily for supervision duties at interval, lunchtime and at the end of the day for bus departures.

2012 Provisional Term Dates

Term 1 Monday 30 January to Thursday 5 April

Term 2 Monday 23 April to Friday 29 June

Term 3 Monday 16 July to Friday 28 September

Term 4 Monday 15 October to Friday 7 December



Homework

- ▶ It is the policy of the school to set homework for all classes and this work is an essential part of every course.
- ▶ Few teenagers can work a school day, do the required homework, and take after school employment as well.
- ▶ The expected homework schedule for each night is:
 - Year 9: up to 1 hour
 - Year 10: up to 2 hours
 - Year 11: up to 2 hours
 - Years 12 and 13: at least 2½ hours
- ▶ Parents can assist by
 - taking an interest in homework
 - checking a student's homework diary once a week
 - helping students to plan their time effectively
 - providing a quiet place or room, a straight chair, a table, and a good light.
- ▶ Homework includes
 - reading
 - completion of work started in class
 - revising for tests
 - preparation of projects or assignments
 - preparation of new work
 - revision and practice exercises
 - background research

PARENTS AND THE SCHOOL

Students, parents and the school

A positive and cooperative relationship between home and school is essential if students are to be educated, guided and cared for in the best possible way. For that reason, no student may be enrolled or remain at Tawa College without the authority of a parent or guardian.

Contacting the school

If parents are concerned about a student, they should phone the College office, give the student's name and form class and ask the Dean to contact them.

Please note that because Tawa College is a large school, the office can only accept messages for students in the case of an emergency.



Reports to parents

Parents are kept informed of their children's progress by:

- ▶ Progress Report (March)
- Mid-year Report (June/July)
- End of year Report – Years 9, 10 and 13 (December)
- ▶ Meet the Teacher evenings held March/April (Junior) and in June (Senior).
- ▶ Additional reports which may be issued if there is cause for concern at any time.
- ▶ Other information sent to parents via their children from time to time in the form of:
- ▶ Principal's Newsletters, Circulars and Emails

Parents at school

The College warmly welcomes parent participation as:

- ▶ Coaches/Managers of sports teams
- ▶ Canteen helpers
- ▶ Library assistants

Please contact the Executive Officer.

Tawa College Parent/Teacher Association

- ▶ The TCPTA has been responsible for many amenities at the school, and is constantly working to provide more. It meets monthly in the TCPTA Centre at the College and aims to foster closer relationships between parents and the College.
- ▶ All parents are warmly invited to participate in the affairs of the TCPTA.
- ▶ The President is listed on page 3 of this Prospectus.

Pastoral Care of Students

Whanau

- ▶ The Maori Whanau Committee is open to the parents of any Maori young people, together with the parents of any children who study Maori as a language at the school. The Committee acts as a support for staff and students. They meet on the first Thursday of every second month.
- ▶ The person to contact is listed on page 3 of this Prospectus.



PROPOSED SUBJECT COURSE STRUCTURE 2012

YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13
CORE SUBJECTS English	CORE SUBJECTS English	English or English Studies (Compulsory)	English (2 courses) 5 (Compulsory) Media Studies	English (2 courses) 5
Maths	Maths	Maths Maths Studies 2	Maths Maths Studies	Maths with Calculus Statistics and Modelling Maths Studies
Physical Education	Physical Education	Phys Ed (core) Phys Ed NCEA	Physical Education 5 (2 courses)	Physical Education 2 5 (2 courses)
		Drama	Drama	Drama
Social Studies	Social Studies	Geography History Social Studies Applied	Geography 2 History Legal Studies Tourism	Geography 2 History Legal Studies Tourism
Science	Science	Science Science Studies	Physics Science Studies Chemistry Biology	Physics Chemistry Biology
PLUS THREE OF: 6	PLUS TWO OF:			
<i>Visual Art Multi Media</i> <i>Visual Art Design & Animation</i>	<i>Art</i>	Art	Practical Art Photography	Painting/Printmaking Photography Design
<i>Drama</i>	<i>Drama</i>	Drama	Drama	Drama
<i>Graphics</i>	<i>Graphics</i>	Graphics	Graphics	Graphics
<i>Digital Information Technology (DIT)</i>	<i>DIT</i>	DIT PIT	DIT PIT	DIT PIT
<i>Music</i>	<i>Music 2</i>	Music 5	Music 5	Music (2 courses) 5
	PLUS ONE OF:			
<i>French</i> <i>Japanese</i> <i>Te Reo Maori</i> <i>Language Studies 4</i> <i>Textiles</i>	<i>French 1</i> <i>Japanese 1</i> <i>Te Reo Maori 1</i> <i>Language Studies 4</i> <i>ESOL</i>	French Japanese Te Reo Maori ESOL	French Japanese Te Reo Maori Classical Studies ESOL	French Japanese Te Reo Maori Classical Studies ESOL
<i>Financial Literacy</i>	<i>Food and Nutrition</i>	Food and Nutrition Health	Food and Nutrition Health	Food and Nutrition Health
	PLUS SHORT COURSES:			
	<i>Design Technology</i> – Textiles – Wood – Metal <i>Economics 3</i> <i>Sustainable World</i>	Design Technology – Textiles – Wood – Metal Accounting Economics Life Skills Childcare SPEC	Design Technology – Textiles – Wood – Metal Automotive Studies Accounting 2 Economics 2 Future Management Childcare Retailing Vocational Studies Construction Skills SPEC Gateway	Design Technology – Textiles – Wood – Metal Business Studies Accounting Economics 2 Future Management Childcare Retailing Vocational Studies

AVAILABILITY OF OPTIONAL SUBJECTS IS DEPENDENT ON CLASS SIZE AND STAFFING CONSIDERATIONS

NOTES:

- 1 Need to have begun at Year 9 level except in special cases.
- 2 May commence at this level, though extra work will be necessary.
- 3 This is not a prerequisite for NCEA Level 1 Economics which may commence in Year 11.
- 4 Language Studies – for students who require literary support.
- 5 More than one programme at this level available.
- 6 One of the three options selected must be a language.

ACADEMIC QUALIFICATIONS

NCEA Level 1

To gain the NCEA Level 1 certificate, you need 80 credits at Level 1 or higher. You also must have achieved at least 10 credits in literacy and at least 10 credits in numeracy. Any NCEA qualification may be completed over more than one year.

NCEA Level 2

To gain NCEA Level 2 you will need 80 credits, 20 of which can be counted from your Level 1 NCEA (i.e. they count twice), and 60 which must be from Level 2 or higher. It is possible to gain a Level 2 certificate without having completed Level 1.

NCEA Level 3

To achieve this certificate you require 80 credits, 20 of which can count from Level 2. 60 credits must be from Level 3 or higher. It is possible to gain a Level 3 certificate without achieving either Level 1 or Level 2.

Endorsed NCEA Certificate

A NCEA certificate can be endorsed with Merit if you gain 50 Merit or Excellence credits at that level or higher. An Excellence endorsement requires 50 Excellence credits at that level or higher.

Individual Course Endorsement

You can gain a Merit endorsement in an individual course if you gain at least 14 credits at the Merit and Excellence level, including 3 from an externally assessed standard and 3 from an internally assessed standard. To gain an Excellence endorsement you will need 14 credits at the Excellence level, including 3 from an externally assessed standard and 3 from an internally assessed standard.

Scholarship

Scholarship is a monetary award to recognise top students in a range of subjects. It does not attract credits but attaining a Scholarship(s) will appear on the Record of Learning.

Other National Certificates

Students may also gain National Certificates in a range of subjects, e.g. Employment Skills, Computing, Tourism and Retailing.

Entry to University

In 2011 most school leaver entrants will apply for admission to a New Zealand university on the basis of NCEA, minimum University Entrance being:

- ▶ 42 credits at Level 3 or higher, consisting of: 14 credits each from two approved Level 3 subjects plus another 14 credits from two other Level 3 subject areas, i.e. 14 from Physics, 14 from English, 10 from Chemistry and 4 from Physical Education. Although this last category can come from two non approved subjects.
- ▶ 14 credits at Level 1 (or higher) in Mathematics or Pangarau
- ▶ 8 credits at Level 2 (or higher) in reading and writing from English or Te Reo.

Additionally, most universities have introduced an extra guaranteed entry criteria on points as follows:

- ▶ Points will be based on the student's best 80 credits from a maximum of five approved Level 3 or higher subjects.
- ▶ A maximum of 24 credits in each subject will be counted.
- ▶ Points will be calculated as follows:
 - 1 Excellence Credit = 4 points
 - 1 Merit Credit = 3 points
 - 1 Achieved Credit = 2 points
- ▶ As at time of printing, the Guaranteed Entry Score from NCEA varies from 120 points for all undergraduate degrees.

It is anticipated all New Zealand universities will adopt this or a similar scheme by the end of 2011. For more information see the relevant websites or our Careers Advisor.

If a student is seriously considering university study, they should choose at least three, preferably four approved subjects, assessing against achievement standards at Level 3.

Accreditation

Tawa College is accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989 to provide education and training based on the National Qualifications Framework.

SCHOOL FEES

Activities fee

The cost of running a modern secondary school is enormous. Most of the money is paid by the government, but, in fact, that pays only for basic tuition costs. Everything else must be paid from other sources.

The Activities Fee is therefore an annual contribution requested of all families (by all New Zealand state schools) to ensure there are sufficient resources to provide an education that is as comprehensive and of a quality that we and parents would like. In particular, the annual amount provided by the Government for the important Information Technology part of College education is about 10% of the actual cost. The Board is committed to maintaining and developing a sound IT capacity for student education as well as ensuring that the computer based administration needs of the College are supported. All students are given a large quantity of copied materials which incurs the cost of paper and copying along with copyright licensing.

The Activities Fee therefore assists with sporting and cultural activities, trophies, library books, our field station at Putara, information technology, administration, provision of copied material to students and many other student needs.

The fees for 2012 are:

- ▶ \$290* for one child
- ▶ \$220* for each of two students in a family
- ▶ \$173* for each of three or more students in a family

* plus \$21 for the annual school magazine, *Tawahi*.

A \$20 discount per family applies if all school fees are paid by 31 March 2012.



The College's field centre at Putara

Craft materials

For craft classes a fee is charged to help cover the costs of materials used.

Instrument hire

Students may hire musical instruments from the school for a fee appropriate to the replacement cost of the instrument. There is also a resources fee for all students taking group music tuition.

Text books

Free text books required for various courses are issued to students as soon as they are arranged in classes for the year, however parents are required to pay for any loss or damage beyond fair wear and tear.

Lockers

Year 9 students pay for a locker at the start of Year 9 for the first two years. Year 11, 12 and 13 students pay an annual fee.

Payment of accounts

Accounts are sent out in February. Those paid before 31 March can be claimed on your tax return. Payment can be made by cash, cheque, eft pos, automatic payment, credit card or instalment.

ERO REPORT

The Education Review Office (ERO) Evaluation October 2009



Tawa College is a co-educational, state, Year 9 to 13 secondary school located in the Wellington suburb of Tawa. This is a student focussed college. The Principal effectively leads and facilitates the senior leadership team and staff in actively promoting an inclusive culture for the increasingly diverse student population. Relationships are positive, friendly and respectful.

Teachers use a variety of sound-to-high quality teaching strategies that effectively cater for students' varying needs. Learning Support is a particular strength, providing for those identified as requiring special interventions. Staff in this department are proactive in affirming the potential of these students to progress and achieve.

Students are provided with a broad range of learning and recreational opportunities. A wide variety of learning pathways addresses the differing requirements of seniors. Programme differentiation is available in many departments. An extensive selection of extra curricular activities, both sporting and cultural, is available. Creativity is valued and celebrated. The visual and performing arts are a strength of the college. Students speak positively about the choice of subjects available.



A well-functioning network for managing the pastoral care of students addresses their diverse emotional and behavioural needs. Regular communications result in teachers knowing their students well. A variety of

programmes, including formalised mentoring, assists those identified as at risk of disengagement from learning.



There is a strong focus on achievement. The college has maintained a high level of success in the National Certificates of Educational Achievement (NCEA) over the past three years. Achievement is higher than other schools nationally, including more merits and excellences in a number of subjects. There has also been an increase in the number of national scholarships from 14 in 2006 to 20 in 2008.

TAWA COLLEGE UNIFORM

General provisions

Students must wear the correct College uniform at all College activities, including:

- ▶ Daily attendance at classes
- ▶ Other College events as determined by the Principal.

Every article of clothing worn at or brought to the College should be clearly and indelibly marked with the name of the student to whom it belongs.

Students' hair must be clean and groomed to such a style and length as to remain tidy and off the face throughout the normal activities of a school day. Beards, moustaches, extravagant hair colours and sideburns are not acceptable. Parental cooperation in reasonable enforcement is requested.

Jewellery: No visible jewellery may be worn but one plain gold or silver keeper or stud may be worn in each ear. Teachers have authority to request students to remove jewellery if there is a perceived safety issue.

Uniform for girls and boys

Rainjacket: For all students regulation Tawa College Jacket with embroidered College crest. This jacket can double as a 'track suit top' for use by College sports teams.

Pullover: Regulation Tawa College blue, long sleeved, V-neck, with embroidered College crest.

Sweatshirt: Regulation blue College sweatshirt with embroidered College crest.

Blazer: May be worn at school as part of the dress uniform. Blazers are available for hire from the Uniform Shop.

Tie: Plain blue College tie with embroidered crest.

Shoes: Plain, black, leather flat heeled, with no other colours. Brown leather Roman sandals may be worn in Terms 1 and 4 without socks.

Note: Canvas is not acceptable. Also no boots or hi-tops.



Scarf: The College scarf may be worn.

Physical Education: Royal blue T-shirt with striped collar and crest. Royal blue shorts. Shoes must have non-marking rubber soles. Plain black or navy blue track pants may be worn for PE during Terms 2 and 3.

Uniform for girls

Blouse: Regulation white fitted poplin/cotton with short sleeves, or white fitted long sleeved winter weight. Any garment worn under the blouse must be white and not visible above the neckline or below the sleeves or lower hem.

Tie: With the long sleeved blouse girls may wear the College tie.

Skirt: Skirt in Duncan tartan fabric. A plain kilt pin may be worn. The minimum length of the girls' skirt should be mid-knee.

Socks/stockings: Plain white mid-calf length socks with or without a single navy blue band or pantyhose in black or a medium brown shade.

Headscarves (for religious purposes): These may be worn but the only colours permitted are blue, black or white.

Uniform for boys

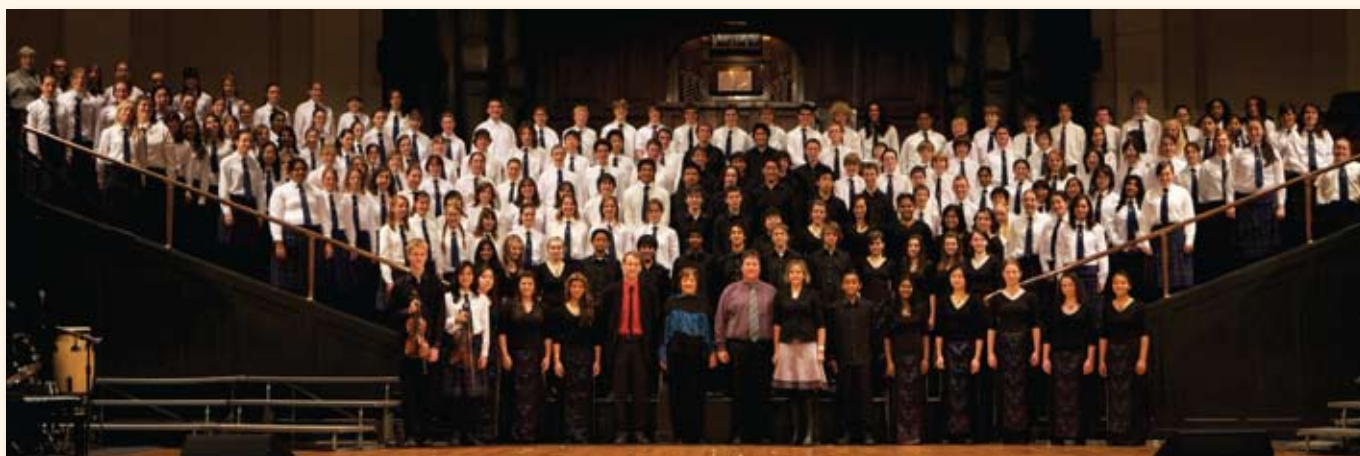
Shirts: Mid-grey polycotton short sleeved or winter weight long sleeve. The long sleeved shirt must be worn tucked into shorts or trousers. A crew-neck plain white T-shirt may be worn under the shirt.

Shorts: Mid-grey worsted with bearer and side straps (no belt).

Socks: Grey with Tawa College colours worn above the calf, if necessary with garters to keep them up.

Trousers, black belt, white shirt and tie: Long grey wool/polyester trousers as supplied by the College may be worn by boys with a black belt. If boys choose this option they must wear a white long sleeved shirt and a College tie.

TAWA COLLEGE UNIFORM *(continued)*



Dress uniform

Dress uniform will be worn, as determined by the Principal, on formal occasions, and for inter-school visits. While it is not necessary or compulsory at junior level, it becomes necessary as a student advances in the school. It is essential for the first teams in some codes, and for certain school groups whenever they appear in public.

Boys: College blazer, white long sleeved shirt, black leather flat heeled shoes (with no other colours), plain grey socks, College tie, long grey wool/polyester trousers and black belt.

Girls: College blazer, long sleeved white fitted blouse, College tie, College tartan skirt, black leather lace up shoes, and medium brown or black pantyhose.

Sports uniforms vary according to particular codes and are available from the Sports Department.



Year 13

Year 13 students are required to wear a 'common mufti' uniform of approved t-shirts and sweatshirts. Details will be given to students by their Deans.

Students should retain their school uniform from Year 12 for special occasions.

Obtaining the uniform

All items apart from shoes and belts are supplied at the Tawa College Uniform Shop. There is no other authorised supplier of Tawa College uniform items.

Uniform Shop staff will provide good advice as to uniform requirements.

Please read the uniform requirements above before you purchase any articles intended for school wear.

By resolution of the Board of Trustees, students are required to wear the College uniform as set out in this prospectus.



ENROLMENT

Tawa College is governed by an Enrolment Scheme that states the optimum roll for the College, defines an area (“the Tawa College home zone”) from which permanently resident students will have priority, and lists the criteria which govern the enrolments of students who live outside of the Tawa College home zone. The Scheme also sets out the enrolment process regarding applications and the importance of correct information being provided to the school.

Students who live inside the school zone have automatic right of entry: enrolment of those outside the zone will follow a priority ranking and a ballot may be required.

Important features of the Enrolment Scheme

For students in the home zone

Priority for enrolment places will be given to students whose usual and permanent place of residence is within the Tawa College home zone at the date the student commences at the college.

The Tawa College home zone is defined as the suburb of Tawa bounded on the north by the Wellington City/Porirua boundary, and including the localities of Linden, Greenacres (including the extensions of Woodman Drive), Central Tawa, Redwood, Grenada North, Takapu Valley and Willowbank / Middleton Road as far south as the northern entrance to the railway tunnel.

Parents who claim this priority of enrolment must furnish proof of residency within the Tawa College home zone.



For students from outside the home zone

The categories set out below are established by the Education Act 1989

- 1 **First priority:** Acceptance for enrolment in a special programme run by the school. (Tawa College currently has no special educational programme as defined by the Ministry of Education).
 - 2 **Second Priority:** Any applicant who is a sibling of a current student of Tawa College.
 - 3 **Third Priority:** Any applicant who is a sibling of a former student of Tawa College.
 - 4 **Fourth Priority:** Any applicant who is a child of a former student of Tawa College.
 - 5 **Fifth Priority:** Any applicant who is a child of a person employed by the Board of Trustees (e.g. teacher, support staff).
 - 6 **Sixth Priority:** All other applicants.
- ❖ If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection will be made by ballot within each priority group. Parents will be advised by public notice of the date of the ballots for enrolments in 2012.
 - ❖ Ballots will be held on a date to be notified and will produce a ranked list of out of zone students, who will be offered places at the school in accordance with the number of places available.
 - ❖ The optimum number of enrolments in the first year (Year 9) is 290 students.
 - ❖ Applications for Year 9 students in 2012 are due by 8 August 2011.
 - ❖ Applications for students in Years 10 to 13 in 2012 are due by 4 November 2011.



ENROLLING A STUDENT FOR 2012

Step 1

Come with your son/daughter to meet the Principal and key members of staff in the College Hall on 23 June 2011 for an Introduction to Tawa College evening. The format of the evening is:

- ▶ 5.30 and 6.30pm, Tours of College
- ▶ 6.30pm and 7.30pm Principal's address

It is **essential** that you arrive for the starting times of 5.30pm and 6.30pm.

Step 2

For students who reside within the home zone:

Fill in the GREEN and YELLOW forms which are included in the Enrolment Pack.

For students who reside outside the home zone:

Fill in the PINK, BLUE and YELLOW forms which are included in the Enrolment Pack.

Step 3

For students resident within the home zone:

Obtain PROOF OF RESIDENCE within the Tawa Basin of the parent or guardian with whom the student is permanently residing (e.g. recent rate demand, powerbill, tenancy agreement, etc). Enrolments from within the Tawa College home zone cannot be accepted without proof of residence (two forms of evidence are required).

Step 4

For all students: Obtain a BIRTH CERTIFICATE for your son/daughter. Enrolments cannot be accepted without a birth certificate. Send the necessary enrolment forms, the Birth Certificate and, where required, proof of residence to the Principal, Tawa College, PO Box 51-045, Tawa, by 8 August 2011.

Step 5

Parents of students living in the Tawa College home zone will be notified about acceptance of enrolment applications as soon as possible after 8 August 2011. Parents of students whose enrolment is governed by the priority provisions of the enrolment scheme will be notified within 3 school days of any ballot which is required to be held. It is anticipated that a ballot will be held on 26 August 2011.

Filling in the enrolment forms

The Board of Trustees wants to be as fair as possible in allocating places at Tawa College. That requires accurate information from families upon which important decisions depend. The accuracy of your completion of forms also affects other families. Parents are therefore advised of the following:

1. It is of paramount importance that the enrolment forms are filled in accurately and truthfully. The Education Act 1989 allows the Board to annul the enrolment of a student if false claims are made, e.g. about residence or the relationship of an enrolling student to a current student. In such cases a student can be required to leave within one month of the date of annulment.
2. The residence of the student stated on the Application Form must be permanent, i.e. seven days a week, and not on week days only, or two or three days per week. Students may not be enrolled using the address of a relative or a friend, or using a business address. It must be the address at which the student is permanently residing.
3. Please ensure that if you are claiming priority based on brothers or sisters of the student being at the College now or in the past, all details concerning those siblings are accurately noted. You must supply proof of the sibling by way of a birth certificate.
4. The statistical information asked for is required by the Ministry of Education to assist them in various aspects of policy formation and statistical analysis.
5. Please ensure that the Declaration on either the pink or green form is signed. Enrolment cannot proceed without the signature of parents/guardians.



