



# UPPER HUTT COLLEGE



# PROSPECTUS 2019





# WELCOME

## Welcome to Upper Hutt College

Upper Hutt College is a thriving, energetic and successful learning community.

We offer a broad and diverse curriculum that is well-suited to the needs of our students and our community. In the junior school, accelerate and learning assistance classes are offered and students have an exciting range of option subjects from which to choose. In the senior school, an extensive range of courses ensure our students learn and are extended at every level. Excellent NCEA results reflect the commitment to teaching and learning from both teachers and students.

Our students are involved in a wide range of activities outside the classroom, including traditional and newer sporting activities, cultural and social activities and the performing arts.

Considerable success is achieved by students at a local, national and international level.

Students' well-being and their connections to the school are strengthened through a strong House system. House activities encourage student participation and involvement, and provide opportunities for genuine student leadership – within the school and the wider Upper Hutt community. Form classes develop and affirm the ongoing connection between home and school as well as offering a small and welcoming base for students new to the college.

Our school campus – recently rebuilt - gives our students the modern and attractive classrooms and learning spaces they deserve, and enhances the learning experience – our students can grow, shine and be recognised within a safe, supportive and orderly learning environment.

Upper Hutt College is a PB4L (Positive Behaviour for Learning) school, where we are working on the positive behaviours that support and enhance improved student learning. A number of initiatives have been introduced that focus on our PB4L values of Respect, Responsibility, Resilience and Manaakitanga, and students and staff are all enjoying the more positive learning environment that we are building.

These are exciting times for our school, as we make clear and visible progress towards our vision for Upper Hutt College - a vibrant and modern learning environment that will engage and empower every learner to realise their full potential.

I invite you to be a part of Upper Hutt College and its journey. I look forward to meeting you at our upcoming Open Evening, and discussing the ways in which your son or daughter will benefit from being part of our college.

Nga mihi nui



Judith Taylor  
Principal



# OUR VISION

Upper Hutt College will be a vibrant and modern learning environment that will engage and empower every learner to realise their full potential.



# MISSION STATEMENT

Upper Hutt College is a community, passionate about learning, that encourages pride, participation and excellence.



# ACADEMIC SUCCESS



Upper Hutt College has continued to raise the academic achievement of our students, particularly with their NCEA results. In 2017, 83% of Year 11 students gained NCEA Level 1.

Academic success begins in the junior school, where our Certificate of Achievement provides regular ongoing academic success as well as key behavioural competencies. Testing is completed in literacy and numeracy to identify learning needs.

In Year 10, many subjects offer an NCEA standard. Depending on the options students choose, students could enter Year 11 with around 15 – 20 credits towards the 80 required at NCEA Level 1. We also offer a Year 11 placement in one subject to the highest achievers moving into Year 10. Last year, 6 students were so placed and each achieved excellent academic results in this subject.

Our literacy and numeracy rates at Year 11 are very high – both around 90% for our entire Year 11 cohort.

We recognise academic success in a number of ways, including an Academic assembly where those who have achieved Merit and Excellence endorsements in NCEA are presented with certificates and badges.

Students and parents are able to track NCEA progress any time any place via our Kamar portal, connected to the college website.



# FACILITIES

Upper Hutt College is a decile 6, state co-educational school, situated in Trentham, Upper Hutt. The roll in 2018 is approximately 1,000.

The college is set in 9 hectares of grounds, encompassing rugby, cricket and football fields, an astroturf as well as netball and basketball courts.

The facilities at Upper Hutt College include:

- Creative Arts Centre, incorporating a Music room and practice suites, a Media Studies room with high end computers, two Art teaching rooms, a senior Art room and a Photography suite, a Drama room and a Dance studio, complete with a sprung floor
- Student cafeteria and a barista shop
- Modern Administration Block, housing 8 state-of-the-art classrooms, a Deans Centre, student and visitor reception areas, administration offices and staffroom
- Sports Centre incorporating 2 gyms and a weights room
- Astroturf courts for all weather sports and hard courts for netball, basketball and volleyball
- Library with a comprehensive range of books and student access to computers and the internet
- Refurbished Science classrooms including specialist Science laboratories
- 5 specialist computer classrooms supplemented by computer pods, classroom computers and sets of chromebooks
- Specialist technology rooms for Graphics, Wood, Metal, Digital, Food and Textiles Technology
- Awhina Resource Unit for students with special learning needs

Upper Hutt College's population reflects New Zealand's society. The school has an International programme that welcomes students from Asia, South America and Europe to learn in a New Zealand school. Many of these are fee-paying students and some also come on international exchange programmes.



# COMMUNICATION WITH PARENTS

**Upper Hutt College**  
Term 2, 2018 Report

This report details achievement this term. If you have any questions, please contact the school to speak with Form teacher (details below).

Subject	Teacher	Engaged and focused in class	Required work is completed	Understands the learning material	Academic achievement in subject	Attendance % in class
Biology 201	Mr M MacFarlane	Always	Always	Always	Above the level required for success	98
Chemistry 201	Mr S Saha	Engaged and focused in class	Required work is completed	Understands the learning material	Academic achievement in subject	At the level required for success
Commerce 201	Ms C Lindsay	Sometimes	Sometimes	Sometimes	Below the level required for success	98
Drama 201	Ms A Mulholland	Engaged and focused in class	Required work is completed	Understands the learning material	Academic achievement in subject	At the level required for success
English 201	Ms K Cowley	Never	Never	Not usually	Below the level required for success	98
Mathematics 201	Mrs F Hall	Engaged and focused in class	Required work is completed	Understands the learning material	Academic achievement in subject	At the level required for success

Form Teacher: Mr A Hard  
e-mail: [harda@upperhutt.school.nz](mailto:harda@upperhutt.school.nz)

Parental Portal Login:   
Password:   
Your student's assessment results can be viewed live at any time on the KAMAR portal, accessible by the link at the top right of the school website: [www.upperhutt.school.nz](http://www.upperhutt.school.nz)

Extra-curricular activities  
House Leader, Athletics Day, Olympics of the Mind, Drag Off, Science Fair, Awhina Sports, Open Day, Open Evening, Parent Interview Evening, SALT Day, Hearsa Exchange, Basketball, Badminton, Rugby

Judith Taylor  
Principal

**Upper Hutt College**  
**Certificate of Achievement**  
**Progress Report**  
Term 1 2018

	Term 1	Term 2	Term 3	Term 4
9 Electronics	41			
9 English	53			
9 Health	14			
9 Japanese	34			
9 Mathematics	34			
9 Physical Education	20			
9 Science	28			
9 Social Studies	35			
Attendance credits	25			
Total credits	262			
Total credits	262			

Attendance credits out of 25. Physical Education is out of 30 and Health is out of 15 credits. All other subjects are out of 45 credits.

The Certificate of Achievement is awarded at the end of the year with the following endorsement:

Endorsement	Credits
Excellent	1200 - 1400 credits
Merit	1100 - 1199 credits
Achieved	800 - 1099 credits
Not Achieved	Below 800 credits

**Upper Hutt College**  
March 2017

Dear Parents / Carers

The first month of this year has flown past and we are heading too quickly towards the end of the first term.

It has been a busy few weeks as the new Year 9's have settled into the routines of college life and I have been pleased with the positive and focused start that has been made by the school's opening.

**Staffing**  
We have had a number of changes in our staffing, and we welcome the following teachers new to the school:

Teacher	Subject
Leigh Munro	HOD Art
Ed Burdett	English and Social Studies
Adrian Cartwright	Art
Rhonda de Krom	Science
Paul McGillicuddy	Mathematics
Stacy Saha	PE / Outdoor Ed
Sally Weir	Mathematics
Chris Balfour	Science - Term 1-3
Rex Bartholomew	Science/English/PE for Term 1
Scott Leggett	Science/English/PE for Term 1
Catherine Bowles	Science
San Tearey	Sports Coordinator

Teachers in new positions include:  
Stephen Rodger - Assistant Principal Term 1  
Robyn Williams - HOD Commerce

We have also had a change in our Deans structure, with Houses having only one Dean, and the creation of two Deans of the Junior School.

Dean	House
Blake Dean	Phil Chevis
Hilary Dean	Bruce Thomas
Jackson Dean	Jo Haines
Stewart Dean	Charlotte Kott
Deans of Junior School/Hobby Houses	Paul Fairfield

**NCEA Results**  
We are very pleased with the NCEA results of our students last year which continue to show a pattern of steady improvement over the last 5 years. At Level 1, 78% of all students in Year 11 gained the qualification, and 87% of students who were eligible to gain the qualification did so. At Level 2, 80% of all Year 12 students gained the qualification, as did 52% of eligible students - fantastic results, as this is now one of the minimum qualifications for all school leavers. 67% of all students in Year 13 gained NCEA Level 3, and of those students who were eligible to achieve the qualification and were aiming for it, 61% achieved it.

We have also very pleased with the improvement in the achievement of our Maori and Pasifika students. 61% of our Maori students and 75% of our Pasifika students gained Level 1, up from 71% and 56% respectively. In Year 12, 87% of our Maori students and 88% of our Pasifika students gained Level 2.

It is interesting to note that NCEA is not the only qualification that our students achieved last year. We also had students achieving National Certificates in Drama, Electronics Technology, Hospitality, Entry Skills and Foundation Skills, Mathematics, Mechanical Engineering, Music, Performing Arts and Visual.

**Learning Conferences and Parent Interviews**  
We continue to use Learning Conferences for our Year 9 and Year 10 students as a way to work more closely with parents and caregivers to ensure that students are set up well for the year and are focused on achieving their goals.

Feedback from previous years has been very positive, and it's a great opportunity to speak with Form Teachers and ask any questions about NCEA, Year 11 students - it is certainly still a mystery for a number of parents. Learning Conferences take place on Wednesday 23 March.

Parent Interviews for Year 10, 12 & 13 students continue with the other format of speaking with individual teachers, and these will be held on Thursday 31 March.

Upper Hutt College is a community passionate about learning that encourages pride, participation and excellence.  
Moonstone Road, Upper Hutt. Phone 04 527 6749, Fax 04 528 2401, [www.upperhutt.school.nz](http://www.upperhutt.school.nz)

It is very important that there is a good flow of information between home and school. In that way, we can work together to ensure that students are well supported and that they can achieve the best educational outcomes possible.

At Upper Hutt College, we provide the following:

## Contact

- A meeting before the school year starts to discuss your child's enrolment
- Personal contact from your child's form teacher early in Term 1 to introduce themselves and inform you of how your child has settled into the college

## Reports

- Subject Reports are sent to Juniors in Terms 1, 2, 3 and 4
- Subject Reports are sent to Seniors in Terms 1, 2 and 3
- Certificate of Achievement marks are sent to Juniors at the end of each term
- Assessment grades and associated comments are available on the KAMAR parent portal in real time.

## Parent Evenings

- Learning Conferences - extended meetings with Form Teachers of Year 9 and 11 students in Term 1.
- Subject report evenings where parents/caregivers can meet teachers and discuss progress of students
- Pacific Island Parent Evenings and Rimutaka Whanau Meetings

## Newsletters

- School newsletters detailing news and events at school are emailed home and are also available for viewing on our website.

## Website

- The school website - [www.upperhutt.school.nz](http://www.upperhutt.school.nz) - provides up to date information on school activities, achievements and news
- Through the website there is a portal into KAMAR, our student management system, where parents and students have access to attendance and academic data, as well as to events and notices.
- The Upper Hutt College App is available in Apple and Android versions.

# EXPECTATIONS

## Parents can expect the college to

- provide qualified and interested teachers
- provide appropriate facilities maintained in high order
- support parents in setting and maintaining high standards of work, participation and behaviour
- communicate regularly on progress and matters of concern
- provide opportunities for parents to be consulted and involved



## Students can expect that

- teachers will be interested in them as people
- teachers will be committed to student achievement and success in all aspects of college life and will always be ready to offer assistance
- the college will establish clear guidelines for work and behaviour and be consistent in the maintenance of high standards
- the college will maintain a positive school and class room learning environment free from unreasonable influences of any kind



## The college expects that

- students attend regularly
- students behave sensibly and accept that rules are necessary for the smooth running of a large school
- students will involve themselves in the wider life of the school and make full use of their talents
- parents will take an interest in the attendance, work and other activities of their sons and daughters and that they will provide adequate study facilities and the appropriate encouragement for them in their endeavours
- parents assist in seeing that high standards are set and maintained





# CURRICULUM PATHWAY

Year 9	Year 10	Year 11	Year 12	Year 13
English* ESOL	English* ESOL	English101* English102 Internal English103 ESOL	English 201* English 202 Internal English 203 ESOL	English 301 English 302 English 303 ESOL
Mathematics*	Mathematics*	Mathematics101* Mathematics102 Mathematics103	Mathematics 201 Mathematics 202	Maths with Calculus 301 Maths with Statistics 302 Mathematics 303
Science*	Science*	General Science101* Internal Science102 Human Biology	Physics Chemistry Biology	Physics Chemistry Biology
Social Studies* History	Social Studies* History	Geography History	Geography History Tourism	Geography History Tourism Classical Studies
Physical Education* Health* Adventure	Physical Education* Health*	Physical Education101 Physical Education102 Health	Physical Education Outdoor Education Sport Leadership Health Physical Education & Study (PES201)	Physical Education Outdoor Education Sports Performance Community Sports Leadership Health
Art	Art	Art	Painting Photography Design	Painting Photography Design
Spanish Japanese Maori	Japanese Maori	Japanese Maori	Japanese Maori	Japanese Maori
	Enterprise Studies	Economics Accounting	Commerce Financial Literacy	Commerce
Dance Drama	Dance	Drama Dance	Drama Dance	Drama Dance
			Media Studies	Media Studies
Music	Music	Music	Music	Music
Food Technology Textiles Technology Design & Visual Communication (DVC) Woodwork Metalwork	Food Technology Textiles Technology Design & Visual Communication (DVC) Woodwork Metalwork	Food Technology or Hospitality & Catering Textiles Technology Design & Visual Communication (DVC) Furniture Making Metalwork	Food Technology or Hospitality & Catering Textiles Technology Design & Visual Communication (DVC) Furniture Making Metalwork	Food Technology or Hospitality & Catering Textiles Technology Design & Visual Communication (DVC) Materials Technology
Digital Technology	Digital Technology	Digital Technology101 Digital Technology102	Digital Technology Computing	Digital Technology Computing
Foundation Skills	Foundation Skills	Pathways	Pathways Retailing Gateway Future Pathways	Pathways Retailing Gateway

\* Compulsory Subjects

Subjects will run depending on sufficient student numbers

# JUNIOR CURRICULUM

To ensure that all students have the opportunity to reach their potential, we offer a range of classes for Year 9 students. Placement in these core classes is based on entry tests which students sit at the end of Year 8 and the recommendation of their contributing schools. We have accelerate classes, learning assistance classes and mainstream classes into which the majority of our students are placed.

Numbers in classes vary from about 15 in the learning assistance classes to 30 in the accelerate classes, and all students are provided with encouragement and opportunities to extend their academic abilities.

## Year 9

All students in Year 9 study English, Mathematics, Science, Social Studies, Physical Education and Health. In addition to this, students can select up to FOUR options. All options are half year courses except for Maori which may be taken as a full year course. Further details will be available when students select their Year 9 courses at enrolment.

Digital Technology  
Food Technology  
ESOL  
Music  
Maori  
Dance

Art  
Drama  
Foundation Skills  
Textiles Technology  
Adventure  
Design & Visual Communication (Graphics)

Spanish  
Japanese  
Metalwork  
History  
Woodwork



## Year 10

All students study English, Mathematics, Science, Social Studies, Physical Education and Health and they also study TWO options for the full year. Several courses offer a small number of credits towards NCEA Level 1.

## Year 9 and 10 Certificates of Achievement

The Year 9 and 10 Certificates of Achievement are awarded to students at the end of the year and recognise a student's effort and achievement with their learning in each subject, attendance and extra-curricular activities. They enable Year 9 and 10 students to develop the skills necessary for success in NCEA and provide an incentive for them to work consistently to the best of their ability. High achieving students can earn a Certificate of Achievement endorsed with Merit or Excellence. Year 10 students who fail to meet the standard either undertake a directed course in Year 11 or repeat Year 10.



# SENIOR CURRICULUM

## Qualifications

The National Certificate of Educational Achievement (NCEA) is the main qualification for all senior secondary students. In Years 11, 12 and 13, students study towards obtaining sufficient credits to gain NCEA at Level 1, 2 and 3. In each of the subjects at senior level, there is a mix of internal and external assessments, involving achievement standards and / or unit standards.

Other qualifications offered may include:

- National Certificate in Mechanical Engineering Technology (Level 1)
- National Certificate of Tourism (Introductory Skills) (Level 2)
- National Certificate of Retail (Level 2 and Level 3)

## Year 11

All students study six subjects which include English, Mathematics, Science and three options. Students may choose from several different English, Mathematics and Science courses, depending on their individual needs and abilities. Some students may be directed into courses depending on their Year 10 performance.

## Year 12

All students must study an English course and five other subjects. Most subjects at NCEA Level 2 have pre-requisites to entry based on the number of credits achieved at NCEA Level 1.

## Year 13

Students study five subjects. Most students will study for an NCEA qualification but there is a wide range of courses available and students may undertake multi-level study.

Students make their subject choices in August for the following year, and students in Years 11 - 13 may be able to undertake multi-level study after consultation with their Dean and appropriate HODs. The availability of a course at any level is dependent on the numbers wishing to take it and some subjects have a restriction of numbers. The Course Handbook, which students receive in Term 3, outlines the courses offered in detail and includes any pre-requisites.



# EXTRA-CURRICULAR ACTIVITIES



There are a large number of different activities available to students.

## Cultural

Amnesty International  
Choir / Choruses  
Debating  
Environmental Group  
Kapa Haka  
School musicals  
Stage Challenge  
Games Group

Music Lessons  
Cultural Committee  
Jazz / Blues / Concert Bands  
Barbershop Quartet  
Polynesian Club  
Drama Productions  
Cultural Evenings  
40 Hour Film Festival



## Sport

Athletics  
Basketball  
Cross Country  
Fencing  
Golf  
Hockey  
Lawn Bowls  
Netball  
Rugby  
Soccer  
Tennis  
Softball  
Waka Ama

Badminton  
Cricket  
Dragon Boating  
Futsal  
Hillary Challenge  
Interform Sports  
Volleyball  
Touch Rugby  
Outdoor Pursuits Centre  
Squash  
Rugby League  
Ultimate Frisbee



## Service

40 Hour Famine  
BOT Representative  
Peer tutor  
Library Assistant  
Search & Rescue team  
School Leader  
Sound & Lighting Crew  
Student Council

Student Mentor  
Great Mate (GR8M8)  
House Leader  
Environment Committee  
School Ball Committee  
PB4L Committee  
Sports Committee  
Arts Committee



## Classroom

Tournament of the mind  
Drama Productions  
Market Days  
Work Choice Days  
Cooking Competitions  
National and International English / Science /  
Mathematics Competitions

Homework club  
Science Forums  
Olympics of the Mind  
Field Trips



# STUDENT ACHIEVEMENT 2017

The following students received NCEA Endorsements in 2017:

## NCEA Level 1 with Merit

Simran Ahluwalia, Ana Alves, Ruby Bartlett, Rachel Bennett, Mheiajn Brooks, Alexis Burns, Maxin Cabug, Emily Carr, Maia Coker, Jessica Coombes, Bridget Cummings, Michael Elms, Keenan Fincham, Jared Fisher Van der Veen, Connor Fisk, Samantha Galyer, Zyan Gillies, Hannah Gratkowski, Jacoba Gurney, Sophie Holden, Samuel Huntsman, Mya Johnstone, Benjamin Lamb, Bridget Lindsay, Riomh Marsh, Oliver McMahon, Ben Millin, Shantala Mitchell, Kishan Modi, Paige Phear, Grace Richards, Emily Rodgers, Dakota Scott, Tineesha Smith, Lydia Stewart, Israel Sua-Taulelei, Daline Taing, Liam Toner, Caleb Twist, Indy Van der Mespel, Zoe Ward.

## NCEA Level 1 with Excellence

Jacobus Boshoff, Dean Braun, Kieran Edwards, Victoria Edwards, Nikita Farmer, Isabella Fink, Tiana Fisk, Olivia Healey, Ryan Hooper-Smith, Aria Leader-Fiamatai, Alexander Maitland, Georgina Morgan, Amanda Nato, Annabel Parkinson, Daniel Rickerby, Trinita Sampurno, Aimee Strawbridge, Hannah Tollison, Steven Tran, Sophie Walker.

## NCEA Level 2 with Merit

Louise Afele, Kendra Bennett, Alexis Burgess, Jennifer Cooley, Hayley Cooper, Emma Dawson, Riley Dick, Finnlay Fraser, Abigail Godfrey, Ryan Goldsworthy, Jenna Hadley, Haylee Hailwood-Maddock, Alyssa Hawkins, Kelly Hoong, Jessica Hurren, Philip Joplin, Dayna Lindsay, Claire McCrum, Duart McPhail, Amy Reynecke, Shayla Ritchie, Caitlin Teague, Sarah Thomson, Naomi Tong, Cassidy Venter, Ella Wagstaff, Darcy Walker, Wan Iqbal Wan Ismail.

## NCEA Level 2 with Excellence

Regan Braun, Ryan Cox, Anthony Delaney, Nicholas Elzenaar, Kimberlea Fowke, Katilena Giles, Christie Grocott, Shannyn Harris, Reuben Johnson, Caleb Madgwick, Pravin Modotholi, Hannah Morgan, Piper Morrison, Lochlan Noble, Ameesha Patel, Thomas Rowley, Ryan Thomson, Devin Tonkin, Phoebe Turner, Alexandra Votyakova, Alan Wheatley, Laura Wills.

## NCEA Level 3 with Merit

Emma Browne, Sarah Cooley, Harry Cosslett, Jessica Dillon, Brody Gestro-Peri, Stephanie Hawkins, Hannah Lee, Ambah Lintern, Lauren May, Anna Smart, Rebecca Stewart, Rebecca Thompson, Caroline Young.

## NCEA Level 3 with Excellence

McKenzie Anderson,  
Abigail Crozier-Evans,  
Caiden Jacobson,  
Minnie Kim,  
Larissa Posthuma.



Minnie Kim



Caiden Jacobson

# HOUSES & STUDENT LEADERSHIP

To ensure that all students feel a sense of belonging within the school, we promote participation, build relationships between students of different levels and foster student leadership.

We have

- A House System, where the school and its staff are divided into 4 Houses - Blake, Hillary, Jackson and Te Kanawa. A vigorous and well supported Inter-House Competition is run every year, with Houses competing for the Peter Lee Trophy. Students are encouraged to participate in a wide variety of events, including Athletics Day, Upper Hutt College Week, Olympics of the Mind, a Haka competition and Inter-House sport.
- Vertical form classes within each House, where every form class has a mixture of students from Years 9 to 13. These students stay in the same form class for the duration of their time at school and siblings are placed in the same House. This builds relationships between the Form Teacher and the family and provides a caring and supportive form class for all students and especially for Year 9 students.
- Opportunities for students to take leadership roles within the form class, House and wider school community:
  - School Leaders - Head Boy and Head Girl, Student Representative on the Board of Trustees.
  - House Leaders - Senior Students within each House are voted for by students and play an important role in House Assemblies, Inter-House Competitions and as role models. Each House also has a number of junior students as leaders.
  - Student Committees - Consists of student leaders who meet regularly to discuss school-wide issues. Our student committees are organised into Arts, Sports, PB4L, Publicity and Environment. Students from all year levels are encouraged to develop their leadership skills by being a part of these committees.
  - 'Great Mate'(GR8M8) Leaders - Senior students who are specially selected and trained to work with Year 9 students and assist them with their orientation to school in Term One.
  - Peer Tutors - Senior students who choose to give up study time, or help at the Homework Centre, to assist other students with reading or in particular subject areas.





# STUDENT SUPPORT



In order for students to achieve their best at Upper Hutt College, we provide a number of support systems.

We have:

- The **Form Teacher** is the person who has overall responsibility for the day to day matters involving the student in his/her form class. S/he sees the class daily and is the person to whom routine notes and queries about absences, health matters, uniform etc should be directed.
- **Deans** have a broad overview of their House or Year Level and work with teachers, students and families on matters of guidance and discipline. Concerns regarding courses, subject changes or attendance can be directed to the House Deans or Junior Deans.
- The **Deputy Principals** and **Assistant Principals** are also the Heads of each House and work closely with the Deans on matters relating to guidance and discipline. Queries regarding school policy or matters of a more serious nature may be directed to them or to the Principal.
- The **Heads of Department** are in charge of the courses, resources and progress of students taking their subjects. Queries related to a specific course or subject can be directed to the subject teacher or HOD concerned.
- The **Guidance Counsellors** may be contacted by students or parents/caregivers on matters relating to school for personal issues.
- The **Careers Advisor** helps students with queries regarding careers and future pathways.
- **GR8M8 (Great mate) Leaders** are specially trained senior students who work closely with Year 9 students helping them settle into college life.
- **Peer Tutors** are senior students who choose to give up study time, or help at the Homework Club, to assist other students with reading or in particular subject areas.
- The **Homework Club** which is run after school, supervised by teachers and senior students.
- The **Vibe Academic Counsellor** works with students at risk of not achieving NCEA Level 2 by setting goals and targets and meeting with them regularly.
- Our well-qualified **Teacher Aides** support both staff and students in everyday teaching and learning where necessary.

# GENERAL

## Attendance

All students are expected to attend school regularly and be punctual to class. Parents/caregivers are required to inform the school of any student absences. Students must bring a note to their Form Teacher on the day of their return. Applications for special leave must be made to the Principal, although parents/caregivers are requested not to take students out of class for holidays and trips. Year 9 - 12 students are not to leave the school grounds during the day without permission from home and/or the school. Students who are late must sign in at the Office. Students who have permission to leave the grounds must sign out at the Office.

## Behaviour

Students are expected to conduct themselves in such a way as to bring credit to themselves and the college. Neither smoking nor drinking alcohol is permitted when a student is in school uniform or is associated with any activity involving the school. Possessing or using tobacco, alcohol or drugs is strictly prohibited. Substances or items that are likely to be harmful or dangerous are not to be brought to school. Parents/caregivers will be liable for any wilful damage caused by their child to school equipment or property or other students' equipment or property.

## Bullying

Upper Hutt College has an anti-bullying policy that staff and students are aware of. Intimidation or harassment, violence or threatening behaviour, whether verbal or physical, made in person or by any other means are absolutely not acceptable at Upper Hutt College. All instances are serious matters and will be treated as such.

## Mobile phones

Mobile phones are not permitted to be used or visible in class unless authorised by the teacher for learning purposes. Students who infringe this rule may have their mobile phone confiscated.

## School Donations and other costs

In 2018 the School Donation is \$110 per student (and \$80 for second and subsequent children in a family). This voluntary donation is tax-deductible and helps pay for all those items which are not provided for by the Ministry of Education. An additional amount of \$35 is charged for Licences and Support, which contributes towards the purchase of internet access, software and copyright licences and IT technical support.

## Students' Property

Students should take appropriate care in safeguarding their possessions. Valuables should not be brought to school unless absolutely necessary. If they are, they should be left in the Office. The school accepts no liability or responsibility for the loss, theft or damage of student property.

## Transport

Bus services operate for students who live in the Kaitoke, Akatarawa, Brown Owl, Totara Park, Silverstream / Pinehaven, Mangaroa / Whiteman's Valley and Stokes Valley areas.

## Uniform

Year 9 - 13 students are required to wear the uniform correctly and with pride. Uniform is available for purchase from the NZ Uniforms shop in Lower Hutt, see <http://upperhuttcollege.nzuniforms.com/>

## Stationery

Stationery is available for purchase online. <http://www.myschool.co.nz/UHC>.

## BYOD - Bring Your Own Device

Students are invited to bring their own electronic device ie laptop, ipad, chromebook etc and use the school internet to support their learning. A signed agreement on conditions of use must be completed first.



# UNIFORM

The school uniform is worn by all students. It is available from NZ Uniforms in Lower Hutt. The college stresses the importance of wearing the uniform tidily and correctly and reserves the right to loan students second-hand items of uniform, withdraw students from class or send students home if they are not in the correct uniform.

## Junior Girls & Boys (Years 9 and 10)

Sky blue monogrammed polo shirt

Royal blue monogrammed jersey

Royal blue monogrammed sweat top (optional)

Girls: Green Ancient Douglas design kilt  
Roman sandals in brown, blue or black, worn without socks or pantyhose OR  
Approved black leather school shoes worn with either white socks (worn above the ankle and below the knee) or tights in navy, black or tan.

Boys: Grey cotton drill shorts  
Roman sandals in brown, blue or black, worn without socks OR  
Approved black leather school shoes worn with Upper Hutt College boys socks



## Senior Girls (Years 11, 12 and 13)

Senior girls may wear the uniform for Junior Girls as detailed above, or the following:

Upper Hutt College white dress shirt worn with girls cross-over tie (in place of the polo shirt)

Upper Hutt College black dress trousers (Terms 2 and 3 only)

## Senior Boys (Year 11, 12 and 13)

Senior boys may wear the uniform for Junior Boys as detailed above, or the following:

White dress shirt worn with Upper Hutt College tie (in place of the polo shirt)

AND Upper Hutt College black dress trousers

Royal blue monogrammed jersey



## PE Uniform (for all students doing Physical Education)

Upper Hutt College PE top

Upper Hutt College PE shorts

Sports shoes with non-marking soles worn with sports socks

## Additional items include:

Upper Hutt College rain jacket (lightweight or winter weight)

Blazer (optional for seniors)

Upper Hutt College scarf, beanie or cap

Yellow and blue tie for Year 13 students only

- Students are expected to be clean and well presented. Uniform is to be worn correctly
- A plain white short-sleeved t-shirt or polyprop top may be worn beneath the school polo shirt
- Hair is to be clean and tidy – no extreme cuts, styles or unnatural colours
- Boys must be clean shaven
- Makeup which portrays a natural look or has an unobtrusive appearance is acceptable
- Nail polish is not permitted
- Students may wear two plain studs or sleepers in each ear, a wristwatch and one flat ring
- Taonga and necklaces of religious/cultural significance may be worn provided they are not visible.
- One small nose piercing is allowed but it must be a small, plain stud. No other visible piercing (including tongue, or eyebrow piercings).

# SENIOR STAFF 2018

## Senior Management

Principal	Judith Taylor	BA, Dip Tchg
Deputy Principal	Janetta Van Maren	BA (Hons), Dip Tchg
Assistant Principal	Jay Barr	BA (Hons), Dip Bus, Dip Tchg
Assistant Principal	Stephen Rodger	BA, Dip Tchg
Assistant Principal	Amy Perkins	BA, Dip Tchg

## Heads of Departments and Positions of Responsibility

Art	Rachel Clarke	BA Fine Arts, Grad Dip Education
Drama	Jason Towersey	MA, Dip Tchg
English	Jonathan Martin	BA, Dip Tchg
Guidance Counsellor	Mari Cribb	BEd, MGuidCouns, Dip Alcohol and Drugs Studies, Dip Tchg
International & ESOL	Greg Mutch	BA (Hons), Dip Tchg
Languages	Jo Hawes	BA, Dip Tchg, Dip TEFL
Learning Support	Karla Lister	BEd, Dip Tchg
Maori	Jackie Awa	Dip Mao, Dip Soc Rhb, Dip Tchg
Mathematics	Andrew Gurney	BSc, Dip Tchg
Media Studies	Zondree Pierre	BA, BCA, Dip Tchg
Music	Jill Owen	BMus (Hons), Dip Tchg
Physical Education	Stuart Berkeley	BA (Hons)
Science	Catherine Laing	MBA, BSc (Hons), Dip Tchg
Social Sciences	Lorraine Andrews	BA, Dip Tchg
Special Needs	Wendy Forde	TTC, Dip Special Needs
Transition	Karina Campbell	BA, BEd, PGDip School Management, Dip Teaching

## Deans

Blake House	Phil Chevis
Hillary House	Ingrid Hofsteede
Jackson House	Cassandra Kitt
Te Kanawa House	Bruce Thomas
Junior School	Haley Charles and Teresa Cargo

## Board of Trustees

Amanda Ralston (Chairperson), Zaneta Aislabie, Susan Edwards, Amanda Pahi, Ross Tukukino, David Lee, Melissa Sudfeldt (Staff Representative), Ryan Hooper-Smith (Student Representative), Judith Taylor (Principal), Karen Huaki-Feaver (Board Secretary)

The Board of Trustees meet on the last Thursday of every month, 6pm in the Board Room.







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