



TE KARETI O WETERE

**EXPECTATIONS & INFORMATION
FOR STUDENTS AND WHAANAU
2025**

WESLEY COLLEGE – WHO ARE WE?

Vision

‘Tōku manaaki tōku toiora, Tōku toiora tōku manaaki
When service is my wellbeing, my wellbeing is served’

Mission Statement

By Faith - Whakapono
By Learning - Ako
By Hard Work - Puku Mahi

The Methodist ethos - our Rangatahi are prepared to lead positive change wherever they are.

BY FAITH	BY LEARNING	BY HARD WORK
We are Methodist.	We are committed to providing the best teaching and learning.	Through hard work and service, we will develop staff and student leadership.
Christian values shape our College culture.	Matarauanga Māori will be at the forefront of our endeavour.	The College will provide an inspirational learning environment for students.

We are a Christian, multi-ethnic, multi-faith, socially diverse boarding and day school affiliated with the Methodist Church of New Zealand, Te Haahi Weteriana o Aotearoa. Wesley College was established to provide education with a Special Character.

Our Special Character

Simply stated:

- We are Christian in practice
- We are Methodist in ethos
- We are Accepted for who we are
- We are Called to be God’s people to do God’s work
- We Belong to the Wesley College Family and the wider family of God.

Treaty of Waitangi

The Methodist Church of New Zealand - Te Haahi Weteriana o Aotearoa is a Treaty-based Church that expresses its governance in a bi-cultural, power-sharing partnership between Te Taha Māori and Tauīwi.

Wesley College has an obligation and a commitment to develop policies and practices that reflect New Zealand’s dual cultural heritage. Wesley College is committed to Ka Hikitia.

Pasifika Achievement

The Board of Trustees is committed to the Action Plan for Pasifika Education 2020 -2030 and raising the achievement of Pasifika students.

Equity

Wesley College will ensure that this school's policies and practices seek to achieve equitable outcomes for all students. We will ensure equal opportunity for all students to participate in and succeed in the full range of school activities. In addition, the college will adopt policies and practices that identify and cater for the individual needs of each student in the school.

Community

Wesley College is proud of the diverse communities it represents and believes that a balanced and inclusive approach to working with and for the community results in a just experience for all. Our Methodist special character is at the forefront of all we do.

School Motto

The school motto embraces the core values for Wesley College. The motto, "Fide Litteris Labore" translates as "By Faith, By Learning, By Hard work. That is, the Christian faith, learning and academic attainment, as well as hard work contributes to our core values.

A Safeguarding Culture

Wesley College is committed to creating a "Safe Environment" and to ensure the well-being of everyone under Wesley College's care. Therefore, Wesley College has a zero-tolerance stance on child abuse and neglect as part of our commitment to a holistic approach to Safeguarding. We take all reasonable steps to ensure the welfare and well-being of rangatahi is our priority.

Wesley College is committed to providing designated safeguarding staff and to operating above legislative requirements by leading safeguarding and child protection best practices in all our undertakings. This year we have appointed a **Safeguarding Officer** who will work alongside our staff, students and families to ensure Wesley College is a safe and secure environment where all our young people can thrive.

Our Safeguarding Officer is **Ms Judy Mariner**. You can contact her at jmariner@wesley.school.nz or safeguarding@wesley.school.nz

Kairangi Values

Every decision relating to curriculum and every interaction that takes place at Wesley College reflects the values of the individuals involved and the collective values of the institution. Our daily Kairangi values are Family, Respect, Responsibility and Excellence. They are woven into the fabric of school life.

Profile of a Wesley College Graduate 2024-2028

(Developed by staff and students)

WESLEY COLLEGE GRADUATE PROFILE



STUDENT SUPPORT AND WELLBEING

What is Wellbeing?

The Mental Health Foundation describes **wellbeing** as people feeling good and doing well, most of the time. It doesn't mean that there are no tough times or that we don't experience any mental illness or distress. Those can be part of life.

It means we have the tools, support and environments we need to be ourselves and to build and sustain lives worth living.

Wellbeing Models

The following information is taken from the Mental Health Foundation.

<https://mentalhealth.org.nz/what-is-wellbeing>

Te Whare Tapa Whā



In Te Ao Maori, there is a holistic view of health and wellbeing, known as hauora.

Te Whare Tapa Whā was developed by Sir Mason Durie in 1984. The model describes health and wellbeing as a wharenuī/meeting house with four walls.

Each wall represents an aspect of wellbeing. Our connection with the whenua/land forms the foundation.

When all these things are in balance, we thrive. When one or more of these is out of balance our wellbeing is impacted.

Five Ways to Wellbeing

The Five Ways to Wellbeing were created as a result of the New Economics Foundation's (NEF) Foresight Project on Mental Capital and Wellbeing research report.

NEF conducted a review of the most up-to-date evidence and found that building five actions into **day to day** lives is important for the wellbeing of individuals, families, communities and organisations.

You can introduce any of these actions into your life, any time, and you will begin to **feel the benefits**.



Student Support Services

Every student at Wesley College has a Learning Coach. Their role is to support the students' academic progress, social development, and general wellbeing. They are also the first point of contact for all whānau / caregivers with concerns regarding any aspects of a student's school life. If there are concerns regarding boarding, the hostel should be the first point of contact, but you may also wish to notify the Learning Coach.

The Learning Coaches are lead and supported by our experienced team of Deans. We have two deans for our junior school and two deans for our senior school. In addition, we have an Achievement and Transition Dean who will work across the year levels tracking student achievement and ensuring smooth transitions between learning phases.

Deans 2025

Year 9 - 10

Junior Dean

Mrs. Charlotte Saunders

juniordeans@wesley.school.nz

charlottes@wesley.school.nz

Junior Dean

Mrs. Janine Raos

janiner@wesley.school.nz

Years 11-13

Year 11 Dean

Mr. Rod Jack

seniordeans@wesley.school.nz

rjack@wesley.school.nz

Year 12 Dean

Ms. Shazia Nisha

snisha@wesley.school.nz

Year 13 Dean

Dr. Brian Evans

bevans@wesley.school.nz

Achievement & Transition Dean

Ms. Vaike

ngatiav@wesley.school.nz

Support for students

- In addition to the Learning Coaches and Deans, students have access to a dedicated Pastoral Team who can listen and provide support.
 - The Pastoral Team is made up of the Chaplaincy Team (including our Pou Manaaki), Guidance Counsellor, Social Worker, Learning Support and the Health Clinic.
 - Students may also choose to approach another member of staff who they feel they can trust.
 - The school also utilises STYMIE as a tool for supporting the safeguarding of our students.

STYMIE

Stymie is an anonymous reporting tool that enables students to get help for themselves, their peers or their community. It can be used to report **all** forms of harm from bullying / cyberbullying, illegal activity, concern for mental or physical wellbeing, damage to property, to family violence.

All notifications are made via www.stymie.co.nz and any internet-enabled device can be used to make a notification.

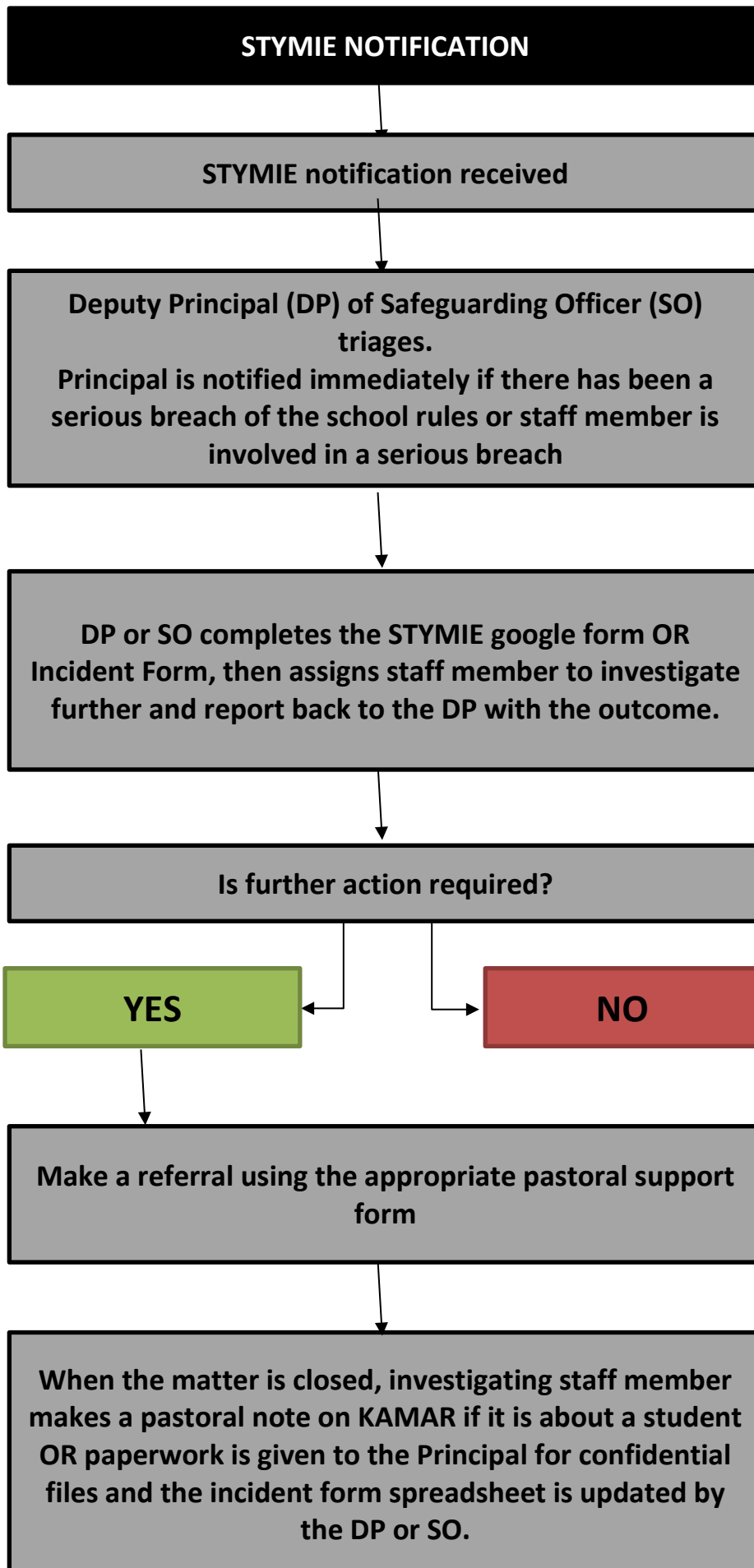
Stymie provides an encrypted, anonymous notification that is delivered within seconds to the pastoral team. On receipt, the Stymie is triaged by the Pastoral Team and is then assigned to a staff member for further action. The notification provides the option to include screenshots or images that support the notification.

Stymie empowers bystanders and people who are being harmed to take action.

Being able to anonymously report, empowers students to speak up. Wesley College is creating an environment where harm can be minimised, and effective action can be maximised.



STYMIE PROCEDURE



Online Safety

Whilst the internet is a wonderful tool, there are also risks and the potential for harm because of inappropriate or risky digital communications. Social media can pose a significant risk to young people.

It is important to remember that once digital content is shared, you no longer have control of that content. A picture or video shared with a friend can be copied and shared again and again. It can be found as part of your digital footprint for years to come, including by potential employers.

Furthermore, the Harmful Digital Communications Act 2015 makes it a criminal offence to share a digital communication that causes harm. A person or organisation convicted of causing harm by posting a digital communication or posting an intimate visual recording could be imprisoned for up to 2 years or fined up to \$50,000. Young people aged 14-16 will be dealt with through the Youth Justice system.

If you are concerned about your child's online safety, NETSAFE has lots of useful resources:

<https://netsafe.org.nz/advice/parenting/>

You can also seek advice or report harmful digital communications.

Call **0508 NETSAFE (0508 638 723)**

Make a report to netsafe.org.nz

Email help@netsafe.org.nz

Digital Communications include:

- Emails
- Text messages
- Voice mail messages
- Social media content (e.g., blogs, posts, comments, images and video)
- Content on messaging and communication apps (e.g., WhatsApp, Messenger)
- Content on image and video sharing apps (e.g., Snapchat, YouTube)
- Posts on community online forums (or chatrooms)

There are also links between excessive use of devices and social media and poor mental health.

Toku Ara Ako (TAAs)

The TAAs are a tool we use to engage students, whānau and Wesley staff in the learning journey via the School Bridge platform. Access to this is via the portal on the school website <https://www.wesley.school.nz/> The TAA is a living document where you will find important information such as attendance data, subject information, learning progress, Kairangi Points and career pathways. You will also be able to engage with College staff via the notes and messaging functions.

WESLEY COLLEGE KAIRANGI EXPECTATIONS

Our Kairangi Expectations exist in the interest of all pupils, staff and families. They allow the college staff to carry out their duties effectively and for students to receive the maximum benefit from their learning environment. When Parents / Caregivers enrol a student, an agreement is made that the student is subject to the Kairangi Expectations and regulations of the College. Each year, all students are required to sign a pledge committing to upholding our values. Thank you for reinforcing this and supporting positive behaviour for learning and a safe and supportive environment for our whole Wesley College whānau.

Code of Conduct

The College has a code of conduct that supports effective teaching and learning. Students are expected to be ready to learn, courteous and co-operative.

Student Expectations

Students meet our expectations by living our Kairangi Values including:

- Showing respect to others.
- Being ready to learn.
- Attending Chapel in the morning.
- Attending Academic Mentoring and all timetabled classes.
- Phones, headphones, earbuds and speakers 'Away for the Day'.
- Only leaving class with an authorised note.
- Personal appearance meeting high expectations as per uniform procedure.
- Respecting school property.
- Respecting other people's property.
- Remaining within school boundaries.
- Observing the Smoke and Vape Free nature of the school.

Behaviour Response System

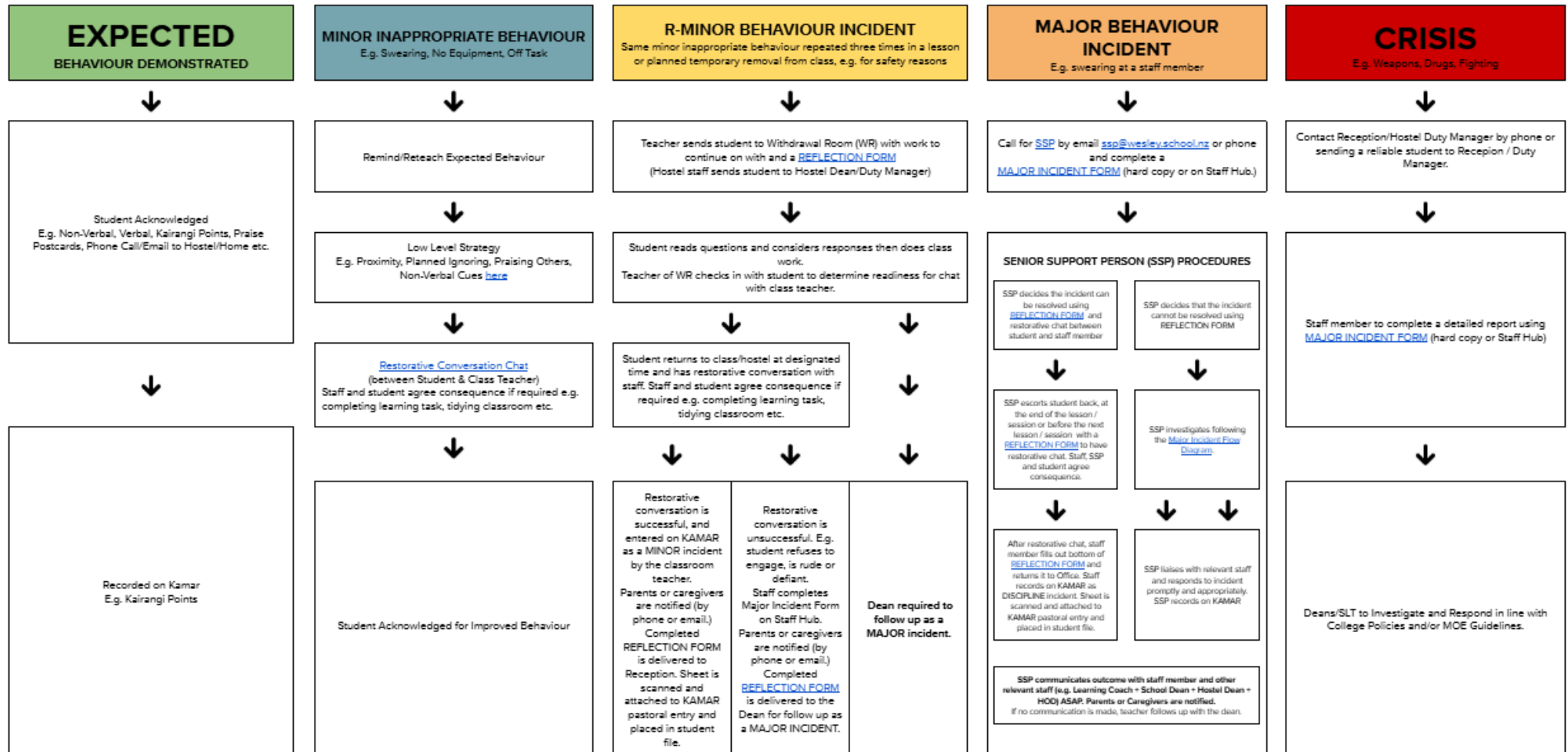
Aligned with the principles of *Positive Behaviour for Learning (PB4L)*, our Behaviour Response System focuses on teaching and reinforcing expected behaviours while maintaining a positive and inclusive learning environment. Students are supported to regulate their behaviour, reflect on their actions, and re-engage with learning, staff and their peers in a constructive manner. When implemented consistently and with clear expectations, it supports student well-being, minimises disruptions, and reinforces a culture of respect and responsibility within the classroom and around the College.

On the next page, you will find our Behaviour Response System; please visit our school website for a clearer image.

WESLEY COLLEGE BEHAVIOUR RESPONSE SYSTEM

POSITIVE LEARNING AND HOSTEL ENVIRONMENT CREATED WITH CLEAR BEHAVIOUR EXPECTATIONS

If this is a SAFEGUARDING concern, please email safeguarding@wesley.school.nz, speak with the Safeguarding Officer or a Safeguarding Champion as soon as possible.



*This process applies to all student behaviour, with the exception of [Late to Class](#), [Uniform infringements](#) and inappropriate [device use](#). Refer to specific response system for more each of these exceptions. Wesley College definitions of [MINOR, MAJOR & CRISIS BEHAVIOUR](#)

ACKNOWLEDGING POSITIVE BEHAVIOUR

An important aspect of Positive Behaviour for Learning is acknowledging students for demonstrating desired behaviours; this encourages students to repeat good behaviours and helps to create a positive school climate.

Students may be acknowledged in many ways including verbally and through the awarding of Kairangi Points. These points are accumulated over their time at the College and allow students to earn Kairangi badges.

Kairangi Points

Kairangi Points are awarded to recognise students who have demonstrated our Kairangi values. Expected behaviours are outlined in the matrices at the end of this handbook. Parents and Caregivers can track their child's Kairangi Points on the School Portal.

Hostels will also award Kairangi Points; however, this will be operated via Hostel KAMAR and does not count toward the school totals. This is to ensure day students are not disadvantaged. Hostel Kairangi Points are used to choose the Dorm Champion each year at Prize Giving.

Classroom Effort Points

Once a fortnight, teachers are asked to reflect on the effort and commitment to learning shown by each student in their classes. This helps staff and families to monitor student engagement, whilst also ensuring that good students are recognised for their efforts in all of their classes.

0 = Poor Effort 1 = Satisfactory Effort 2 = Good Effort 3 = Outstanding Effort

Kairangi Badges

Over their time at Wesley College, students are encouraged to accumulate their points in order to earn Kairangi Badges. If a student earns an average of 200 points each year, they will receive their Gold badge at the start of Year 13. Kairangi Badges are awarded in Chapel.

Bronze	300 points	Silver	550 points	Gold	800 points
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Kairangi Awards

- ❖ The number of Kairangi Points accrued that year (quantitative)
- ❖ Evidence of the student 'living' our Kairangi Values throughout the year (qualitative)

The total number of Kairangi Points received per house (proportional to the number of students in each house) contributes to the awarding of the Winstone House Cup at Senior Prize Giving each year. Points updates should be shared twice a term in Chapel.

COLLEGE TIMES

- Monday to Friday school starts at 8.20am with Chapel; this is part of our Special Character and is compulsory.
- We operate a 10-day timetable structure and three 90-minute blocks. Academic Mentoring takes place three times a week.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 am	CHAPEL	CHAPEL	STAFF PD	CHAPEL	CHAPEL
8.50 am	BLOCK 1	BLOCK 1	BLOCK 1	BLOCK 1	BLOCK 1
10.20 am	INTERVAL	INTERVAL	INTERVAL	INTERVAL	INTERVAL
10.50 am	BLOCK 2	BLOCK 2	BLOCK 2	BLOCK 2	BLOCK 2
12.20 pm	AM TIME	AM TIME JUNIOR & Y13 LEVELS	AM TIME Y11 LEVELS	AM TIME Y12 LEVELS	SINGING & WAIATA PRACTICE
12.50 pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.30 pm	BLOCK 3	BLOCK 3	BLOCK 3	BLOCK 3	BLOCK 3
3.00 PM	SCHOOL ENDS EXTRA-CURRICULAR ACTIVITIES				

The Ministry provided bus from Papakura departs at 7.50 a.m. from outside the train station and departs from outside the Old Chapel at 3.15 p.m. in the afternoon. It is only available for day students.

ATTENDANCE

If students are to reach their full potential it is absolutely crucial they are at school every day. They cannot be absent without good reason. Good reasons include sickness or urgent family matters such the funeral of a close family member.

	Student Categories	Student with	Equivalent to
	Regular Attendance	Over 90% attendance	missing fewer than 5 days across a term
	Irregular Attendance	More than 80% and up to 90%	absent for between 5 and 9 days across a term
	Moderate Absence	More than 70% and up to 80%	absent for between 10 & 14.5 days across a term
	Chronic Absence	70% attendance or less	absent for 15 days or more across a term

Reporting an Absence

- Please notify the College as early as possible if your child is going to be absent. You may report an absence via phone, email, or the portal. Please provide a reason for your child's absence.
- Students arriving after 9 a.m. must sign in at the student reception window.
- Students who need to leave the college grounds during school hours e.g. for an appointment, must be signed out at the College Office. They receive a slip indicating they have permission to be out of College and when they return, they are expected to sign in at the College Office.

Early Notification System

A text message and email will be sent to the families of students who have not signed in by 10 a.m. or who have not yet reported an absence.

Stepped Attendance Response (STAR)

We all have a role to play in supporting regular student attendance. We encourage families to reach out to us for help if they are having difficulty getting their child to school for any reason. This could include a student refusing to attend, transport issues, financial difficulties etc.

GOOD: Regular Attendance of >90% (Less than 5 days absence per term)

GOOD CHANCE OF SUCCESS

PARENTS/GUARDIANS

- ❖ Encourage good attendance habits
- ❖ Support other parents to encourage good attendance habits
- ❖ Report an absence as early as possible
- ❖ Open communication with school

SCHOOL

- ❖ Monitor attendance
- ❖ Communicate to parents about every absence
- ❖ Provide students with regular updates on their own attendance
- ❖ Report regularly to parents on attendance of their child
- ❖ Support students getting to school
- ❖ Reward good attendance with Kairangi Points and acknowledgement in Levels and Chapel

WORRYING: Irregular Attendance of 81% to 90% (Up to 10 days absence per term)

LESS CHANCE OF SUCCESS

PARENTS/GUARDIANS

- ❖ Return student to regular attendance
- ❖ Contact school to discuss reasons for absence
- ❖ Support student to catch up on missed learning
- ❖ Engage in supports offered

SCHOOL

- ❖ Speak with student to identify reasons for absences
- ❖ Send formal notification and contact parent/guardian to discuss reasons for absence
- ❖ Support students to catch up missed learning where required
- ❖ Use in-school resources as appropriate to remove barriers e.g. guidance, learning support
- ❖ Consider placing on Wesley Check and Connect programme
- ❖ Review eligibility for extracurricular activities e.g. school teams, cultural groups etc.

- ❖ Ensure all actions are recorded on KAMAR under Student>Pastoral>Attendance

CONCERNING: Moderate Absence of 71% to 80% (Up to 15 days absence per term)

HARD TO MAKE PROGRESS

PARENTS/GUARDIANS

- ❖ Return student to regular attendance
- ❖ Attend meeting at the school to diagnose reason for absence and to collaborate on a support plan
- ❖ Implement strategies at home

SCHOOL

- ❖ Send escalated formal notification to parents
- ❖ Hold meeting to diagnose reason for absence and to collaborate on a support plan
- ❖ Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence
- ❖ Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed
- ❖ Stand-down from extracurricular activities e.g. school teams, cultural groups etc.
- ❖ Ensure all actions are recorded on KAMAR under Student>Pastoral>Attendance

SERIOUS CONCERN: Chronic Absence of <71% (15 days or more absence per term)

VERY HARD TO MAKE PROGRESS

PARENTS/GUARDIANS

- ❖ Return student to regular attendance
- ❖ Engage in improvement plan
- ❖ Participate in regular meetings

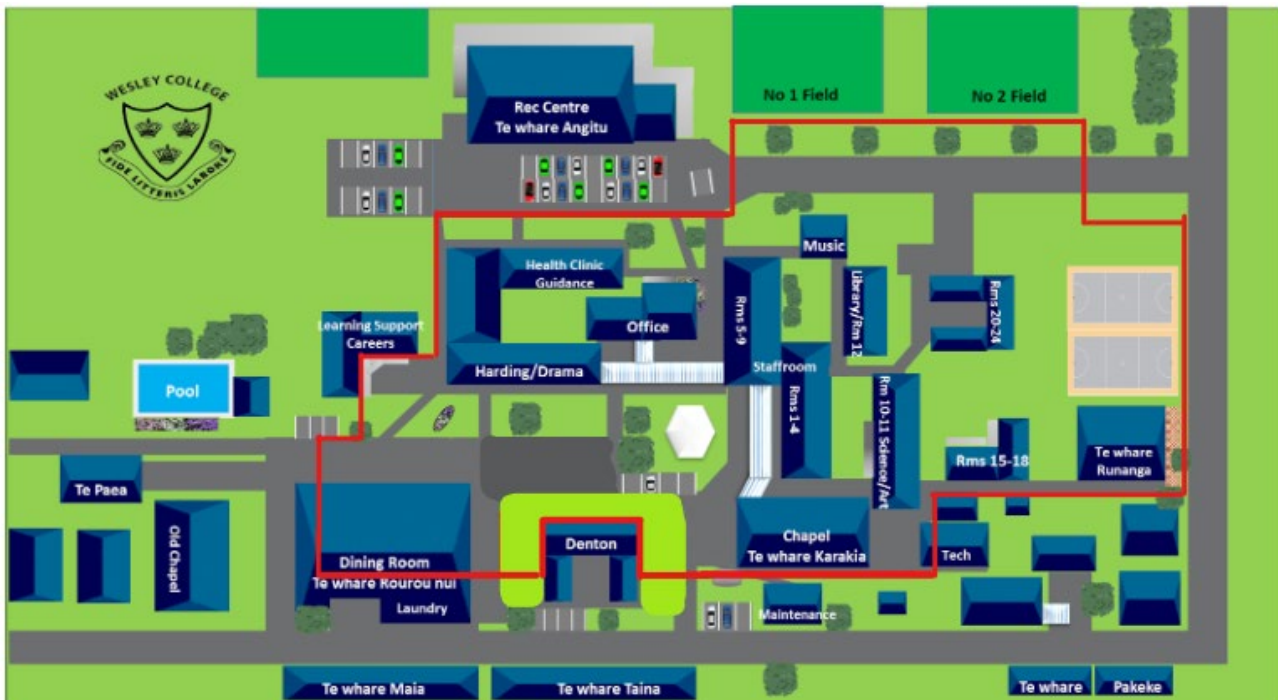
SCHOOL

- ❖ Send warning notice and make contact to arrange meeting with parents
- ❖ If appropriate, arrange a pastoral care home visit
- ❖ Escalate to multi-agency response
- ❖ Participate in multi-agency response
- ❖ Implement and monitor improvement plan
- ❖ Ensure all actions are recorded on KAMAR under Student>Pastoral>Attendance

- Students are expected to begin the College day on time.
 - Boarders will be released from their Dormitory at 7.30am for breakfast and then to attend Chapel.
 - Day students are expected to be at the college by the latest at 8.20am prior to Chapel.
- Once students begin the college day, they may not leave the college site unless permission has been sought and granted. This can be done by contacting the College Office or by the student presenting a signed note from a parent / caregiver or Hostel parent.

Out of Bounds

During interval and lunchtime, students are required to remain inside the area shown in the below map; this is to allow safe and effective supervision of students. Students may go to the Rec Centre for lessons and planned lunchtime activities.



Cameras

Cameras are positioned around the school campus and buildings; this is for the safety of all members of our community. Students must not touch, move or cover the cameras.

Student Vehicles (Day or Boarder)

- Day students who want to drive their cars to school must apply for an approval permit from Mrs Christine Pereira, the Deputy Principal. Day students are to hand their car keys into the College Office

daily. Keys will be returned at the conclusion of the school day. Students may not park their cars on the Paerata Rise development as this leads to conflict with our community.

- Boarders who want to drive their car to school must apply for an approval permit from Mr Chris Field, the Hostel Duty Manager. Boarders are to hand their car keys to their hostel parents. Keys will be returned at an agreed date established with the Hostel.
 - Students must have the appropriate driver's licence; they are not permitted to carry other students in their vehicles.
 - Students who do not have an approval permit may have their car clamped.
-

Personal Property

- The College will not be responsible for any loss of cell phones, electrical equipment, valuables or money. Any items brought to school are at their owner's risk.
-

Away for the Day

Mobile phones present many challenges in schools; they distract students from their learning, can get lost or damaged and can also be used as a tool for bullying. They can also prevent students from engaging socially with other students and staff. Students may not use their phones, headphones/earbuds or any form of speaker during the school day from 8.20 a.m. to 3.00 p.m. unless it is for specific learning purposes sanctioned by the teacher. For further information on our Away for Day rule, including our procedure for breaches of the rule, please see the college website <https://www.wesley.school.nz/students/current-students/wesley-college-phones-away-day>

Parents are asked NOT to contact their children directly during the school day. If you need to reach your child, please contact the College Office. If your child is unwell, they are to go to the health clinic who will contact families if deemed necessary.

SCHOOL UNIFORM

The school uniform is set by the Wesley College School Board. The School Uniform Policy sets the expectation of a high standard of appearance and reflects the history and tradition of our school.

The No.1 school uniform is to be worn correctly to all special occasions as directed by staff e.g:

- School functions, to and from school as well as sports tours, cultural and social visits.
- College formal trips (school and hostel)?
- Chapel on the weekends
- Weekend leave and Sunday return

The daily school uniform is to be always worn correctly during the school day.

- Attendance at school
- Travelling to and from school

Our School Uniform

NUMBER ONE UNIFORM	
<ul style="list-style-type: none"> ● Long pair of black dress trousers ● A tupenu / 'ie faitaga may be worn instead of trousers with black plain sandals that must have a heel strap, secured by a buckle or velcro. Heel strap on sandals must be worn up. ● A white long-sleeved shirt and school tie ● Black socks ● Black lace-up shoes ● Wesley blazer ● Wesley jersey or vest. 	<ul style="list-style-type: none"> ● A long black skirt (to be worn full length) ● A Wesley white blouse ● Wesley jersey or vest ● Wesley blazer ● Black knee-high socks or tights ● Black lace-up shoes ● Plain black sandals must have a heel strap, secured by a buckle or velcro. Heel straps on sandals must be worn up.
DAILY SCHOOL UNIFORM	
<ul style="list-style-type: none"> ● Wesley polo shirt ● Wesley black shorts ● Wesley long black trouser ● Wesley tupenu / 'ie faitaga worn ● Wesley vest or jersey ● Black socks ● Black shoes ● Plain black sandals must have a heel strap, secured by a buckle or velcro. Heel straps on sandals must be worn up. ● Black school standard bucket hat 	<ul style="list-style-type: none"> ● Blue school blouse ● Black skirt (worn full length) ● Wesley jersey or vest ● Black socks/tights ● Black shoes ● Plain black sandals must have a heel strap, secured by a buckle or velcro. Heel straps on sandals must be worn up. ● Black school standard bucket hat.

GROOMING

- Extreme hairstyles and/or artificial colouring are unacceptable.
- Hair accessories (hair bands/ties etc) must be navy blue or black in colour only.
- Long hair must be tied back from the face.
- Male students are required to wear their hair short with no rats tails, horse tails etc. and to be clean shaven (with the exception of traditional cultural or religious reasons as approved by the Principal)
- Hijab must be black in colour only.
- Nail polish is to be clear, with no artificial tips or colouring.
- Makeup is not to be worn (this includes false lashes)
- Jewellery should be minimal. This means:
- Unless it is of significant cultural or religious value or at the discretion of the Principal students are not permitted to wear rings, bracelets or visible necklaces.
- At the discretion of the Principal students are permitted to wear a maximum of two small studs or sleeper earrings, per ear and in the lobe only.
- All uniform must be only the regulation design and pattern.
- Students may wear a black or white t-shirt or singlet beneath their school uniform.
- School sports team jackets or sweatshirts are only to be worn at sports events.
- Garments worn under the school uniform must be black only.
- The use of sunblock and wearing of hats is encouraged, especially for summer outdoor activities.

Chewing Gum

The chewing of gum is not permitted at school.

Student Voice

Student voice is about engaging students with every aspect of life at Wesley College that impacts upon them. It is intended to empower students to become positive agents of change in our school by giving them opportunities to voice their concerns, interests and needs to ensure that every student feels safe and supported academically, physically and emotionally. Furthermore, it is about building a community where students, staff, whanau and our wider community feel that their voices are heard, valued and incorporated into every aspect of decision making at the school.

Student Council

The Student Council is made up of one male and one female student from each year level who will be democratically elected by their peers. In addition, there will be seats for one male and one female representative from the Whaanau Group. The Student Council will meet twice a term (8 meetings a year) and these meetings will be facilitated by members of the Senior Leadership Team.

Student Leadership Team

The Student Leadership Team consists of the school Prefect Team. School Prefects are elected annually through a process that includes applications, short-listing, staff and student body voting, and interviews.

The team will meet on a weekly basis during Terms 1 to 3 and until the commencement of NCEA exams in Term 4. Meetings will be facilitated by members of the SLT.

Board of Trustees - Student Representative

Every year a student representative is elected to the Board of Trustees. The representative is elected by the student body. The Board of Trustees meets at least 8 times per year.

Year Level Committee

It is proposed in 2025 that each year level will have a committee who will meet at least once a term. The committee will consist of one elected male and one elected female from each Academic Mentoring Class. The Year Level Committees will be facilitated by the Year Level Dean.

CONCERNS AND COMPLAINTS

We are always striving to improve the educational experience for our students and whaanau/families and we value your feedback.

If you have a concern about any aspect of our school, your child's academic progress or wellbeing, you are encouraged to approach your child's Learning Coach, Dean or Hostel Staff in the first instance. If you are not happy with the outcome, or your concern is of a serious nature, you may wish to raise a complaint.

If you wish to raise a concern or lodge a complaint, the easiest way is to complete our online concern and complaint form which can be found using the link on the Complaints and Feedback page on our website <https://www.wesley.school.nz/contact/concerns-complaints>

Alternatively, you can call us on 09 2370224, email us at admin@wesley.school.nz or pop into reception to see us during school hours. **Our Complaints Officer is Deputy Principal, Charlotte Saunders.**

Our process

Once we have received your complaint we will:


- Take immediate action if there is a risk of harm to a child or young person.
- Acknowledge all complaints within 7 days of receipt.
- Identify the appropriate person to manage your complaint. This person will be identified as your contact person. You can tell us if you wish to have a different contact person.
- We may ask you to provide more information to help us understand the complaint.
- If your complaint involves a member of staff, we will contact them and ask them to comment and provide any relevant information. We will keep your name and contact details confidential during this process.
- Keep you informed throughout the stages of the complaint and handling process.
- Investigate the complaint and advise you of the outcome.

What if I'm not satisfied with the outcome?


Please let us know that you are dissatisfied and we will assign your complaint to another staff member for review.

Contact: admin@wesley.school.nz OR post to **Complaints, PO Box 58, Pukekohe, Auckland, New Zealand 2340.**

Kairangi Expected Behaviour Matrices

	BUS	DINING ROOM	OFFICE	FIELD TRIPS EOTC	LIBRARY
<p>RESPECT <i>Mark 12 :30-31</i> <i>Love God with all your heart and soul and mind and strength.</i> <i>Love your neighbour.</i></p>	<p>Be polite and patient when waiting for the bus and when on the bus.</p> <p>Thank the bus driver.</p>	<p>Be polite, patient and clean your area.</p> <p>Use correct manners and language.</p>	<p>Be polite to office staff</p> <p>Wait patiently for your turn.</p>	<p>Listen carefully to those responsible for you.</p> <p>Leave only footprints; take only photographs.</p>	<p>Handle resources and books carefully.</p> <p>Work quietly.</p> <p>Keep tables and chairs neat and tidy.</p>
<p>RESPONSIBILITY <i>Micah 6:8</i> <i>And what does the Lord require of you? To act justly, to love mercy and to walk humbly with God.</i></p>	<p>Get to the bus on time.</p> <p>Take all belongings with you.</p> <p>Pay bus driver or HOP card ready.</p> <p>Leave no rubbish on the bus.</p>	<p>Queue quietly and patiently.</p> <p>Clear away dishes and wash hands.</p> <p>Clean your eating area.</p>	<p>Use the office only when you need it.</p>	<p>Bring all the correct gear.</p> <p>Be a school ambassador.</p> <p>Get permission to attend trips</p>	<p>Listen to the librarian's suggestions.</p> <p>Put resources you've used back into the correct place.</p> <p>Check out books in the right manner.</p> <p>Return books when due.</p>
<p>FAMILY I <i>Corinthians 13</i> <i>Love never gives up. Love cares more for others than for self, doesn't want what it doesn't have. Love doesn't strut, isn't big headed, doesn't force itself on others and Isn't always "me first," Doesn't fly off the handle, keep score or revel when others grovel, Takes pleasure in the flowering of truth, puts up with anything and trusts God always. Always looks for the best, never looks back, always keeps going.</i></p>	<p>Treat everyone on the bus as you want to be treated.</p> <p>Care for your surroundings.</p>	<p>Say grace.</p> <p>Thanking those who serve you.</p> <p>Leave your table clean for others to use</p>	<p>Thank those who help you.</p>	<p>Look after one another when off site.</p>	<p>Appreciate that it is a quiet learning space for you and others.</p> <p>-talk quietly when asking questions or helping others.</p>

<p>EXCELLENCE Philippians 4:8 <i>Finally, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.</i></p>	<p>Represent your school in the best way possible.</p> <ul style="list-style-type: none"> -correct uniform -help others -offer your seat to adults and children 	<p>Be orderly and polite when getting food.</p> <p>Clean up and help others share dining room duties</p>	<p>Go at appropriate times.</p> <p>Line up in an orderly manner.</p>	<p>Represent your school in the best way possible.</p>	<p>Use the library to promote your learning.</p> <ul style="list-style-type: none"> -work in silence -read in silence
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	TOILETS	DORMITORY	LAUNDRY	HEALTH CLINIC
<p>RESPECT <i>Mark 12 :30-31</i> <i>Love God with all your heart and soul and mind and strength.</i> <i>Love your neighbour.</i></p>	<p>Look after the facilities and equipment.</p> <p>Be considerate of others' privacy.</p>	<p>Use polite and appropriate language.</p> <p>Be considerate towards other people and their property</p> <p>Keep the area clean.</p>	<p>Be polite, patient and wait your turn.</p> <p>Use correct manners and language.</p>	<p>Be polite, patient and wait your turn.</p> <p>Use correct manners and language.</p>
<p>RESPONSIBILITY <i>Micah 6:8</i> <i>And what does the Lord require of you? To act justly, to love mercy and to walk humbly with God.</i></p>	<p>Use the toilets only during breaks.</p> <p>Use supplies and equipment appropriately.</p> <p>Get permission to go during class time if needed.</p>	<p>Follow instructions.</p> <p>Dress in the correct uniform.</p> <p>Be in the right place and the right time.</p> <p>Look after your property.</p>	<p>Queue quietly and patiently.</p> <p>Make sure the items you are given are yours.</p> <p>Ensure that you label your clothing.</p>	<p>Follow instructions.</p> <p>Attend all appointments.</p> <p>Take your medication as instructed.</p>
<p>FAMILY I <i>Corinthians 13</i> <i>Love never gives up. Love cares more for others than for self, doesn't want what it doesn't have. Love doesn't strut, isn't big headed, doesn't force itself on others and Isn't always "me first," Doesn't fly off the handle, keep score or revel when others grovel, Takes pleasure in the flowering of truth, puts up with anything and trusts God always. Always looks for the best, never looks back, always keeps going.</i></p>	<p>Leave the bathroom in a clean state for others to use.</p> <p>Put used hand towels and paper in the bin.</p> <p>Flush toilet after use.</p>	<p>Care for one another.</p> <p>Treat others how you would like to be treated.</p> <p>Look after other people's property.</p> <p>Help other families and friends that visit.</p>	<p>Thank those who serve you.</p>	<p>Thank those who help you.</p> <p>Support others that are not feeling well.</p>
<p>EXCELLENCE <i>Philippians 4:8</i> <i>Finally, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.</i></p>	<p>Use good hygiene.</p> <p>Wash hands after use.</p>	<p>Take ownership of your learning.</p> <p>Take advantage of all positive opportunities. -get involved -try your best</p> <p>Do all the good you can all the time.</p>	<p>Ensure all your items are marked with your code.</p>	<p>Go at appropriate times.</p> <p>Use good hygiene.</p>