



TE KAARETI O WETERE

Our College Community
'Setting the Standard'
A Quick Guide for Students

Contents

Wesley College - Who are we?	2
Life at Wesley College <ul style="list-style-type: none">- College Day- Pastoral Support and Wellbeing- STYMIE- Kairangi- Out of Bounds- Online Safety	3
Learning at Wesley College <ul style="list-style-type: none">- Tracking Progress- Learning Support- Technology in Learning- Careers- Homework Expectations	9
Attendance	10
Student Voice	11
Practical Information <ul style="list-style-type: none">- School Uniform and Grooming- Away for the Day- Security Cameras- Chewing Gum	11

Wesley College - Who Are We?

Vision

'Tooku manaaki tooku toiora, Tooku toiora tooku manaaki: When service is my wellbeing, my wellbeing is served'

Mission Statement

By Faith - Whakapono

By Learning - Ako

By Hard Work - Puku Mahi

Our Special Character

- 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.

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.

Life at Wesley College

The College Day

- The school day always starts with Chapel; this is part of our Special Character and is compulsory.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.20 am			STAFF PD		
8.50 am	CHAPEL	CHAPEL		CHAPEL	CHAPEL
9.10 am	BLOCK 1	BLOCK 1	9.20 am CHAPEL	BLOCK 1	BLOCK 1
10.40 am	INTERVAL	INTERVAL	9.40 am BLOCK 1	INTERVAL	INTERVAL
11.10 am	BLOCK 2	BLOCK 2	11.10 am INTERVAL	BLOCK 2	BLOCK 2
12.40 pm	AM TIME	AM TIME	11.40 am BLOCK 2	AM TIME	SINGING & WAIATA PRACTICE
1.10 pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.50 pm	BLOCK 3	BLOCK 3	BLOCK 3	BLOCK 3	BLOCK 3
3.20 PM	SCHOOL ENDS EXTRA-CURRICULAR ACTIVITIES				

Pastoral Support and Wellbeing

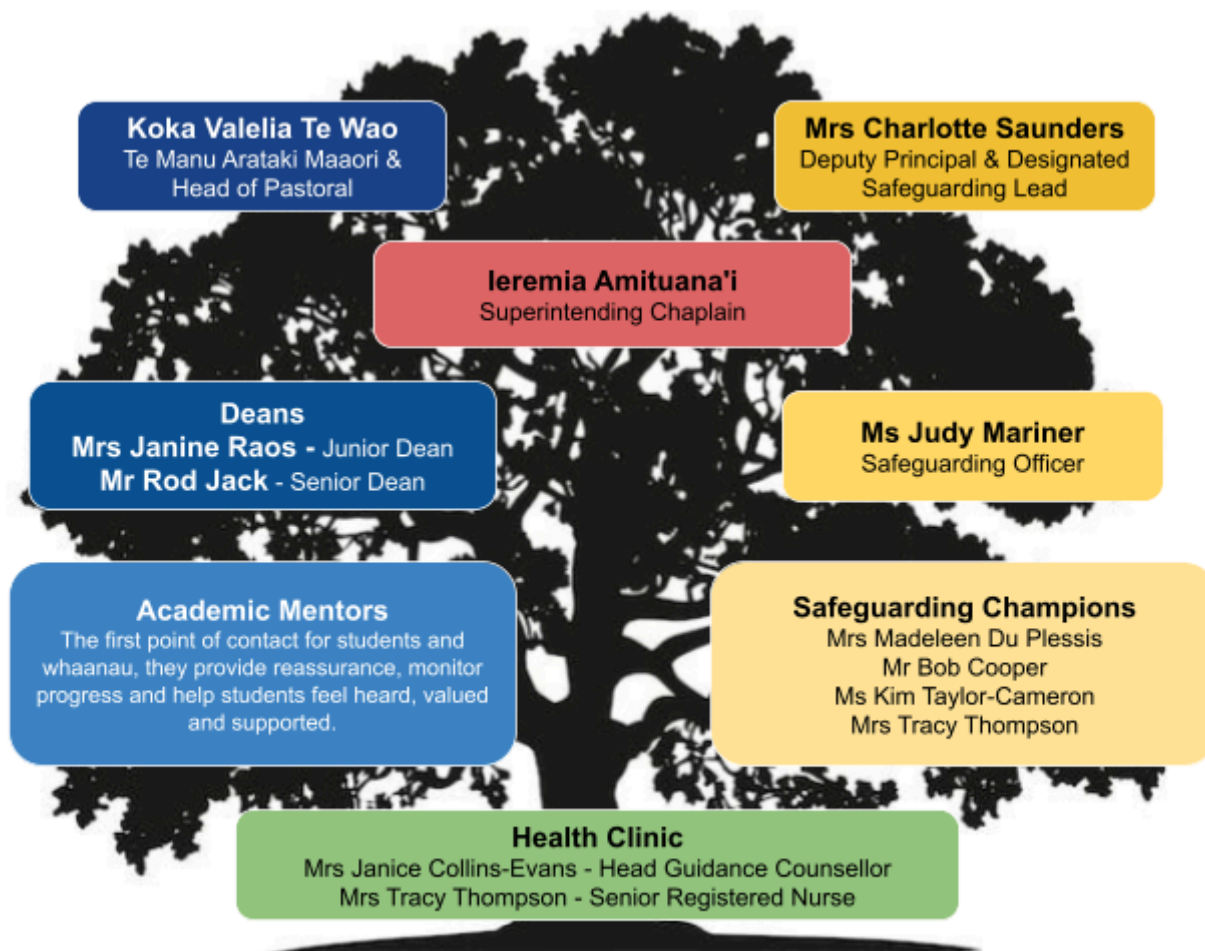
Supporting our students, every day



Our dedicated pastoral and safeguarding team works alongside families so you feel happy, confident and supported; this helps to build the necessary resilience to face challenges both in and out of the classroom.

Whether it's a small worry or a big life decision, we encourage you to speak to a member of staff.

Our Pastoral and Safeguarding Team



Student Support Services

Your Learning Coach is there to support your academic progress, social development, and general wellbeing. They are also the first point of contact for your whaanau / caregivers. They are supported by the SLT, Deans, Health Clinic and College Chaplain.

If you are concerned about anything, please speak to someone you trust. This may be a member of the pastoral team or another member of staff you feel you can trust, or you may choose to use STYMIE www.stymie.co.nz

The school also utilises STYMIE as a tool for supporting the safeguarding of our students.

STYMIE

Stymie is an online 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.

Notifications are received by the Head of Pastoral, the Designated Safeguarding Lead and the Safeguarding Officer. They will meet to decide what the next steps should be. If you feel safe to do so, please give your name in any STYMIE report as this helps us to respond more quickly and let you know what actions we have taken.



Wesley College Kairangi Expectations

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:

<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● 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

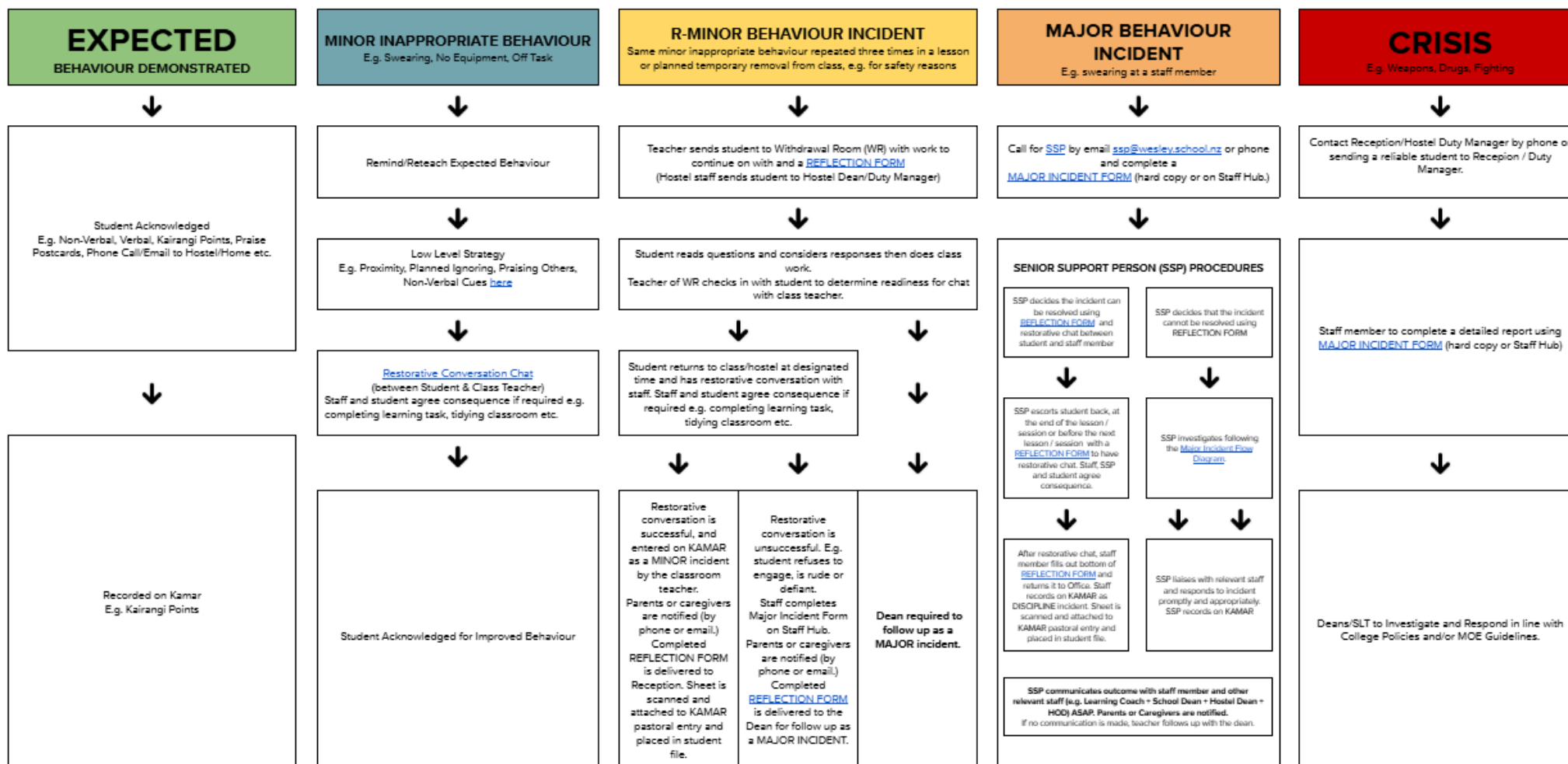
Our Behaviour Response System focuses on teaching and reinforcing expected behaviours while maintaining a positive and inclusive learning environment. You will be supported to regulate your behaviour, reflect on your actions, and re-engage with learning, staff and their peers in a constructive manner.

On the next page, you will find our Behaviour Response System; please visit our school website or see the posters around the college 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](#)

Out of Bounds

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



Bus Conduct

When you are on the school buses or public transport you are still representing Wesley College and the same high standards of behaviour are expected. Below you will find a summary of the bus code of conduct.

- When I am a seated passenger, I will remain in my seat for the whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing passenger, I will stand quietly and not push or move around the bus.
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- I will use socially acceptable language when conversing with the driver and/or other students and I will not speak at a volume that may distract the driver.
- I will respect the property of the bus operator at all times (e.g. keeping feet off seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver or other students at risk.
- I will observe the requirements and instructions of the bus driver and the teacher/s responsible for bus duty at all times.
- Any damage I cause to the bus will result in my caregiver being billed for the cost of repairs.

Acknowledging Positive Behaviour

When you are seen to be living our school values and motto, we want to acknowledge you. This might be verbal e.g. a thank you, or a well done, through a positive email home, or through awarding Kairangi Points.

Kairangi Points

Kairangi Points are awarded to recognise students who have demonstrated our Kairangi values. Parents and Caregivers can track their child's Kairangi Points on the School Portal.

Classroom Effort Points

Once a fortnight, your teachers will award classroom effort points in recognition of your effort and commitment to learning in each of your classes.

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

Kairangi Badges

Over your time at Wesley College, you can work toward your Kairangi Badges. If you earn an average of 200 points each year, you will receive your Gold badge at the start of Year 13.

Bronze	300 points	Silver	550 points	Gold	800 points
---------------	-------------------	---------------	-------------------	-------------	-------------------

Kairangi Awards

A Kairangi trophy is awarded for each year level at Prize Giving. The awarding of this trophy is decided by the Pastoral team and is based upon:

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

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.

It is 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.

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.

Learning at Wesley College

Our curriculum is built around personalised learning and academic challenge. Students are guided by passionate subject specialists who promote curiosity and develop the skills students need to achieve success in school and beyond.

Tracking Progress

We track your academic progress to ensure that you are moving forward in your learning and to identify potential issues so support can be provided. We track progress through teacher judgements, regular assessments and end-of-year exams.

You and your whaanau/caregivers will receive regular updates through:

- Friday night automated emails
- Student Led Conferences (twice per year)
- Written reports (twice per year)
- Real-time feedback and communication
- Academic Mentors and subject teachers

Learning Support

If you feel like you need additional support with your learning, please speak with your subject teacher, learning coach or have a chat with our SENCO, Mrs Raos.

Technology in Learning

The current and future world requires digital fluency in all fields of post-school life. You need to be confident to be able to use a range of digital tools. You must have your own device and bring it every day, charged and ready for learning.

Careers

Expert career guidance is provided by our Careers Department led by Mr Rod Jack and supported by our Gateway Coordinator, Ms Cherie Roberts. Please speak to them if you have any questions about course options, work experience and your future learning and career opportunities.

Homework Expectations

Homework is an opportunity to extend learning beyond the classroom. It is an opportunity to prepare for future learning as well as to consolidate what has been learnt, practise skills, and grow as independent learners.

We encourage you to take responsibility for your time management and to speak with your Learning Coach or subject teacher if you are unsure about a task or need help to manage your workload.

Attendance

If you are to reach your full potential, it is absolutely crucial that you are at school every day.

You cannot be absent without good reason. Good reasons include sickness or urgent family matters such as 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

Our Attendance Management Plan is available on the College website.

Reporting an Absence

- Your parent/caregiver must notify the College as early as possible if you are going to be absent.
- You are expected to arrive at school **on time**. If you are delayed and arrive after 9.30 a.m. you must sign in at the student reception window and report to a member of SLT to explain your reason.
- If you have an appointment during the school day, you must be signed out at the College Office. You will receive a slip indicating you have permission to be out of College. When you return, you must sign back in at the office.
- You may not leave the college site during the day without permission.

Early Notification System

A text message and email will be sent to your whaanau/caregivers if you have not signed in by 10 a.m. and we do not know you are absent.

Student Voice

Student voice is an important part of our College's continuous improvement. We need to know from you what we are doing well and what we can do better.

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.

School Board - 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.

Focus Groups

Throughout the year, students are invited to participate in a range of focus groups. The purpose of these groups is to give students an opportunity to share their opinions and ideas on a range of topics with the goal of continuous improvement and making Wesley College an even greater place for our students and staff.

Concerns and Complaints

If you have a concern or a complaint about anything at school, we want to hear from you. There are posters around school that tell you how to share your concern or complaint. This includes speaking to a member of staff, making a report on STYMIE, sending an email to feedbackandcomplaints@wesley.school.nz or using the feedback boxes in the library and health clinic. You will not be disadvantaged or get into trouble by sharing your concern or complaint.

Practical Information

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
- School Trips (see individual trip notices)
- Prize Givings

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

- Attendance at school
- Travelling to and from school

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 (no trainers)● 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 (no rrainers)● 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, mullets etc. and to be clean shaven (any exceptions are at the discretion of 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 the regulation design and pattern.
- Students may wear a plain 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.
- The use of sunblock and wearing of hats is encouraged, especially for summer outdoor activities.

Away for the Day

You may not use your phones, headphones/earbuds or any form of speaker during the school day from 8.45 a.m. to 3.20 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>

If you need to contact your whaanau/caregivers during the day, please contact the College Office. If you are unwell, please go to the health clinic.

Security 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

- Students who want to drive their cars to school must apply for an approval permit from Mrs Christine Pereira, the Deputy Principal. You are required to hand your 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.
 - You must have the appropriate driver's licence; you are not permitted to carry other students in your vehicles.
 - Students who do not have an approval permit may have their car clamped.
-

Chewing Gum

The chewing of gum is not permitted at school.