



TUAKAU COLLEGE

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2024 ENROLMENT INFORMATION

ENROLMENT FORMS

All enrolment forms can be completed online at the Tuakau College website on the KAMAR Portal (visit www.tuakaucollege.com/enrolment to access).

SCHOOL UNIFORM (see under *Uniform*)

Uniform is available from the stockist below. Enquiries to Mrs Fletcher (Deputy Principal) on 236 8521 ext. 107.

SAS Uniforms, 7A Glasgow Road, Pukekohe.

- Phone: 09 239 1310
- Monday to Thursday: 8:30 to 5:00pm
- Saturday: 9:00am to 1:00pm
- Friday and Sunday: Closed

SCHOOL BUSES

We belong to the Franklin South Bus Network (<https://www.northwaikatoschoolbuses.com/>). A Transport Entitlement Zone (TEZ) determines student eligibility for transport to and from school.

Some bus services (eg. the Pukekohe Bus service) incur a charge. For more information on pricing and tickets, please check with the Accounts Office or the Bus Controller.

CONTACT DETAILS

Please advise the Student Database Administrator of any changes to your contact details by emailing t.potts@tuakaucollege.com, or phoning 236 8521 ext. 105.

FEES (see *Fees Schedule*)

Donation (Annual)	See Fees Schedule*
Donations are tax-deductible. See www.ird.govt.nz for refund details.	Used to provide library books, sport/outdoor education equipment, school publications and homework diaries.
Subject Fees	Invoices are sent out.
Textbooks	Issued free of charge. Payment is required for loss or damage.
Stationery	Stationery lists are uploaded to https://www.tuakaucollege.com/key-information at the end of the year.
Sports Fees	Fees due prior to sport participation. See <i>Fees Schedule</i> *

*The Fees Schedule is emailed to parents/caregivers at the end of year/beginning of new year and are also available from the school's Main Office or Accounts Office.

2024 TERM DATES

School Office and Student Centre Open: Monday 22 January, 2024
Year 12 and 13 Subject Confirmation: Tuesday 30 January, 2024
Powhiri and New Students Day: Wednesday 31 January, 2024
Whole School Starts: Thursday 1 February, 2024

Term 1	TBC – Friday 12 April
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 14 October to no later than Friday 13 December (official end of year date tbc).

PUBLIC HOLIDAYS 2024

Auckland Anniversary	Monday 29 January
Waitangi Day	Tuesday 6 February
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Easter Tuesday	Tuesday 2 April
ANZAC Day	Thursday 25 April
King's Birthday	Monday 3 June
Matariki	Sunday 28 July
Labour Day	Monday 28 October
Christmas Day	Monday 25 December
Boxing Day	Tuesday 26 December

START & FINISH TIMES

Students should arrive at school at 8.50am for a 9.00am start. On Wednesdays school starts at 9:10am. School finishes at 3.30pm daily. If a student is late for any reason, they must sign in at the Student Centre and bring a note of explanation. Parents/caregivers of a student arriving late will be contacted to explain their child's absence.

CLASS TIMES *Subject to change.*

Monday, Tuesday, Thursday, Friday			
Period	Start	Finish	Time (hrs/mins)
Whaanau	9.00	9.10	10 mins
Period 1	9.10	9.58	48 mins
Transition	9.58	10.02	4 mins
Period 2	10.02	10.50	48 mins
Interval	10.50	11.20	30 mins
Period 3	11.20	12.08	48 mins
Transition	12.08	12.12	4 mins
Period 4	12.12	1.00	48 mins
Lunch	1.00	1.50	50 mins
Period 5	1.50	2.38	48 mins
Transition	2.38	2.42	4 mins
Period 6	2.42	3.30	48 mins

Wednesday			
Period	Start	Finish	Time (hrs/mins)
Period 1	9.10	9.58	48 mins
Transition	9.58	10.02	4 mins
Period 2	10.02	10.50	48 mins
Interval	10.50	11.20	30 mins
Period 3	11.20	12.08	48 mins
Transition	12.08	12.12	4 mins
Period 4	12.12	1.00	48 mins
Lunch	1.00	1.50	50 mins
Period 5	1.50	2.38	48 mins
Transition	2.38	2.42	4 mins
Period 6	2.42	3.30	48 mins

ABSENCES & LEAVE

If a student is absent from school for any reason, please email attendance@tuakaucollege.com or leave a message on the 24 hour absentee line (236 8521 dial 2). If absent for more than 3 days, you are required to send in a medical note to the student's Dean.

If you intend taking your child out of school on holiday or other leave during term time, you must request this in advance **in writing** to the Principal and check with the child's Dean and teachers to ensure they are not missing any assessments or exams.

ASSEMBLIES & PRIZEGIVINGS

Assemblies are held regularly throughout each term. Junior, Middle and Senior College prizegivings, Matariki Awards and a Sports Awards evening are held at the end of school year.

HEALTH CENTRE *Phone 236 8521 ext 119*

The school has a full-time Registered Nurse on site. In an emergency, parents will be contacted as soon as possible. If immediate attention is required, the student will be taken to the nearest medical centre.

STAFF EMAILS

Staff emails are firstname.surname@tuakaucollege.com (e.g. sara.smith@tuakaucollege.com). A list is on our website at <https://www.tuakaucollege.com/staff-contacts>

DEANS *Dean's Office: Phone 236 8521 ext 135 / 140*

Each year level has a Dean allocated. Please contact your child's year level Dean if you have any pastoral issues or concerns. (<https://www.tuakaucollege.com/staff-contacts>)

NEWS & NOTICES

Please see our website www.tuakaucollege.com or link to our Tuakau College Facebook Page for school news and events. You can also download our School App for notifications and other information. A KAMAR Parent Portal System is also available.

Our monthly e-Bulletin newsletter (*Korero*) is emailed to all parents/caregivers and printed for those without email addresses. It is also on our Facebook page and the college's website (<https://www.tuakaucollege.com/e-bulletin>)

Daily notices are read out to Whaanau (form) classes and available on school notice boards, on the school database, KAMAR and via the parent portal.

PTA

The Parent Teacher Association (PTA) meets monthly on Tuesdays in the staff room. Come along (no obligations!) and we will make you welcome. Please phone first and check dates before attending.

TUAKAU COLLEGE BOARD

The Tuakau College Board meets on the last Tuesday of each month. Trustee elections are held every 18 months. Student trustee elections are held annually in September.

REPORTING

School reports are issued four times during the school year. Parents and caregivers are encouraged to support their child through Academic Conferencing which assists students to identify goals and ways to achieve them and for older students help identify possible career choices. Parent/student/teacher interviews are held twice yearly.

Tuakau College School (106) Enrolment Scheme

Effective from 1 February 2018

The guidelines for development and operation of enrolment schemes are issued under section 11G (3) of the Education Act 1989 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

Home Zone

All students who live within the home zone described below and shown on the map overleaf shall be entitled to enrol at the school.

The enrolment scheme home zone includes:

- *State Highway 1 (SH1) between Nikau Road and Oram Road,*
 - *Includes Razorback Road (addresses 270, 285 and above), Jimeda Road, Pirrit Road, Nikau Road and Oram Road, roads in Pokeno township,*
- *State Highway 2 (SH2) between SH1 and Rawiri Road,*
 - *Includes SH2 off roads, Rimu Road, McMillan Road, Pinnacle Hill Road (odd addresses 7-133 and even addresses 8-120 included), Graham Road, Brjevich Road, Moon Ridge Close, Paparimu Road (addresses 700 and above), Twining Road, Mangatawhiri Road and off roads included, Buckingham Road, Caie Road, Bell Road, Jeff Road, Golf Road and Rawiri Road. Mangatangi Road excluded.*
- *Koheroa Road and off roads between SH2 to and SH1,*
- *Roads between Mercer and Pukekawa,*
 - *Mercer Ferry Road, Morrison Road, Clark & Denize Road, Native Road, Geraghty Road,*
- *Roads between Pukekawa and Tuakau,*
 - *Includes Old Highway 22 (addresses 765, 762 and below included), Hunt Road (addresses 69 and below), Murray Road, Mile Bush Road, Onewhero Tuakau Bridge Road (addresses 92 and below included), Tuakau Bridge – Port Waikato Road (addresses 616 and below included), River Road and off roads,*
- *Buckland Road (addresses 2026, 1999 and above included), off roads included, Cameron Town Road and Tuakau Road excluded.*
- *George Street and off roads,*
- *Harrisville Road between Tuakau and Jericho Road*
 - *Harrisville Road (even addresses 406, odd addresses 389 and below included) and off-roads, Bovill Way, Gordon Paul Place, Ruebe Road, Jericho Road (addresses 223, 228 and above included), Buckville Road excluded,*
- *Whangarata Road and Ridge Road between Tuakau and SH1,*
 - *Includes off roads and Pokeno Road*

All residential addresses on included sides of boundary roads and all no exit roads off included sides of boundary roads are included in the zone unless otherwise stated.

Proof of residence within the home zone will be required.

Each year, applications for enrolment in the following year from in-zone students will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the school. This will enable the board to assess the number of places which can be made available to students who live outside the home zone.

Special Programmes

This priority category is not applicable at this school because the school does not run a Special programme approved by the Secretary.

Out of Zone Enrolments

Each year the board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

First Priority This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary

Second Priority will be given to applicants who are siblings of current students.

Third Priority will be given to applicants who are siblings of former students.

Fourth Priority will be given to any applicant who is a child of a former student of the school.

Fifth Priority will be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.

Sixth Priority will be given to all other applicants.

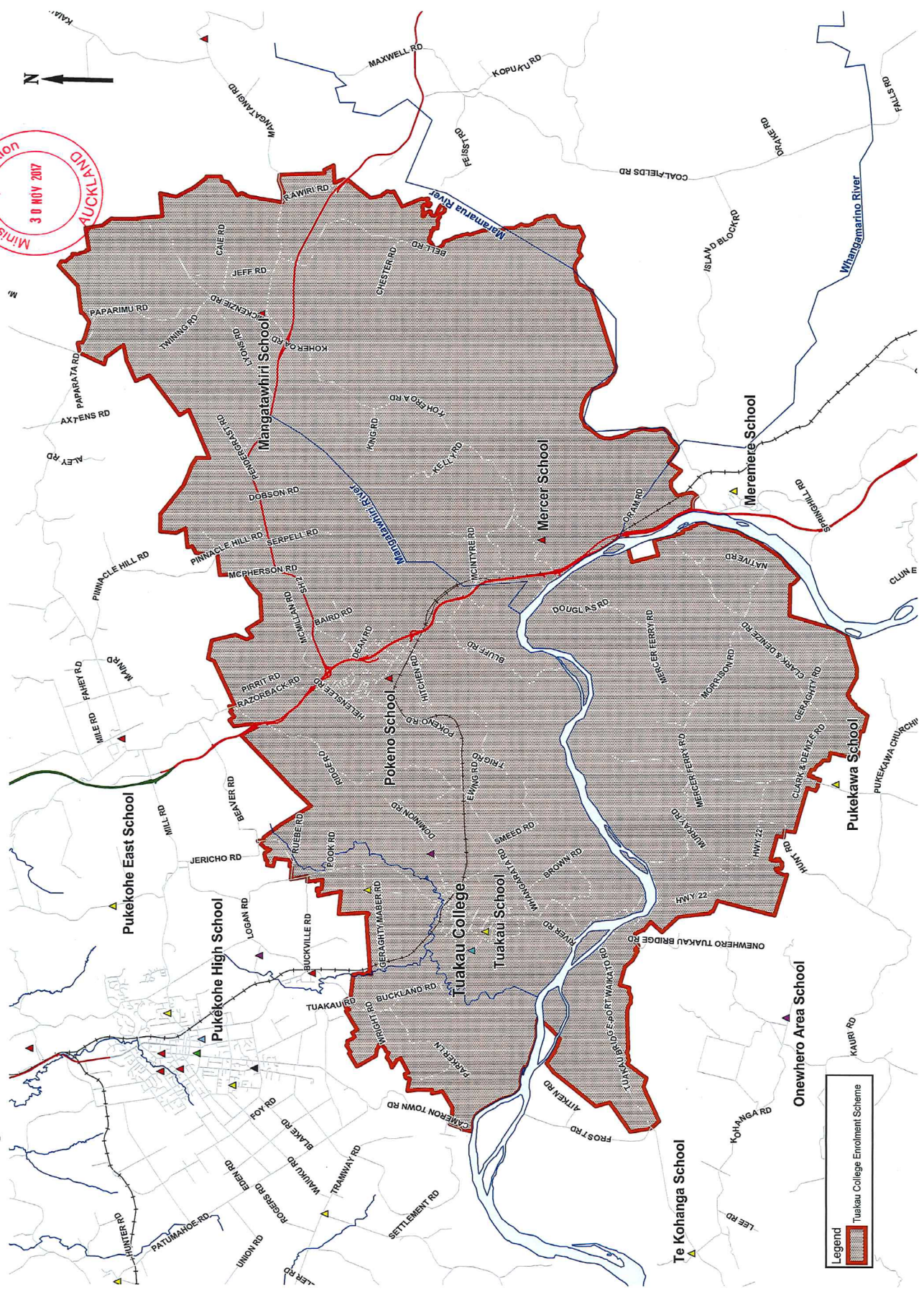
If there are more applicants in the second, third, fourth, or fifth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

See Enrolment Zone map overleaf

Tuakau College Enrolment Scheme

S. Schepers



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SCHOOL UNIFORM



TUAKAU COLLEGE

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Blouse	Year 7-10 Regulation Junior Blouse. Year 11-13 Regulation Senior Blouse.
Shirt	Year 7-10 Regulation Junior Shirt. Year 11-13 Regulation Senior Shirt.
Jersey/Vest	Regulation School Jersey (optional). Vest (optional) when available from Uniform Shoppe.
Skirt	Regulation knee or ankle length skirt.
Shorts	Regulation school shorts. Waistband must be above hips. Hems must be above or on the knee. Belts may be black.
Trousers (Dress Uniform – optional)	Regulation school trousers. Waistband must be above hips. To be worn with shoes and black socks. No sandals to be worn with long trousers.
Jackets	Regulation softshell jacket (optional).
Blazer (Dress Uniform – optional)	Regulation blazer (optional).
Socks/Stockings	Calf length plain black socks or plain (not ribbed or patterned) black stockings may be worn.
Footwear	Plain black shoes only. Sandals must be plain black, flat sandals with straps over heel, worn as designed and in a neat and tidy condition. No socks to be worn with sandals. For Health and Safety reasons, covered shoes MUST always be worn in Technology rooms and sometimes in Science practical's.
PE/House Activity Uniform	Regulation T-shirt in house colour to be worn with plain black shorts.
Tie (Dress Uniform – optional)	Regulation school tie (optional).

Jewellery	NO jewellery to be worn other than the following: plain ear studs or plain sleeper earrings (maximum of 2 per ear. Sleepers must be a maximum of 12mm in diameter and be able to rotate 360 degrees through the ear). A wrist watch. One piece of jewellery of cultural, religious, or personal significance to be worn around the wrist or neck. Medic-Alert bracelets. One small plain nose stud. NO facial piercings. NO ear lobe expanders/stretchers. Maximum size for spacers is 1cm. One ring on finger. Culturally significant earrings may be worn at special occasions only but students <u>must</u> seek approval from an SLT member prior to the occasion. <i>The College takes no responsibility for confiscated jewellery. Any confiscated items must be collected by parents from the Deans office.</i>
School Cap (optional)	Plain black cap or hat (NO writing or brands and NO beanies) may be worn outside only for sun protection. Cap peaks to be worn to the front only.
Scarf (optional)	Plain black scarf.
Hair	Students' hair must be clean and tidy at all times. NO extremes of fashion acceptable. Dyed hair must be of a natural colour that someone could be born with. Facial hair must be kept groomed at all times. All students with long hair will be required to tie it back in classes where health and/or safety is an issue e.g. Technology classes.
Under Garments	Plain undergarments may be worn. They must not be visible through the school shirt, below the length of the skirt or below the sleeves.
Sunglasses	Sunglasses may be worn outside only and are the responsibility of the student. Sunglasses are not permitted to be worn on the head in class.
Nail Varnish	Clear, transparent or natural colours only. NO solid colours permitted.
Make Up	NO obvious makeup permitted.
Tattoos	The tattooing of young people of school age is strongly discouraged, however they may be accepted on students over 16 years old and should be limited to a significantly appropriate tattoo. If a student has an inappropriate tattoo it must be covered. Unacceptable tattoos include, but are not limited to; drugs, alcohol, gang affiliations, death and sexually explicit.



UNIFORM IS AVAILABLE FROM The Uniform Shoppe and SAS Sport

Located at 7A, Glasgow Road, Pukekohe.
Phone: 09 239 1310
Shop hours are Monday to Friday: 8:30 to 5pm and Saturday: 9am to 1pm
Website: www.theuniformshoppe.co.nz