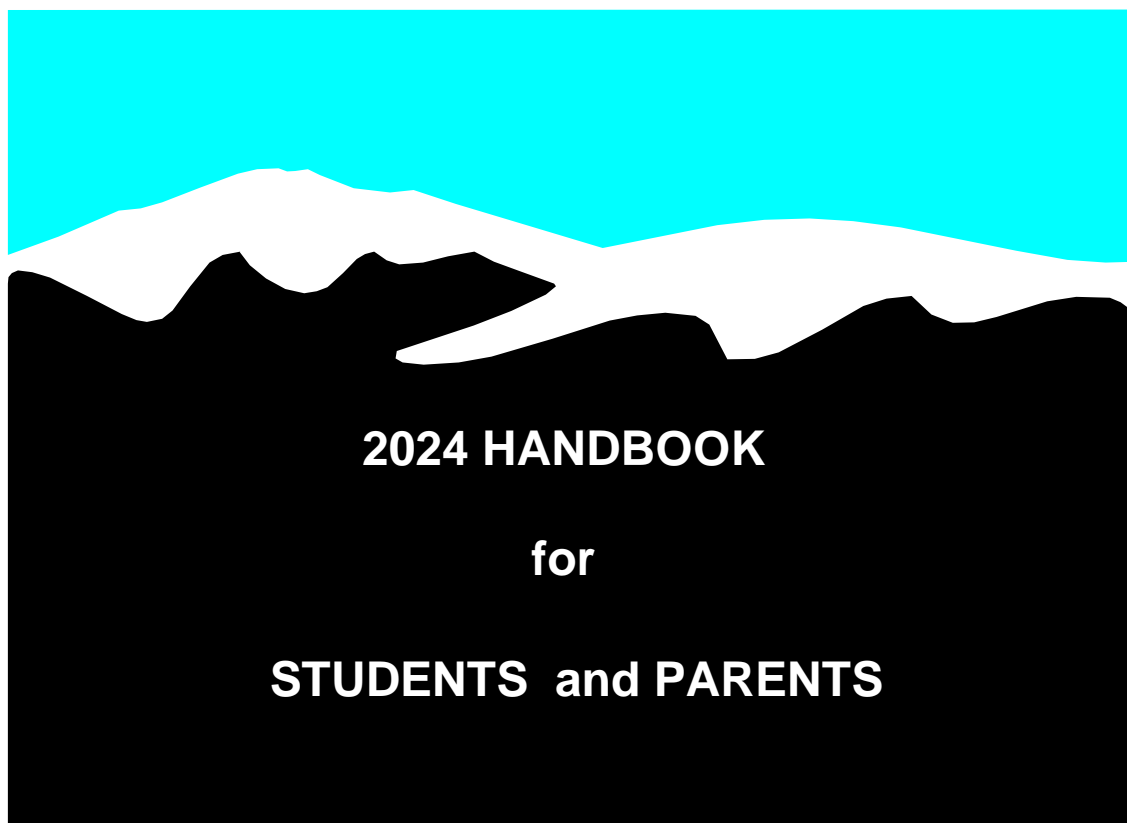


## BLUE MOUNTAIN COLLEGE



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## Blue Mountain College Mission Statement

“Unlocking each student’s lifetime potential.”

“To help each student develop his/her academic and practical life skills to a level of her/his personal best, across a broad curriculum which focuses on students as individuals in terms of what is taught and what counts as achievement. In this small rural school, all students will be given opportunities, guidance and active encouragement to develop as well balanced citizens with qualities of personal confidence, self respect, responsibility and open mindedness.”

### Values and Behaviour

#### PB4L- Positive Behaviour for Learning

Blue Mountain College is a PB4L school.

#### ***Our Values and Behaviour Statement***

We will use Positive Behaviour for Learning to create a positive whole school environment that promotes student learning and social success by having

- clearly understood expectations of behaviour
- positive reinforcement
- strong systems and practices for staff and students

**Our school values are:**

***ir<sup>2</sup> = BMC***

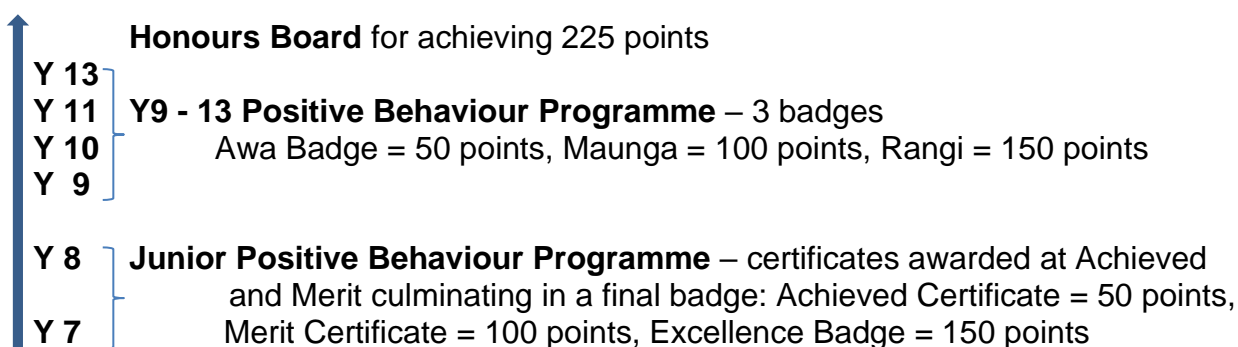
***Inclusiveness, Respect,  
Responsibility***

The pencils located at the front of the school and in the College grounds, state our school values. The school has a staff PB4L team and a student PB4L team that help to implement the PB4L framework.

## PB4L Awards Programme

This is an initiative to promote our values (Inclusiveness, Respect and Responsibility) and recognise students when they are demonstrating our values around the school. The Junior (Years 7 & 8) Positive Behaviour Rewards programme was introduced at the beginning of 2014 and the Year 9 – 12 Positive Behaviour Rewards programme was introduced towards the latter part of 2012.

### Positive Behaviour Recognition Programme



- ❖ The students earn points each time a teaching or support staff member recognises their positive behaviour. All of the staff are issued with tear-off ticket books containing PB4L slips and are able to give tickets worth 2, 3 or 4 points at their discretion. Symbolically a 2 point recognition is represented by Awa (River) on the journey; a 3 point by Maunga (Mountain) striving to ascend; and a 4 point by Rangi (Sky) reaching for the stars.
- ❖ The student keeps his/her portion as a cumulative record. This is the right hand portion. The Year 7 -10 student diaries have a space dedicated for this purpose. The staff member who issued the ticket places it in the appropriate slot for the year group in the box in the main office. This is the left hand portion which includes the year group. The staff member also ticks on the back of the ticket the value/s that the student was demonstrating.
- ❖ The points are recorded for each student.
- ❖ There is a draw at assembly at regular intervals from among all of the students who have gained points since the last draw, so that there is public reinforcement for positive behaviour in the short term.
- ❖ In Years 7& 8 individual students will accumulate points towards a three – tiered system of an Achieved and Merit certificates and an Excellence badge.
- ❖ A Year 7 & 8 student needs 50 points to gain an Achieved certificate; 100 points in total to gain a Merit certificate; and 150 points to gain an Excellence badge. The certificates and badge have been designed by the junior members of the Student PB4L group.

- ❖ In Years 9-12 individual students will accumulate points towards a three – tiered badge system over time. The badges have been designed by the students and reflect the Awa, Maunga, Rangi theme and when all three are put together spell out BMC with the words Benevolence, Maturity and Courage encapsulating the values.
- ❖ A Year 9-12 student needs 30 points in total to gain an Awa/**C**ourage badge; 60 points in total to gain a Maunga/**M**aturity badge; and 100 points in total to gain the final Rangi/**B**enevolence badge.
- ❖ The speed with which the students attain the badges will vary for individuals but the thinking is to make the first level reasonably attainable to encourage participation and the final level quite challenging to attain to maintain its value. A Year 9-12 student would have a maximum of four years to earn all three levels of badges but many may complete in a much shorter timeframe. A Year 7 & 8 student would have two years to obtain the junior badge.
- ❖ For students (Y7 upwards) who arrive in **during** a school year into any year level they would start at zero points but the form teacher will gather information and if the student demonstrates our school values the Dean can give them the year level average at the end of their first term so they are not disadvantaged
- ❖ Genuine recommendations to teachers by students about the good behaviours of their peers was a positive aspect of the programme and could result in a teacher giving the recommended peer a points slip

## Expectations

At Blue Mountain College we have clear expectations about organisation, attendance, work and relationships. These are outlined below:

### Organisation

Students are expected to:

- use diaries appropriately and **get them signed each week** (Years 7 – 10)
- bring the correct gear to every class
- complete homework and assignments and hand these in on time

Parents are encouraged to:

- check and sign diaries each week (Years 7 – 10)
- ensure children have correct uniform, stationery and equipment
- encourage organisation and independence

### Attendance

Students are expected to:

- attend all classes, including study
- explain absences
- be punctual

Parents are encouraged to:

- ensure your child attends school and gets there on time
- phone the school if your child is going to be absent
- provide an explanation for any necessary absences

- try to arrange appointments with teaching staff outside of school hours. Please phone and make an appointment if you wish to speak to a staff member

## **Work**

Students are expected to:

- display a high level of on task behaviour
- follow instructions
- complete tasks to a high standard

Parents are encouraged to:

- take an interest in what your child is doing
- provide a suitable study environment
- monitor homework and progress

## **Positive Relationships**

All members of the BMC community are expected to show respect for others by:

- treating others as you would like to be treated
- ensuring there is no bullying
- using non-violent means of resolving conflict

Parents are encouraged to:

- encourage constructive ways of resolving conflict
- demonstrate and encourage positive communication

# School Routines and Organisation

## Term Dates for 2024:

- Term 1 Thursday 1 February to Friday 12 April  
Waitangi Day – 6 February  
Otago Anniversary Day - Monday 25 March  
Easter Friday 29 March- Tuesday 2 April  
Autumn vacation (including Anzac Day) – 13 April – 28 April
- Term 2 Monday 29 April to Friday 5 July  
Kings’s Birthday – Monday 3 June  
Matariki – Friday 28 June  
Winter vacation – 6 July – 21 July
- Term 3 Monday 22 July to Friday 27 September  
Spring vacation – 28 September – 13 October
- Term 4 Monday 14 October to the date we have been open for 190 days (probably December 12)  
Labour Day – Monday 28 October

## Daily timetable & Bell Times

### Monday/Tuesday/ Wednesday/ Thursday

8.55am - 9 am	Form Time roll call/notices
9.00am – 9.25am	long form time-Mon/Wed, assembly Tue, Tikanga time Thur.
9.25 am – 10.20 am	Period 1
10.20 am - 11.15 am	Period 2
11.15 am – 11.35 am	Interval
11.35 am – 12.30 pm	Period 3
12.30 pm – 1.25 pm	Period 4
1.25 pm – 2.15 pm	Lunch
2.15 pm – 3.15 pm	Period 5

### Friday

8.55 – 9.05	Form Time
9.05 – 10.05	Period 1
10.05 – 11.05	Period 2
11.05 – 11.25	INTERVAL
11.25 – 12.25	Period 3
12.25 – 1.25	Period 4
1.25 - 2.15	LUNCH
2.15 – 3.15	Hauora Time



## Ten day timetable

BMC operates a ten day timetable. This consists of two five day weeks and works like this:

Week 1	Timetable "day"	Week 2	Timetable "day"
Monday	Day 1	Monday	Day 6
Tuesday	Day 2	Tuesday	Day 7
Wednesday	Day 3	Wednesday	Day 8
Thursday	Day 4	Thursday	Day 9
Friday	Day 5	Friday	Day 10

If the school is closed for any reason that day will simply be missed out for that cycle.

## School hours

Office opens	8.30 am
Classes commence	8.55 am
Lunchtime	1.25 pm - 2.15 pm
Classes conclude	3.15 pm
Office closes	4.30 pm

## General Information:

### Appointments and absences

Please try to make any appointments outside school hours. However, if you have an appointment with a dentist or doctor etc, in school time, bring the appointment card (or a note from a parent) to school. Show it to your teacher before you leave for your appointment and again when you return to school. You must **sign out using the Tablet at the main office and sign in again as soon as you return**. Senior students **must** ensure that they make appointments at times that do not clash with assessment tasks.

When you are absent or know in advance you may need to be absent your caregiver will need to send an email to [absences@bmc.school.nz](mailto:absences@bmc.school.nz), phone and leave a message or use the absence function in the edge app. As we have a duty of care, we need to know each day a student is absent as we can't make assumptions for safety reasons. If it is for an extended period of time, contact the principal.

Apart from the legal requirement, parents are reminded that regular attendance at College is essential if students are to reach their full potential academically. In order to assist the student at exam/test time, it is essential that the student makes the effort to catch up on any work missed through absence.

## Assembly

Assembly is held on Tuesday at 9.00am. It is an occasion for the whole school community to meet together, celebrate successes and share in matters of common interest. It is a formal occasion and an important part of College life.

## Board of Trustees meetings

The Board of Trustees meets monthly, normally on the last Thursday of each month, in the College Meeting Room. Meetings are open to the public. Copies of the agenda and confirmed minutes are available for public perusal at the College Office.

## Telephones and messages

Students are allowed to use the College phone only

- in the case of real emergencies and
- with the permission of the Office staff

**Please do not phone the office with messages for students, except in the case of emergencies. It is unfair to expect the Office staff to chase up students to pass on messages and they have been instructed by the principal not to pass on routine messages. Another option is to Email message to their student school email**

## Bullying

Bullying in any form will not be tolerated by the College. Any allegation of bullying will be dealt with seriously. If you or another student is experiencing bullying get help from someone you can trust (parent, teacher, older student). Cyber-bullying, where bullying takes place using electronic means (eg. e-mail or texting), is a growing problem and will also not be tolerated. If such bullying takes place out of school hours it should be referred to the police, who should be able to trace the bully using electronic means.

## Cell Phones

Blue Mountain Colleges approach to the new government directive is “away for the day”, meaning cell phones either do not come with the student to school, or are switched off and locked in lockers during the full school day.

If a student does bring their cell phone for emergency contact or health reasons, these must be switched off and kept in bags, lockers or office at all times unless directed by a teacher.

It is important to note that if students do make the decision to bring a cell phone to the school grounds, they do so at their own risk. **The school is not responsible for any loss or damage caused to any cell phone.**

## Cell Phone ‘away for the day’ expectations

Students are always encouraged to regulate themselves and develop healthy in person relationships. In circumstances where a member of staff considers the device to be a harmful, disruptive, or distracting influence or that usage has breached the school cell phone rules the result will be confiscation for the rest of the school day. The device will then be retrieved by the student after school from the school office and the inappropriate use recorded on EDGE. Repeated breaches will mean a parent or caregiver will need to collect the phone from the school office.

Breaches of the cell phone rules include (but not limited to):

- Using the device when not permitted including class time, interval and lunchtime.
- Any sort of bullying, including online bullying
- Taking photos or videos of other people without their permission
- Forwarding inappropriate messages or content.

## Cell Phone 'away for the day' exemptions

### Learning activities

If cell phones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member. Guidelines on appropriate usage still apply. An example of this may be using the camera function in certain tech classes.

### Health and emergency situations

Students with additional learning needs who use cell phones in class to increase or improve their ability to participate and learn will be granted an exemption. In matters related to a student's immediate health and safety concerns, a parent or caregiver can apply at any time to senior Management in conjunction with the SENCO for a period of exemption (e.g., medical conditions or protection issues).

### Education outside the classroom (EOTC)

Students may take certain digital devices on EOTC activities but should check whether their device is allowed before the activity commences. Usage will be at the discretion of teachers and other adult supervisors.

## College fees

The Education and Training Amendment Act 2022 gives the right to free enrolment and free education in New Zealand for every New Zealand resident from the age of 5 to 18 years.

The MOE funding received by schools only provides for the very basic curriculum delivery. We pride ourselves by offering enhanced learning opportunities for all students. To allow this we rely on contributions from parents/caregivers.

Any such contribution paid is a donation and can be claimed annually as a tax credit using the Inland Revenue form IR526.

### 2024 Voluntary Contribution

Year 7 to 10           \$150.00

Year 11 to 13       \$ 50.00 plus contributions for options taken.

- Digital Technologies           \$20.00
- Materials Technologies       \$120.00
- Food and Fabrics Technology   \$70.00
- Art                                 \$50.00

## Other Costs

In Food, Fabrics and Materials Technology students may be required to provide some ingredients or materials and, in Art, Technology and Workshop subjects where students choose to produce work that requires special materials, they will be required to meet any additional costs or provide the materials.

In some senior subjects there are specific costs associated with particular courses. These were detailed in the Course Booklets given to students in October. There are costs associated with Field Trips, Outdoor Education, some sporting and cultural activities and external examination entries. These will always be notified as far in advance of the event as possible.

Payments can be made by cash or eft-pos to the school office, or Electronic payments can be made to Westpac **03-0915-0342164-00** Please include child's name, Year Level and what the payment is for. We also welcome payments by fortnightly or monthly automatic instalments.

If any family has any problems meeting the costs associated with their child's education, we would strongly encourage them to contact the Principal, Deputy Principal or Dean to discuss the matter. We believe that no student should be denied the opportunity to participate in an activity by the costs involved. The school has some provision to assist.

## Computers

The College is very well resourced with computers and other digital technologies. We are BYOD for year 7 and 9 upwards and there is a list of suitable computers available from the digital teachers. Students have access to computers in the library, computer room and in most classrooms. The computers in the library are available at interval, lunchtime and after school for use by students. Others may be available by arrangement with the teacher concerned. Students requiring computers for educational purposes will be given precedence over students using computers for recreational purposes.

## Internet use

The internet, including e-mail, is available to staff and students via the College's Intranet system. Each student is required to sign and adhere to a Cybersafety Use Agreement which specifies their rights and responsibilities when using not only the Internet, but also electronic devices such as cell phones and data sticks. In February all Year 9 students, students who are new to the school and their parents will be asked to sign a new agreement. This will vary slightly with the age of the student. Parents will be provided with a booklet with information about Cybersafety.

As non-specific e-mail addresses (eg Hotmail) often receive "spam" (unsolicited, often offensive material) these will be blocked where possible and are not to be used via the school's network. However, we realise that it is possible to inadvertently access

inappropriate sites and if this should happen it is important that the student informs a teacher immediately.

Parents should note that the College will monitor internet and computer use and will withdraw internet and computer privileges if a student misuses the system. Offences will be dealt with via the school's normal disciplinary procedures.

Please note that no device is to be attached to a school computer without the express permission of a teacher.

## **Concerns and complaints**

Should parents have concerns over school decisions or anything serious that happens at school, these must be made in the first instance to the Principal at school rather than to the individual staff member at home or in the street. The best way to get a satisfactory resolution of a problem is to go through the proper channels at the proper time and even in the best run organisations we do get situations which need to be resolved.

It is important that you do take action if you have a complaint or a concern. If you do not inform us, we will not even know there is a problem and, often, we cannot act without a formal (written) complaint. There is a Board Complaints Policy that is available for viewing at the College Office. Phone for an appointment with the Principal, 2048 358, or the Deputy Principal, as appropriate.

### **- Complaints Procedures for Students**

Students have the right to be safe at school. Any student who considers they are being harassed in any way (eg. verbally, physically, sexually, racially etc) by another student, staff member or other person at school should report any such incident to a staff member they trust or feel comfortable talking to. Incidents of a serious nature should be immediately brought to the attention of one of the following - Dean, Assistant or Deputy Principal, Principal.

All complaints will be dealt with in confidence, investigated and the appropriate action, determined by the nature and seriousness of the alleged incident, will be taken. During such investigations the principles of natural justice shall apply and we will try to resolve any issues at an informal level. However, the College is bound by a range of legislative, regulatory and contractual obligations that may determine how we deal with any matter.

### **Complaints Procedures for Parents**

While initial complaints may be oral a formal complaint must be in writing and should be as specific as possible. The contact person for information on how to make a formal complaint is the Principal or Deputy Principal (if you are unsure how to make to a complaint please ask them and they will assist you). The procedures to be followed for complaints about staff are in the personnel policy. To raise a concern or complaint about a staff member the Principal is the first point of contact (except where the complaint involves the Principal in which case the Board Chairperson is the initial contact). As each complaint will be unique and must be treated on its merits it is not possible to prescribe exactly what must happen. Again the Principal (or other senior staff member) will provide advice.

However in general the following principles for dealing with complaints should apply for any complaint:

- Complaints will be dealt with (and hopefully resolved) at the lowest level possible
- Receipt of the complaint will be acknowledged as soon as possible and within 3 working days.
- Where possible complaints should be resolved by discussion, mediation or other non-confrontational approach with an emphasis on finding solutions acceptable to all parties
- All complaints will be taken seriously but if they are later shown to be malicious or mischievous action may be taken against the person laying the complaint
- Care must be taken to ensure that the rights of all parties are protected during the investigation of any complaint
- The person(s) complained about will be informed of the nature of the complaint and their rights in respect of any investigation at the earliest possible point. Where appropriate they will be advised to seek advice from an appropriate source (eg - for staff this would be their Union)
- If a written response is sought from the subject of the complaint, it must be supplied within 10 working days of receipt of the request
- Within the constraints of confidentiality and the requirements of the Privacy Act the complainant will be informed of the nature of any action taken in respect of the complaint
  - Confidentiality will be maintained at all times. All actions taken will be documented and this documentation will be kept secure and destroyed when it is no longer required
  - The principles of natural justice and any relevant statutory, regulatory or contractual obligations or requirements will be adhered to at all times

## **Cultural Activities**

The College provides a range of cultural activities. Many (but not all) of these are run outside class time. Like sport, these cultural activities are an integral part of our balanced curriculum, and we encourage all students to become involved.

### **- BMC Performing Arts Festival**

This is part of the Inter-House Competition. All members of each House take part in the House item. In addition, all students are required to perform in their Form Class item. There are also competitions for soloists and small groups. If you can sing or dance or play a musical instrument there is a place for you here.

### **- Pot-Pourri Concert**

As the name suggests, this is a bit of everything - For example in some years it has included a shorter musical or dramatic production involving the more junior students, dramatic skits, choral work, modern dance, and solo instrumental and vocal items. This concert is held immediately following the Performing Arts Festival to get the best performances out to the public.

### **- College production**

We aim to stage some sort of Musical or Dramatic production every second year. The last Production was The London Operation.

- **WOTS** (The West Otago Theatrical Society)

WOTS is a local theatrical society and often BMC students are involved. Mrs Hanna in the College Office can provide further information about this production.

- **Debating**

BMC takes part in a range of Junior Debating Competitions.

- **Activities Week**

Students in Years 7 to 9 take part in an Activities and Arts Programme at the end of each year. The aim of this programme is to excite, inspire and up skill students in the arts as well as a range of outdoor activities and challenges.

- **Kapahaka**

The school Has a Kapahaka group which practises from 8.45- 9.25 on Thursday and all the school have a 25-minute slot during Tikanga time on Thursdays.

- **Other Activities**

Other clubs and groups come and go, depending on the interest shown by students and on the availability of staff and/or people in the community with particular interests/expertise. If you have a particular interest and think a club would help expand that interest, have a word to your Form-Teacher. There may be others who share the same interest.

## Education outside the classroom

Education outside the classroom (EOTC) is an established and important part of BMC life. It is an extension of the classroom to the outdoors.

While we realise the costs are significant, we believe that the outdoor experiences and appropriate fieldwork are worthwhile pursuits in the overall education of our students. Every effort is made to keep costs to an absolute minimum. If the cost of these trips proves to be a problem, please contact the Principal or Counsellor who may be able to make some arrangement as we do not believe that the ability to pay should determine a child's educational opportunities.

In 2023 the following major activities occurred (the costs are a **guide only** for 2024)

<b>Year 13</b>	<b>Waihola - Leadership training</b>	<b>February</b>	<b>\$110.00</b>
<b>Year 13</b>	<b>Tramp</b>	<b>February</b>	<b>\$140.00</b>
<b>Year 10</b>	<b>Borland Lodge</b>	<b>Early December</b>	<b>\$230.00</b>
<b>Year 8</b>	<b>Riverton</b>	<b>Late November</b>	<b>\$230.00</b>
<b>Year 7</b>	<b>Skiing Trip - Coronet</b>	<b>August</b>	<b>\$300.00</b>

In addition, a number of classes went on single day trips and there were a number of other subject specific field trips. The costs vary but, in a number of cases are offset somewhat by fundraising activities involving the students which, in themselves, have positive educational outcomes.

## Food related matters

- **Healthy food:** Please ensure that your child has an adequate breakfast before coming to school each day and that they are provided with an appropriate and healthy lunch. A healthy breakfast has been shown to have a direct effect on academic achievement whereas eating junk food (highly processed food and food with artificial colours and flavour boosters –eg. chips and Coke) can hinder learning.

Research shows that students learn best when they eat a diet high in fatty acids, protein, complex carbohydrates and micronutrients. Foods high in fat and sugars should be avoided. Carbonated and high in sugar/caffeine drinks must not be brought to school.

- **Water bottles:** Keeping the body and brain well hydrated is important for the brain to work effectively. Students are encouraged to drink water at school and may have a water bottle for use in most classes. There are filtered drinking taps around the school.

- **Lunch areas:** The area outside rooms 1 to 5 and around the picnic tables or the College Hall (on wet days) is the assigned lunch area for Year 7 - 12 students. The first 15 minutes of the lunch break is a time during which all students must be in their assigned area and remain there until released by the teacher on duty. This release will be granted only when the lunch area is clean and tidy.

- **Bus students** are required to have lunch at school unless a note, signed by a parent, requesting permission to go to a named person's home is given to either the Deputy or Assistant Principal. Students may go only to that named home. You must sign in and out on the tablet at the Office.

- **Town students** who go home for lunch regularly must get a permanent lunch pass by bringing a note to the Assistant Principal at the start of the year and are allowed to go only to their own home unless prior permission has been obtained from either the Deputy or Assistant Principal. To get this permission a note, signed by the parent, must be presented to either the Deputy or Assistant Principal.

- **A pie warmer** is available for student use at the school office and food must be placed here by interval. Please make sure food is clearly named as un-named food can go missing.

- **Lost lunches:** From time to time, we have problems when lunches go missing for whatever reason. The pie warmer is operated on an “honesty” basis at each student’s own risk. The College cannot guarantee security. The College Office can organise lunch for students who lose or forget their lunch.

- **Chewing gum:** Chewing gum is forbidden at school. It tends to get on clothes, carpets and furniture and is both difficult to remove and unhygienic. Eating/chewing in class is also not allowed.



## Form time/pastoral care

Form time is used mainly for administrative purposes and is held at the beginning of each day starting sharp at 8.55 am. An extended form time is held Monday and Wednesday (9.00 – 9.25) to deal with pastoral matters. Daily form time lasts for 5 minutes. During this time attendance checks are taken, and any other administrative tasks carried out.

**It is essential you get to form time promptly so it can start at 5 to 9 (8.55am).**

## Health Clinic

The Public Health Nurse who works in our district holds a clinic here at the College every alternate Tuesday. Students may self-refer, be referred by a staff member or make an appointment via the Counsellor. Parents may also contact the year level dean if they wish to make an appointment for their child to see the Nurse. This service is free and totally confidential. Parents and Caregivers should be aware that this service includes a sexual health component and students may be given advice on contraception and other sexual health related matters.

## Homework

The College policy on Homework is as follows:

- That all students should have some homework to do each night of the school week.
- That homework should normally be able to be done by the child without assistance and within a reasonable period of time.
- That homework should either reinforce work already done or be preparation for future work.
- That co-operation of parents should be sought in seeing that homework is done.
- That homework set by teachers should be checked or evaluated in some way.

Homework may include worksheets, ongoing assignment or project work, exercises or other tasks designed to reinforce recent learning, reading or activities to prepare students for the next section of work or a whole range of other things. Even where no specific homework is set students should be doing activities such as reading and revision relevant to their subjects.

## Houses

All students belong to one or other of the four "Houses". We place new students in the same House as their older brothers or sisters where this applies.

The Houses are as follows:

McKellar	- Blue	Pinkerton	- Red
Quin	- Green	Robertson	- Yellow

During the year we run an inter-house competition. This continues throughout the year and involves a variety of activities which can include:

- Swimming Sports
- Athletic Sports
- Cross Country
- Music Festival
- Just about any sporting activity
- Quizzes
- Speeches and Essay writing
- Social Responsibility

No matter what level you are in the school or how skilled you think you are, you can help your house by taking part in the various activities as entry counts towards house points

At Prize Giving, the McAlister Cup is awarded to the winning House. In 2023 the cup was Mckellar.

## Leaving the School during the day

Students must get permission to leave the school premises during school hours. (ie. between 8.55 am and 3.15 pm). They must have a good reason for leaving the school premises. A letter from home stating the destination and explaining why it is necessary to leave during school hours is necessary to allow the College to fulfil our legal obligations and responsibilities. This letter should be shown to the student's form teacher and class teacher.

Once permission has been given the student must sign out using the Tablet at the main office. They must also sign back in on their return to school.

## Library

The Library is open at interval and lunch times. It has a wide range of books and magazines to provide for almost all tastes. The Library is a very pleasant and quiet place to relax and read, to undertake research or do your homework. NOTE: The Library is neither a lunch room nor a Common Room. It is a quiet room.

Mrs Green is the librarian and can help you select suitable reading material or find suitable resources for research.

## Motor vehicles at school

Sometimes motor vehicles have to be brought to school by students. As the College has *loco parentis* responsibility for students all the time they are away from home to attend school or any school activity, the privilege of bringing a motor vehicle to school requires some common-sense rules.

Prior permission to bring a motor vehicle to school must be sought from the Assistant Principal (permission forms can be collected from the AP, completed, and then returned).

Parents of the driver and of all passengers must give their approval for the stated use of the vehicle. The completion of the form is taken as a guarantee that approval has been given.

### **Students must park their vehicle in along the road to the rugby club.**

The College reserves the right to withdraw the privilege of having a motor vehicle at school (and/or impose some other suitable penalty) in the following circumstances:

- Failure to gain prior permission.
- Giving inaccurate information regarding passengers or use of the vehicle.
- Dangerous or inconsiderate use of the vehicle. If we receive reports of such behaviour the matter may also be referred to the police.

## Newsletters

A newsletter is emailed and available on the BMC website approximately every 2 weeks. For those with no Internet access a newsletter will be sent home with the student. Additional notices are also put online.

## Office

The College Office is in the administrative part of the school. (See the map of the school on the back cover.)

Mrs Barbara Hanna and Ms Jenny Lomas are the College Secretaries. The Office is staffed from 8.30 am to 4.30 pm each day.

## Personal possessions

**Money** - Leaving money in lockers, bags or jackets is an unnecessary temptation. Please take any money or valuables that you have to bring to school to the College office for safe-keeping - immediately you get to school!

Students are expected to take responsibility for their belongings at school. While lockers are provided for all students **the College will not accept any responsibility for any items that are lost, mislaid or stolen.**

The College must be a safe place for everyone. Dangerous materials (eg. lighters, matches, sharp instruments, chains, screwdrivers, BB guns, fireworks etc.) are not allowed and any student bringing such items to school will face serious consequences.

**All personal possessions must be clearly named !!!!!**

Most possessions that go missing are simply misplaced. Sometimes however property is stolen. We would ask that students take appropriate precautions to prevent such incidents. Make sure all items are **clearly named**. If gear has gone missing, there is more chance of finding it if the loss is reported **immediately** to the Office or the Deputy Principal, the Assistant Principal or any appropriate teacher.

Gear belonging to someone else should be handed in to the College office where the owner can come and collect it. Parents are advised to ensure that they have arranged adequate insurance cover for the student's property while it is at school.

## Prescription Medicines

Where students are required to take prescription medicines during the school day the following arrangements must be followed.

- Except in exceptional circumstances, with the consent of the Principal, only medicines which are able to be self administered by the student are suitable to be taken during the school day. Under no circumstances will staff be required to administer medications by invasive means.
- A written request/instruction from the parent/caregiver is required and must be handed in to the College Office prior to the administration of any medication.
- The student or parent/caregiver must bring the medicine to the College Office in the original container with the administration instructions and prescribing doctor's name attached to it (the pharmacist can provide a duplicate label if necessary).
- All medications (except asthma inhalers and other self-administered medications which are the full responsibility of the student) must be handed in to the Office where they will be stored securely.
- It is the responsibility of the student to ensure he/she arrives at the Office at the appropriate time to take the medication. It is not the responsibility of Staff to chase up students who miss their medication.

- On arrival at the Office the student will be handed the medication and, if requested by the parent/caregiver, the Office Staff member will observe the student taking the medication.
  - If there are any doubts or concerns about the medication or its application the staff member involved will immediately contact the student's parents/caregivers and/or Doctor (as noted on the prescription label) prior to administration of the medication.
- Students come to the office from time to time seeking Panadol for various complaints. While we monitor this, parents who do not wish their child to be given Panadol should inform the Office.

## Representing the College

Any activity (eg. sporting, cultural, social, or academic) organised through or by the College is considered to be a College activity and the participants are, therefore, subject to normal school discipline. This applies going to and from that activity, even when the activity is outside normal school hours.

"The possession, use, or other involvement with tobacco, vaping, alcohol or illicit drugs is forbidden while at school, coming to and from school, while in school uniform, on school trips, or in association with any school function. Solvent abuse and the abuse of prescription drugs will also be viewed in a most serious light". As part of our strategy to keep the school environment safe for all and drugs out of the school we are visited on occasion by the police drug dog. The dog and his handler conduct a full search of the school and provide information on drugs and dealing with them.

Violent or antisocial behaviour will also not be tolerated.

## School buses

The attention of parents and students is drawn to the following Ministry of Education regulations concerning School Buses:

### ***Duties of senior students travelling regularly on the bus:***

1. *Assist the driver by seeing that students observe safety rules.*
2. *Report misbehaviour to the Assistant Principal.*

### ***DUTIES OF DRIVERS***

*Behaviour of students on buses - Although the responsibility for disciplining students rests with Principals, drivers are expected to co-operate in controlling students travelling on buses and to do everything possible to maintain order.*

Where there are problems with student behaviour on a bus there are very clear regulations specifying the actions that the driver, the bus controller, and/or the Principal must take. Serious misbehaviour on, or associated with, the buses **will** result in the withdrawal of the privilege of travelling by bus for a period of time. Should this happen it is the responsibility of the parent/caregiver to arrange/provide alternative transport for that student.

- If there are any problems on the bus, or concerns or complaints related to anything that occurs on a bus, it is essential that the College is informed as soon as possible.

## Damage to school property

- Where negligence, carelessness or mischief has contributed to the damage of school property the student(s) involved will be required to make restitution. Students who cause deliberate damage may also face formal discipline procedures.

## Sport

Sport is seen as an important and integral part of our curriculum.

BMC is a signatory to the "Fair Play Charter" and students, coaches and spectators are expected to adhere to the Fair Play Code.

### **Fair Play Code: Play Hard...Play Fair**

**We at our school agree that when playing sport we will**

- **enjoy ourselves**
- **play within the rules**
- **respect the referees and umpires**
- **respect the opposition and their supporters**
- **be gracious winners and dignified losers**
- **play hard but play fair**

All students representing the College in any sporting activity are required to wear the BMC uniform appropriate to that particular code and to adhere to the BMC Sports Code of Conduct which is on display around the College.

### **- Hauora Time**

Every Friday, Period 5, all students take part in a sport and recreational activities period. The possible range of activities depends on student demand and the abilities of staff to provide it. Except where it is inappropriate for the specific activity, students are required to wear normal PE Uniform. There may be small costs associated with some activities and students will be informed of these at the times they make their choices.

Activities in the past few years have included: Tennis, Athletics, Hockey, Squash, Softball, Netball, Rugby, Bowls (outdoor and indoor), Basketball, Swimming, Golf, Volleyball, Cricket, Shooting, Touch, Soccer, Aerobics, Badminton, Frisbee Golf, Orienteering, Table Tennis, Dance, Walking, Cycling, Korfball, Knitting, French and Japanese.

### **- Saturday and Mid-week Sports Competitions**

Some codes offer regular competition on Saturdays or regularly during the week. These vary each year but, last year, included Netball, Softball, Tennis and Cricket on Saturdays, and Touch and Basketball (evenings) during the week. These teams are independent of the Friday Sports and practices are held at some other time. Rugby is run by the local clubs with support from the College.

### **- Athletics, Swimming and Cross-Country**

All students are expected to take part in the annual Athletics Sports while the Swimming and Cross-country involve all interested students. Our best competitors are then invited to compete against other schools at local, regional, South Island or National level as appropriate. The timing of these competitions beyond BMC determines when we hold our sports.

Athletics:	Whole School:	Athletics Sports	February
	Years 9 - 13:	Regional Meeting	March
		South Island Meeting	March

	Years 7 & 8	New Zealand Champs District/Regional Champs	December March
Swimming:	Whole School: Swimming Sports Various competitions in Gore, Alexandra, and Dunedin		February  to be confirmed.

Dates and full details of all of these events will be publicised to parents via the College Newsletter as soon as information arrives.

### - Tracksuits

We use the School Jacket and Navy or Black Tracksuit pants as a tracksuit option. The Jacket is included in the school uniform and is available from Seasons. We encourage students to purchase these.

### - Sports Trips

A number of sporting trips are undertaken during the year. There is a cost associated with these. If there is a problem, please contact the Principal or Deputy Principal, as we do not believe participation should depend on an ability to pay.

During the past few years we have competed in a winter interschool fixture Tokomairiro High School and a seven aside competition at Northern Southland College.

In addition, there are tournaments which involve mainly senior teams in Netball and Rugby. Some of these involve fundraising to help defray costs of travel & accommodation.

## Standards

A high standard of language and behaviour is required of students at all times in communication with staff members and with one another. The College expects courtesy, respect and consideration for the rights of others at all times.

It is an important part of a child's education for them to realise that they must use appropriate language and courtesy in the various formal and informal situations they encounter. The College will not tolerate students swearing, using unacceptable or disrespectful language, or causing intentional damage at school or at a school function.

### - Classroom behaviour

The highest standards of classroom behaviour are required at all times. Each teacher will establish her or his own set of classroom routines and/or rules within general College guidelines.

Students must NEVER interfere with wall displays, equipment, the teacher's desk or the whiteboard. Writing on desks is inappropriate and will not be tolerated.

### - Detentions

Unfortunately, from time to time some students behave in a manner which does not meet our school values. When this occurs, we impose some sort of consequence. The consequences given will reflect the seriousness of the offence and the situation and

context within which the offence occurred. We seek the co-operation of parents in matters relating to discipline as these are clearly shared responsibilities.

Minor classroom misbehaviour may simply result in a reflection sheet, "growling" or perhaps some lines or similar work to be done at home. More serious or repeated misbehaviour may result in the student being sent to the withdrawal room and/or referred to a Dean or Senior Staff Member to be dealt with.

Misbehaviour outside the classroom may result in a school detention. These are held weekly if required. Students may also be put into detention if they are dealt with by senior staff following referral from another staff member. Where a student gets more than 3 detentions in a term a letter will be sent home advising the parents/caregivers of the situation. Additional consequences, such as loss of lunchtime privileges or after school detentions, may also be imposed in such situations.

Major misbehaviour will be dealt with by senior staff or even the Board of Trustees in terms of the stand down and suspension provisions of the Education and Training Amendment Act.

## **Student Council**

The Student Council provides the opportunity for students to express their opinions and organise activities that help the College. Each Form Class elects its own representatives to sit on the Council. The Councillor takes ideas from the Form Class to Council meetings. He/she then reports back to the Form Class what the Council is doing (or not doing) about their idea. The Council meets at lunch time on a regular basis.

## **Student safety**

The Oranga Tamariki - Children, Young Persons, and Their Families Act makes it clear that in any situation where a teacher, or other adult associated with the school, suspects any form of child abuse, the safety and wellbeing of the student is paramount and comes before the interests of any other person.

The school has adopted a set of protocols (which are available for perusal at the Office) for such situations which require staff to notify the Principal or Counsellor of any cases of suspected abuse immediately. The protocols specify what will occur subsequently. In addition, staff or other concerned adults may also choose to report suspicions of child abuse directly to an appropriate authority.

Other policies related to student safety include those on Behaviour Management, Communications and Complaints, EOTC, Human rights, Pastoral Care, Privacy, Search and Seizure, and Internet Safety. These are all available at the Office.



## Uniforms

Our uniform is an attractive one and we are proud of the appearance of our students at BMC. Keep the uniform clean and wear it correctly.

If, for some reason, you have to wear non-regulation clothing to school (and sometimes this happens) you must get a permission slip from your level Dean when you arrive at school.

Due to the variations in weather which we can experience the students may opt to wear their complete Summer uniform on warm days and complete Winter uniform on cold days but not a combination of both. Generally speaking, Summer uniform would be worn in Terms 1 and 4 and Winter uniform in Terms 2 and 3

**There are two occasions where full Winter(our formal) uniform are to be worn – School photos and prizegiving.**

Please note that **ALL ARTICLES MUST BE CLEARLY NAMED.**

## .UNIFORM

### GENERAL GUIDELINES

1. Pupils are required to wear the regulation uniform in a state of good repair and cleanliness.
2. Hair must be clean and tidy, and of a style that will not attract undue attention. Extremes of hair style are actively discouraged. Hair must not be too short (eg. a “0” or “1” is unacceptable) and, if long, must be tied back in a way which ensures safety and that the face is visible. We prefer that hair be left its natural colour but if it is dyed it must be a colour within the range of those found in “natural” hair colours. Boys (young men) must be clean shaven.
3. Jewellery
  - Jewellery, apart from a watch, is not part of the uniform with these exceptions:
  - Students are permitted to wear a matching pair of **small**, plain (gold, silver or birth stone) studs or earrings, one in each ear.
  - Visible body piercing with its associated jewellery is not permitted.
  - Badges obtained through school activities are not considered jewellery and may be worn at school on blazers, jerseys or ties.
  - Jewellery, such as pounamu or bone carving which is of cultural significance or items of personal religious significance may be worn. If, in the view of the teacher responsible for an activity such as Physical Education and settings where there is equipment for example The Workshop and Food Technology Room the student may be required to remove it temporarily.
4. Requests for temporary variations of uniform, in emergencies, should be made to the appropriate level Dean in the first instance.

## Girls' Uniform

### Winter

- Ancient Green Douglas tartan kilted skirt (Order Form is available from the College office)
- Blue long-sleeved blouse
- Light bottle green V-necked pullover or navy zip- collar merino (Tudor Clothing)
- Green or Navy tights OR 3/4 length white socks
- **Black polished lace up flat leather shoes (NOT suede or canvas)**
- Plain bottle green tie
- BMC Jacket

### Summer

- Dress shorts with cuff – available through the school office - The belt is to be navy or brown.
- Blue short sleeved blouse
- Same pullover as Winter
- Brown or black plain sandals **that support the foot. No flimsy soles or boot or gladiator styles OR** shoes (as for Winter) with plain white socks above ankle length. (No slouch or sports socks).
- BMC Jacket

**With the Girls' sandals please ensure they are suitable.** If in doubt, please contact the College and check with a Dean.

## Boys' Uniform

### Winter

- Light bottle green V-necked pullover or navy zip- collar merino (Tudor Clothing)
- Long sleeved blue shirt
- Grey long trousers
- College striped tie
- Plain grey socks (No work, bush or rugby socks)
- **Black polished lace up flat leather shoes (NOT suede or canvas)**
- BMC Jacket

### Summer

- Same pullover as winter
- Short sleeve blue shirt worn out over shorts **OR** the same shirt as winter but worn open-necked and tucked in
- Grey drill shorts
- Shoes as for winter uniform with plain grey socks or flat brown or black sandals (with socks optional)
- BMC Jacket

### Suitable shoe styles



### Suitable Sandals



### Boys' and Girls' Blazer

An official College Navy Blue Blazer, monogrammed with the College Crest on the breast pocket, is available on an order basis from the College office. This is an optional garment which may be worn by students in Years 11 and above.

### Scarf & Hat - Boys and Girls (Optional wear)

Pupils may choose to wear a scarf in winter as long as it is in the College colours. If a hat is to be worn with the Winter Uniform, it is to be a navy or blue beanie hat with or without the College Crest. With the summer uniform a plain bucket hat or cap in school colours.

These items may only be worn to and from school and about the school grounds - they may not be worn in classrooms.

## **Physical Education Uniforms**

Please note that these uniforms are compulsory wear for Physical Education, the College's Friday Hauora Time and Sports Days for Years 7 - 12.

- BMC PE top
- Plain black or navy-blue shorts
- White sports socks or College rugby socks
- Suitable footwear
- Swimming togs
- Optional BMC sweatshirt(hoodie)- Tudor Clothing

## **Tracksuit**

The College jacket has been designed as a tracksuit top and can be worn with either plain black or navy track pants.

*Specific uniforms are also prescribed for a range of interschool sports teams. These are pictured in the prospectus and details are available at the office.*

## What to do if ....?

### - You can't come to school

The law requires that students attend school every day it is open except in exceptional circumstances (eg. illness, family emergencies). However, we recognise that there will be times when you must be absent for a variety of reasons. When you are absent or know in advance you may need to be absent your caregiver will need to send an email to [absences@bmc.school.nz](mailto:absences@bmc.school.nz), phone and leave a message or use the absence function in the edge app. As we have a duty of care, we need to know each day a student is absent as we can't make assumptions for safety reasons. If it is for an extended period of time, contact the principal.

### - You have a medical or dental appointment

Show your appointment card to your Form Teacher at the morning form meeting and to the teacher whose class you have to leave at the start of the period. Politely excuse yourself when you leave and go to the College Office and fill out the sign-out Tablet. When you return sign back in at the office and return immediately to class. However, we would ask that you make every effort to organise such appointments outside school hours.

### - You become ill at school

Report to the office. You may need to go to the sickbay, or the office staff may ring your parent/caregiver to arrange for you to go home. **On no account are you to go home without permission from the Office.**

### - You have to leave the school during the day for some other reason

You must get permission from one of the senior staff (Deputy Principal, Assistant Principal, appropriate Dean). You must then sign out before you leave and sign in when you return on the tablet at the office.

### - You need to take medication during the school day.

Bring the medication to the College Office. The only exceptions are asthma inhalers which may be kept with you. The Office should have been informed that you have asthma. See the section on prescription medicines earlier in this booklet for the full details.

### - You miss a test or other assessment item through absence

If senior students miss an NCEA assessment due to illness they will require a medical certificate in order to be eligible for a reassessment opportunity. This should be shown to the dean and subject teacher, and then given to the form teacher. Reassessment only occurs where it is practical to do so.

### - You change your address, phone number or other personal details during the year

Report to the office and make sure your details are changed on the College records. **This is very important** - especially in case of an emergency.

### - You either bring a car to school or travel in a car driven by another student

You must have permission to do this. The requirements are specified elsewhere in this booklet.

**- You go home for lunch**

If you are going to go home for lunch regularly bring a note from your parent/caregiver to the Assistant Principal to get a permanent lunch pass. If it is a “one-off” bring a note to the Assistant or Deputy Principal on the day.

**- You have forgotten/lost your lunch**

Come to the Office and report it. They will help organise some lunch. **The College will accept no responsibility for lunches that go missing or get lost.**

**- You have not got the correct uniform**

See your appropriate level Dean to get a short-term exemption. If you are going to be in incorrect uniform for more than a day you will need to bring a note from home explaining why and seeking permission.

**- You are late for school**

Report to the Office when you arrive and sign in on the tablet. Report to your Form Teacher as soon as you can and give him/her your excuse note.

**- You lose some belongings**

If you cannot find them after looking in all the obvious places check at the office and report to the Deputy or Assistant Principal for help if appropriate. It is important that losses are reported as soon as possible if they are to be recovered. **All items brought to school must be named** and while we will make every effort to find it the College can accept no responsibility for any item lost or stolen at school.

**- You are having a problem with classwork**

Get advice from your subject teacher as soon as possible. The sooner you get help with learning problems the easier it is to overcome.

**- You have a health problem**

In general health problems should be referred to your family Doctor. However, the Public Health Nurse visits the College fortnightly and holds a clinic. This service is free and confidential. No appointment is necessary but if you want to see her without lining up see your dean or the office no reason needs to be given.

**- You are having problems dealing with someone, or something**

Discuss the matter with your parents/caregivers if appropriate. Discuss the matter with your Form Teacher, Dean or any other teacher you feel comfortable with.

**- You need help planning your future**

See Mrs Venz who has training in careers counselling and has a lot of useful resource material.

**- You feel you have been treated unfairly or unjustly**

Bring your concerns to your Form Teacher, Dean or a member of the Senior Staff. Discuss it with your parents/caregivers who may decide to ring the Principal and make a formal complaint (see section on complaints).

### **- You have bills to pay**

Where there is more than one item the Office Staff prefer that you pay with a single cheque. We can, if required, still receipt items separately. If you prefer, for direct credit,

Our bank account details are as follows:

Name of Account: Blue Mountain College Board of Trustees,

Bank: Westpac

Branch: Gore

Account No: 03 0915 0342164-00

We would ask that a family name and a full description of what is being paid accompany the payment.

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### **- The emergency alarm rings**

Follow your teacher's instructions and proceed in an orderly fashion to your classes' reporting area behind the tennis/netball courts.

### **- There is an earthquake**

Get under your desk, shielding your head with your hands. Follow your teacher's instructions.

### **- The weather is really bad**

In the event of a cancellation or delay an emergency text is sent to all parental cell numbers we have on our school system. Listen to the Gore radio station Hokonui Gold (95.2 or 94.8 fm) where any information about cancellations will be broadcast as early as possible. Also check the school Facebook

### **- You think of a good idea to improve the school**

See someone on the student council and arrange to take it to a council meeting or give it, in writing, to the Student Representative on the Board of Trustees to take to the next Board Meeting.

### **- You are leaving school**

Collect a leaving form from the office and take it home to get your parents to sign indicating their approval. Return your books to your teachers; pay any money you owe, get all sections signed. If you are going to require a Testimonial or Leaver's Profile arrange to get one from the Dean of your level.

## **Who to Contact...**

Whenever you ring the College you will usually be greeted by one of our Office Staff – Mrs Barbara Hanna or Ms Jenny Lomas. If you are unsure of who to ask for simply tell them

why you are ringing - they will know who to connect you with. They are also able to answer most general questions.

**Principal** - Mrs L Cavanagh-Monaghan - for general matters, serious concerns, complaints and enrolments.

**Deputy Principal** – Mr P Davies - for day-to-day concerns, discipline, curriculum and assessment matters, or for any matter normally referred to the Principal if she is not available.

**Assistant Principal** – Mrs J Venz - for discipline, bus, uniform and welfare queries, lunch and car permission.

**International Students** – Mrs A McHutchon.

**Deans** - for any matters relating to students at particular levels including for concerns about student welfare. These may be personal, family, learning, health, social or any type of concern.

Years 7 & 8	- Mrs H McNaughton
Years 9 & 10	- Mr L Brensell
Years 11 - 13	- Mr M Murrell

**Form Teachers** - The Form Teacher is the usual first point of contact for general matters about students. Even if they are not able to address the matter themselves, they are always able to refer it to the person who can. They should be contacted via the Office but normally you will need to leave a message as they are usually teaching.

**Supported Learning** – Mr L Brensell– for queries about assistance for students with learning needs.

**Distance Education Co-ordinator** – Mrs N Wright, for any queries about distance education courses.

**Gateway Co-ordinator** – Mrs J Venz for queries about the Gateway Programme.

**Careers** -In addition to your Form Teacher's help Mrs J Venz, and Deans have a special role in careers advice. They have expertise in this area and may be able to answer your questions.

**Librarian** - Mrs K Green, for queries about the library.

**Net New Zealand**– Mrs N Wright, for queries about courses studied through Net NZ.

**NZQA Liaison** – Mr P Davies – for any matters related to NCEA or other external qualifications.

**A source of general information - particularly for younger students -**

Our senior students (especially Year 12 and 13 students) have been where you are. They may be able to help and advise. They actually care! - All you need do is ask. (Seniors - this is an opportunity for you to practice your leadership skills.)



## School staff and board

### Board of Trustees

Mr P Reid(Chair), Mrs N Horrell (Deputy Chair),Mrs H van der Linden, Mr M Tiller, Mr M Short(Staff rep), Miss J Reid(Student rep), Mrs J Eales, Mrs L Cavanagh-Monaghan (Principal)

### Teaching staff for 2024 and their main subject areas

<b>Principal:</b>	Mrs L Cavanagh-Monaghan
<b>Deputy Principal:</b>	Mr P Davies (Dv), NCEA Administration, (Junior Workshop, Economics)
<b>Assistant Principal:</b>	Mrs J Venz (Vz) (Gateway, Mathematics)
Mr L Brensell (Br)	Dean Year 9 & 10, Supported Learning Co-ordinator (Junior English, Social Studies, Maths, PE, DVC)
Mrs P Challenger(Ch)	(Digital Technologies)
Mrs S Burke (Bu)	HOD Science (Science, Chemistry, Biology)
Miss A Campbell- Boyce	(Maori)
Miss J Farrelly (Fa)	English
Mrs K Green (Gr)	Librarian (Junior Art)
Mrs M Hendriks (He)	(Arts)
Mrs J Helby	Learning Support Co-ordinator
Miss K McIntyre(Mc)	(Agriculture, Economics), Specialist Classroom Teacher
Mrs Murray (Mu)	(Agriculture)
Mr M Murrell (Mr)	HOD Technology (Materials Technology, Design and Visual Communication-Graphics), Senior Dean
Mrs H McNaughton (Mn)	Junior Dean (Junior Maths and English, Social studies)
Mr C Nicol (Nc)	(Science, Technology)
Miss K O'Connor (Oc)	(Junior English, Mathematics, Physical education)
Miss A Price (Pr)	(Mathematics, Science Physics)
Mrs H Scott (Sc)	HOD Mathematics, (Mathematics)
Mr M Short (Sh)	(Social studies, Physical Education)
Mrs A Stiven (St)	HOD Physical Education & Health, School Counsellor
Miss L Swanson (Sw)	HOD English, (English)
Mrs K Thompson (Tn)	(Junior English, Mathematics, Social studies,)
Mrs K Ure (Ue)	(Junior English, Mathematics, Social studies,)
Mr S van Rooyen (Va)	(Mathematics, Physics)
Ms N Wright (Wr)	HOD Social Studies, Acting HOD English (History and Social Studies), Distance Education
Mr S Wright (Wt)	(Food Technology)

### Other Staff Students/parents may have contact with:

#### ADMINISTRATION STAFF

Mrs B Hanna	School & Principal's Secretary
Ms J Lomas	Executive Officer

#### SUPPORT STAFF

Mrs K Green	Librarian
Mrs L Marwick	Teacher Aide
Mrs P Reihana	Sports Co-ordinator
Mrs A Mc Hutchon	International Students, Teacher Aide
Mrs R Gillions	Teacher Aide
Mrs V Thomas	Teacher Aide
Mrs P Thomson	Teacher Aide
Mrs K Graham	Teacher Aide
Mrs S Davies	Gateway

## **PROPERTY & GROUNDS STAFF**

Mr J Stevenson      Caretaker  
Mr J Somerville      Gardener

**Head Girl**      Sophie Crawford      **Deputy Head Girl**      Neeve Kean  
**Head Boy**      Jack Body      **Deputy Head Boy**      Kaden Sim

## **Year 13 Responsibilities**

Each year a Head Boy and Head Girl and their deputies are appointed following an election process. Other Year 13 students are given special responsibilities and duties by the Principal. Among other duties, they assist in the organisation of a number of cultural, sporting and social activities run for the benefit of students.

They also have responsibility to assist staff in ensuring that the College is a safe and welcoming place for everyone. In this respect they operate with the full support of staff and have delegated authority to refer students to staff for further action.

## **Blue Mountain College - Sports Code of Conduct**

### **Requirements of being a Good Sport**

- Play hard but play by the rules.
- Never question the referee and always accept decisions made on the field.
- Recognise positive contributions made by team-mates and opposition.
- If watching a game, or whilst being a reserve, only make positive comments from the sideline.
- If you have any issues regarding opposition players or spectators these should be directed to your coach.
- Never take the law into your own hands.
- The school and/or judicial committee of the sport will view foul play very seriously.
- BMC has a proud tradition of fair play and this reputation will continue in the future.

### **Co-operation with your team-mates**

- Be positive towards your team-mates and compliment positive play.
- Commitment to a sport requires you to attend all trainings, meetings and games.
- All players must attend all trainings and all team meetings.
- If a player cannot attend training, s/he must personally see the coach to excuse her/himself from practice.
- If a student is absent from school s/he should ring to let the coach know s/he will not be at practice.
- Follow the coach's instructions and be a valuable team member.

### **Co-operation with your Coach and Manager**

- Please remember all coaching is done on a voluntary basis

- Make your coach's job as easy as possible by being appreciative and committed to your team.
- If your team is Coached/managed by a parent or outside person show the same respect as you would to a teacher.
- The coach and team relies on your commitment.

### **Injuries**

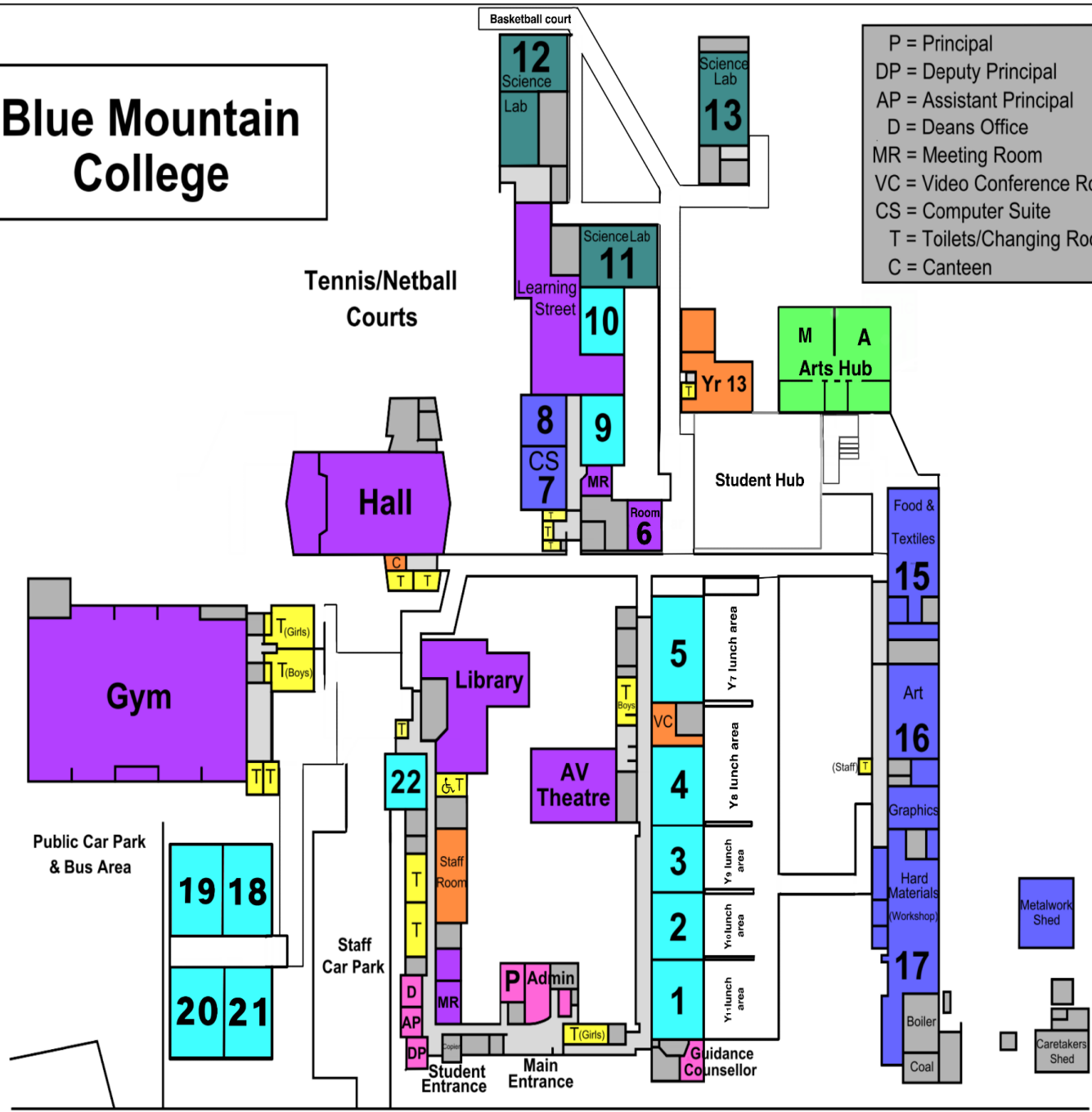
- Any injury sustained at training or in games, which require medical attention should be reported to the coach.
- Any injury that requires a student to stay in hospital should be reported to the school.

### **Behaviour of Parents on the sideline**

- Be supportive of your Children and the team they are involved in.
- All comments from the sideline should be unbiased and positive.
- DO NOT abuse any officials, opposition players or spectators, please remember they perform this role on a voluntary basis.
- Any inappropriate behaviour reflects badly on your child, the team and is likely to tarnish the school's reputation.
- If you have any issues regarding your child's team, please contact the coach in the first instance.
- We value your support and look forward to seeing you on the sidelines.

# Blue Mountain College

- P = Principal
- DP = Deputy Principal
- AP = Assistant Principal
- D = Deans Office
- MR = Meeting Room
- VC = Video Conference Room
- CS = Computer Suite
- T = Toilets/Changing Room
- C = Canteen



School Farm (located over main road)