



— TE KURA O TITITEA —
MOUNT ASPIRING COLLEGE

PARENT AND CAREGIVER HANDBOOK



A - Z Guide

Attendance and absences	3	Leaving school	14
How to report an absence or late arrival	3	Library	15
When a student absence is not reported	3	Lost property	15
When a student has an appointment during school hours	3	Lunch time	15
When a student arrives late	4	MAC Foundation	15
When a student needs to leave early	4	Māori whānau hui	15
When a student becomes sick at school	4	Medical	16
Types of absences	5	Messages to students	16
More information	5	Money and valuables	16
Assemblies	6	Music tuition	16
Bank account	6	NCEA	16
Boarding bursary	6	Newsletter	16
Bring your own device (BYOD)	6	Parent interviews	16
Bus	6	Parent portal (MyMAC)	17
Camps	7	Parents and Friends Association	17
Canteen	7	Parking	17
Careers advice	7	Passwords	17
Co-curricular activities	7	Payments	17
Communications	7	Photocopying	17
Contacting the school	8	Reports	17
Concerns and complaints	9	School Board	18
Counselling services	9	School formal	18
Daily notices	9	Senior leadership team	18
Damage	11	Social media	18
Deans	11	Staff list	18
Digital devices (personal) at school	11	Storage of bags	18
Donations	11	Student behaviour	18
Emergency procedures	12	Student committees	18
Fire evacuation	12	Student leadership	19
Early closure	12	Students with special education needs	19
Lockdown	12	Term dates	19
Earthquake	12	Travel to and from school	20
Enrolment	12	Bus students	20
Financial hardship	12	Cyclists	20
Health and safety	12	Scooters and skateboards	20
Hire of school facilities	12	Car - own vehicles	20
Homework (home learning)	13	Drop off and pick up by parents	20
Houses	13	Tutoring	21
Information technology (IT)	13	In house support	21
IT support	13	Outside providers	21
Learning enrichment	14	Uniform	21
Kitenga programme	14	Volunteering	21
Maths enrichment programmes	14		
Tertiary-level courses	14		

Attendance and absences

Students are expected to attend school when required, stay at school for the whole day, and to be on time for classes. This applies to off-site activities as well, such as vocational courses and EOTC activities. To meet our legal requirements under the Education and Training Act 2020, we must document all student absences.

WHY REGULAR ATTENDANCE AT SCHOOL IS IMPORTANT —

WEEKLY ATTENDANCE	PERCENTAGE	WEEKS MISSED PER YEAR
Every day	100%	None
4.5 days	90%	4 weeks
4 days	80%	8 weeks
3.5 days	70%	12 weeks
3 days	60%	Nearly half a year of school

HOW TO REPORT AN ABSENCE OR LATE ARRIVAL —

Please report a student's absence by **8:30am** on the day by either:

- emailing: absence@mtaspiring.school.nz
- phoning: 03 443 0499

WHEN A STUDENT ABSENCE IS NOT REPORTED —

The school will notify the student's caregivers via text.

WHEN A STUDENT HAS AN APPOINTMENT DURING SCHOOL HOURS —

Please try to avoid making appointments during school hours. However, if this is not possible, then please:

- notify the school via email or phone that the student will be absent, preferably prior to the day of the appointment
- tell the school whether the appointment is medical (health-related) or non-medical.
- If a reason for the absence is not provided, the absence is recorded as 'unjustified' in the student's attendance record.

WHEN A STUDENT ARRIVES LATE —

- When a student arrives late at school, they must sign-in at the student reception desk at the office.
- Parents must notify the school via phone or email that their child will arrive late.
- If a student arrives late without the school having been notified, their whānau teacher will contact the student. If a student has three unexplained late arrivals at school, the dean will become involved. In addition, the student will need to attend the 'catch up club' at lunchtime to catch up on work missed due to being late.
- If a reason for the absence is not provided, the absence is recorded as 'unjustified' in the student's attendance record.

WHEN A STUDENT NEEDS TO LEAVE EARLY —

- Students must sign-out at the student reception desk at the office.
- Parents must notify the school via phone or email that their child will be leaving early.
- Please let us know the day before if possible.
- If a reason for the absence is not provided, the absence is recorded as 'unjustified' in the student's attendance record.

WHEN A STUDENT BECOMES SICK AT SCHOOL —

- The student will go to the student counter and will be placed in the sick bay area.
- The office staff will call parents or caregivers and ask them to collect their child and/or confirm their child can return home unaccompanied.
- Students must sign-out at the student reception desk at the office before leaving school.

WHEN A STUDENT WANTS TO TAKE PLANNED LEAVE DURING TERM TIME —

- Please contact the student's dean to discuss your plans.
- Students can be away and remain on our roll for a maximum of 15 weeks.
- The number of weeks must include any holiday periods during the planned absence.
- Students planning to be away for longer than 15 consecutive weeks must complete a leaver's form and then re-enrol when they return to school.

TYPES OF ABSENCES —

Schools, along with parents and guardians, are legally responsible for making sure students attend school.

JUSTIFIED ABSENCE	UNJUSTIFIED ABSENCE
Illness or injury	'I didn't feel like Maths', 'I went to the shops', 'We had a test and I wasn't ready for it', 'I slept in'.
Unplanned event such as a bus breakdown, accident, road closure, extreme weather conditions etc	Staying home to look after a sibling
Planned non-attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas.	Attending non-representative (not national or local level) sporting or cultural activities during school time. (note: such an absence would be recorded as an explained but unjustified absence)
Attending a dance exam as part of a NCEA course	Attending a class or activity during school time that is not part of an NCEA course. (note: such an absence would be recorded as an explained but unjustified absence)
Approved absence (also overseas) including bereavement, visiting an ill relative, exceptional family circumstances	Taking a day off for a student's birthday
A student accompanying, or visiting a family member who is on an overseas posting eg military or diplomatic for up to 15 weeks	Visiting relatives
Attending school-based tutoring	Attending tutoring outside of school (note: such an absence would be recorded as an explained but unjustified absence)
Working for a recognised employer as part of their course (eg Gateway)	Going on holidays during the school term (note: such leave can be approved by the school but will still be recorded as an unjustified absence)
Student is stood down or suspended	

MORE INFORMATION —

[Read the Ministry of Education school attendance guidelines.](#)

Assemblies

- Junior and senior assemblies are held in weeks 1, 3, 5, 7 and 9 of each term.
- Junior assemblies are on Tuesday and senior assemblies are on Thursday.
- House assemblies are held in weeks 2, 4, 6, 8 and 10 of each term.
- We also have year-level meetings at Years 7, 8 and 9.
- All assemblies are held in the school gymnasium.
- Parents and caregivers can attend by invitation only.

Awards ceremonies

- Award ceremonies are held in Term 4.
- The senior award ceremony for Years 11, 12 and 13 is held prior to the start of NCEA exams and the two junior ceremonies (7-8 and 9-10) are held at the end of Term 4.
- The events are also livestreamed for those who cannot attend.
- Attendance is compulsory for all students, and requests for absences must be received in advance.
- Parents are usually welcome to attend the relevant ceremonies, but events are live-streamed if it is not possible to have parents present on-site.
- Please check the newsletter or website for details of dates.

Bank account

School bank account number:
03-1739-0027820-00

Reference: student name and student five-digit ID number

Boarding bursary

A boarding bursary is available from the Ministry of Education for students who live too far away from an appropriate school and when the Ministry's school transport does not provide a solution. Find out more about the [Ministry of Education boarding allowances](#). If you are the parent or caregiver of a hostel student who has received a boarding bursary in the past, you will need to re-apply when your child comes to Mount Aspiring College.

Bring your own device (BYOD)

Technology has a vital role in teaching and learning and in our daily lives and must be used effectively and responsibly. We expect all our students to bring a device to school and to use it to enhance their learning. You can read more about our BYOD approach on our website.

Bus

To be eligible to travel on a school bus, students in Years 9 to 13 must live at least 4.8km from school by the shortest road route. For students in Years 7 and 8, the distance is 3.2km. You can access [bus routes and timetables on our website](#).

Camps

Each year, camps are held for students in Years 7 to 10. The experiences that students encounter at camp promote physical, social, and emotional growth, and allow for development of resilience, teamwork, goal setting, and reflection. Students often experience increased confidence, self-esteem, and self-awareness, and strengthen their decision-making skills, problem-solving skills, social skills, and environmental awareness.

Canteen

The canteen is open each day at interval and lunch. You can read the menu and submit your order [here](#). Lunch orders for hot foods can be ordered online from 2pm of the previous day until 9:30am on the day the order is required. There are a small number of items that can be purchased without pre-ordering. Eftpos is available (no cash out).

Careers advice

Our dedicated career guidance team supports our students in making decisions about their future study and employment pathways, including coordinating work experience placements for students. You can learn more about their service at our website or contact them at careers@mtaspiring.school.nz or 034430499 (Ext 250).

Co-curricular activities

Students are encouraged not only to make the most of our rich curriculum opportunities, but to get involved in all aspects of school life – arts, culture, service, sports and leadership. You can read more about opportunities for students to get involved on our website or contact the sports department at sports@mtaspiring.school.nz

Communications

- The main form of communication to parents is via email.
- Our weekly newsletter is emailed on Fridays and can also be viewed on our website.
- We regularly post information about student activities and achievements and important updates on our Facebook page and Instagram feed.
- The MyMAC portal (also known as Kamar) provides information about student reports, absences, timetables, library loans, fees, NCEA credits, and notices.
- Parent-teacher interviews between whanau teachers and parents take place in terms one and three (Learning Conversations) and in term 2.
- If you need to send a message to a student in Years 9 to 13, please do so via text (students can check their phones during breaks).
- If you need to send a message to a student in Years 7 or 8, please contact the student's homeroom teacher who will do their best to pass on the message.

Contacting the school

ENQUIRY	CONTACT
Report a student absence	absence@mtaspiring.school.nz 03 443 0499
Log-in to MyMAC (Kamar)	office@mtaspiring.school.nz 03 443 0499 and ask for the enrolment officer
Make a payment	fees@mtaspiring.school.nz 03 443 0499
Uniform orders	The UShop wanakashop@uniformgroup.co.nz 03 265 3485 For PE and sports uniforms Apparel Studio 11 Frederick Street, Wānaka 03 443 1882
Canteen orders	See the website order form canteen@mtaspiring.school.nz
Stationery orders	mtaspiring.school.nz/stationery/ office@mtaspiring.school.nz 03 443 0499
Enrol a student	mtaspiring.school.nz/enrolment-form/ office@mtaspiring.school.nz 03 443 0499 and ask for the enrolment officer
Hostel programme	mtaspiring.school.nz/hostel-programme/ learn@mtaspiring.school.nz 03 443 0499
Student is leaving the school	Visit school office to request a leaver form
Contact a guidance counsellor	guidance@mtaspiring.school.nz 020 404 94623 or 03 443 0496
Contact a careers counsellor	careers@mtaspiring.school.nz 034430499 (Ext 250)
Contact the principal	principal@mtaspiring.school.nz
Contact the school board	boardsecretary@mtaspiring.school.nz
Concerns about a student's wellbeing or academic performance	The student's class teacher or dean See our online staff directory for contact details.
Concerns or complaints	Speak to the classroom teacher then to a dean or head of learning area (HOLA) if you are unable to resolve your concerns.
School street and postal address	101 Plantation Road Wānaka, 9305 New Zealand

Concerns and complaints

We endeavour to respond to all complaints and concerns promptly, respectfully and professionally. We encourage parents and caregivers to discuss classroom matters with the student's teacher/s, however, if you have a concern which you do not feel able to discuss with the staff member directly or you have been unable to resolve your concerns, please contact the dean or head of learning area (HOLA). You can view the MAC concerns and complaints policy and procedure at the [SchoolDocs policies and procedures website](#) and by entering the user code: mtaspiring and password: success

Confiscations

- Non-uniform clothing will be confiscated and can be collected by the student from the office at the end of the school day.
- If confiscated, phones will be held at the office and can be collected at the end of the day.
- Inappropriate items which are confiscated need to be collected by a parent.

Counselling services

Our school guidance counsellors are trained professionals who can provide mental health and wellbeing services to our students, their parents and families, and our staff.

Counsellors are available Mondays to Fridays during school hours in term time and can be contacted via email:

dept-guidance@mtaspiring.school.nz and phone: 020 404 94623 or 03 443 0496.

Daily notices

Daily notices are recorded in the MyMAC portal (Kamar) and read out by teachers each day. They typically cover day-to-day school arrangements such as extra-curricular sport and co-curricular activities and school-related events. Students should speak to the office if they would like to include information in the daily notices. From 2023, we will also email students a 'What's on in the week ahead' document at the end of the preceding week.

Daily timetable

- We operate a 10-day timetable with 'odd' and 'even' weeks to enable incorporation of senior, junior and house assemblies as well as whānau time.
- New terms always commence with an 'odd' week.
- From Monday to Thursday school starts at 8.40am and on Fridays it commences at 9.05am.
- Five-minute warning bells ring before the start of school and at the end of each break.

DAILY TIMETABLE		
PERIOD	MONDAY - THURSDAY	FRIDAY
P1	8.40am - 9.40am	9.05am - 10.05am
P2	9.40am - 10.40am	10.05am - 11.05am
INTERVAL	10.40am - 11.05am	11.05am - 11.30am
P3	11.05am - 12.05pm	11.30am - 12.30pm
P4	12.05pm - 1.05pm	12.30pm - 1.30pm
whānau/assembly	1.05pm - 1.30pm	
LUNCH	1.30pm - 2.15pm	1.30pm - 2.15pm
P5	2.15pm - 3.15pm	2.15pm - 3.15pm

NOTES —

- Period 5 on Wednesdays is used for pastoral meetings with senior students (Years 12 and 13).
- 'Odd' weeks: Students attend whānau on Mondays and Wednesdays and assembly on either Tuesday (junior) or Thursday (senior).
- 'Even' weeks: House assemblies take place from 1.05pm - 1.30pm each day apart from Friday. Students attend the assembly pertaining to their house and attend whānau on the remaining three days (no assembly / whānau on Fridays).

Damage

If damage is caused to school property through careless or malicious acts, some, or all of the repair cost, will be charged to the student(s) concerned. Our student deans and senior leadership team may become involved if required.

Deans

Our student deans encourage our students to live by our school's values and support students in developing the personal and life skills they will need to be successful contributors to our community when they leave school. There is a junior and senior dean for each of the four houses, with the junior deans being responsible for students in Years 7 to 10 and the senior deans responsible for students in Years 11 to 13. The student deans form strong relationships with students in their houses and act as advocates for students, responsible for supporting students' wellbeing and achievement.

Digital services (personal) at school

A personal digital device is any privately owned digital device that is not part of a school-approved bring your own device (BYOD) programme. This includes, but is not limited to, personal cell phones and smartwatches. MAC does not recommend that students bring personal mobile phones (including smartwatches) to school as they are not required for their learning. However, we understand that some parents prefer their children to have a device to communicate with them outside of school. In these cases, students in Years 7 and 8 should ensure their devices are switched off and left in their school bags while at school. Please read about our approach to personal digital devices at the [SchoolDocs policies and procedures website](#) and by entering the user code: mtaskiring and password: success

Donations

We invite all families to make a voluntary donation to support our school to help fund activities over and above the funding provided by the Ministry of Education such as additional support staff, student laptops, and a range of other learning initiatives. This payment is usually included as part of the first invoice of the year.

Emergency procedures

During an evacuation, please minimise calls to the school office. Information will be available on our college voicemail, website, and on Facebook and Instagram. We will also inform the Wānaka App and Radio Wānaka (92.2FM).

FIRE EVACUATION –

Fire evacuation practices are carried out at the start of each school year. When the fire alarm sounds, students assemble in their whānau groups on the playing fields where a roll is taken. The all-clear is sounded once all the buildings are checked.

EARLY CLOSURE –

Whānau teachers will contact parents to inform them that the school is closing. Students over 14 who can walk or bike home are released and will take younger siblings home with them (if parents and caregivers have given prior permission). Parents are requested to collect those students who cannot cycle or walk home. School buses will run at 3.15pm as normal if it is safe to do so.

LOCKDOWN –

We have a lockdown emergency procedure. In the event of a lockdown, the school principal will email all parents and information will also be published on the school's social media (Facebook and Instagram).

EARTHQUAKE –

In the case of an earthquake, the fire evacuation procedure will be followed, but no students will be released unless collected by parents or until it is known to be safe for them to return home.

Enrolment

If you live in the Wānaka district, your child is eligible to attend our school. Please enrol online at our website.

Financial hardship

Please contact the office:
fees@mtaspiring.school.nz

Health and safety

MAC is committed to ensuring the safety and wellbeing of its staff, students and visitors to the school. The board is responsible for this policy and delegates its implementation to the principal. The school reports on aspects of its health and safety compliance throughout the year. Students undertaking practical subjects such as Technology and Science must adhere to the rules relating to specialist rooms and laboratories. Please read about the Board's policy for health, safety and welfare at the [SchoolDocs policies and procedures website](#) and by entering the user code: mtaspiring and password: success.

Hire of school facilities

College facilities (including the gym) are available for hire by community and private groups, provided such use does not interfere with the day-to-day running of our school.

To enquire about using our facilities, please email: rentals@mtaspiring.school.nz

Homework (home learning)

Home learning is an extension of our school programme to support, enhance and consolidate what students learn at school. For Years 7 to 10, teachers set expectations around regular practice of skills and content. There is no emphasis on a strict homework routine. For Years 11 to 13, homework is considered an integral part of the senior learning programme. Teachers set expectations around regular practice of skills and content and, at times, the work is focused on internal assessment.

Houses

Our four houses pay homage to our school's location with each house named after a nearby mountain. Every MAC student is a member of one of our four houses - Barker, Iron, Pisa and Roy - giving them a sense of belonging as they represent their house in sporting and cultural activities. Each of the houses is assigned a colour (which students can wear on certain mufti days) as follows: Barker (green), Iron (red), Pisa (yellow) and Roy (blue). Where we are aware of familial connections, new students are placed in the same house (but not the same whānau) as their siblings and cousins. Students with no previous affiliation are allocated to a house and its whānau to ensure a balanced mix of year levels within both the house and the whānau.

Information technology (IT)

The college's Information Technology resources are available to all students to use for their normal schoolwork. There are two well-equipped computer laboratories and a further specialist suite. A wireless network operates on the school campus and, as a BYOD school, students connect their own laptops or other portable devices to access the filtered and monitored (N4L) internet connection.

Basic devices are available on loan to students who need them either daily or longer term with prior arrangement.

IT support

Our IT support team can provide support and advice on issues relating to school systems and software (eg installation of school-licensed applications or connection to school wifi and printers) that impact on a student's use of their device. Our IT support team can offer basic advice, but for diagnosis and repair of problems with devices, students and their caregivers should see their local computer shop or warranty provider.

Learning enrichment

KITENGA PROGRAMME —

At Mount Aspiring College, gifted students are defined as those who have the ability or potential to perform at a level significantly beyond their chronologically aged peers. We recognise that intellectually gifted students may have unique needs, perspectives and learning styles. Our [Kitenga programme](#) is designed to meet the social, emotional, ethical and intellectual needs of students through higher-level thinking and supports students in Years 7, 8 and 9 who participate in fit-for-purpose sessions with a specialist teacher. A letter about the programme is sent to parents and caregivers of students in Years 7 and 8 at the start of the school year.

MATHS ENRICHMENT PROGRAMMES —

To support students who are ready for higher-level mathematical thinking, we offer a range of enrichment programmes for selected students in Years 7 to 10. The focus of these programmes is on developing students' problem-solving skills. For students in Years 7, 8 and 9, we help them develop a 'tool box' of problem-solving skills which they can then apply when presented with a problem. In Year 10, students focus on linear algebra and are given opportunities to accelerate their learning and assessment. Selected senior students can also study tertiary-level mathematics courses such as the University of Canterbury first year engineering maths course.

TERTIARY-LEVEL COURSES —

There are a number of tertiary courses available for senior students through tertiary providers, such as Unistart at Waikato University and the University of Canterbury. These courses (delivered online) include first-year engineering maths, art history, economics, languages and linguistics, philosophy, politics, social work, and speech science. Students who are interested in studying university courses while at school should speak to their teachers who can advise them on the best pathway to suit their needs.

Leaving school

- Please let the school office know if your child is intending to leave school.
- Prior to leaving the school, students must obtain a leaver's form from the office.
- This form needs to be sighted and signed by the student's dean, the library, IT department and the student's teachers.
- All school accounts must be paid in full prior to the student leaving.
- Senior students may request a testimonial from their dean.

Library

Our library is a vital hub of our school's learning community. Its collection includes a range of fiction and knowledge books, a comprehensive reference section, and a wide range of magazines. You can search our [library catalogue online](#) and also find out about student loans (numbers of books borrowed and their loan status, but not the book title) via the MyMAC portal (Kamar).

Lost property

Please name all items, including valuable non-uniform items, which your child brings to school. A large lost property bin is located in the student entrance where items can be collected. This bin is emptied at the end of each term and any unnamed items are taken to Wānaka Wastebusters.

Lunch time

- Lunch is from 1.30pm to 2.15pm each day.
- Students are required to stay at school at lunchtime.

MAC Foundation

The MAC Foundation was established as a charitable trust to support Mount Aspiring College in delivering a high-quality education for young people from across the Wānaka district. The Foundation oversees the management of generous gifts and donations to the school and works with a range of community members and organisations to build relationships and ensure ongoing support for our school.

Māori whānau hui

A termly hui is held for our Māori students and their wider whānau.

Medical

ACCIDENTS –

The office staff are trained in first aid and if a student suffers a minor accident at school, staff will administer first aid treatment as required. In the case of a more serious accident, the school will advise parents and caregivers as soon as possible. If necessary, an ambulance will be called.

ILLNESS –

When a student is too unwell to remain in the classroom, we will contact their parent or caregiver so they can collect the student. If we cannot contact a student's parent or caregiver, we will keep the student in the sick bay.

MEDICAL CONDITIONS –

Please let the office staff know about any permanent or temporary medical conditions they should be aware of about your child, for example, allergies, diabetes, or a recent concussion. Students may carry their own medication and the office is happy to hold medication for students, particularly where there is a critical medical condition.

VISITING NURSE –

A public health nurse runs a medical clinic for students each Monday at lunch time. This is a free service and bookings are not necessary.

Messages to students

We do not use student runners to deliver messages, but we will do our best to get messages to students via their teacher.

Please note that we cannot guarantee that a message will reach the student. Please try to make arrangements with students before school and minimise phone calls to them during the school day.

Money and valuables

We encourage students to avoid carrying large sums of money or valuables with them to school. Valuable items are best kept on the student and not left in school bags. The office is always happy to hold larger sums of money or valuables for students if they feel uncomfortable taking care of these items during the day.

Music tuition

Itinerant music lessons are available to students in two two-termly blocks. The music department sends an email to parents of students in Years 7 to 10, and to all senior music students, regarding these lessons at the beginning of term 1.

NCEA

The National Certificate of Educational Achievement (NCEA) is the main national qualification for secondary school students in New Zealand. In Years 11, 12 and 13, our students focus on NCEA Levels 1, 2 and 3 as they prepare for their future study and/or career paths. Our school's results are consistently well above the national average.

Newsletter

The [school newsletter](#) is published weekly on a Friday and is emailed to parents and caregivers. It can also be read on our website. If you wish to receive the newsletter prior to your child commencing at our school please send an email request to newsletter@mtaspiring.school.nz

Parent interviews

Learning Conversations (whānau teacher, student and parents) are held in terms 1 and 3. The first session focuses on goal setting and the second looks at the progress towards achieving these goals. Parent-teacher Interviews with a student's subject teachers are held in term 2. Students are encouraged to attend these with their parents or caregivers.

Learning Conversations and parent-teacher interview dates and booking instructions are published in the school newsletter and on social media. Parents and caregivers who live outside the region may seek interviews with staff when visiting Wānaka and should contact their child's dean to arrange these.

Parent portal (MyMAC)

Parents and caregivers of new students are sent a letter containing user name/s and passwords for use in accessing our MyMAC portal (also known as Kamar). If you do not receive this information, please contact the office via email office@mtaspiring.school.nz or phone 03 443 0499.

Parents and Friends of MAC

Our parents, caregivers, and friends of the school play a vital role in building our school community through organising events that bring people together, raising funds for projects and activities, and promoting open and constructive communication between the school and the community it serves. We value the contributions of our parents and friends and recognise the essential role they play in helping our students succeed. For more information, please contact: learn@mtaspiring.school.nz

Parking

Please do not drive into the college car park area or the outdoor pursuits car park. If you need to come into the college grounds please use the short-term parking spaces on the edge of Lismore Park.

Passwords

Parents and caregivers of new students are sent a letter containing user name/s and passwords for use accessing our MyMAC portal (also known as Kamar). Students are also provided with their own user name and password. If a student forgets their log-in details, they should let a member of staff know as they should be able to reset it for them.

Payments

- Invoices for course-related fees are emailed home monthly.
- For internet banking payments: Mt Aspiring College 03-1739-0027820-00.
- EFTPOS is available at the school office.
- For all enquiries about accounts: fees@mtaspiring.school.nz
- For financial hardship: fees@mtaspiring.school.nz

Photocopying

Each new student is credited with \$5 at the beginning of the year for photocopying and printing, and students may top up their printing account at the office during the year.

Reports

Our teachers keep in touch with their students' parents and caregivers during the school year through a mix of face-to-face meetings (interviews and learning conversations), emails and through reporting. All reporting is provided online and parents and students can track progress through the MyMAC (Kamar) portal.

FORTNIGHTLY REPORTING –

These reports are emailed to parents and students from week four in Term 1.

INTERIM ACADEMIC REPORTS –

These reports are emailed to parents and students at the end of each term.

School Board

Our [School Board](#) plays an essential role in the success of our students by providing oversight of key functions of our school including its strategic leadership and governance. We value the contribution of community members, parents and whānau who give their time and expertise to help us deliver the best possible educational outcomes for all our students. Please visit our website to read more about the board, its members and to read the minutes from its meetings.

School formal

A school formal is held each year for Years 12 and 13 students.

Senior leadership team

Our senior leadership team comprises our school principal and four deputy principals. The team brings an extensive range of skills and experience to their roles to lead the day-to-day running of our school and the implementation of its strategy. Please visit our website to [read more about our senior leadership team](#).

Social media

We use both Facebook and Instagram to connect with our students, staff, parents, caregivers and local community to share stories about the activities and achievements of our students and to build connections within our school and local community.

Staff list

A [list of our staff, their roles, and their contact details](#) can be found on our school website.

Storage of bags

There are hooks and racks outside the junior classrooms for storage of bags.

Student behaviour

At Mount Aspiring College we expect our students to exhibit high standards of behaviour at all times. We use a restorative approach because we believe people are more likely to make positive changes in their behaviour when those in positions of authority do things with them, rather than to them or for them. When relationships or property are damaged by misbehaviour, we will take action to manage such behaviour, and when a student fails to take responsibility for their actions we will impose consequences appropriate to the misbehaviour. Please read about our approach to behaviour management at the [SchoolDocs policies and procedures website](#) and by entering the user code: mtaskiring and password: success

Student committees

Our six student-led committees provide leadership in the following areas: academic, cultural, service, sports and wellbeing. These committees provide opportunities for students to develop their leadership capabilities and demonstrate what our values look like in practice. Each committee is mentored and supported by members of our teaching team.

Student leadership

We encourage our students to develop their leadership skills through engagement in all aspects of life at our school. We see leadership as a right and responsibility that all our students share and believe that every student should have the opportunity to lead, whatever that looks like for them. Through a range of academic, sporting, cultural and service-oriented activities, our students have an opportunity to discover more about themselves and their capacity to lead. Each year, four students are selected to be our head students and together with the committee captains, they form our student executive.

Students with special education needs

Our special education needs hub (HQ) is located at the heart of our school, giving students with high and complex needs a fit-for-purpose learning environment supported by a dedicated team of highly skilled staff. HQ offers an enriching learning programme comprising both learning at school and outside of school including experiences in our beautiful natural environment, visits to the gym, swimming lessons, and excursions to other schools to build connections. Students are encouraged to work towards their own goals and pathways while participating in the life of our learning community alongside their peers.

Term dates

TERM 1	10 weeks
Tuesday 31 January (Y7, new Y8-12, Y13) Wednesday 1 February (all students)	
TERM 2	10 weeks
Monday 24 April to Friday 30 June 2023	
TERM 3	10 weeks
Monday 17 July to Friday 22 September 2023	
TERM 4	9 weeks
Monday 9 October to Thursday 7 December 2023	

Travel to and from school

BUS STUDENTS –

- To be eligible to travel on a school bus, students in Years 9 to 13 must live at least 4.8km from school by the shortest road route. For students in Years 7 and 8, the distance is 3.2km.
- To check the distance from your home to the college you can access google maps and enter your physical address as the location. Then select 'Directions' and enter 101 Plantation Road (college address) as the starting point.
- If you qualify, check the bus routes below to identify the closest stop to your home.
- Please enter the bus route on your online enrolment form or contact the school office via email office@mtaspiring.school.nz to be added to the school bus list.
- You can [view bus routes and timetables](#) on our website.
- If you live more than 2.4 kms away from the bus stop, you are eligible to apply for a school transport conveyance allowance (paid for each child in the family) to assist with the cost of dropping your child at the bus stop. To apply for the allowance, please complete the [School Transport conveyance allowance application form](#).

CYCLISTS –

- Students should walk their bikes onto the school grounds.
- By law, students riding bicycles to school must wear cycle helmets.
- Bike racks are provided in the grounds on the grassed area near the OP shed and we recommend students use a bike lock.

SCOOTERS AND SKATEBOARDS –

- Scooters and skateboards can be ridden to school but should not be ridden on school grounds.
- Skateboards and scooters must be stored in racks located outside the school office.

CAR - OWN VEHICLES –

- Students holding a valid driver's licence may bring a vehicle to school if their parent or caregiver has given their signed permission.
- Hostel students may not bring their personal vehicles to Wānaka.
- Permission forms are available from the school office.
- Students may not use their vehicles at lunch time unless they are signing out from school for a valid reason (such as the Students in the Community programme).
- Students may not use their vehicle to leave school during a snow evacuation unless their parent or caregiver has granted prior permission.
- Students may not park in the staff car park or on Lismore Park (except for angle parking between the boulders directly opposite the school).
- The marked car park spaces opposite the old swimming pool site and music suite are limited to 120 minutes.

DROP OFF AND PICK UP BY PARENTS –

- Please do not drive into the college car park area or the outdoor pursuits car park.
- If you need to come into the college grounds please use the short-term parking spaces on the edge of Lismore Park.
- Students should cross the road at the pedestrian crossing.
- All vehicles must slow down when driving near the campus.

Tutoring

IN HOUSE SUPPORT –

MAC offers literacy and numeracy support for identified students. It operates during school hours and is usually offered to targeted students for one or two terms and conducted in small groups.

OUTSIDE PROVIDERS –

Tutoring for students with specific learning disabilities (SLDs) is also available where individual students require specialist assistance. This is delivered by private tutoring services and therefore payment for these services is an arrangement between the parents or caregiver of the student and the tutor. These sessions are usually on a one-to-one basis and take place during school hours on site.

Uniform

- Our school uniform is compulsory for all students from Years 7 to 13.
- Please order uniforms online from the [U shop, wanakashop@uniformgroup.co.nz](mailto:wanakashop@uniformgroup.co.nz) and 03 265 3485.
- Orders can be collected from 21E Gordon Road, Wānaka.
- The uniform supplier for the PE and sports uniform is Apparel Studio at 11 Frederick Street, Wānaka. Phone: 03 443 1882.
- You can read our [uniform guidelines](#) on our website.

Volunteering

We welcome parental assistance in the coaching and managing of sports teams. If you are interested in getting involved please contact the school's sports coordinator via the school office on 03 443 0499. If you would like to get involved in a voluntary capacity in other ways, please contact the school office to be put in touch with the appropriate member of staff.



— TE KURA O TITITEA —
MOUNT ASPIRING COLLEGE

101 Plantation Road, Wānaka 9305, New Zealand

t. + 64 (0) 3 443 0499

e. learn@mtaspiring.school.nz

w. mountaspiringcollege.nz

 mountaspiringcollege

 @mountaspiringcollege