



PARENT HANDBOOK 2026

STRIVE FOR HIGHER THINGS

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Staff and Contact Details

Principal	Mr N Coughlan
Associate Principal	Ms E Beale
Deputy Principal	Mrs C McKnight
Deputy Principal	Mrs M Raukura
Deputy Principal	Mr S Revell
Deputy Principal	Mr T Kimiangatau
Assistant Principal	Ms C Whittle
Executive Officer	Mrs L Biggs
Hinau Whānau Leaders	Mrs H Blakeborough & Ms M Youngman
Kōwhiri Whānau Leaders	Ms L Luxton & Mr K Fale
Miro Whānau Leaders	Ms J Scott & Mr C Felise
Tawa Whānau Leaders	Ms J Stenberg & Mr S Davies
International Students' Dean	Mrs J McMurray
Director of Sport	Mr B Faunt

Contacts:

School Reception 09 579 5049; office@onetreehillcollege.school.nz

Student Services Reception 09 579 5049, ext 818; ssc@onetreehillcollege.school.nz

Attendance Office: 09 579 5049, ext 846; attendance@onetreehillcollege.school.nz

Postal Address: PO Box 17471, Greenlane, Auckland, 1546

Map of School



Introduction

VISION STATEMENT

Our students will achieve excellence, within a positive learning environment, so that they develop into lifelong learners who are motivated, respectful and caring citizens.

This vision will allow our students to become confident, connected, lifelong learners who are actively involved in our country.

EXPECTATIONS OF FAMILIES

To uphold your part of the partnership agreement signed at enrolment, and to ensure the College reception is informed immediately of new phone numbers, email addresses or changes of address.

HOME AND SCHOOL: Communication

Successful education is a partnership between teachers, students and families. At One Tree Hill College we have a genuine 'open door' policy for our families and community. If you and your family have any queries regarding your child or events happening at school, please do not hesitate to contact us. Communication with parents and caregivers is essential. Most communication sent to parents/caregivers from the College is via email. Please check email accounts regularly and advise the school of email address changes.

PARENT AND STUDENT PORTAL (School Bridge)

The portal gives access to student timetables, attendance, reports, results, financial and personal details, amongst many other relevant aspects of school life which connect them to our school community and their child(ren). Students and parents can also view the school calendar, notices and parents can update and advise of student absences.

College Routines and Procedures

Absence and Attendance procedures

We require a clear explanation from the parent / caregiver for each day a student is absent. E.g Illness, Medical appointment or Bereavement. The school's Principal determines if an absence is justified or unjustified based on Ministry of Education guidelines and its own policy.

There are three ways to contact the school regarding your child's absence:

Parent portal

- Utilize the Parent Portal (School Bridge) to report your child's absence
- Request a leave pass for any appointments throughout the day

Email notification

- Send an email to attendance@onetreehillcollege.school.nz
- Include your child's name
- Whānau class – i.e 9KLA
- Provide a clear explanation for their absence

Phone notification

- Call the school on (09) 579 5049
- Leave a message for the attendance officer
- Include your child's name, whanau class and provide a clear explanation for their absence

If we do not receive any notifications regarding your child's absence, our system may automatically send a text message.

If a student becomes unwell while at school, they are required to visit the Health Centre situated in Student Services. Our school nurse will assess the student's condition and, if necessary, communicate with their parent(s) / caregiver(s) to discuss their departure from school.

After a period of 3 consecutive days absence, students must bring a medical certificate stating the number of days and the reason for the absence. You may contact the Attendance Officer via email to forward copies of medical certificates etc. attendance@onetreehillcollege.school.nz

Absence for Non-School related leave

If your child needs to request non-school related leave for a duration of one or more days within the school year for holidays or travel within NZ or overseas, you need to apply in writing to the Attendance Officer. Such requests are granted at the discretion of the Principal. Please note that holidays during term time are not classified as unjustified absence and should be avoided.

We request that you provide us with a minimum of two weeks' notice before your planned departure date. Email: attendance@onetreehillcollege.school.nz

Your request should include the following details:

- Date of the proposed absence
- Reason for the absence

Assemblies

The College runs senior and junior assemblies weekly. Assemblies take place in the Marilyn Wales Auditorium. Students are expected to sit in their allocated whānau class areas and behave in a manner appropriate to a formal occasion. Special Assemblies take place at various times of the year to recognise and celebrate specific achievements and events.

Buses

Auckland Transport operates a number of buses exclusively for One Tree Hill College students to and from school in our local school zone. Buses drop students off in the morning in the car park off Rockfield Road and collect students from the same place. Students catching afternoon buses should report to the bus waiting area at the back of the school gymnasium by 3.30pm. Students require a HOP card or credit/debit card to travel on the school buses. Please see www.at.govt.nz/journeyplanner for route and payment information

Canteen

The school canteen is open at morning tea and lunchtime and serves a range of healthy food. Cash and Eftpos is accepted as payment at the school canteen. Bottled water is sold at the canteen and we have a number of water fountains around the school for students to fill water bottles.

Class Attendance

An electronic roll will be taken at each class and whānau time. Students are expected to attend every lesson.

Computer user accounts

All students are allocated a student log on and password that allows them access to the school network. If students experience any issues they should speak to their teacher in the first instance and then see the technicians in the ICT office, next to the Knowledge Centre in Kowhai Block.

Contact and personal details

If you have a change of address, phone number, email address, name etc. please advise the College through Student Services. Where students advise changes, we will confirm changes with a parent/caregiver before updating a student's record.

Counselling

Counselling services are offered via our Student Services Team. Students should book an appointment via the online booking system that can be accessed on the school website.

Daily notices

Students are advised of events, changes to the weekly/daily programme, co-curricular activities etc. via the daily notices. Students can view these via SchoolBridge.

Dental services

Dental Planet visits the school during the year to undertake screening and dental treatment. The school dental service is free of charge for students 18 years and under.

Emergency evacuation and lockdown procedures

When the evacuation siren sounds, all students, staff and visitors are to quickly evacuate the buildings and assemble on the back field adjacent to the turf according to whānau classes. Rolls will then be marked and all people accounted for. In the case of a lockdown, the bell will ring at intervals to signal lockdown is to commence. Staff and students will be advised to either remain inside or make their way to the nearest indoor lockable space. In the event of an incident, the school will communicate with parents/caregivers via email/text message as directed by emergency services.

Hours of school

School starts at 8.40am each day, except for Tuesdays when period 1 starts at 9.10am.

Students are expected to be at school by 8.35am and in their subject class at 8.45am.

- Students arriving after 8.45am are recorded as late to school. Students that arrive after 8.45am must report promptly to the Attendance Officer in Student Services where they will be issued a late pass (Green) to be able to enter class.
- The school day finishes at 3.15pm.
- Sports practices usually finish at 5.00pm at the latest unless stated otherwise by a staff member.
- Students are expected to travel directly home from school after lessons and practices finish.
- Office hours: During term time, 8-4pm. Outside of term time, 9-3pm.

Incorrect uniform

Students wearing non-uniform items must report to the uniform room (next to K1) at 8.45am with a note from their parents/guardian. In most cases a replacement uniform item will be loaned for the day. Students need to return borrowed items on the same day by reporting to Student Services after school. Students wearing incorrect uniform in classes or the playground during the day are likely to have items confiscated to be collected from a staff member at the end of the day. Confiscated non-uniform items can be collected at the end of the day by students from the relevant staff members.

KA ORA, KA AKO: Healthy School Lunches Programme

This is a government funded Ministry of Education programme being offered to many schools across New Zealand. This means ALL students are offered a free lunch every day. There are options for students with special dietary requirements. The whole School Lunch Collective menu is Halal appropriate.

If your child requires a specialised diet requirement, please complete the form by pasting the following link into your browser - <https://forms.office.com/r/yE43euStSj>

Laptops and wireless access

All students are required to bring their laptop to school on a daily basis. All students have access to the school network via the extensive wireless system throughout the school. Students are reminded that all technology is to be used under the direction of their teachers in a safe and responsible manner. The school uses Office 365 as the online teaching and learning platform. Teachers will provide links to subject and class materials to students at the start of the school year.

Leadership

There are many opportunities for student leadership across all year levels. Students will be advised of events, leadership groups and opportunities via the daily notices. Each whānau also has leadership opportunities and roles to be fulfilled.

Leaving process

If your child is leaving school at any year level other than Year 13, please inform the school so that a leaving form can be completed prior to your child's last day. The leaving process allows for the student's commitments to be fulfilled including the return of all books and other items and closure of accounts.

Leaving the school grounds during the day

Students must remain on the school grounds throughout the day, unless granted a leave pass from the Attendance Officer. This requires notification from home or written permission from a Whānau Leader, AP or DP. We ask that parents/caregivers make appointments outside of school hours as much as possible as this prevents students missing valuable learning time. Parents can arrange leave by using one of three methods as noted under absence and attendance procedures. We do not permit students to leave during the day with people other than their legal guardian/parent noted on the enrolment application or prior approval from the parent/legal guardian.

If you need to sign your child out during the day for an emergency, please be aware that the office staff may not be able to get your child straight away, so we do ask that you call 09 579 5049 or email ahead attendance@onetreehillcollege.school.nz. Please do not text/message your child and expect them to be let out of class and leave the grounds without following this process.

Lost property

All personal property and uniform must be clearly named. Please report to the Student Services Centre if you have lost/misplaced any items to check the lost property. The school takes no responsibility for lost personal property.

Mobile phone use

Mobile phones and headphones are only to be used outside of school hours. If students are seen with or using their phones or earphones, they will be confiscated. The first offence will result in the student having their phone returned at the end of the school day by a Deputy/ Assistant Principal. Subsequent misuse of phones and headphones will require a caregiver to collect the item from one of the Deputy/ Assistant Principals at the end of a school day.

Payments to the school

Payment may be made either via the Parent Portal, at our Student Services Centre or school front reception or by internet banking to:

Account name: One Tree Hill College

Account number: 12-3023-0600686-00

Reference: *Student Surname, First Name, activity/payment reason.*

Parents can set up an automatic payment to take care of the school subject materials, trips, sports etc. If you have any questions regarding charges/accounts, please contact –

accounts@onetreehillcollege.school.nz

Reports

Parents will receive two written reports each year detailing the academic progress of their child. The dates are noted on the school website. Parent-teacher interviews will also take place twice a year. We strongly encourage all parents and caregivers to attend these days.

School gates

The school gates are locked for 30 mins between (8.30-9.00 & 3.00-3.30pm) before and after school. Parents and caregivers are asked to make arrangements to drop off and collect students outside of the school grounds.

Sickness & injuries

A student who needs medical attention while at school should report to the Student Services Centre to see a School Nurse. Students with non-urgent matters will not be seen in class time, they will be asked to make an appointment for interval, lunch or after school. Students are able to request an appointment through the school website. Parents will be contacted to collect sick/injured students from school if required. In the case of an emergency, first aid will be administered and an ambulance called if required. The school also provides weekly access to a doctor and physiotherapist by appointment.

If your child is experiencing ongoing medical issues, you should contact one of our school nurses to discuss. If absence from school is a result of sickness/injury, please follow normal absence procedures.

Sports and cultural activities

The College offers a range of co-curricular sports, outdoor education, arts and cultural activities for students to participate in. Students are advised to carefully read the daily notices for information.

Mr Brian Faunt is the Sports Director.

Email: bfaunt@onetreehillcollege.school.nz

Stationery and course materials

OfficeMax MySchool has a full list of all course stationery requirements:

<https://www.myschool.co.nz/othcoll>

This is a simple way for you to purchase your child's requirements. Select the compulsory and essential items and your child's courses to have all stationery ordered and delivered to your home address. Any subjects with a 'take-home' component of course materials will have a charge allocated. Course materials can be paid for via the College portal on the One Tree Hill College website. Portal login details for the College portal will be emailed to parents/caregivers.

Student email

All students are issued with a school email account upon enrolment. Teachers and the school administration will use this email to communicate with students. Students should direct their school email to their own web-based email account or regularly check their school email account. Student email is web-based and accessed via their Office365 login.

Student ID cards

ID photos will be taken at the start of the school year. We strongly encourage all students to purchase an ID card – this will be needed for discounted public transport and withdrawing books from the library. We ask that Student ID cards are also paid for via the College portal on the One Tree Hill College website. We also offer free digital ID cards to students who wish to use this option.

Student Services Centre (SSC)

The Student Services Centre is located in the heart of the school. The students can access various support staff, nurses, doctor, physiotherapist, social worker and counsellors if and when needed. Appointments can be made by emailing ssc@onetreehillcollege.school.nz. The Attendance Officer and Special Education Coordinator are also located in the Student Services Centre.

Student vehicles

Students are not permitted to park on school grounds. Students that drive to school must abide by all the conditions of their license while travelling to and from school, this includes all road rules.

Timetables and subjects

One Tree Hill College runs a 10-day timetable, with five teaching periods per day. Students receive a paper copy of their timetable upon starting school each year. Student timetables are also accessible through the parent portal. All students in Years 9-12 are required to study a range of compulsory subjects. Students are given subject choice via 'option' subjects. Option choices are carried out early in Term 3-4. First choice of options is not always possible due to timetable constraints. Parents are encouraged to speak with Faculty Leaders, careers staff, Whānau Teacher, Whānau Leaders or DPs in the case of any specific concerns.

Travel to and from school

We expect the highest standard of conduct for all students travelling to and from school. Where a school bus operates, students are expected to take the school bus to and from school. Students travelling beyond the school bus routes and taking public transport are expected to adhere to school behavioural expectations at all times. Students travelling by bus or train are to wait in an orderly manner at the train station/bus stops and catch the first available train/bus. Students should not congregate at the Ellerslie Shopping Centre or on the train platform after school.

Uniform

School uniform is available for purchase from The Uniform Shoppe, 3/726 Great South Road, Penrose. Website: www.theuniformshoppe.co.nz Email: penroshop@sas.co.nz

It is compulsory for all students to wear school uniform. There is an expectation that all students will wear their uniform with pride. This means always wearing the uniform correctly and taking personal presentation seriously. The school requires that the correct uniform is worn in the correct manner when students are at school and travelling to and from school.

Valuables

The school accepts no responsibility for unnecessary valuables, mobile phones, headphones/ear buds or large sums of money brought to school. Such items should be handed in to the Student Services Centre for safekeeping. Items that are interrupting learning will be confiscated and handed to a DP or AP for safekeeping or issuing back to parents/guardians.

Visitors

All visitors must report to the school reception where requests will be dealt with in an appropriate manner. There is assigned visitor parking outside the administration block. Parents and members of the public are not permitted to walk around school without permission from the school reception.

Whānau groups and classes

All students belong to one of the four school whānau: Hīnau, Kōwhai, Miro and Tawa. Any concerns should be raised with your child's Whānau Teacher in the first instance. All students are encouraged to participate in the variety of whānau activities and events during the year.

Bell Times

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.40 Warning Bell	Staff PLD 8.20 – 9.10	8.40 Warning Bell	8.40 Warning Bell	8.40 Warning Bell
8.45 – 9.45 Period 1	9.10 Warning Bell	8.45 – 9.45 Period 1	8.45 – 9.45 Period 1	8.45 – 9.45 Period 1
Whānau Time 9.45 – 10.15	9.15 – 10.15 Period 1	Whānau Time 9.45 – 10.15	Whānau Time 9.45 – 10.15	Whānau Time 9.45 – 10.15
10.15 – 11.15 Period 2	10.15 – 11.15 Period 2	10.15 – 11.15 Period 2	10.15 – 11.15 Period 2	10.15 – 11.15 Period 2
Interval 11.15 – 11.45	Interval 11.15 – 11.45	Interval 11.15 – 11.45	Interval 11.15 – 11.45	Interval 11.15 – 11.45
11.40 Warning Bell	11.40 Warning Bell	11.40 Warning Bell	11.40 Warning Bell	11.40 Warning Bell
11.45 – 12.45 Period 3	11.45 – 12.45 Period 3	11.45 – 12.45 Period 3	11.45 – 12.45 Period 3	11.45 – 12.45 Period 3
12.45 – 1.45 Period 4	12.45 – 1.45 Period 4	12.45 – 1.45 Period 4	12.45 – 1.45 Period 4	12.45 – 1.45 Period 4
Lunch 1.45 – 2.15	Lunch 1.45 – 2.15	Lunch 1.45 – 2.15	Lunch 1.45 – 2.15	Lunch 1.45 – 2.15
2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell
2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5
End of School Day 3.15	End of School Day 3.15	End of School Day 3.15	End of School Day 3.15	End of School Day 3.15

Uniform Code

- All uniform items are available from **The Uniform Shoppe**
- **New address: 3/726 Great South Road, Penrose. Website - www.theuniformshoppe.co.nz**
- It is compulsory for all students to wear school uniform.
- A One Tree Hill College brand label or crest appears on each uniform item. This makes our uniform distinctive. Substituted uniform items will not be accepted.
- Students can choose to wear combinations of uniform as appropriate.

Uniform Items

1. Trousers	Navy blue	All Students
2. Shorts	Navy blue	All Students
3. Skirt	Navy blue, calf length Navy blue, long skirt	All Students
4. Ie Faitaga / Sulu / Tupene	Navy Blue (must be worn with approved sandals – see page 2)	All Students
5. Shirt	Chambray blue, short sleeve or long sleeve	Compulsory for all Year 9-12
6. Blouse	Chambray blue, short sleeve or long sleeve	Compulsory for all Year 9-12
7. Year 13 Shirt	White, short sleeve or long sleeve	Compulsory Year 13
8. Year 13 Blouse	White, short sleeve or long sleeve	Compulsory Year 13
9. Jersey	Navy blue with white trim	All Students
10. Jacket	Navy blue with red trim (lined and unlined option)	All Students
11. Blazer	Navy blue with white trim	Optional
12. Tie	School tie, navy blue	Optional
13. Belt	Plain Black Leather	All Students
14. Cap	Navy blue with school crest	Optional
15. Scarf	Navy blue with school crest	Optional
16. Shoes	Plain black flat leather shoes	All students – must be worn With above-ankle socks
17. Sandals	Black leather look with back strap	All students
18. Socks	Navy blue or black - above ankle	All students
19. Tights	Plain navy blue or black	All students
20. Physical Education shirt and shorts	Navy blue top and shorts	All Year 9 & 10 students All Year 11-13 in PE classes
21. Whānau Tee – can be interchanged with PE Top	Kōwhai – Yellow; Tawa – Red; Miro – Green; Hināu - Purple	Compulsory for all Year 9 Optional for Year 10-13

We Do Not Allow

- Sports shoes of any kind to be worn (except for sport and physical education)
- T-Shirts etc showing outside of the school uniform
- Extremes of hairstyles and unnatural hair colours
- Make up to be worn
- Facial hair – Boys must be clean shaven
- Sandals to be worn in technical areas or with socks

Jewellery

- Only one small sleeper or stud per ear is permitted. NO OTHER JEWELLERY IS ALLOWED.

Footwear

Shoes: Black leather low heeled. Must be worn with above ankle navy blue or black socks

Black Leather T-Bar Shoes



Black Leather lace-up shoes



Black Leather lace-up shoes



Black Leather Loafer shoes



Sandals: Black leather with a back strap. Slides are not acceptable.



PLEASE NOTE (Boys and Girls):

- Shoes must be worn with navy blue or black above ankle socks.
- Other varieties of shoes or sandals are not permitted.
- Canvas, cloth or other varieties of fabric are not permitted.
- Please do not waste your money buying incorrect shoes.

BYOL —Bring your own laptop

Students at One Tree Hill College in years 9 - 13 are required to bring a personal laptop to school for use in class to support their learning.

The BYOL (Bring your own laptop) programme creates opportunities for powerful e-learning. All students have access to our ultrafast broadband and a robust, monitored, and secure Wi-Fi network to support and enhance their learning. They will be able to access their learning online, anytime, anywhere and can collaborate, create and share information seamlessly with communities all over the world. In addition to learning, there are a number of NCEA examinations and compulsory assessments that are online and require a laptop from Year 10 to 13.

Examples of BYOL Suppliers of Devices

- Noel Leeming [Bring Your Own Device \(BYOD\) for School & Uni](#)
- Harvey Norman [Buy Laptops | Harvey Norman New Zealand](#)
- PB Tech [Laptops for Home / Students - PBTech.co.nz](#)

The Laptop Specifications

Students do not require a powerful (expensive) laptop, nor do they need a large hard drive as they will be saving and sharing most of their work in the cloud. One of the many realities of computing in a school environment is that students require a highly portable laptop with a long battery life. Students must carry their device from class to class every hour and will not be able to rely on having an opportunity to recharge their battery during the day. In addition to this, the laptop must also be wireless capable and be robust which often means the build quality of the laptop should be high.

When considering a laptop, please also bear in mind that the student will be responsible for ensuring that it is kept in good working order. The school's IT team - NewEra will provide limited assistance with configuring the laptop onto the wireless network but will not provide in-depth ongoing technical support.

As a school, we do not believe that mandating a particular laptop is necessary. We have however, put together the following minimum specifications for a suitable BYOD laptop at One Tree Hill College:

- Wireless networking capability
- 5 hours of use from one battery charge
- Large screen (10" minimum) enough to work with documents in order to create and edit content
- The ability to run a web browser (e.g. Chrome, Safari, Microsoft Edge) that will allow it to access Microsoft 365 and other learning resources
- Is lightweight, but robust enough to handle daily use
- Is in a protective carrying case
- Has a physically attached keyboard and mouse – iPads/tablets are not suitable – wireless keyboards and mice are not permitted in NCEA examinations.

We strongly recommend considering the following additional points:

- By year 11 chrome books are not suitable: Senior students do require a laptop
- Warranty – students will want faults fixed quickly. The school will not provide technical support or repair services.
- Insurance – make sure you are covered for replacement if lost, stolen or is broken (including the screen); the school insurance does not cover personal property.

Attitudes to Learning

I will act in a way that supports a positive learning environment. I will:

- Be punctual to class
- Settle quickly to work at the start of each lesson
- Bring correct equipment to class
- Bring my device to every lesson fully charged
- Complete work set in class with accuracy and care, and in sufficient depth
- Complete homework as required
- Be focused and responsive in class
- Avoid distracting other students in class
- Participate and contribute positively in class activities
- Show respect to peers in the classroom
- Show respect to teachers
- Contribute positively to whānau class activities and discussions
- Contribute positively in school co-curricular activities
- Wear correct uniform at all times (correct shoes, jacket etc.) including to and from school
- Look clean and tidy in my uniform

I will seek to bring credit to myself, my family, whānau and the College at all times.

Cyber Safety Agreement

The purpose of this agreement is to ensure the safety of all users of the One Tree Hill College computer network including the use of the wireless network. The school promotes and maintains a cyber safety culture which is in line with the school values, legislative and professional obligations including the Harmful Digital Communications Act 2015.

I understand that:

- The only purpose for school computers, network, and other information technology resources is to support teaching and classroom learning.
- I agree to only use ICT equipment under the direction of my teacher in class. This includes the use of mobile phones and other portable devices.
- I agree that whilst a student of One Tree Hill College I will not have any involvement in the use of ICT which may put myself or others at risk. This includes cyber bullying and the inappropriate use of social media, for example, Facebook, Instagram, Messenger, Twitter, text messaging etc.
- The school will do its best to keep me safe whilst using ICT. This includes monitoring and filtering of all data stored on or transferred using the school network.
- I understand that I am not permitted to access material through the internet, which is offensive, dangerous, inappropriate or illegal.
- I am forbidden to pass on offensive, dangerous, inappropriate or illegal material by copying, storing or printing it. I will let my teacher know immediately if I accidentally access such material.
- If I use email at school, I am not permitted to send any messages, which are offensive, dangerous, inappropriate or illegal.
- I understand that these rules apply to the use of all ICT equipment used at school. This includes laptops, tablets, phones and other storage devices.

I understand how important it is to:

- Take care of information technology resources, such as computers, laptops, tablets and the Internet
- Be careful with equipment and furniture.
- Respect the copyrights on software that prohibit copying.
- Be considerate of other users
- Share available equipment if required.
- Be careful not to waste computer resources e.g. paper.
- I will not intentionally disrupt the smooth running of any ICT equipment. This includes not attempting to hack or gain unauthorised access to any system.
- Take care not to scan or display graphics, record or play sounds, or type messages, which could cause offence to others.
- I will remove immediately from the screen any material that would not be allowed at the school, which I accidentally came across, and tell the teacher immediately.
- Be responsible for privacy and security
- I will never share my passwords with any other students.
- I will not give anyone on the internet or other digital means information about myself or anyone else – this includes addresses, phone numbers, photographs, or other personal or sensitive information.
- I will only use external storage devices when given permission by my teacher to backup work or take it to and from home. I will tell the teacher if I come across a virus or security problem.

Safe School Charter

One Hill Tree College is committed to providing a safe, secure and friendly environment for all students. All students are required to follow the articles of the safe school charter listed below:

1. I will behave in a positive manner

This means I will not hit, assault, bully, intimidate or fight other people. I will also encourage others not to be violent.

2. I will use polite and friendly language

This means that I will not verbally abuse people by using offensive or rude language. I will speak in a way that will not racially or sexually discriminate against others. I will be considerate and respectful of others when I speak.

3. I will be a positive digital citizen

This means that I will use social media and other forms of digital communication positively. I will not make negative posts or comments about others or distribute inappropriate images and videos.

4. I will respect other people and their property

This means I will not harass others and will at all times act to stop people being disrespectful to others. I will not interfere with, damage or steal other people's property. I will not vandalise the college by breaking college property or defacing college property.

5. I will be fair to others

This means that I will support others, will encourage them in their learning and will acknowledge their contributions.

6. I will keep One Tree Hill College free of harmful substances

This means I will never bring into the college, or use, drugs of any kind, alcohol in any form, cigarettes, e-cigarettes, tobacco or any other illegal items, that may be harmful to myself or others.

Mobile Phone / Earphones Process

Mobile phones are now an integral part of adolescents' daily lives and is for the majority, the most popular form of electronic communication and family organisation. However, as a school, we have observed over-reliance on the mobile phone for social connection, intrusion into young peoples' lives, and teachers' ability to effectively teach at times (due to inappropriate use, phones being lost, miscommunication on social media). As a school, we believe that young people benefit from face-to-face interaction with peers and an environment that fosters understanding each other through verbal communication.

The New Zealand Government have made it compulsory that mobile phones must not be seen or used by students during the school day. Therefore, One Tree Hill College has the following expectations of all students.

Expectations

Mobile phones and/or headphones/ear buds are not to be used or seen at any time during the school day. The only exception to this is as below. 'Use' includes playing music, using the internet (inc. apps), texting, phone calls, filming/photographing etc.

Mobile phones may only be used under the explicit permission and instruction of a teacher for direct teaching and learning purposes.

Mobile phones are not to be charged at school.

Mobile phones are to be turned off and stored inside school bags or in pockets throughout the school day.

Mobile phones and headphones/ear buds are brought to the College at the owner's risk.

Mobile phones and headphones/ear buds are not to be used from the start of the school day in the morning, and until after 3:15pm each day.

All staff will be consistent about the use of mobile phones and headphones/ear buds.

In an urgent scenario, if a student needs to use a phone during the school day, they must seek permission of a Whānau Leader or AP/DP or they can seek permission to use the telephone in the Student Services Centre.

Consequences

If a student is not meeting the above mobile phone and/or headphones/ear buds' expectations these items will be confiscated by a staff member.

The staff member will make a pastoral entry in KAMAR detailing the time and place of the breach and the senior leader that the item(s) will be handed to. The item will be labelled and locked away for safekeeping.

For the first infringement, a senior leader will hand the phone or headphones/ear buds back to the student at the end of the school day upon the student reporting to the AP/DP.

For a second infringement, a senior leader will make contact with parents/guardians to discuss the breach of the school expectations and make a time for the phone or headphones/ear buds to be collected by a parent/guardian.

For any subsequent infringements, the student will be responsible for informing their parents/guardians. A parent/guardian will make contact with the senior leader to arrange a time to meet to discuss the ongoing infringements and to collect the phone or earphones/ear buds. Additional disciplinary processes may also be utilised.

Sports

Sport at One Tree Hill College is administered by Mr Brian Faunt (Sports Director). Summer sports compete in Terms 1 and 4 and winter sports compete in Terms 2 and 3. Training for many codes starts the term prior to competition. Students are advised of trials and meetings via the school daily notices. If your child is interested in playing for school, please make contact with the Sports Department.

Sports Director – Brian Faunt bfaunt@onetreehillcollege.school.nz

Code	Format	Term
Athletics	School athletics day: TBC, Eastern zone, Auckland championship	1
Badminton	After school games	2 & 3
Cricket	Saturday morning games	1 & 4
Basketball -boys	After school games – day depends on grading	2 & 3
Basketball -girls	After school games – day depends on grading	2 & 3
Cross Country	Eastern zone, Auckland championship	2
Football -girls	Wednesday after school games	2 & 3
Football - boys	Saturday morning games	2 & 3
Hockey – boys	Wednesday after school	2 & 3
Hockey - girls	Friday after school	2 & 3
Netball (graded)	Year 9-Premier teams Saturday morning games	2 & 3 Early May start
Rugby- girls	Monday after school games	2 & 3
Rugby – boys (graded)	Saturday morning games	2 & 3
Softball - boys	Monday after school games	1 & 4
Softball – girls	Wednesday after school games	
Swimming	School swimming sports: Term 1 date TBC, Eastern zone, Auckland championship	1
Table Tennis	Thursday after school games	3
Tag	1-day tournament	1 Seniors 4 Juniors
Tennis – boys and girls	Saturday morning games	1 Open 4 Juniors 13 Feb start
Touch	Tuesday after school games	1 & 4
Volleyball	Thursday after school games Premier Team – Friday after school games	1 Seniors/Open 4 Juniors
Weightlifting	2-3 competitions per year - weekends	1-4

Sport Code of Conduct for Players and Parents/Caregivers

The purpose of this Code of Conduct is to promote a positive and respectful environment for all One Tree Hill College sports. The Code of Conduct is for all players, coaches, parents, and spectators. By adhering to this Code of Conduct, we aim to foster teamwork, sportsmanship, and personal development.

For Players

- **Respect:** Show respect to all teammates, opponents, coaches, officials, and spectators. Recognise that every player deserves dignity and respect, both on and off the field.
- **Fair Play:** Play fairly and within the rules of the game. Avoid cheating, unsportsmanlike conduct, and any form of dishonesty.
- **Effort and Commitment:** Attend all and give your best effort in all practices and games. Commit to improving your skills and supporting your team.
- **Positive Attitude:** Maintain a positive attitude, regardless of the outcome of the game. Celebrate successes and learn from losses. Be graceful in triumph as well as defeat.
- **Teamwork:** Support your teammates and work together to achieve common goals. Understand that the success of the team is more important than individual achievements.
- **Responsibility:** Take responsibility for your actions and understand the consequences of your behaviour. Be punctual and prepared for practices and games.
- **Communication:** Communicate openly and respectfully with your coaches and teammates. Listen actively and be open to feedback.

For Parents/Caregivers

- **Support and Encourage:** Support your child and the team with positive encouragement. Focus on the effort and enjoyment of the game, rather than the outcome.
- **Respect Coaches and Officials:** Show respect to coaches, officials, and other parents at all times. Understand that coaches and officials are there to provide a fair and enjoyable experience for all players.
- **Model Good Behaviour:** Exhibit sportsmanship and positive behaviour at all games and practices. Avoid negative comments, criticism, or confrontation.
- **Understanding the Game:** Take the time to understand the rules and objectives of the game. Appreciate the skills and efforts required to play.
- **Encourage Fair Play:** Promote the principles of fair play and respect for all participants. Discourage any form of cheating, aggression, or unsportsmanlike behaviour.
- **Communication:** Communicate constructively with coaches and school officials. Share concerns or suggestions in a respectful and appropriate manner.
- **Support Team Spirit:** Encourage your child to attend all practices and games and to be a team player. Emphasise the importance of teamwork, cooperation, and mutual respect.

All school, club, council grounds and facilities are **smoke and vape free** areas. This applies to all parents/caregivers and supporters.

Arts and Culture

	Format	Term	Contact
Music – instrument and voice tuition	Itinerant Music Lessons – available for music students, linking with the music option. Lessons take place during the school day.	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Male Voice Choir	All boys welcome, no auditions. Lessons: TBC	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Boys' Chorale (Esquire)	Auditions in term 1 Lessons: TBC Performances include The Big Sing Competition (Term 2)	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Girls' Choir (Peka Totara)	All girls welcome, no auditions. Lessons: TBC Performances include The Big Sing Competition (Term 2)	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Chamber Orchestra	Lessons: TBC KBB Music Festival (Term 3)	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Jazz Ensemble	Lessons: TBC KBB Music Festival (Term 3)	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Rock Bands	Pacifica Beats/Rockquest competitions as goals for the year	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Drama	Drama opportunities are provided during the year.	1-4	Mr Stuart mstuart@onetreehillcollege.school.nz
ASB Polyfest Cultural Performance Groups	Groups TBC depending on numbers and availability of tutor. Polyfest takes place in term 1	1	Ms Kumar mkumar@onetreehillcollege.school.nz
Kapa Haka	Practice starts Term 1, working towards performance at the ASB Polyfest (Term 1). Additional performances and powhiri during the year	1-4	Miss Rope srope@onetreehillcollege.school.nz

Subject Codes

CODE	COURSE NAME
9ART	Visual Art
9COM	Commerce
9DAN	Dance
9DLT	Digital Technology
9DRA	Drama
9DVC	Design and Visual Communications
9ENG	English
9ESOL	English as a Second Language
9FOT	Food Technology
9HEA	Health
9HWB	Health and Wellbeing
9JPN	Japanese
9KAR	Ka Rere
9MAO	Te Reo Māori
9MAT	Mathematics
9MDS	Media Studies
9MUS	Music
9OTC	Citizenship
9PED	Physical Education
9PRD	Product Design
9SAM	Gagana Samoa
9SCI	Science
9SPA	Spanish
9SPF	Sport (Football)
9SPN	Sport (Netball)
9SPR	Sport (Rugby)
9SST	Social Studies
9TEX	Textiles
REP	Rotary Enrichment Programme
10ART	Visual Art
10COM	Commerce
10DAN	Dance
10DLT	Digital Technology
10DRA	Drama
10DVC	Design and Visual Communications
10EAL	English (Accl) 8am Term 1
10ENG	English
10ESOL	English as a Second Language
10FOT	Food Technology
10HEA	Health
10HRT	Horticulture
10HWB	Health and Wellbeing
10JPN	Japanese
10MAL	Mathematics (Accl) 8am Term 3
10MAO	Te Reo Māori
10MAT	Mathematics
10MDS	Media Studies
10MUS	Music
10PED	Physical Education
10PRD	Product Design
10SAL	Science (Accl) 8am Term 2
10SAM	Gagana Samoa
10SCI	Science
10SPA	Spanish
10SPF	Sport (Football)
10SPN	Sport (Netball)
10SPR	Sport (Rugby)
10SST	Social Studies
10TAM	Te Ao Māori

CODE	COURSE NAME
11ART	Visual Art
11COM	Commerce
11DAN	Dance
11DLT	Digital Technology
11DRA	Drama
11DVA	Digital Visual Art
11DVC	Design and Visual Communications
11ENG	English
11FOT	Food Technology
11GEO	Geography
11HEA	Health
11HIS	History
11ISE	Integrated Studies (English)
11ISH	Integrated Studies
11ISM	Integrated Studies (Mathematics)
11MAO	Te Reo Māori
11MAP	Mathematics (Applied)
11MAT	Mathematics
11MDS	Media Studies
11MTN	Mathematics
11MUS	Music
11OED	Outdoor Education
11PED	Physical Education
11PRD	Product Design
11SCI	Science
11SCIA	Science ESOL
11SDL	Digital Technology
11SOC	Sociology
11SPEC	Leaning Support
11TRD	Trade (Carpentry)
12ADN	Art Design
12APA	Art Painting
12APH	Art Photography
12BIO	Biology
12BST	Business Studies
12CHE	Chemistry
12CMP	Computing
12DAN	Dance
12DLT	Digital Technology
12DRA	Drama
12DVC	Design and Visual Communications
12ENG	English
12FOT	Food Technology
12GEO	Geography
12GLS	Global Studies
12HEA	Health
12HIS	History
12ISH	Integrated Studies
12MAO	Te Reo Māori
12MAT	Mathematics
12MAP	Mathematics (Applied)
12MDS	Media Studies
12MUS	Music
12PAC	Pacific Studies
12PED	Physical Education
12PES	Physical Education-Sport
12PHY	Physics
12PRD	Product Design
12SOC	Sociology

CODE	COURSE NAME
12TRD	Trade (Carpentry)
13ADN	Art Design
13APA	Art Painting
13APH	Art Photography
13BIO	Biology
13BST	Business Studies
13CAL	Mathematics with Calculus
13CHE	Chemistry
13CMP	Computing
13DAN	Dance
13DLT	Digital Technology
13DRA	Drama
13DVC	Design and Visual Communications
13ECO	Economics
13EL1	English Language
13EL2	English Language
13EL3	English Language
13ELF	English Language (Foundation)
13ENG	English
13FOT	Food Technology
13GEO	Geography
13HEA	Health
13HIS	History
13HOS	Hospitality
13ISH	Integrated Studies
13MAO	Te Reo Māori
13MAT	Mathematics
13MDS	Media Studies
13MUS	Music
13PAC	Pacific Studies
13PSC	Pacific Sociology
13PED	Physical Education
13PES	Physical Education-Sport
13PHY	Physics
13PRD	Product Design
13SOC	Sociology
13STA	Mathematics with Statistics
13TCA	Trades Careers
13TME	Trades Maths and English
13TOU	Tourism
13TPE	Physical Education
13TRD	Trades

One Tree Hill College Parent Portal

Parents and caregivers may access the school portal, giving them the ability to access personal school information. The portal gives access to student timetables, attendance, reports, results, financial and personal details, amongst many other relevant aspects of school life which connect them to our school community and their child(ren).

Access to the portal login page is available on the homepage of the One Tree Hill College website at www.onetreehillcollege.school.nz

All you need to 'log in' is your email address that is registered to the school. **This will become live as of your students first date of attendance.**

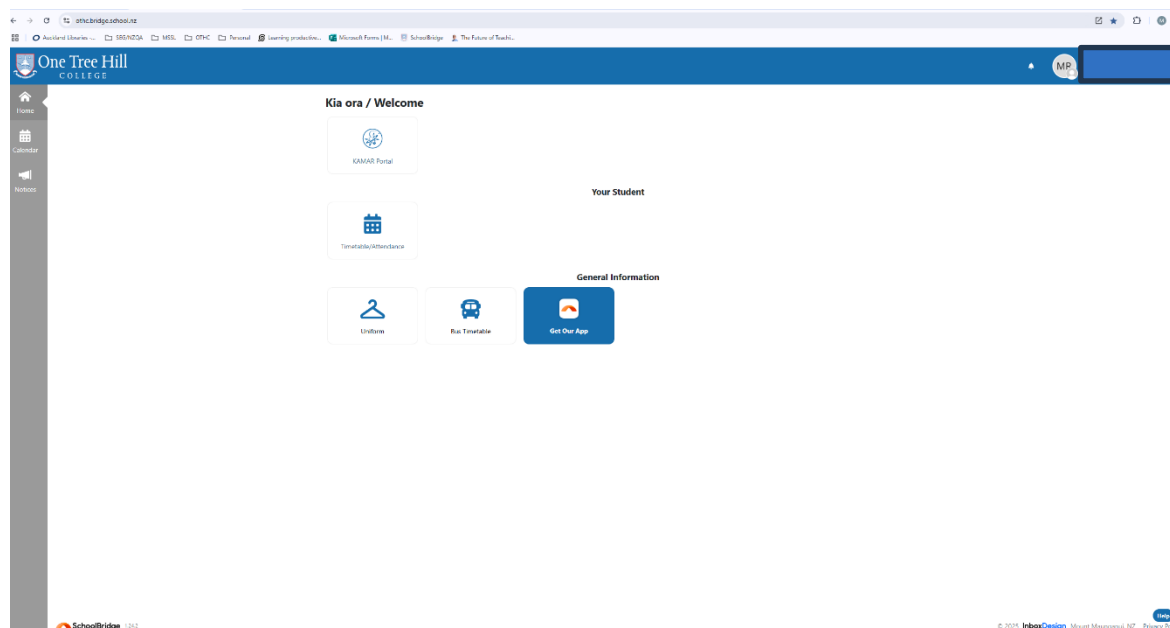
This is to make access and communication links between home and school even stronger.

Once on our School website please click on 'Parent Portal' you will see a public dashboard offering to sign in to the portal, 'Please select Parents or Caregivers'. You will also find a link to 'Sign in Help' if you are having any difficulties.

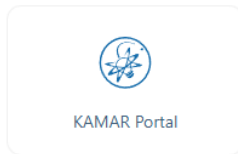
The 'Dashboard'

The dashboard will have quick link icons for uniform information, bus timetables, and student's timetable.

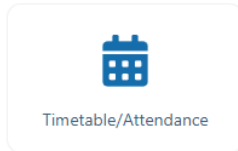
Currently the 'Dashboard' looks like the below image, there are also quick link icons for uniform information, bus timetables, and student's timetable.



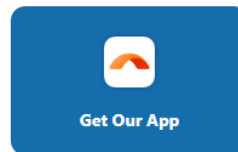
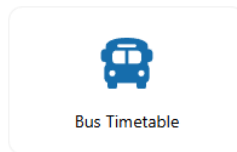
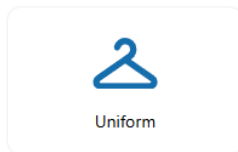
Kia ora / Welcome



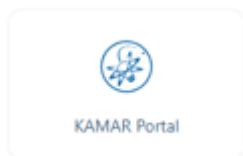
Your Student



General Information



Fee Payment and Information



This is now how you may access the fee information for your child(ren). Please use the link through the icon above to find any Fee information relevant to your child in the 'Financial' section.

Switching Between Students

1. If you are a parent/caregiver with multiple child(ren)s at the same school, you can easily switch between your child(ren)'s accounts without having to sign out.
2. Clicking the Switch Siblings icon (top right of screen) allows you to quickly switch between the accounts for all of your children.

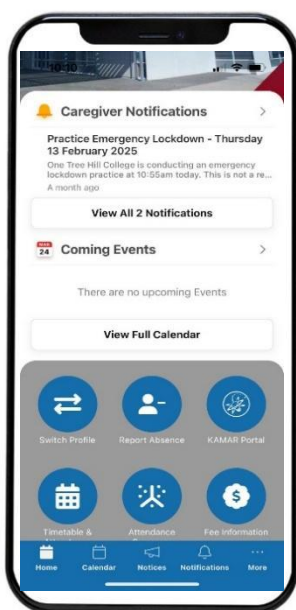
Reporting an Absence

Through the SchoolBridge App parents and caregivers are able to report an absence, report lateness to school and request a leave pass for students with appointments throughout the day. If a student arrives late or requests a leave pass they **MUST** still sign in and out through Student Services.

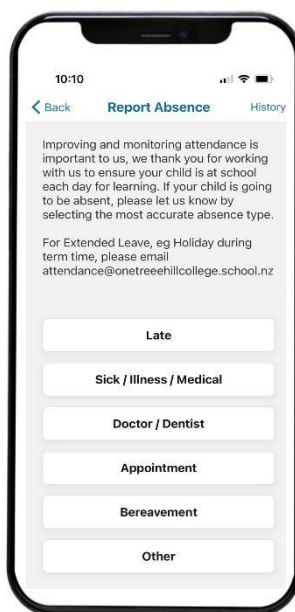
If you have not already please download our App. To sign in please use your school registered email address. Please contact the office if you are unable to log in to the App.

<https://othc.bridge.school.nz/app> or scan the QR code

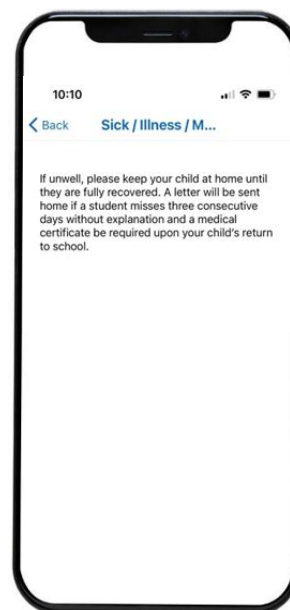
Select from App home screen Absence Icon



Select the appropriate Absence category



Type reasons for the absence



To sign in from a web browser please click the following link: [SchoolBridge](https://othc.bridge.school.nz/app)





One Tree Hill

COLLEGE