

NGA TAWA PARENT HANDBOOK

2025

This document includes all key information you need to know to support your daughter at Nga Tawa Diocesan School, both as a day girl and boarder.
A digital version is available on our school app.

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VISION

**To enable
every girl
to exceed her
expectations.**

**Kia eke atu ngā
kotiro i ngā
tumanakohanga
katoa o rātou**

HISTORY

**Nga Tawa was originally founded
in 1891 on a farm in Shannon owned by the
brother of Head Mistress Mary Taylor.**

In 1907 Miss Taylor moved the school to Marton and the following year its existing 20 acre site on Calico Line was purchased.

In 1912 the Wellington Diocese of the Anglican Church took over Nga Tawa. Today the Anglican faith and Christian values remain central to our school culture.

Like Miss Mary Taylor and her successors, we are setting out to create extraordinary outcomes for young women.

Nga Tawa became an Integrated state school in 1983.

OUR VALUES

**Ngā Mea
Matapopore**

RESPECT
Kaua uanu

INTEGRITY
Māna

COURAGE
Māia



GOVERNANCE

Nga Tawa is governed by two boards as a result of our state integrated status. The two boards, Board of Trustees and the Nga Tawa Diocesan Trust Board, while each having their specific areas of responsibility within our strategic plan, often work collectively.

The Board of Trustees is responsible for the day school. The board ensures Nga Tawa is meeting the Ministry of Education guidelines and most importantly, monitoring student achievement. Our Board of Trustees works closely with our senior management team.

The Diocesan Trust Board is responsible for boarding and the property - buildings, grounds, and infrastructure. The Diocesan Trust Board is focused on both short and long term outcomes and providing a boarding environment that is a home away from home and the facilities we need as a school to remain viable and attractive for prospective students.

SCHOOL STRUCTURE

The principal is supported by two deputy principals. Each of the deputies has a different focus, with one in charge of curriculum and daily operations, and

the other responsible for pastoral care and boarding. The bursar is the fourth member of the senior management team.





COMMUNITY

PFA

The Parents and Friends Association (PFA) is a social, fun and like-minded group with a strong interest in supporting Nga Tawa to provide the best opportunities for its students. The PFA has several key roles in the school community including welcoming new and prospective families at Open Days and school events, acting as a forum for feedback and communication between the parent community and the school, and running major fundraisers.

We encourage all parents to join the PFA. For more information, email pfa@ngatawa.school.nz.

NTOGA

The Nga Tawa Old Girls' Association (NTOGA) is an active supporter of the school. Founded in 1916 with Miss Molly Barker as President, it currently has over 3000 active members. The NTOGA exists for old girls to stay connected to the school and with each other. They also fund a number of scholarships for current students. All Nga Tawa students are offered the opportunity to become NTOGA life members by paying a one-off fee at the start of their days at Nga Tawa. Two Old Girl Executive members serve on the Nga Tawa Diocesan Trust Board. If you are a Nga Tawa old girl, you can click on the Old Girls' Association tab on our website to update your details.

International students

Nga Tawa is a diverse school that welcomes students from all over New Zealand and around the world. A number of students choose to attend Nga Tawa from other countries such as Thailand, Japan, Hong Kong, France, and Germany. This adds to the cultural diversity of the school and to every student's experience at Nga Tawa School.

An essential part of the Nga Tawa experience for our international students is the opportunity to spend time with New Zealand families during exeat weekends and school holidays. Hosts and students benefit greatly from these times together. As part of their fees, international students are charged an amount to contribute towards their accommodation during exeat and holiday periods. This money is passed on to the host families. If you are interested in becoming a homestay family, email our international coordinator at international@ngatawa.school.nz.

SPECIAL CHARACTER

Nga Tawa School has a strong Anglican tradition and is part of the Wellington Diocese. All students attend chapel services and study Religious Education (RE) in school. Students are encouraged to explore their spirituality and be open and supportive of the school's Christian traditions. We promote the values and practices of our special character daily.

Chaplain

We have a strong chaplaincy team led by our onsite Chaplain, Rev Adrian Tofts. He is available to meet with any parents, guardians, or students to answer any questions regarding the special character of our school or to provide pastoral support.

Chapel services

A school chapel service is held on Friday, at the end of the school week. Students must attend these services and families are welcome to join this service.

Sunday Evening Prayers are held throughout the school term for boarders. This is an informal and reflective space.

Once a term, boarders and local students join the local Anglican Church, St Stephen's. This gives students the opportunity to connect with the wider Marton Anglican community. Staff, day girls and families are encouraged to join us.

Baptism and confirmation

Students interested in being baptised or confirming their faith are encouraged to speak to the chaplain. Baptism and confirmation classes are held in preparation for a Baptism and Confirmation Service officiated by the Bishop of Wellington.

Youth Group

The chaplaincy team, along with the Head of Chapel, run a youth group on Friday evenings during the school term for students. This is an informal and social space with lots of activities, team challenges, food, and discussion. All students, including day girls, are welcome to attend. The daily notices will detail the venue and time each week.

Sacristans

There are regular opportunities to support the Christian ethos of the school. The Sacristan group is a group of students who meet weekly to support our special character and the running of chapel and youth group. This is a great opportunity to provide service and learn more about the Christian Faith.

Camps and Events

Students have the opportunity throughout the year to attend Christian events and service opportunities. Information will be shared with students as these opportunities arise.

HOUSES & SPECIAL EVENTS

When a student first starts at Nga Tawa she is placed in one of the four Houses, Barker, Birch Sprott, and Studholme. The four houses are named after a past school Trustee or someone who has been associated with the school. Barker House colour is yellow and their mascot is a lion. Birch House colour is green and the mascot is a frog. Sprott House colour is blue and the mascot is an elephant. Studholme House colour is red and the mascot is a dragon.

This House system is integral to life at Nga Tawa, with girls, staff and even parents passionately striving for the coveted House Shield.

There are a number of traditional House sporting and cultural events at Nga Tawa that are fiercely contested throughout the year and count towards House Shield points.

Student attendance at key events is compulsory to support participation irrespective of individual ability. All points for activities, academic work, behaviour, and service are aggregated. We strongly encourage parents and whānau to support their daughter's house, so mark the event dates in your calendar, and even wear clothing in a supporting colour.

Our calendar of House based events for students and their families includes:

- Athletics Sports
- Swimming Sports
- Cross Country
- House Drama
- House Music
- House Show Jumping
- House Dressage
- House Photography
- House Dinners
- House Quiz
- Chapel Services
- Other social occasions

Where are events published?

All school functions are listed on the Term Card which can be found on the school app and is published in the Nga Tawa News, which is emailed weekly on a Wednesday.

Social functions

Key events we recommend caregivers attend include:

- Year 9 & 10 reception which is held on Nga Tawa weekend. It's a great opportunity for parents to connect with each other and meet mentor teachers.
- Athletics and Swimming Sports
- House Music
- House Drama
- Cross Country
- House Dinners
- Termly Soirées
- Senior Ball
- Year 13 Graduation dinner
- Carol Service
- Awards Ceremonies
- Prize Giving

Attendance at some events will incur a cost, which you will be advised of in advance and this will be charged to your home account.



KEEPING IN TOUCH

Preferred communication methods

Email is generally the preferred method of communication.

Emergency contact

If you need to contact your daughter urgently, please make contact through the school office in the first instance. The office is staffed between 8am and 4.30pm. Outside these hours, please contact your daughter's boarding manager directly.

In the event of an emergency at school please watch for notifications on our school app. Parents will be notified if action is required.

Concerns and complaints

All serious concerns and complaints should be raised with deans or senior management. Our complaints procedure can be found on our school app. Formal complaints must be made in writing to the principal.

Bad news

Bad news can be very difficult for any student, especially when received at school. In these circumstances, we urge you to contact the school so that they are aware of when and how the news is broken to your daughter and can support her as required.

Nga Tawa News

The Nga Tawa News is our weekly newsletter which is emailed each Wednesday afternoon. This is where we celebrate good news stories and student achievement and profile staff. Important reminders about upcoming events, expectations, and information for the school community is occasionally included, but this information will generally be sent by direct email or via an app alert.

Nga Tawa App

The Nga Tawa School app provides timely alerts about emergencies, changes to events, changes to previous information, and reminders about events. It is a place to find procedures and guidelines. You can download the Nga Tawa Diocesan School App via School Apps NZ, on the Apple App Store or the Google Play Store.

Facebook and Instagram

The Nga Tawa School Facebook and Instagram pages are channels we use to celebrate school achievements and showcase photos of events to the wider community. Consent forms to grant permission for photos of your daughter to be shared are completed at the beginning of your enrolment.

Nga Tawa Website

Our website acts predominantly as a 'shop window'. It gives prospective families an insight into life at Nga Tawa and we drive all enquiry through our website. We do not have a parent portal on our website, instead choosing to use our school app to store relevant information for parents and whānau.

Edge Learning Solutions

Edge Learning Solutions is one of the school management systems we use at Nga Tawa. We utilise Edge's suite of applications for administration and management of assessments, curriculum, attendance, as well as student and staff records. Parents and caregivers are provided with a log in to view attendance, curriculum and other information about your daughter. This is also how you access and read your daughter's reports.

Progress Reports

Progress reports are interim reports made available to whānau six times a year. These reports offer indicators of attainment, key competencies and how your daughter is upholding the school values. These are shared through our Edge portal and emailed to caregivers.

Written Reports

Written student reports are available at mid-year and at the end of the school year. These are shared through our Edge portal and emailed to caregivers.

Whānau, Student, Teacher Interviews

Dates for interviews are noted on the Term Card. Parents and guardians are encouraged to attend and make bookings to see specific teachers. Nga Tawa students are encouraged to take personal responsibility for their academic progress and are expected to attend interviews as well. For distant parents, we offer to hold these via Skype, Facetime or Zoom with your daughter in attendance.



Where Can I Find Specific Information?

	NT App	Website	Newsletter	Social Media
Term dates and calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Link to term card	<input type="checkbox"/>
Events coming up that require your attention	<input checked="" type="checkbox"/>	Marketing events only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Regular notices/reminders eg: <ul style="list-style-type: none"> • Sports teams + draws • School trips • Invites to dinners, balls etc • Health/boarding reminders 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On occasion	<input type="checkbox"/>
Access to reporting on student progress (website links and instructions on how to login)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Achievements, celebrations, staff and student profiles.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General information about how we do things at NT: <ul style="list-style-type: none"> • Uniform • Policies and guidelines • Digital policy • Health issues/policies • Staff contacts 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link to the App	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Link to Facebook page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attendance, Leave and ORAH

Attendance

Students must attend school daily so they can participate and engage in learning. Nga Tawa has comprehensive coverage of student attendance within the school. Every student is accounted for during the school day period by period. We aim to have all students maintain attendance above 90%.

The Term Card clearly states important school occasions which fall outside of school hours, In-weekends, and compulsory school days. Please check this well in advance each term so you can plan for this to ensure your daughter is attending.

Attendance rates are monitored by the student's mentor. They will work with the student if any emerging pattern of absences. If the attendance rate drops below 80% you will be advised, and the student will work with their dean to understand and overcome any barriers and ensure academic needs are met.

'In' weekends

All students are required to be at school during certain weekends throughout the year. These are called 'In' weekends. Day girls must attend as well, but can go home in the evenings. There are 'In' weekends during Term 1 and others may be published in the Term Card throughout the year.

Holidays during term time

We strongly discourage students from taking time off to go on holiday because of the impact that this can have on their learning. The Ministry of Education classifies this sort of absence as unjustified and therefore it is often not approved.

ORAH

Orah is a student management system used to track student leave, absences and student whereabouts on and off school grounds. Caregivers use Orah to apply for all leave from both school and boarding. You will be sent an email with an invitation. This invitation will come from the email noreply@orah.com and will allow you to create an account to apply for leave. Where students require leave, other than for unexpected illness, this must be applied for in advance using ORAH, using leave type as detailed below.

Principal Approved Leave (PAL)

Any leave during the school day or for school events and In-weekends which require attendance must have Principal Approved Leave (PAL) applied for through ORAH. Monday 8am is the close off time for all PAL requests for leaving during weekdays of that week.

Contact our Attendance Administrator, Val Andrew, for further information on 06 327 6429 ext 7812.

Medical Leave

If your child is sick, please keep them home. Please contact the attendance administrator or boarding manager to advise of the absence. Medical certificates will be required for any absence of three or more days. The exception to this is when a student is applying for extension for an NCEA assessment. In this situation a medical certificate is always required.

Our school nurse will call parents for an absence of three or more days to understand the health concern and any ongoing student support requirements. Our aim is to facilitate good communication between school and whānau and to be proactive and caring in our approach.

Weekend Leave

Requests for weekend leave must be submitted through ORAH by Wednesday 8am prior to the weekend for which leave is requested. It is essential that boarding staff have this information so that boarding staff are aware of when a student is leaving boarding, who she is going with, and when she is expected to return. It also supports our catering and staffing for the weekend.



Exeat Leave

Exeats are published at the start of the year and are indicated on the Term Card allowing you time to plan for these. Exeats often follow a special school occasion or coincide with public holidays. Boarders use Orah to submit term holiday/exeat break leave on Orah which indicate your daughter's travel arrangements and departure and arrival times.

During exeats the school is closed and all students are expected to return home or make other arrangements. As a rule, exeats begin at 3.30 pm (unless indicated earlier on the Term Card) and end the evening before school resumes. Boarding staff are on site at school until 5.00 pm at the start of the exeat and from 3.30 pm on the last day of the exeat.

There is no access to boarding between these times.

Term Holiday Leave

Term holidays are indicated on the Term Card. Boarders must apply for Term Holiday/Exeat Break Leave on Orah to indicate your daughter's travel arrangements and departure and arrival times.

As a rule, holidays and exeats begin at 3.30 pm (unless indicated earlier on the Term Card). Boarding closes at 5:00 pm on this day.

At the start of a new term, students must return between 4:00 pm and 6:00 pm. All boarders will be given dinner.

If your daughter's travel arrangements fall outside of these times, arrangements can be made in advance with your daughter's boarding manager.

UNIFORM



Best Junior Uniform

Years 9 - 11

Best Uniform is worn every Monday and Friday and the first and last day of each Term. It is worn while travelling to and from school and for special occasions.



Everyday Junior Uniform

Years 9 - 11

Summer (left)

Winter (right)



Best Senior Uniform

Years 12 & 13

Best Uniform is worn every Monday and Friday and the first and last day of each Term. It is worn while travelling to and from school and for special occasions.



Everyday Senior Uniform

Years 12 & 13

Summer (left)

Winter (right)

We expect our students to wear their uniform with pride and to maintain a high standard of dress in school, when travelling to and from school, and when representing Nga Tawa at any event. We ask for your support with this. The following points apply to all students.

Hair

Hair is expected to be clean, tidy and worn in a neat style. It must be tied back with a brown or black hair tie if longer than the collar. Year 13 students may wear long hair down when in day uniform only.

Beads, extreme fashion hair styles, two-toned coloured hair and colours outside the natural hair range are not permitted. If a student arrives at school with a hairstyle in breach of these expectations, they will be asked to change this and this can be done at a local hairdresser and charged to your home account.

Nails, makeup and skinart

No makeup or nail polish is to be worn. Nails should be kept clean and short. If a student arrives at school wearing makeup or nail polish, they will be required to remove it. Students are refrained from getting tattoos or henna while enrolled at school.

Underwear/Pantyhose

When wearing white uniform blouses, underwear must be white or skin-tone. Opaque pantyhose are worn with winter uniform and sheer (barely black) pantyhose worn with summer uniform. Pantyhose must be free of ladders or a replacement pair will be charged to the home account. Knee-high stockings are not permitted.

Jewellery

A plain watch may be worn. If ears are pierced, only one plain, round gold, silver or pearl stud earring may be worn in the lobe of each ear. A taonga may be worn out of sight under the school shirt. If students wear additional jewellery, it will be confiscated and held in the school safe until term end.

Shoes

All students must keep their school shoes clean and tidy. Boarders are expected to have shoe nugget and a polishing brush/cloth to keep them up to standard.

Badges

Only school badges which have been earned or awarded to the students while at Nga Tawa are to be worn on the school blazer. Replacement badges can be ordered at a cost.

Uniform shop

New and used uniform items are sold at McGruers in Marton. McGruers may accept uniform items for resale if the style is current and the item in pristine condition. Items should be dry cleaned, any student name tags removed. A label stating your name and address must be attached before the item is delivered to McGruers. They will price the garment and when it is sold, a percentage of the return is paid to the seller.

Naming clothing

All clothing, including underwear and pantyhose, must be named. Nga Tawa staff take all reasonable care to locate lost items but the responsibility is with the students to ensure items are named and cared for.

Mufti at school

When in mufti, students need to strive for the balance between comfortable, affordable, and presentable. If a student's attire is unsuitable, they will be asked to change. All items of mufti clothing must be named.

The following are guidelines for mufti clothing at school:

- Footwear must be worn around school and in the dining room.
- There is to be no mix and match between any school uniform (including sports) and mufti.
- Torsos, shoulders, and upper thighs should be covered. Exposed skin should be head, arms, and legs only if appropriate to the season.
- Shorts, skirts and dresses must be longer than mid thigh.
- Clothing must not advertise alcohol or have inappropriate slogans.
- Hair must be tied up in the dining room.
- Hair must be tied up in the dining room.

PASTORAL CARE

Our pastoral care is based on the philosophies of positive psychology to support the overall wellbeing (hauora) of our students. Wellbeing is essential for engagement in learning and life, and underpins our teaching practice. Wellbeing is not only about feeling good, but also about functioning well within any environment.

Our wellbeing model looks at the students holistically and this includes physical health/tinana, emotional/hinengaro, relationships/whānau, spiritual/wairua and their sense of belonging/whenua.

Mentoring

Positive teacher-student relationships are crucial to motivating students and supporting them academically. Every student is assigned a mentor class and teacher at the beginning of the academic year. Mentor teachers encourage students to set ambitious academic and co-curricular goals for their time at Nga Tawa. Your daughter's mentor teacher is your first port of call if you have a query regarding her academic progress or any pastoral concerns.

School wide programmes for students

Adolescence is typically a time of change and exploration. Nga Tawa strives to support your daughter through this period by encouraging the development of resilience and strength of character through our school-wide mentoring programme, the Health and PE curriculum, RE studies and leadership opportunities. We also provide specialist programmes and workshops provided by external providers based on trends and student need.

To help safeguard and ensure healthy relationships, through our health curriculum and pastoral programmes, we educate the students to understand and recognise healthy relationships. We are aware students may begin to develop romantic relationships with others during adolescence and in their futures, however we do not encourage intimate relationships occurring at school or when representing the school externally. Any romantic relationships will be dealt with on a case-by-case basis.

Bullying and intimidation

Neither bullying nor intimidation is tolerated at Nga Tawa. If you have any concerns about bullying or intimidation, please speak immediately to your daughter's boarding manager, mentor or dean. We encourage your daughter to inform relevant staff as soon as possible to prevent issues escalating and so that any conflict can be resolved or managed appropriately and as quickly as possible.

Restorative practice and behaviour management

Restorative practice is used throughout the school. The purpose is to ensure a full understanding of what is sitting behind behaviour, to maintain healthy relationships within community, safety, reconciliation, respect, empathy and responsibility across the whole Nga Tawa community.

Teachers and boarding staff will manage student behaviour in classes and the boarding environment, setting up clear behaviour expectations and connecting with students and correcting behaviour. If behaviour concerns continue, mentor teachers (day school) and boarding managers (boarding) will meet with students to understand the behaviour, work out how to amend the behaviour and agree expectations moving forward. If this does not change their behaviour, the student will be referred to their dean.

Students who do not respond to this and have repeated ongoing behaviour concerns or more high-level concerns will be referred to the director of wellbeing, and in cases of serious misconduct, the principal and the board. We ask for your support.

Theft and loss of property

Theft, although it rarely occurs at school, is not tolerated and is dealt with at a senior management level.

We encourage all students to leave expensive items (that are not required at school) at home, and use lockers to keep items safe. Often items are mislaid and having them named results in the owner and item being reunited quickly. Students should not carry more than \$20 cash on them at any time. Any larger amounts of cash should be given to the bursar for safe keeping.

The school accepts no responsibility for the loss of, or damage to, personal property. Insurance is recommended for items of high value.



HEALTH & WELLBEING

The health and wellbeing team comprises of the principal, director of wellbeing, counsellor, nurse, chaplain, boarding staff, deans, and mentors. They provide immediate support to students. Any parent or guardian of a student can access any of the wellbeing team staff members if they have concerns about a student's emotional, physical, behavioural, or psychological needs.

Counselling Service

Nga Tawa has an onsite School Counsellor, Toni Gordon. She provides confidential one-on-one support for our students as required. Most students are self-referred; however teachers and parents can also make referrals or seek advice to support the student. Due to the nature of the service, you may not be aware if your daughter is accessing this support, although we endeavour to include parents, confidentiality is respected unless the student gives consent or there is a serious risk of harm.

Health Clinic

Our boarding and health team provide immediate first aid assessment of illness at school. School Nurse, Jenny Price, has a clinic at school during school hours and is available for all students to access. Jenny is a community prescribing nurse and is able to prescribe medication with supervision from a GP. Students can make appointments directly with the nurse or through their boarding manager. After consultation with the nurse follow up appointments may be made with our local GP, physiotherapist, orthodontist, dentist, optometrist, and specialists as required. A staff member will accompany junior students to health appointments, however senior students can opt to attend appointments without staff to respect privacy.

Marton does not have after hours medical team and Whanganui Hospital will be accessed for any urgent or after-hours health care needs.

We endeavour to involve parents around health concerns consultations and care in most instances, however at times, as a professional health service,

students can request confidentiality which will be respected unless the student gives consent or there is a serious risk of harm.

Medication

Students should not be in possession of medication. It is a breach of our Health and Safety Procedures for students to carry any medication on them without the approval of the health nurse. Students do not need to bring paracetamol, ibuprofen, or other analgesia medications as we can provide these as required at school. All medication belonging to a student must be handed in to a student's boarding manager or the school nurse.

Parents must advise the boarding manager and/or nurse of any prescription medicines their daughter is required to take. If this is prescribed it must be in the named, original, container that holds the medication and the instructions for its use. Medication will be administered by our health or boarding team as per procedure and no student can self-medicate, the exception being inhaler and contraceptive pill. Where possible, all regular prescribed medications are to be blister packed to support administration. Our nurse can support in arranging this.

Medical forms and updates

Students are required to complete a medical form in consultation with their GP before arrival. This is to support the duty of care we have for your daughter. Parents should advise the health team when a new medical condition is diagnosed or any health needs and support is needed at school, this includes both physical and emotional support.

Health plans

Monitoring of students with medication and long term health conditions or health risks including emotional wellbeing plans are done in collaboration with parents/caregivers as well as the boarding and teaching teams as required.

Unwell students

Students are asked not to return to school if unwell. If a student becomes unwell at school, we can cater for the needs of short-term low to moderately ill students and if they live locally, they will need to go home. Boarders who are unwell and cannot attend school will remain in their beds in boarding and are cared for by health team during the school day and boarding team after school. If they are sick during the day, they cannot attend extra-curricular activities in the evening.

Students with low-moderate health needs and illness can be cared for at school, but students will need to go home when they:

- Require isolation
- Have any highly infectious illness (such as vomiting bugs or influenza).
- Have a prolonged illness which prevents any student attending class for three days or more.
- Have health needs that require individualised supervision.
- Are recovering from surgery.
- Become unwell and refuse medical treatment.

In situations where the nurse, counsellor or director of wellbeing assess a student as requiring greater supervision or care than the school can provide, the parents or guardians will be contacted, and arrangements agreed to transfer the student home or to hospital. The student may be isolated in the sick bay for observation prior to transportation.

Specialist consultations

If parents of domestic students wish their daughter to see a specialist for a consultation, we ask that parents arrange this for during the school holidays or exeat. If appointments must be made during school hours, then parents should arrange to take their daughters to these appointments and apply for PAL.

Periods

Sanitary products are provided free of charge and are available in bathrooms, in boarding and from the school nurse. Please discuss any concerns you may have with our nurse or your daughter's boarding manager.



Special diets

If your daughter requires a special diet for medical reasons or by personal choice, this can be arranged through consultation with the school nurse, who advises the catering team. If the special diet requires food which is outside our normal range, then an additional charge will apply. Please note students cannot change between diets throughout the term and any changes must be discussed and confirmed with the nurse. Changes to the Special Diet Register can only be made during the first week of each term, when confirmed in writing by a parent or guardian. Nga Tawa provides a vegetarian option at all meals but does not cater for a vegan diet.

Short term changes can be accommodated to support health needs, for example a soft food diet can be provided short-term following any orthodontic work. If you wish to request this, please contact the school nurse.

DEVICES

Although there are huge benefits to having and using devices, we recognise that there is a need to educate and support our students to develop safe and appropriate use around device use and ensure they are managing their study, commitments, and sleep routines. To support this, we have developed digital device guidelines and all activity online and with devices must reflect our school values. Every student will sign a digital citizenship agreement each year to reflect that they understand the school expectations around having devices and phones at school.

WI-FI

Once students have registered their devices, they can access the school wifi. The school wifi has a filtering system that allows us to limit access to specific content and app. Wifi is turned off overnight to support learning and sleep.

Please note that we cannot control your daughters access to her data.

Nga Tawa has partnered with Linewize, a filtering system on the school network. This system provides valuable reporting individual student's online behaviour - flagging inappropriate or concerning activity to deans who can provide one on one support around this. School trends are monitored by our wellbeing team which then guides ongoing education. For more information check out <https://linewize.co.nz/>

In the classroom and during Prep time, Classwize, a tool within Linewize, provides teachers at-a-glance visibility of student screens and allowing them to manage classroom device use and to share content that supports teaching.

Device expectations

- Students can only bring one phone and one laptop/tablet to Nga Tawa, unless agreed in advance with the director of wellbeing.
- No devices in dining room at meal times
- All devices must be registered with the device form.
- Phones, devices, chargers and cables must be clearly named.

- Devices are only permitted at sports games or training sessions when permission has been given.
- Device usage on trips out of school will be determined by the teacher/coach in charge of the students at that time.
- Students must adhere to hours of use as outlined below. If a student requires access outside of this time it must be discussed and agreed with her boarding manager or dean.
- Boarding managers will make it possible for international students to phone their parents outside of this time, to allow for flexibility around time zones.

Inappropriate use and confiscation

Device use needs to align with our school values and expectations.

If a student is unable to follow these expectations, the phone will be removed for the day. A second violation will result in the phone being confiscated for a week, and a third violation will result in the phone being confiscated for the remainder of the term. Any additional phones or devices will be confiscated and placed in a safe until caregivers are able to collect them. The school will ensure that while devices are confiscated the student has access to school devices for learning purposes and landline telephones for communication purposes.

Access to devices

Boarders can receive phones and devices once they are ready for school, following the completion of boarding duties, room checks, and uniform checks. On weekends, students can access phones and devices after breakfast (Saturday) and brunch (Sunday), following room checks and the completion of duties.

All students, including day girls hand in phones to boarding before they go to school at 8.15am. No phones are permitted in the day school. Year 9 and 10 devices (laptops/tablets) are handed in after school. Students can collect phones from their boarding staff in the afternoon at agreed times. These times vary between year levels. Parents can contact



boarding managers for times which can vary each term and between year levels.

Phones are not allowed during Prep or meal times. Phones are handed in as required for weekend activities, or at discretion of boarding staff. All devices and phones are handed in for the night for Year 9 to Year 12 at the following times:

Sun-Thurs

- 8.30pm (Year 9),
- 8.45pm (Year 10)
- 9:00pm (Year 11)
- 9:30pm (Year 12)

Fri and Sat

- 9:00 pm (Year 9),
- 9.15pm (Year 10)
- 9.30pm (Year 11)
- 10:00 pm (Year 12)

Year 13 students are expected to self-manage devices in a responsible manner having consideration for their own and others health and wellbeing. Although phones are not handed in overnight, phones and devices should not be used after lights out (10pm) Sunday –Thursday. If they struggle to manage this phones may be handed in overnight.

- It is highly recommended that all devices are on silent and charged in the lounge or desk away from student's bed, to prevent distraction while sleeping.
- Students are recommended to have devices turned off completely for at least half an hour before going to bed

Storage, care and security

- Students are responsible for their own device at all times.
- Nga Tawa is not responsible for any loss or damage of any devices, although all due care is taken. Screen protection and storage cases are recommended, as is insurance for your daughter's devices.
- Each student is responsible for ensuring that her devices, battery chargers and cables are all named, electronically safe by NZ standards and fully functioning. If a screen or cable is damaged it will be sent to parents for repair.
- It is highly recommended all devices are insured as these are student's personal responsibility

ACADEMIC

Daily Structure

The school timetable operates on a two-week, ten-day cycle, with five classes per day. Students can access their timetables on Edge.

The timetable includes a flexitime on Tuesday, Wednesday, and Thursday. On Monday to Thursday, students will complete timetabled prep.

Co-curricular lessons such as music, speech and drama or riding lessons are organised during class time, and the students may be responsible for communicating to their teachers and catching up on missed school work.

All junior students, and senior day girls, have two lockers in the classroom area for books and other items they will need in the classroom which they can access before and after school, and in break times. Senior boarders can access boarding in break times. Small padlocks are optional and can be brought to school for lockers.

Flexitime

Flexitime is a timetabled class three times a week which enables students to choose which subject or teacher they want to attend taking responsibility for her own learning. All academic staff are available to meet with any student who requires some support or extra assistance. It is recommended that students make appointments with staff. During flexi time students can choose to study independently, in a group, or spend time with a teacher gaining extra support and learning, but they must plan for this session. Staff may also instruct a student, or a group of students, to attend a flexitime session for a specific learning objective. The student must then attend. Some subject areas offer organised tutorials during the term.

Prep

All students have evening prep (homework) to complete. If you have any concerns about prep, please contact your daughter's mentor teacher.

- **Prep for junior students**

All students have a minimum of 60 minutes prep from Monday to Thursday. Day students

are expected to complete this at home, while boarders have a structured supervision system in place in the dining room.

The focus of prep in the junior school is to extend and support learning as well as support students to study for a sustained period preparing them for senior years. They must fulfil any set work and to maximise their own learning, this involves 'ownership' by the student of their own prep. All students have a school diary in which to record their prep for the day and this may be checked by the prep supervisor. If all prep tasks are completed students should have a book to read for the remaining duration.

- **Prep for senior students**

All students have a minimum of 90 minutes of prep from Monday to Thursday, and for many seniors more time will be required across weekends. Senior students take responsibility for ensuring that their study space is conducive to study, and boarders' complete prep in their bedrooms. They must be at their desk for at least an hour and no phones are to be used in this time.

Any group work must be approved by the boarding manager. Teaching staff may contact boarding managers about students who need extra supervision or support to complete prep.

Study Periods

Year 13 Students have study periods. Year 13 day girls study in the library or other allocated space. Day girls must sign into study periods and advise the attendance administrator if they will be in another location. Year 13 boarders can study in their rooms.

Learning support

We have a Special Educational Needs Coordinator (SENCO) who supports students to understand and support any additional learning needs within the class. Individual learning and support plans will be developed for students as required to ensure teachers are meeting their individual learning needs and to maximise their learning within classes.

Mary Taylor Library

We have a well-resourced and staffed library where students can issue books. They also use it as a study space. We encourage students to read for pleasure and daily silent reading occurs once a day at the start of each period 2 or period 3 lesson. Silent reading is also recommended before lights out in boarding.

Individual timetables

For students who require a different learning approach such as accelerated learning (taking subjects above their year level) or additional learning support, we are able to create tailored timetables.

Digital learning

Nga Tawa has a BYOD (Bring Your Own Device) policy. It is recommended students have a laptop and our primary education tools are Office 365 and Microsoft Suite, including Teams. It is not expected that your daughter's device is top of the line, and we do encourage you to insure any devices she brings to school. We have a dedicated IT technician, who is well utilised by the students. To learn more about our digital protocol, including device use outside of school hours, you can find a copy of our digital guidelines on our school app.

Excursions and School Trips

All trips out of school adhere to the school's Education Outside the Classroom (EOTC) procedure. A completed travel permission document is necessary for your daughter to attend excursions or school trips. These will be sent home, usually by email.

Scholars' Society

The top academic students in years 10-13 are selected annually to join the Scholars' Society. These students are identified as priority learners and often accelerated in their learning programmes. Being a part of the Scholars' Society is coveted by Nga Tawa students as recognition for diligence and achievement. Members also take part in scholars' outings and extracurricular activities.





SPORT AND FITNESS

Nga Tawa actively promotes the benefits of sport and fitness in the lives of our students, and it is compulsory for good health and the building of skills. Our Events Centre is the sports hub of Nga Tawa featuring an indoor basketball/netball court, indoor rowing and cycling facilities, a gym and weights room and an indoor rock-climbing wall. We also have a 2km multipurpose track around our school perimeter which our girls use for running, walking, and biking. This is where our school-wide Monday walk takes place. Students are allocated a locker in the Events Centre for their sports gear.

All year 9 to 13 students are expected to participate in a summer and winter sport or physical activity that we have on offer, and we make every effort to ensure there is a wide variety of sports and physical activities that will interest every student.

Equestrian students can nominate equestrian as their chosen sporting code. Equestrian students are also encouraged to participate in summer and winter sports or any of the physical activities on offer, if their timetable allows it.

Sports available at Nga Tawa

- Athletics
- Badminton
- Cricket
- Equestrian
- Football
- Harriers
- Hockey
- Netball
- Swimming
- Tennis
- Touch Rugby
- Volleyball

Summer Quad Tournament

Junior Pent Tournament

New Zealand Cross Country Champs

Secondary Schools Tournament Week

Winter Quad Tournament

New Zealand Athletics Championship

Term 1

Term 2

Term 2

Term 3

Term 3

Term 4



Sports fees

A sports fee is charged per term.

Students may be selected in tournament teams. As with any trip away, there will be costs involved with students travelling. Parent approval will be requested prior to the event taking place.

Uniform

Students are expected to wear their Nga Tawa sports uniform when representing the school. They must wear their Nga Tawa tracksuit when travelling to and from sporting events. Sports uniform guidelines can be found on the school app.

Expectations

- Students are transported to sporting matches, tournaments, and competitions via the school vans and are driven by registered van drivers.
- Involvement in sport requires students to be meeting school behavioural expectations and representing the values of Nga Tawa.
- Students are expected to participate in a summer and winter sport or physical activity, any exception to this must have approval from the director of sport and principal.
- Students are expected to show up for all sports practices and matches as scheduled unless prior agreements have been made with the sports department (i.e. exams, injury, illness).

Equestrian

Equestrian is one of our key sports. Our Equestrian Academy caters to riders of all levels and abilities.

Students can only access the yards, when staffed, at specific times of the day. For more information about coaching and stabling your daughter's horse or pony at school, contact our head of equestrian.

Outdoor Education programme

Our Outdoor Education programme builds self-confidence, encourages team work, new challenges, and to teaches new skills. We offer courses in years 11 to 13 in conjunction with our Outdoor Education partner, Taranaki Outdoor Pursuits & Education Centre (TOPEC). It runs all year and girls can choose to take part in modules that interest them, additional to their academic study. Students can achieve NCEA Unit Standards in Outdoor Education and can complete Duke of Edinburgh tramps with TOPEC.

Duke of Edinburgh

All year 10 students are expected to participate in the bronze Duke of Edinburgh's Hillary Award. Many of our students choose to continue with the programme and work towards their silver and gold awards. Students can complete Duke of Edinburgh tramps with TOPEC.

PERFORMING ARTS

Nga Tawa has a rich, varied and vibrant Performing Arts department in which every student has the opportunity to develop their talent through to NCEA scholarship and diploma levels.

Music*

We aim to offer a diverse range of opportunities for girls to learn and perform in the musical area of their choice, encouraging them to develop their musical skills from beginner to advanced. Music is a subject that students can opt into and in junior classes this exposes them to different music options. Additionally singing lessons and tuition to learn most instruments is available.

Chapel Choir

Our chapel choir is open to all girls and has regular rehearsals. The choir takes part in an annual choir festival, Big Sing, and regularly contributes to chapel services and other official school functions.

Chamber music

Chamber music groups compete in the regional Chamber Music Competition each year as well as local concerts and competitions.

School band

We encourage students learning musical instruments to join a band. They have the opportunity to perform at school and in events such as the Smokefree Rockquest.

Dance*

Our students take dance lessons with local teachers and we facilitate onsite lessons for additional dance styles.

Speech and Drama*

We have a dedicated Speech and Drama itinerant teacher who works with girls towards their New Zealand Speech Board Examinations continuing on to Associated Trinity College of London Diplomas.

Kapa Haka

We have a vibrant Kapa haka rōpū which welcomes visitors to school and performs at school events.

* Lessons are during the day and students are excused from class. They are expected to catch up on any missed work in flexitime and their mentor will monitor any impact this has on their academic study.



TRANSPORT

Shuttles

Nga Tawa Travel offers several different weekly shuttle services to families to assist with transporting students wishing to travel home during the weekends, for Exeats, and at the beginning and end of each term. Regular shuttle services run between the school and Hawera, Palmerston North airport and Palmerston North central (Feilding and Ashhurst on request), Turangi and Wellington. Other areas can be arranged and are run if there is sufficient demand.

Weekly emails advise which services are offered and to book you simply reply to the email or send an email to travel@ngatawa.school.nz before Wednesday 5pm.

Fares for each trip depend on the number of passengers and are charged to the student's home account.

Bicycles

Bicycles can be used. They must be roadworthy and students must wear a helmet and use a light in evenings.

Cars

Students in years 12 and 13 can apply to the principal to bring a vehicle to school. Students in year 12 can drive their vehicle to and from school only. Year 13 students are able to drive their vehicle during term time, as per the driving procedure which can be found on the app.

Air or bus travel

Our closest airports are Palmerston North and Whanganui. Intercity buses leave from Marton and Bulls. Taxis and shuttle services to airports and buses can be booked via travel@ngatawa.school.nz with sufficient notice.

Day girl buses

Places can be booked on bus service run daily by Huntley School, from Palmerston North, Feilding and Whanganui. Seats can be booked termly and seats are limited. Please contact reception for information or bookings.

FEES AND INVOICING

Invoices and an accompanying statement will be emailed to the nominated email address for accounts in the first week of every month. Fees and incidentals are both payable by the 20th of the month following invoice.

Your invoice will include:

- Fees for the year are charged over ten months from January to October.
- An incidental invoice is included monthly with the fee invoice. Incidentals are charged from January to December. Incidentals can include equestrian items, trips, transport, weekend activities, appointments etc.
- Once a term facility fees are charged. These include sport, equestrian, music, food & nutrition, and textiles classes.

We require full payment to our bank account per month. Other options include paying by direct debit and credit card. We also allow regular automatic payments as long as your account is kept current.

There is an option to pay the year's fees in advance for which a discount is offered.

Interest may be added to accounts that fall into arrears. Accounts in significant arrears may be sent for collection.

If you are having difficulty paying fees, please contact the school bursar as soon as possible to discuss. Email bursar@ngatawa.school.nz.

MEALS

Meals and manners

Our catering staff work hard to ensure a balanced, varied, and healthy menu throughout the year. We ask that all students are aware of basic meal time manners such as correct use of utensils, appropriate behaviour at a shared meal table, and respect for staff and other users of the dining room. Attendance to all meals is compulsory (with some exceptions for year 13) and a courteous, responsible, attitude is expected of all students while dining.

Breakfast

Breakfast is served for our boarders from 7.45am from Monday to Friday and from 9am on Saturday. On Sundays tea and toast is available in the dining room at 9am and a cooked brunch is served at 11am.

Morning Tea

Morning tea is served from the dining room at morning interval. Students must have a named small plastic container to collect their food in. These can be ordered through boarding managers if required.

Lunch

A hot lunch is served Monday-Friday for all students. This is accompanied items such as breads, a salad bar, yoghurts and fresh fruit. In winter we will sometime offer hot soup and in summer we serve sushi as additions.

Afternoon Tea

Fresh fruit and home baking is available in boarding areas, in the Events Centre and at the yards after school.

Dinner

Dinner is served in the dining room for boarders between 5.30pm and 6.20pm. For a charge, day girls may book in for dinner by emailing their boarding manager with 48 hours' notice.

Supper

Supper is served to boarders after prep in the evenings.



Duties

Students in years 9 to 12 assist with dining room duties. These are set by boarding managers and all students are expected to check on their rostered duties, which are displayed in boarding and published in the daily notices on Edge.

Parents eating at school

Parents may book in for meals in the dining room by emailing the boarding manager. However at least 48 hours' notice is encouraged and a charge will be made to the home account.

Dietary requirements

Need to be agreed with the nurse in advance. Please see the previous health information page for more details. There may be an additional cost for special diets.

Tuck (snack food)

Tuck, or snack food, should be mostly healthy snacks which must be kept in a named clear, plastic sealed container to discourage mice and ants. A tuck box is provided and food provisions should not exceed what can fit in it. Students have the option to go to town once a week to replenish their tuck box. Year 9 and 10 tuck boxes are stored in common areas and accessed at specific times. Year 11-13 can keep tuck boxes in their rooms.

Please do not send online grocery orders to school as we do not have space to store these.

Energy drinks, fizzy drinks and chewing gum are not permitted at school. No raffles or food are permitted to be sold by students to the boarding community.

DAY STUDENTS

Additional Information

Expectations of day students

Day students are expected to be at school and ready for the day prior to Period 1 and are to remain at school until all sporting and school commitments have been met for each day.

As we are predominantly a boarding school many events fall outside the school day. Day students are also expected to attend all school events, just as a boarder would. The Term Card clearly states important school occasions which fall outside of school hours, In-weekends, and compulsory school days. Please check this well in advance each term so you can plan for this to ensure your daughter is attending. If you cannot attend, PAL is required.

Day student lockers

All day girls are issued with lockers in both the academic and sports areas. A small padlock can be used to lock these.

Meals at school

Day students are provided with morning tea, lunch, and afternoon tea. Students can book in for dinner prior if they have school commitments in the evening. Parents should book their daughter's in 24 hours in advance by emailing her year level boarding manager. This will be charged to the home account.

Visiting boarding areas

Day girls are required to sign in each morning in the boarding areas. Day girls are welcome in their year level boarding houses to access common areas when boarding is open. Should a day student visit boarding she should sign in and then out again when she leaves on Orah. This is so that there is a record of who is in that boarding area should an emergency occur.

Year 13 day students will be allocated a cottage that they can access for breaks as well as before and after school. They are permitted in lounges and common spaces. Day girls must respect the boarding rules and environment.

Absence

If any day student is sick, or will be absent, the school office must be informed before 8.15am by phoning 06 327 6429. Absences of three days or more must be accompanied by a medical certificate.

Study Periods

Students in year 13 have study periods. Year 13 day girls study in the library or other allocated space in the classroom block. Day girls must sign into study periods and advise the attendance administrator if they will be in another location.

DAY STRUCTURE

MON TIMES	MONDAY	TUE-FRI TIMES	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6.30 - 7.45	Fitness/Yards	6.30 – 7.45	Fitness/Yards	Fitness/Yards	Fitness/Yards	Fitness/Yards
7.45 - 8.10	Breakfast	7.45 - 8.10	Breakfast	Breakfast	Breakfast	Breakfast
8.15 - 9.00	Staff Briefing and Professional Development	8.15 – 8.30	Mentor Meetings	Staff Briefing	Department Meetings	Staff Briefing
9.00 - 10.15	Period 1	8.30 – 9.45	Period 1	Period 1	Period 1	Period 1
10.15 - 10.30	Morning Interval	9.45 – 11.00	Period 2	Period 2	Period 2	Period 2
10.30 - 11.45	Period 2	11.00 - 11.20	Morning Interval	Morning Interval	Morning Interval	Morning Interval
11.45 - 12.15	Assembly	11.20 - 12.35	Period 3	Period 3	Period 3	Period 3
12.15 - 1.00	Lunch	12.35 – 1.25	Lunch	Lunch	Lunch	Lunch
1.00 - 2.15	Period 3	1.25 – 2.00	Period 4	Period 4	Period 4	Period 4
		2.00 – 2.40	Period 5	Period 5	Period 5	Period 5
2.15 - 2.50	Period 4	2.40 – 3.00	Mentoring	Mentoring	Mentoring	2.40 – 3.05pm House Meetings
2.50 - 3.30	Period 5	3.00 - 3.30	Flexitime	Flexitime	Flexitime	3.05 – 3.30pm Chapel
3.30 - 3.45	Afternoon Interval	3.30 – 3.45	Afternoon Interval	Afternoon Interval	Afternoon Interval	Afternoon Interval
3.45 - 5.30	Sports & Fitness Performing Arts Equestrian	3.45 – 5.30	Sports & Fitness Performing Arts Equestrian	Sports & Fitness Performing Arts Equestrian	Sports & Fitness Performing Arts Equestrian	Personal Time
5.30 - 6.30	Dinner	5.30 – 6.30	Dinner	Dinner	Dinner	Dinner
6.30 - 7.00	Personal Time	6.30 – 7.00	Personal Time	Personal Time	Personal Time	Personal Time
7.00 - 8.30	Prep 7 – 8pm Junior 7 – 8.30pm Senior	7.00 – 8.30	Prep 7 – 8pm Junior 7 – 8.30pm Senior	Prep 7 – 8pm Junior 7 – 8.30pm Senior	Prep 7 – 8pm Junior 7 – 8.30pm Senior	

BOARDING

Nga Tawa School is licenced under the Education (Hostels) Regulation 2005 and renewal is sought every three years. Our licence is displayed in the front office.

Types of boarding

Students may be full boarders, weekly boarders or two-day boarders.

Full boarders are enrolled in boarding seven days a week but may travel home for weekends that are not designated In-weekends.

Weekly boarders are enrolled in boarding Monday-Thursday nights. They can arrive in boarding on Monday morning and depart by 5pm Friday.

Two-day boarding is an option available for students living locally. Two-day boarders will spend two nights a week in a boarding house. These nights are agreed at the start of each term, and any changes need to be agreed with the year level boarding manager.

Boarding status can be changed for Terms 1, 2 and 3 only and a terms' notice is required to do so. Boarding status cannot be changed in Term 4.

Boarding Areas

There are two main boarding areas at Nga Tawa, junior and senior boarding. The main building houses the junior boarders, year 9 and 10 students, and is situated upstairs above the main administration block of the school.

Senior boarding houses year 11 and 12 are accommodated in Rata Lodge and in Marshall House in twin or single rooms. Year 13 students live in cottages semi-independently.

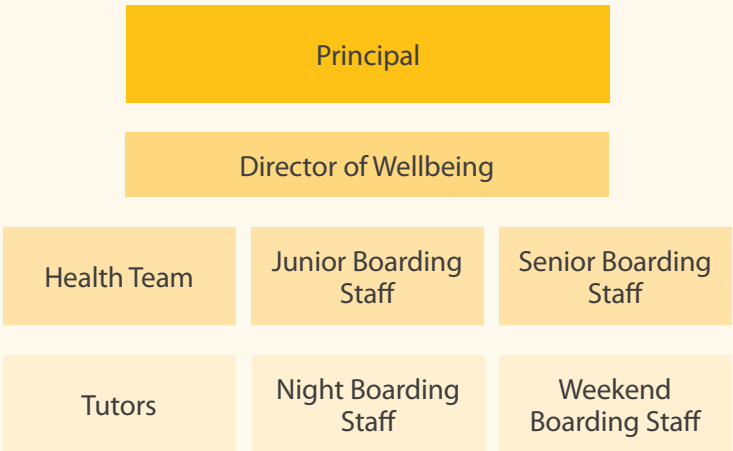
Year 9 to 12 students have common rooms in their boarding areas for relaxation. Year 13 students have lounge areas in their cottages.

Students are rostered to clean common rooms. However, if these rooms are not kept clean and tidy they may be locked for a brief period at the discretion of boarding staff.

Safety and security

With such an expansive and busy campus, we take safety and security very seriously. We have security staff patrol the grounds each night and security cameras on site and in boarding.

Boarding Staff





Boarding Staff

Each year level has a boarding manager who oversees the day to day running of boarding and has an overview of your daughter. For day-to-day concerns regarding your daughter in boarding, please contact her boarding manager by email or phone. These details can be found on the school app.

Supporting the boarding managers to care for your daughter are a team of boarding staff, who are based in both the senior and junior boarding areas. Senior Boarding staff based in Marshall House also supervise and are on call for year 13 in the cottages.

Night rostered staff can be woken and are available for students overnight.

Tutors are rostered to assist in the boarding areas under the direction of boarding staff during busy periods and also sleep overnight in boarding during the week.

Settling in to Boarding

When a new student starts at Nga Tawa, the first week of her stay in boarding is treated as a settling in period. During this time they do not go on leave, do not have their phones and we encourage no visitors. This is to support them to interact with other students and help them to transition.

Coping with separation

It is normal to find the transition into boarding challenging and many parents and students experience this. We ask that parents trust us in our judgement on this issue and familiarise themselves with additional information provided around homesickness with your enrolment information. If your daughter has ongoing difficulties with homesickness and you feel it is adversely affecting her, please contact either her boarding manager or the counsellor. It is important that staff are aware of the difficulties so that suitable support can be given.

Bedrooms and Belongings

Boarding room allocation

Students are placed in a different bedroom or cottage each term. Bedroom allocation is managed by boarding managers and a range of factors are considered. Students will not always be with friends or preferred roommates, as the aim is for them to develop a skillset to learn to live alongside all personalities in community.

Personal items

Students are encouraged to personalise their bed space with duvets and pillows. Most of the students' cubicles or bedrooms have pin boards. Photos from home can be displayed. Posters and decoration of rooms must align with our school values.

All students are expected to make their beds daily and keep their rooms tidy and orderly as well as fulfilling assigned duties at school.

Bedding, duvets and pillows

Each student (except international students) is required to bring her own named duvet, duvet cover, pillow cases, and pillow. Students must bring a warm duvet to school in winter months. The beds are single size, but a king single is a good size for duvets. Supplementary blankets are available. All rooms have heating, however it can get cold and adequate bedding is essential. Electric blankets are not allowed at school, but a hot-water bottle can be used.

Sheets

Sheets are available on request from boarding staff, however beds will not be automatically made up with sheets belonging to the school, as most students prefer their own. We suggest full boarders have two sets of sheets at school. Sleeping bags are for school camps only and are not to be kept or used in the boarding house.

All personal items i.e. bedding, clothing, toiletries must be clearly named with labels.

Suitcases

Students should have no more than one medium sized suitcase and one medium sized, soft-cover, weekend bag. If parents bring their daughter to school they are asked to take their daughter's suitcase home with them once their daughter has unpacked on the first night of term. Suitcases can be returned to the boarding house at the final weekend each term.

The weekend bag is necessary for excursions and weekend trips. All bags must be clearly named inside and outside. Please note when travelling on weekend shuttles there is only space for weekend bags (equivalent to carry on luggage).

To reduce excess luggage, we ask that parents observe the list of recommended clothes and belongings. Please take home excess clothing and belongings at the end of each term to sort through.

Preparing for term holidays

Students are expected to completely clear their rooms at the end of each term and take all their

belongings home.

Storage of items

If students live at a distance from school and taking all of their belongings home is impractical, then arrangements can be made for their items to be stored. A local provider will drop off storage containers for students to pack in advance of holidays and these will be collected and then returned to school for the new term. Please email travel@ngatawa.school.nz for costs and bookings.

Daily Life In Boarding

Laundry

Laundry bags are provided in every boarding area. Laundry is done daily and returned to allocated pigeonholes by staff, therefore it is imperative all clothing is named. In year 13 students do their own laundry in washing machines within cottages. All students should have underwear bags for their underwear. Sheets for full and weekly boarders are laundered weekly, two day boarders are expected to take sheets home to wash.

Books

We encourage students to read for pleasure. Daily silent reading occurs once a day in the day school. Silent reading is also recommended before lights out and we recommend your daughter will need a book at school for this purpose. These can also be issued from the school library and every boarding area has a reading nook with books available.

Mail

We encourage students to write letters home and they love to receive mail anytime, but especially during their initial transition into school. A parcel or letter from home is always a highlight for the week, even with digital communication there is always excitement over parcels and letters. This is true for year 9, right through to senior students.

Birthdays at School

Weekly and full boarders may use the small dining room to celebrate birthdays with their daughter



and her friends during dinner time (5.30 - 6.20pm) provided the date does not clash with a school fixture. The small dining room can be booked via her boarding manager.

Alternatively, students may have cake, food, and drinks delivered to their boarding manager who will organise the celebration during dinner time for their group of friends. You can order cake through your boarding manager and this will be charged to your home account. Parents who live near the school may request their daughter to have overnight leave for her birthday provided other school commitments are met.

Electrical goods

Limited electrical goods are allowed in bedrooms and need to be approved by boarding managers. Heaters, hair straighteners, electric blankets, toasters or any item likely to cause a fire hazard is not permitted as a matter of health and safety. Any items will be confiscated and held securely until a parent is able to collect them. Hair dryers are available from

the boarding staff. Hair straighteners can be handed into boarding staff and requested for use.

Aerosols

No aerosol products (e.g. deodorants, perfume, hair products, or sunscreen) are to be brought into school as these can activate the smoke detectors causing a fire alarm. Should these items be used and the alarms activated, the \$1500 call out fee for the fire service may be charged to the home account.

Town Leave

Many students have an EFTPOS card which they can use in Marton or on weekend excursions.

There are a few ATMs in Marton. We have a Kiwibank facility at the New World supermarket which year 13 can access, and year 9 - 12 can make arrangements with boarding staff to access as required.

Town Leave boundaries

When visiting Marton, year 9 to 12 students are restricted to the area between the Z Station and the Captain Cook statue on Broadway.

All students must advise a staff member, sign out and in again using Orah, and must follow our safety guidelines and behaviour expectation which will be outlined to them by boarding staff.

Town leave clothing

Students on “town leave” during the week must be in uniform. On the weekend students may wear tidy mufti.

Times for town leave

All students may visit Marton at specified times as outlined in the weekend plan.

Years 11 to 13 may choose to go to Marton on Friday afternoon after school and they must return to school by 5pm.

Year 12 may also go to Marton on Wednesday after 3.30pm and should be back at school by 5pm.

Year 13 students may go to Marton any day after 3.30pm so long as sports and other school commitments have been met.

During the week, students must notify their boarding manager in person and sign in and out of Orah. They should be back at school in time for dinner at 5.30pm.

Weekends in Boarding

During the weekend students are expected to keep their boarding managers fully informed of their whereabouts while on the school grounds or when they leave campus, by signing out. Regular roll checks are taken throughout the weekend. Tidy and appropriate mufti is to be worn on the weekend when leaving school.

Weekend activities

During weekends a wide variety of options and activities are available to full boarders. These activities are guided by student voice and include games, crafts, sports, baking and planned weekend excursions out of school, such as movies, parks, local markets pools or shopping.

Excursions

Outings are planned for most weekends. Sign-up for trips are available each Monday on Orah. Students need to sign up for the activities by Wednesday evening so that appropriate transport and staffing

can be arranged. Some trips will incur a cost which is charged to the home account. Any trip exceeding \$50 permission from parents will be sought in advance. If you do not consent to your daughter attending these optional trips please email the director of wellbeing.

Visitors to Boarding

Expectations about visiting

All visitors to boarding should:

- advise the boarding staff in advance of their plans
- be introduced to the boarding staff on arrival
- sign in and out so that we are aware of who is onsite at all times
- keep to the specific areas where a student may host her visitors.

Students must wait in their boarding area for their visitors.

Visitor areas

We ask that male visitors do not pass the boarding reception area unless the boarding staff are aware out of courtesy for other students. Common areas may be accessed by visitors.

Students may be unaware that there are visitors, and we aim to avoid compromising students and visitors.

FURTHER QUESTIONS?

The table below outlines who you should contact in the first instance.

Who do I contact if I...	Contact details
Have a general enquiry	Call Reception 06 327 6429
Need to report an absence	Call 06 327 6429 (Option 1) Or email School Secretary, Val Andrew andrewval@ngatawa.school.nz
Require time off school	Principal Approved Leave (PAL) on ORAH
Need to change your address/contact details or family circumstances	Email admin@ngatawa.school.nz
Have a query regarding academic progress or pastoral concerns	Your daughter's Mentor teacher
Have a query around learning support and additional needs in classroom	SENCO, Ashley Holland hollandashley@ngatawa.school.nz
Have a query around performing arts	Director of Music, David Tipi tipidavid@ngatawa.school.nz
Have a query about sport	Director of Sport, donaldcharlotte@ngatawa.school.nz
Have a query regarding equestrian	Head of Equestrian, Andrew Scott scottandrew@ngatawa.school.nz
Have a query about a house event	House Dean
Have a query about a year level event	Year level Dean
Have a query around special character or faith	School Chaplain, Rev Adrian Tofts toftsadrian@ngatawa.school.nz
Have a health-related query	School Nurse, Jenny Price pricejenny@ngatawa.school.nz
Have concerns around emotional support or a need for confidential conversations or advice	School Counsellor, Toni Gordon tonigordon@ngatawa.school.nz
Require leave from boarding (outside of school hours)	Leave on Orah - boarding leave, weekend leave
Have a question or concern about boarding	Year level Boarding Manager
Want to book in for dinner	Year level Boarding Manager
Am making travel arrangements, booking shuttles	Email travel@ngatawa.school.nz
Want to purchase or sell uniform	McGruers in Marton 06 327 8592 www.mcgruers.co.nz
Have a financial query	Bursar, Helen Campbell campbellhelen@ngatawa.school.nz
Have an academic concern/complaint	DP Curriculum, Alisha Maas maasalisha@ngatawa.school.nz
Have a pastoral or boarding concern/complaint	Director of Wellbeing, Cara Ferris ferriscara@ngatawa.school.nz
Want to change boarding status	Enrolments Officer, Tracey Brannelly brannellytracey@ngatawa.school.nz
Want to make an appointment with the Principal	admin@ngatawa.school.nz
Want to make a formal complaint	Principal, Lesley Carter carterlesley@ngatawa.school.nz



NGA TAWA SCHOOL PRAYER

O Lord, we beseech Thy blessing
upon this School,
that whatsoever things
are true, pure, noble, generous
and of good report,
may here forever
flourish and abound.

Preserve in it an unblemished name,
enlarge it with a wider
usefulness,
exalt it in the love and
reverence
of all its members,
and use it as an instrument
for Thy Glory
for Jesus Christ's sake,
our Lord.

Amen