



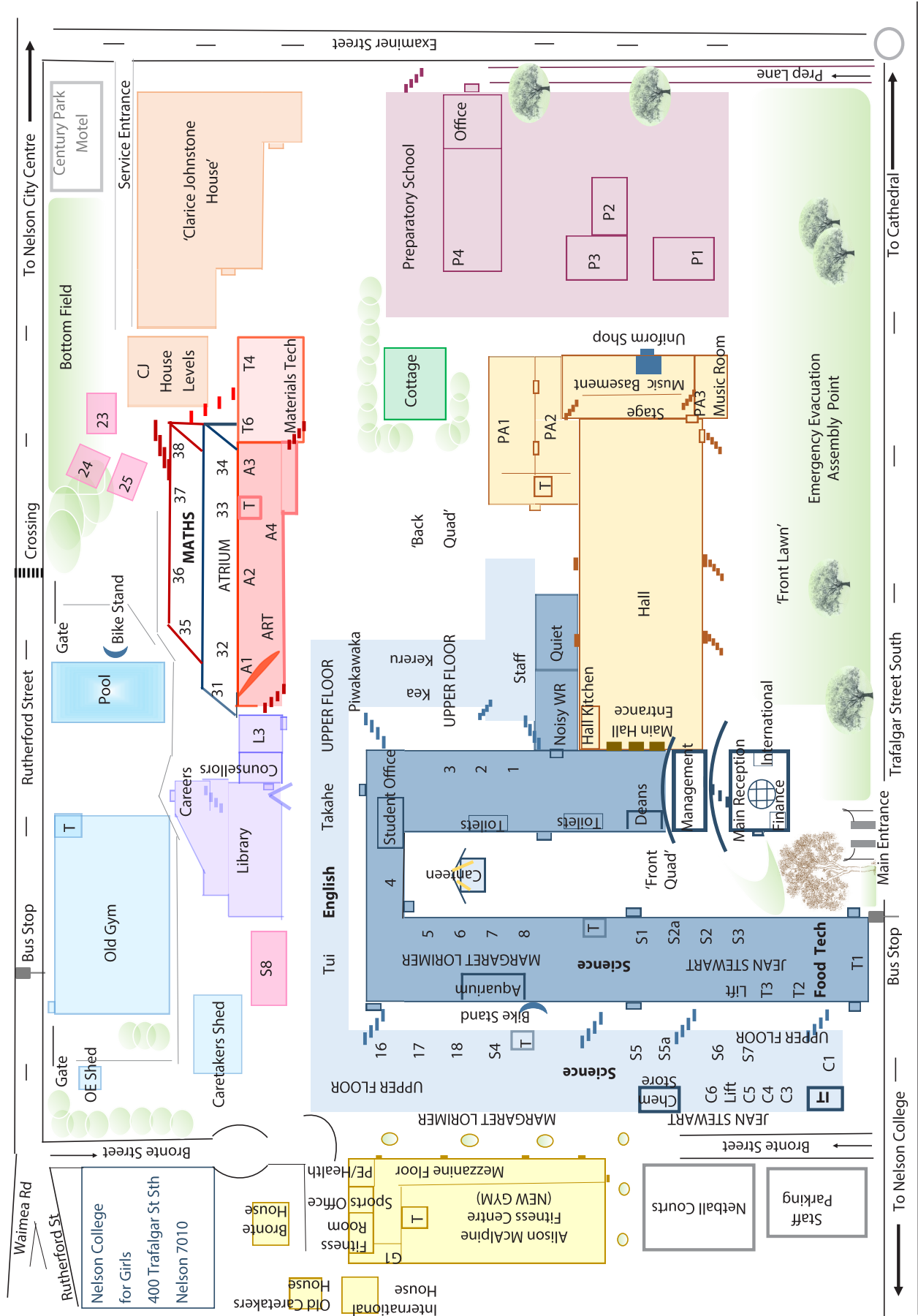
NCG | NEW STUDENT HANDBOOK



2024



MAP OF NELSON COLLEGE FOR GIRLS





NELSON COLLEGE FOR GIRLS

Te Kura Tamawāhine o Whakatū

NAU MAI, HAERE MAI KI TE KURA TAMAWĀHINE O WHAKATŪ WELCOME TO NELSON COLLEGE FOR GIRLS'

Tēnā koē,

We are delighted you are joining us in 2024. This booklet will answer some of the questions you may have about your new kura. We hope it helps you to feel supported in your new learning environment.

Te Kura Tamawāhine o Whakatū | Nelson College for Girls has a long and proud whakapapa and as we move forward, we take aspects of the past to create a fresh vision for our future. We are excited that you will be a part of creating that future.

As a school community we are very proud of what our students achieve with the support of passionate and committed kaiārahi, Deans and kaiako. Our learning values support students to step confidently into the world beyond school.

Manaakitia te tangata, ahakoa ko wai, ahakoa nō hea

Treat people respectfully, irrespective of who
they are or where they come from.

Students and staff at Te Kura Tamawāhine o Whakatū live our PRIDE values and the whakatauki above embodies these. We are really looking forward to working alongside you and your whānau to ensure you enjoy success in your world.

If you have any questions, please ask!

**Noho ora mai,
Claire O'Fee**

Tumuaki | Principal



NELSON COLLEGE FOR GIRLS

Nelson College for Girls is a vibrant school, with a strong focus on the wellbeing and academic achievement of our students. We value our long history as the roots of our educational tree with the leaves of this tree reflecting the continual growth of our young people, both academically and as people.

NCG VISION STATEMENT

*To educate, empower and nurture each student so they
can confidently succeed in their world.*

NCG MOTTO

Our school motto is a very important part of our heritage. It means:

PIETAS (LOYALTY)

Our shared vision for the school community is an environment where people feel understood and valued. This generates loyalty.

PROBITAS (HONESTY)

Honesty and integrity are essential in our interactions. They lead to trust, innovation and opportunities.

SAPIENTIA (WISDOM)

Wisdom enables us to recognise and use our knowledge, sound judgement and discretion. We value the collective knowledge and expertise of our wider community. We respect traditions and history.



KEY PEOPLE

Principal	Claire O'Fee	claire.ofee@ncg.school.nz
Deputy Principal	Heather McEwen	heather.mcewen@ncg.school.nz
Assistant Principal	Tamzin Darragh	tamzin.darragh@ncg.school.nz
Assistant Principal	Nichola Hayes	nichola.hayes@ncg.school.nz
Assistant Principal	Sheridan Mackenzie	sheridan.mackenzie@ncg.school.nz
Attendance Officer	Jade Gibbins	absences@ncg.school.nz
Student Office	Fleur Dash	absences@ncg.school.nz

PŪTOI DEANS 2024

Symon Claridge	symon.claridge@ncg.school.nz	Maitai
Rani de Smit-Tobin	rani.desmit@ncg.school.nz	Whangamoa
Renee Clothier	renee.clothier@ncg.school.nz	Maungatapu
Anna Keogan	anna.keogan@ncg.school.nz	Dun
Penny Stickney	penny.stickney@ncg.school.nz	Waimea

SIGNIFICANT PEOPLE

There are a number of key people available to support the pastoral needs of your child:

Kaiārahi	Your child will meet their kaiārahi on their first day and then regularly throughout the year.	
Kaitakawaenga (Advisor)	Robyn McLaren (Term 1 2024) Sela Manu (Term 2-4 2024)	robyn.mclaren@ncg.school.nz sela.manu@ncg.school.nz
Counsellors	Dawn Browne Genevieve Lasenby	dawn.browne@ncg.school.nz genevieve.lasenby@ncg.school.nz
Liaison Teacher for Boarders	Anna Keogan	anna.keogan@ncg.school.nz
International Dean	Jo Beggs	jo.beggs@ncg.school.nz

SCHOOL EXPECTATIONS

Nelson College for Girls works positively with students to ensure high standards of achievement, attendance and behaviour. This means that all of our students are helped to maximise their learning potential. We also encourage all of our students to fully involve themselves in the wider life of the school.

HOMEWORK

Regular home learning is important for achievement. Learning is going to be an important part of your child's whole life – not just their school years.

NELSON COLLEGE FOR GIRLS SOCIAL EXPECTATIONS



POSITIVITY | NGĀKAU REKA
RESPECT | MANAAKITANGA
INTEGRITY | NGĀKAU PONO
DIVERSITY | KANORAU
EMPATHY | AROHA

PRIDE ACKNOWLEDGEMENT SYSTEM

NCG recognises students who do the right thing and demonstrate our PRIDE values.

NCG staff will issue a PRIDE card when they see one of the PRIDE values being displayed.

Collect your PRIDE card from your teacher, fill it in, and deposit it in the appropriate pūtoi box in the library – if they aren't in, you can't win!

Twice a term a random prize draw will take place during a special PRIDE assembly – each card you have been awarded for that term is eligible for the prize draw.

Each term certificates and badges will also be awarded – these are calculated by the number of cards you get for the whole year.

Certificates and badges are issued every year.



SCHOOL-WIDE LEARNING VALUES

Learning to Learn is the explicit teaching of methods that increase student agency in their learning. This means that students then have the tools available to them to make sense of, question and engage with the classroom material they are presented with. Learning to Learn is based on the work of Guy Claxton and Michael Fullan and has informed the NCG Learning Values which are; Resilient, Resourceful, Reflective and Relational.



LEARNING VALUES

UARA AKORANGA



RESILIENT | KIA MANAWANUI

I keep going when it gets tough



RESOURCEFUL | KIA AUAHA

I know what to try next to get my mahi done



REFLECTIVE | KIA WHAIWHAKAARO

I think about my own learning and next steps



RELATIONAL | KIA MAHITAHU

I work well with others

SCHOOL-WIDE SOCIAL EXPECTATIONS MATRIX

Staff and students have co-created clear expectations across a wide range of settings. We will teach these expectations to the students and acknowledge them frequently with our acknowledgment system – PRIDE Cards. The expectations for all student behaviour will be clear throughout our learning and social areas.



SOCIAL VALUES

HINE TŪ

P	 POSITIVITY ŌNGAKAU REKA <ul style="list-style-type: none">• Participate to the best of your ability even when the going gets tough• Always fall forwards
R	 RESPECT MANAAKITANGA <ul style="list-style-type: none">• Be on time• Value each other• Be aware of others and the environment• Wear correct uniform
I	 INTEGRITY ŌNGAKAU PONO <ul style="list-style-type: none">• Do the right thing, even when no one is looking• Acknowledge your mistakes then take action to fix them• Be lawful at all times
D	 DIVERSITY KANORAU <ul style="list-style-type: none">• Embrace and value differences• Engage with other people's cultures, opinions and values
E	 EMPATHY AROHA <ul style="list-style-type: none">• Notice how others are feeling• Understand differences, strengths and struggles

ĀRAHI TIME AT NCG

PURPOSE

To empower and nurture the whole student as a learner.

It is well researched and acknowledged that successful learning outcomes rely upon having a good sense of wellbeing. Ārahi time at NCG is just one way we aim to foster this with our ākonga.

Ārahi time occurs three times a week for 30 minutes with a kaiārahi (member of staff) who will remain in this role throughout your child's years at NCG. Each ārahi group will have approximately 17 students

(ākonga) from all year groups in order to enhance the Māori concept of tuakana – teina. This is a reciprocal learning partnership between student and kaiārahi, between peers and between home and school.

OUR PHILOSOPHY BEHIND THE MENTORING PROGRAMME IN ĀRAHI TIME IS:

- To build stronger relationships with ākonga and whānau; working in a partnership to improve educational outcomes
- To be future focused and up to date with 21st century learning, to help students to cope with our rapidly changing world
- To help our ākonga help themselves to be better learners and prepare them for a lifetime of learning

CORE VALUES OF OUR MENTORING PROGRAMME ARE:

- Manaakitanga - Cherishing and enhancing the mana of others
- Whanaungatanga - Acknowledging and building relationships
- Kotahitanga - Shared understanding of our vision and a commitment to learning together

There is a termly focus to our ārahi programme, which is based on research and student voice and adapted to meet the ever-changing needs of our ākonga. Content may include; understanding the brain, managing day to day stress, sleep, emotions, identifying strengths, discussing challenges, activities to connect the group and managing self. Ārahi time is often also a perfect forum to support whole school initiatives such as Enviro Week, Maori Language Week, Bully Free NZ Week, Mental Health Awareness Week.

Another popular feature of ārahi time is the regular well-being and learning check-ins that students have with their kaiārahi throughout the year. This empowers our students to direct their own learning through one-to-one mentoring conversations using real time data.

If you would like to know more about ārahi time or would like to contribute to this programme please feel free to contact us. We are continually looking for ways to develop and enhance this time for our ākonga.



He aha te mea nui o te ao

What is the most important thing in the world?

He tangata, he tangata, he tangata

It is the people, it is the people, it is the people

Jo Beggs

Mentoring Facilitator

jo.beggs@ncg.school.nz

Kathryn Stahl

Mentoring Facilitator

kathryn.stahl@ncg.school.nz

UNIFORM

Take care with your appearance; wear your uniform with pride. The following reminders will help you to do this. All items of uniform need to be in good repair. The uniform is regularly reviewed and some regulations may be subject to change.

UPPER GARMENTS

- School navy jersey with crest or school vest with crest
- NCG short-sleeved blouse with crest OR NCG long sleeved blouse with crest
- NCG blazer (not a compulsory item)

LOWER GARMENTS

- EITHER NCG skirt
- OR NCG kilt
- OR NCG trousers with crest
- OR NCG shorts with crest

FOOTWEAR

- Flat navy blue, black or brown sandals worn without socks (no jandals, no adornments).
- Flat completely black shoes (no ankle boots or high tops; no adornments, stripes, logos or white soles)
- Plain black or white ankle socks OR full-length tights.

OPTIONAL ITEMS

- Plain navy blue, plain black or NCG scarf (not worn during class time).
- Plain black or navy blue jacket (not worn during class time).

HAIR AND MAKE UP

- Hair needs to be a natural colour
- No obtrusive ribbons, headbands or hair ties
- Natural looking makeup, if worn
- Clear or light nail polish only

ACCEPTABLE NON-UNIFORM ITEMS

- Earrings –plain, small studs or sleepers
- Jewellery –one taonga/small necklace or bracelet
- Tiny metal/plastic nose stud (ball no bigger than 2mm); this may need to be removed in some classes for health and safety reasons.



PE UNIFORM

- NCG blue sports polo - available from the uniform shop
- NCG PE top
- Blue shorts of own choice
- Blue or black trackpants/tights of own choice
- Optional: NCG Swarm T Shirt - available from Sports Office if you become a Swarm member in 2024. More information is available from the Sports Office.

SWIMWEAR REQUIREMENTS FOR THE SCHOOL POOL

All students using the school pool are required to wear either:

- Swimming togs
- Swimming tops and short board shorts

This includes all students in Physical Education and Outdoor Education classes and also during recreation time at lunchtime and after school.

GENERAL

- All uniform items are available from the School Uniform Shop.
- All property, including school uniform, shoes, sportswear, bag etc., must be clearly marked with the student's initials and surname. This should be done in indelible ink or with a firmly stitched name-tag.
- The school accepts no responsibility for lost property.
- Any found items can be claimed at the Student Office.

UNIFORM SHOP

Location: Beside Music Rooms - follow the path on the right-hand side of the main gates, under the arch and turn left.

Opening Hours – Term Time ONLY

- Tuesday lunchtime: 1.25 – 2.10 pm
- Thursday lunchtime: 1.25 – 2.10 pm



UNIFORM PRICE LIST (PRICES CORRECT AT TIME OF GOING TO PRINT)

ITEM	DESCRIPTION	PRICE
Kilt	New, pleated Second-hand	\$180 From \$80
Summer skirt	New, pleated in the College tartan Second hand	\$90 \$30 approx
Shorts	Navy blue with crest	\$60
Trousers	Navy blue with crest	\$130
Blazer (optional)	New Second-hand	\$255 \$150 approx
Vest (optional)	Navy blue with college crest	\$60
Jersey	Navy blue with college crest	\$80
Polar fleece with crest	Navy quarter zip with crest	\$65
Blouse with crest	White short sleeved (worn ovetop) White long sleeved (tucked in)	\$45 \$40
Physical Education	New NCG PE top (compulsory for prep, being rolled out to College) Navy PE Shorts (optional)	\$45 \$25
Scarf (optional)	Dark blue with light blue stripes	\$22
School tie (optional)	Optional	\$22
Puffer jacket (optional and until stocks last)	Black with college crest	\$95
White or black ankle socks	Pack of three	\$15
Tights	Black	\$15
Bucket hat (optional)	Navy blue bucket hat	\$16

OPPORTUNITIES

LEADERSHIP

All students are given the opportunity to take part in a variety of leadership opportunities in areas such as sports, student council, cultural. This builds on experiences in their previous schools.

HOUSE SYSTEM

Nelson College for Girls has a strong House system which involves sport, music and cultural activities led by students. Each student is allocated a House in their first year at the College and remains in this House throughout their time here. If there is a family connection to a House, then we ensure that a student can follow this. The five Houses are:



LIBRARY

Nau mai ki tā tātou Whare Pukapuka!
Welcome to the Library!

Open: 8.30am - 3.30pm

Librarians: Kirsty Stark and Rosie-Anne Pinney

READ THE BOOKS YOU LOVE

We have an exciting, ever-changing collection of the best young adult fiction. Fantasy, mystery and adventure are some of our most popular books along with stories about teenage life and experiences. If there is a book you cannot find on our shelves you are welcome to ask us to add it to our collection.

FIND THE INFORMATION YOU NEED

Use the library to help you complete your assignments. Our non-fiction books and collection of digital encyclopedias and databases are available for you to explore.

RELAX AFTER A BUSY MORNING

Meet your friends and chill out in our beanbags at interval, lunchtime, before or after school. Play cards, try a craft activity or win a prize in one of our competitions.

JOIN OUR STUDENT LIBRARIAN TEAM

Help with the everyday running of the library. Issuing and returning books, putting up displays, shelving books and coming to our end of term get-togethers are all part of the job.

ASK US IF YOU HAVE ANY QUESTIONS

Remember to ask a librarian if you're unsure. We are here to help you find the best books and the best information!

Check out the Library website: just go to the Quick Links on the NCG website and click on Library. If you require more information, please e-mail library.ncg@ncg.school.nz.



SCHOOL GROUPS AND COMMITTEES

A big part of being at NCG is the large range of groups and activities that you can be part of. We encourage all students to get involved. If there is something that you are passionate about and you can't see it on the list and you think it is something that we should be doing – talk to your friends, your teachers, your kaiārahi, your Dean – MAKE IT HAPPEN.

SOME GROUPS DON'T MEET ON A REGULAR BASIS - PLEASE CHECK STUDENT NOTICES FOR THESE DETAILS.

GROUP/ACTIVITY	DESCRIPTION	WHO TO CONTACT
Academic Committee	Students from all levels are invited to apply for a position in the Committee. The committee looks at ways of helping and promoting academic success for all students at NCG.	Heather McEwen heather.mcewen@ncg.school.nz
Amnesty International	We promote human rights and take actions such as signing petitions.	Student-Led
Animal Rights	We look at the link between animal use in current society and environmental issues, animal welfare and societal changes that are needed.	Student Led
Anime/Manga	Watch Anime/ Manga in Japanese – Wednesdays at lunch in Room 1	Student Led
Arts Committee	Students from all levels are invited to apply for a position in the Committee. We plan school arts events such as singing assemblies and arts week. Meeting in A1 on Friday lunchtimes. Membership is by selection after interviews at the start of the year	Anna Heinz anna.heinz@ncg.school.nz
By the Gate	We hang out, talk about what's going on in your life; pray for each other and pray over the school.	Student Led
Chamber Music	Small groups of students on classical instruments rehearsing and performing complex works in preparation for the Chamber Music Competition	TBC
Chess Club	Held in the Library on a Wednesday during lunch.	Student Librarians
Creative Writing/ Young Writers Club	Talk about writing, work on writing projects, theme of the month, play games, eat food, talk, hang out. (Wed-Rm 17 lunchtime)	Rachael Crow rachael.crow@ncg.school.nz
Debating	We develop our debating skills and twice a term attend an inter-school debating competition.	Tony Bellew tony.bellew@ncg.school.nz
Duke of Edinburgh Award	Complete activities to gain Duke of Edinburgh award.	Annette Vartha annette.vartha@ncg.school.nz
Enviro Action Group	Try and help our environment at school and in the wider community through fun projects. As a group we decide what to work on. Some of our projects include the thrift shop, making beeswax wrappers, hosting talks, organising events like the Climate Strike, beach clean-ups and improving our recycling. (Tuesdays at lunchtime in Rm 8)	Renee Clothier renee.clothier@ncg.school.nz
PRISM - Girls' Alliance of LGBTQ + and Straights	We talk, organise events (eg. Pride Week, Day of Silence) and activities to raise awareness of LGBTQ + issues within the school and promote acceptance of LGBTQ+ students. (Mondays at lunch in A3)	Jason McCormick jason.mccormick@ncg.school.nz
House Committees	Students from each of the houses are invited to apply for a position in the Committee. Plan all house events for the school.	House Leaders
International Students	Bring International Students together for planning future events.	Sarah Turner sarah.turner@ncg.school.nz
Jazz Band	Jazz group for saxophones, brass and rhythm section instruments around grade 4 standard.	TBC

GROUP/ ACTIVITY	DESCRIPTION	WHO TO CONTACT
Jazz Combo	Rehearsing for performing jazz, especially learning improvisation skills. This is great for music students who are keen to try new things.	Graeme Rogers graeme.rogers@ncg.school.nz
Librarian	Helping on the issues desk and with daily library tasks	Staff at the library library.ncg@ncg.school.nz
Magazine Committee	We work to collate articles, design and create the annual school magazine.	Michael Brewster michael.brewster@ncg.school.nz Jason McCormick jason.mccormick@ncg.school.nz
Music Committee	Help organise and promote music around school. (Mondays at lunch in PA3)	TBC
NCG Pasifika group	Celebrate Pasifika Culture! Plan and practice for events. A space to talk, laugh and connect with others.	Tracy Hazelwood tracy.hazelwood@ncg.school.nz
On Track Leadership Award	If the students are doing activities here at school they can count these things towards the Awards eg music lessons, choir, drama club all count towards this award.	Annette Vartha annette.vartha@ncg.school.nz
Orchestra	A large string group with clarinets meeting weekly to rehearse and prepare for events. (PA 1 Tuesdays 7:50am)	Christine Foote Lissa Cowie artsadmin@ncg.school.nz
Pre-Orchestra	This is a beginner string group that helps prepare students to join the school orchestra. (PA3 Tuesdays 8:15am)	
Pikimai	We learn the performing arts side of our Māori culture. We also perform for the school, communities in the area and support anyone that would like to get involved. We meet weekly at luncheon with our tutor Bailee Hart-Tava, members of Pikimai are also eligible to join the competitive group Ng Aho Rau	Sela Manu sela.manu@ncg.school.nz
Rock Bands	Form a Rock Band and even enter Rockquest.	Jared Altmments jared.altments@ncg.school.nz
Science Club	Science Club is a group for enthusiastic scientists to work through extra experiments and research. Brain Bee, BP Technology Challenge, Science Fair, Science Badges, ICAS and garden creation are all some of the activities that can be available to those who want to have a go	Louisa Walters louisa.walters@ncg.school.nz
Stella Nova Choir	The NCG school choir, for students who enjoy singing with others and want to learn how to do this effectively. No previous experience is necessary. (Mondays PA3 3:15-4:30pm)	Zoe Dee artsadmin@ncg.school.nz
Student Council	Forum for year groups to air their concerns as a consultative group. This group provides a student-centre perspective on life at the College.	Nichola Hayes nichola.hayes@ncg.school.nz
Sheilah Winn Shakespeare Group	Be part of a group that performs scenes from Shakespeare's plays, set in any time, place, dress – though definitely in Shakespeare's words.	Patricia Anderson patricia.anderson@ncg.school.nz
Social Services Committee	Organise and coordinate fundraising and charity work, eg. mufti days, pink ribbon breakfast, relay for life, food drives, the big give of Christmas gifts etc. Supports the most vulnerable members of our society.	Rebecca Baird rebecca.baird@ncg.school.nz
Te Kahui Tauira	We contribute our ideas and organise events for Matariki, Māori language week and other māori related school events during the year. Our purpose for this group is to bring more of our culture into the school as we think it is important to keep the culture alive not only within our kura but also in NZ.	Sela Manu sela.manu@ncg.school.nz
Tech Crew	Learning about and helping with the lights and sound set up in the hall.	Jared Altmments jared.altments@ncg.school.nz
TeenAg	Guest speakers, visits, discussions about relevant and current agricultural topics both nationally and internationally.	Lucy Vojta lucy.vojta@ncg.school.nz
Theatre Sports	Learn lots of fun drama games and take part in the School Theatre Sports competition.	Patricia Anderson patricia.anderson@ncg.school.nz
Vast Dance Festival	Be part of a dance group and represent the School at the 'Vast Top of The South School Dance Festival'.	Patricia Anderson patricia.anderson@ncg.school.nz
Volunteer NCG	Information about volunteering opportunities coming up in the Nelson community.	Run through Facebook and Instagram accounts
Well-Being Committee	Help promote positive mental health and well-being at NCG! We spread awareness, ensure that this issue is considered in all aspects of our school and work on fun initiatives alongside other groups. Initiatives include Pink Shirt Day and Mental Health Awareness week. (Meeting time TBC)	Kathryn Stahl and Jo Beggs kathryn.stahl@ncg.school.nz jo.beggs@ncg.school.nz

SPORT

All students are encouraged to participate in sport and recreation programmes. There are multiple opportunities to do so for all levels and abilities:

- high performance athletes
- competitive seasonal athletes
- students that wish to learn a new sport
- students that simply wish to be more active and socialise

Details of all sports and events will be given in a booklet in the first two weeks of school. There are also a number of full school sport and recreation events held each year, full of house spirit and competition.

If you require more information, please email jon.routhan@ncg.school.nz



TERM 1	TERM 3
<ul style="list-style-type: none"> • Swimming Sports • Athletic Sports • Summer Tournament Week 	<ul style="list-style-type: none"> • Winter Tournament Week

MUSIC

We offer tuition in:

Voice – Classical	Acoustic Guitar	Drums	Violin	Clarinet
Voice – Jazz	Electric Guitar	Saxophone	Viola	Studio Techniques
Voice – Pop	Keyboard	Bass	Cello	Guitar
Aural Training	Rock Band	Flute	Piano	Theory

Private instrumental tuition is available through the school. Lessons usually cost \$33 per half hour for an individual lesson. Shared lessons are often available and reduce costs significantly. For students who opt to take Music as a class subject, 10 minutes on an instrument is provided free of charge through the Itinerant programme per week.

SCHOOL MUSIC GROUPS
Stella Nova Choir
Chamber Music Groups
Orchestra
Concert Band



If you require more information, please e-mail: artsadmin@ncg.school.nz.

STUDENT OFFICE AND HEALTH CENTRE

OPEN: 8.00am - 4.00pm
STAFF: Jade Gibbins and Fleur Dash

ATTENDANCE

Unplanned absence e.g. sick, funeral

If your child is unable to go to school, a parent/caregiver must email absences@ncg.school.nz or phone the school (03 548 3104 - press option 1) giving your child's name, ārahi group and reason for the absence before 9am on the day of the absence, or prior to this day if possible.

Appointments during school hours

If it's not possible to make an appointment outside of school hours, then you need to either email absences, phone or organise your child to bring in a note or appointment card. Students need to come to the Student Office to receive a yellow permission slip and to sign out **before leaving** for their appointment. On return to school, students must sign back in at the Student Office.

Intended absence of 1 day or more

For school trips/events students need to collect an Intended Absence form from the Student Office. The form is used to record assessment negotiations e.g. negotiated due dates for assessments or altered assessment time. For intended absence of 1 day or more (e.g. Holiday, University Open Days, representing sporting fixtures etc.) parents/caregivers need to email the Principal (heather.mcewen@ncg.school.nz) as soon as possible. Parent/Caregiver will receive a response advising code for absence and the student to collect an Intended Absence form from the Student Office. For Seniors this coding is very important as it can affect a student's right to an extension for an assessment.

SICKNESS OR INJURY AT SCHOOL

If your child feels unwell or has an accident during the day, they must excuse themselves from class and go to the Student Office. The staff will admit your child to the Health Centre for assessment, treatment and/or contact parents/caregivers as necessary.

BEING ON TIME

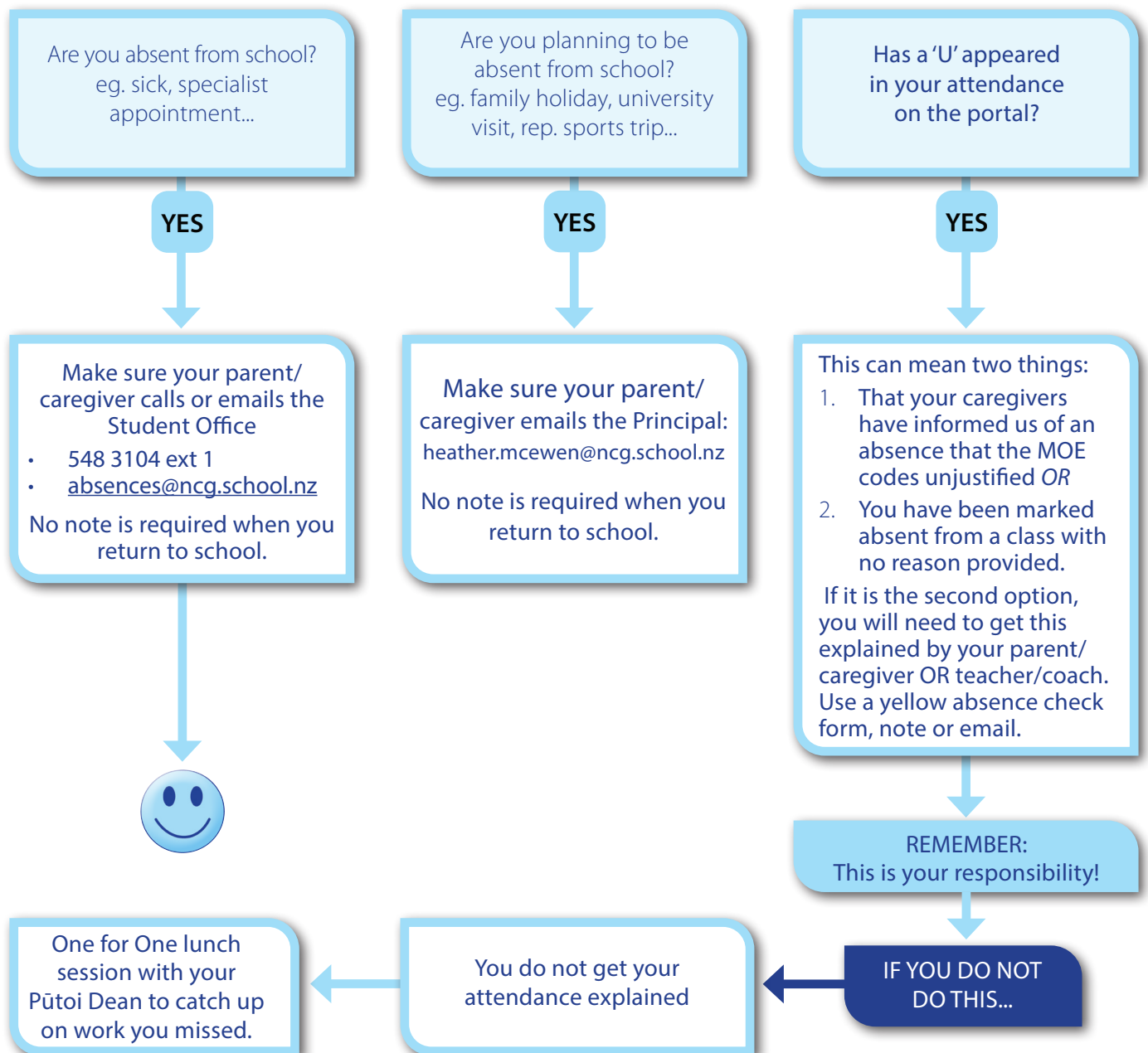
If your child is late, please ask them to go straight to class. If later than 9.15am, they must sign in at the Student Office. A note from home or phone call is required within three days to explain the late arrival.

CLEARING ABSENCES

Students have three days to clear absences. They must collect a yellow absence check form from their ārahi teacher or the Student Office. Once completed, they need to hand this into the Student Office.



ABSENCE PROCESS FOR STUDENTS



COUNSELLING AND SOCIAL WORK DEPARTMENT (CSW)

Our warm, friendly department is in the Library complex. We provide counselling, social work and everyday support for students who may be struggling. No matter how large or small the problem, we can help: drawing on the resources of our experienced staff, our Youth Worker, and a rich network of outside agencies. Parents are welcome to contact us, and students may self-refer or come through their Dean or kaiārahi.

PARENTS AND FRIENDS ASSOCIATION (PFA)

An active group of parents meet once a month to give support to College activities eg: fundraising ventures, hospitality etc. We welcome all new members – email: kathryn.stahl@ncg.school.nz to be put in touch with the association.

COMMUNICATIONS

General information can be found on the school website: www.ncg.school.nz.

The official Nelson College for Girls Facebook page is www.facebook.com/nelsoncollegeforgirls and the official Instagram page is [nelson_college_for_girls](https://www.instagram.com/nelson_college_for_girls).

Newsletters are emailed to parents periodically that provide information on activities and achievements of our students and staff. Printed copies are available if required. Parents are able to access additional information through the whānau portal which is accessible from the school website.

The SchoolBridge App gives you access to newsletters, results, attendance and notices. We also use this app for our emergency alert notifications.

OTHER INFORMATION

LOST PROPERTY

Please name ALL your child's belongings. All items that are named will be returned to the student. All lost property should be reported missing and can be claimed from the Student Office if it has been handed in.

STUDENT LOCKERS

Secure lockers are available for students. These are allocated on a first come first served basis as unfortunately there are not enough lockers for every student. There is an annual charge of \$25.00. Once the student has been allocated a secure locker, this will be their locker for all of their school years or until they choose not to have one.

STATIONERY

All stationery & workbooks can be purchased from many outlets, but if you would like to support the school, please order direct through one of the following suppliers, who provide excellent discounts and benefits to the College: Office Max; Paper Plus Nelson; Warehouse Stationery.

Visit our NCG website information section where you can download the complete list of stationery requirements.

VISITING THE SCHOOL

All visitors, including parents, must sign in at Reception. This is for Health & Safety reasons, in case of an emergency evacuation.

BOARDING

Clarice Johnstone house is now able to offer short-term and casual stays to current day girls.

Are you heading overseas or does your child need regular overnight accommodation in Nelson to attend sporting events or practices? Please contact CJ House for more information and a time to view the facilities. Email: boarding@ncg.school.nz or phone: 03 548 1332.

SCHOOL FINANCES 2024

OPTION SUBJECTS

Some non-core subjects have take home components including materials, resources and trips which incur some additional costs. These will show on the invoice, generated by the student's timetable.

INVOICES

These will be emailed to you around the end of each month showing current charges/donations, any outstanding items plus the balance of your account.

Please notify our Finance Department if you require special arrangements with the invoices.

Please notify us of any change of address or email contact.

If you require more information, please e-mail: finance@ncg.school.nz.



METHODS OF PAYMENT (CASH, EFTPOS, ONLINE VIA KAMAR PORTAL)

At NCG we use a school management system (SMS) called Kamar. We use Kamar to manage various student aspects throughout their time at NCG - one of these being the management of student finances.

Access is through the NCG Website. Please select the 'Whānau/Akonga' link using the parental log in details emailed to you at the beginning of the year and follow the prompts.

Once you are logged in it is very simple to use. The system will detail all charges/donations and you can choose to either pay the account in full or select which items you want to pay for at the time. Payment can be made by debit or credit card. This is processed through a secure payment gateway, 'Payment Express'. No numbers are stored or able to be recalled for future use.

Please contact our Finance Office if you have any questions.

Cash and eftpos available at the student office.



SCHOOL BUS INFORMATION

The Ministry of Education School Transport webpage is:

<https://www.education.govt.nz/school/property-and-transport/transport/>

Our school has the following Ministry-funded routes for eligible students:

7047 (Feeder), 7048 (Feeder), 7094, 7096, 7097, 7102, 7104

The school's Regional Transport Advisor at the Ministry of Education is Niall Duncan. He can be contacted on 03 539 1531 or email Niall.Duncan@education.govt.nz

SCHOOL BUS INFORMATION		
GENERAL INFORMATION		
NCG = Nelson College for Girls NCG Main Gate = Trafalgar St South at Gum Tree		NCG Rutherford St entrance is by old gym/pool Nelson Coachlines (NCL), Estuary Place Richmond
MINISTRY OF EDUCATION FUNDED BUSES		
ROUTE D100410: HIRA	AM PM	7.40am leaves Rest A While – Hira 8.20am arrives at NCG 3.25pm departs NCG Main Gates
ROUTE D100412 : THE GLEN – NCG	AM PM	7.45am departs The Glen 8.20am arrives at NCG 3.25pm departs NCG Main Gates
ROUTE D100413: TUI GLEN	AM PM	7.50am departs 7-13 Tui Glen Rd – Malvern Ave – Brooklands Road – Cemetery exit – Iwa Road 8.20am arrives at NCG 3.45pm departs NCG Main Gates
ROUTE D100418: ATAWHAI	AM PM	7.50am departs 942 Atawhai Drive, Marybank 8.20am arrive at NCG 3.45pm departs NCG Main Gates
ROUTE D100417: DODSONS VALLEY	AM PM	7.50am departs St Peters Church - Dodsons Valley (by Supermarket) 8.20am arrives at Rutherford St entrance 3.35pm departs NCG Main Gates
CONNECTOR BUSES: ROUTE: D100405 DELAWARE BAY/CABLE BAY ROUTE D100406 MACS RD/LUD VALLEY/TEAL VALLEY		Departs from Delaware Bay Boat Ramp at 07.15 or from Cable Bay first carpark at 07.30 getting to Hira Store at 07.40 to connect with D100410 Departs top end of Macs Road (up Lud Valley) at 07.30 or up to the Teal Valley at Teal Ridge at 07.40 getting to Hira store at 07.40 to connect with D100410
NELSON COACHLINES COMMERCIAL ROUTES		
WAKEFIELD: WAKEFIELD-HOPE-NELSON	AM PM	7.25am departs 88 Valley Bus Shelter, Wakefield 8.30am arrives NCG Rutherford Street entrance 3.20pm departs Rutherford Street entrance
MOT 1: MAPUA TO WAIMEA COLLEGE	AM	7.30am Mapua Country Store. Transfer to Mot 3 at Waimea College.
MOT 3: SBL - MOTUEKA COASTAL ROUTE VIA MAPUA	AM PM	7.10am departs from Information Office, Motueka 8.45am arrives at NCG Rutherford Street entrance 3.20pm departs NCG Rutherford Street entrance
EBUS PUBLIC BUSES ROUTES		
		The eBus service, run by NCC and TDC has a nuymbre of routes between Wakefield and Nelson City; and Motueka and Nelson City. Please refer to the eBus website: https://ebus.nz/ for routes, times, fares and Bee Card infromation.
Enquiries regarding Routes D100410, D100412, D100413, D100418, D100417 telephone NCL service enquiries, please contact Nelson Coachlines: 03 548 3290. MOE - 0800 BUS2SCHOOL (0800 287 272). See NCG Website for further information. THESE TIMES ARE SUBJECT TO CHANGE – PLEASE CONFIRM WITH THE BUS COMPANY IF YOU ARE UNSURE PLEASE MAKE SURE STUDENTS ARE AT BUS STOPS AT LEAST 5 MINUTES BEFORE TIMES INDICATED.		

E-LEARNING AT NELSON COLLEGE FOR GIRLS

MICROSOFT SCHOOL

The use of technology in and beyond the classroom facilitates an extensive learning process. Here at NCG we are proud to be a certified partner of Microsoft. We will work closely with them to lead innovation in education. Our vision is to give our students the skills they will need for their ongoing success at the completion of their secondary schooling.

BYOD

As you will be aware Nelson College for Girls is a BYOD (Bring Your Own Device) school and many of our learning activities from Year 7 to Year 13 require the use of a device. The specifications we look for in a device for use at school are that it is lightweight, reasonably fast, has good storage, good wifi, is robust and with a keyboard.

To assist parents in purchasing a device, we have teamed up with Noel Leeming to provide access to devices at a favourable price. Visit <https://www.noelleeming.co.nz/byod> and signup for great prices on BYOD devices.

Students are able to bring devices that they already own. However, a phone is not a satisfactory device for learning. If you need further information or help please contact the IT team at school or pop into any Noel Leeming store.

SUPPORT AVAILABLE

We have a team of highly qualified IT Support Staff that are available to offer assistance everyday during school hours. The technicians are trained in Microsoft, Apple and Adobe products to ensure that our students get the support they need, regardless of the device type or issue.

SOFTWARE AVAILABLE

Our goal is to help prepare our students for "life after school", so all students are provided with access to industry standard software.

All students are provided with an account which will allow them to download the full suite of MS Office product onto 5 computers (including home computers) and the full suite of Adobe Creative Cloud applications. Other subject specific software is available to those students that require it.

ACCESSING THE NCG NETWORK AND WIFI

When students start at Nelson College for Girls, they will be given a username and password. This username and password will give students access to the computers at school and access to the wifi network for their own devices.

DEVICES FOR LEARNING

Students do require a device for learning at school and home. These should be brought to school every day. Some devices are better than others for doing school work. The best device will be a lightweight laptop, particularly one which has a touch screen for handwriting and drawing. A phone is NOT a suitable learning device in school.

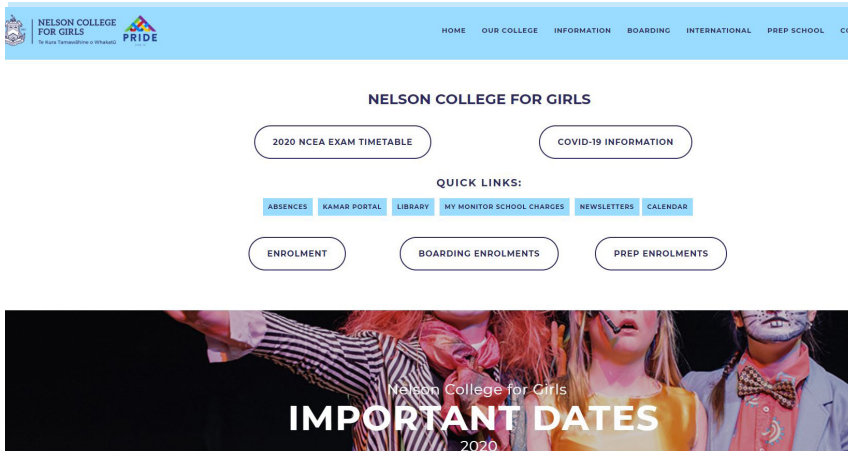
PROS AND CONS OF DEVICES

DEVICE	GOOD POINTS	NOT SO GOOD
Touch Screen/ Write On Laptop	These offer the most functionality for learning. Students can handwrite and draw on them. Are compatible with a wide range of software. Can install office suite.	The lower spec'd devices may have some performance issues with specialist software applications.
Windows Laptop	These offer good functionality. Are compatible with a wide range of software. Can install the full MS Office suite.	Some can be heavy to carry around. The lower spec'd devices may have some performance issues with specialist software applications.
Apple Laptop	Good general functionality.	Tend to be more expensive than a Windows laptop.
Chromebook	Costs slightly less than the entry level laptops. Tend to be very robust.	All work needs to be done online. Can't download software onto the device (e.g. MS Office) . Can't run the specialist software.
Phone	Good for taking a quick note, photos or video.	Not suitable for learning in the classroom

If purchasing a device, we recommend purchasing it locally, so you get the additional service and support.

SCHOOL ONLINE SYSTEMS

All these systems may be accessed online, at anytime, anywhere where you have internet access.



Our website is www.ncg.school.nz.

Please do not use the contact form to inform us of absences. This must be done through the correct emails found through the link on the front page.



Follow us on Facebook and Instagram.

The official Nelson College for Girls Facebook page is www.facebook.com/nelsoncollegeforgirls.

The official Nelson College for Girls Instagram page is [nelson_college_for_girls](https://www.instagram.com/nelson_college_for_girls).

The SchoolBridge App gives you access to newsletters, results attendance and notices. We also use this app for our emergency alert notifications.



Office 365 is the online environment for both staff and students. All students have an email account and online versions of Microsoft Office. Students are entitled to download the full office suite to their devices.



Adobe Creative Cloud is a set of applications and services from Adobe Systems that gives students access to a collection of software used for graphic design, video editing, web development, photography, along with a set of mobile applications. Students are able to download the applications to their devices.



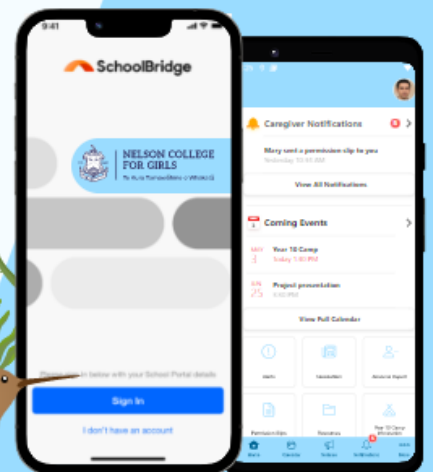
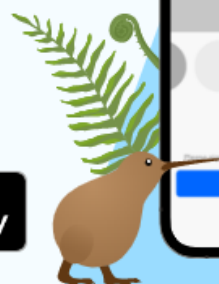
NELSON COLLEGE FOR GIRLS
Te Kura Tamawāhine o Whakatū



Download Our App



- Scan the QR Code to download. Or
- Search "**schoolbridge**" on your mobile AppStore or PlayStore.



Once you have downloaded the app, you can sign in using your school account information. Please contact the school if you need help with your account details.

MOBILE PHONE GUIDELINES (under review)

Mobile phones are changing our young people's behaviour in ways that could not have been predicted and schools all over New Zealand are reviewing their procedures around the use of electronic devices during school hours. Technology has a significant role to play in the classroom, but this needs to be facilitated with care to ensure students learn positively. Personal mobile phones, on the other hand, are proving to be an unnecessary distraction for our students in terms of their access to social media sites, as well as potentially being a source of negative social interaction amongst peers.

There are growing and serious concerns around this issue and schools also have a legal duty of care to keep students safe and provide them with a secure physical and emotional environment in which to learn. Not only is distraction and a lack of sleep a big issue relating to mobile phone use, but there is also the threat of online predators and cyber-bullying. For these reasons, Nelson College for Girls has reviewed our position on mobile phones and formulated new guidelines for staff and students:

- If a student brings a phone to school, they must keep it in their bag on silent or in a designated place as directed by their teacher for the duration of the classroom period. Mobile phones are not considered as a BYOD (bring your own device).
- Students may only access their phone when directed to do so by their teacher and it is only to be used for teaching and learning purposes, for example videoing peer to peer dialogue in a language class.
- If a parent/caregiver needs to contact their child URGENTLY during class-time, they should call the Student Office on 03 548 3104 ext 5. Please state if it is urgent and we will make sure the student returns your call from a school phone as soon as possible. Please do not text or ring your child during class time.

We thank you for your support in keeping our students safe and healthy during their school day with us.



TIMETABLE AND BELL TIMES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:50 - Period 1	8:50 - Period 1	8:50 - Period 1	8:50 - Period 1	
9:50 - Period 2	9:50 - Period 2	9:50 - Period 2	9:50 - Period 2	9:20 - Period 1
				10:20 - Ārahi
10:50- Interval				
11:15 - Ārahi	11:15 - Period 3	11:15 - Ārahi	11:15 - Ārahi	11:15 - Period 3
11:45 - Period 4 (90 Minutes)	12:15 - Period 4	11:45 - Period 4 (90 Minutes)	11:45 - Period 4 (90 Minutes)	12:15 - Period 4
1:15 - Lunch				
2:10 - Period 5	2:10 - Period 5	2:10 - Period 5	2:10 - Period 5	2:10 - Period 5
3:10 - Finish				

10 DAY TIMETABLE

Nelson College for Girls operates a 10 day timetable. This gives us more flexibility in the courses that we can run. It means we can offer a wider variety of courses at junior level and gives seniors more time with their subject teachers.

- Each week is labelled 'A' or 'B'
- Week 1 = 'A' and Week 2 = 'B' etc
- Every Monday will not be the same, but every 2nd Monday will be.
- If the term holidays start at the end of Week 'A', it will be Week 'B' after the holidays.

90 MINUTE PERIODS

Longer periods give us more time for quality teaching and learning. Less time is wasted on resource organisation, walking between periods and it creates more opportunity for different learning experiences.

- There will be three 90 minute periods each week – Monday, Wednesday and Thursday.
- Every subject in the senior school will have one 90 minute period every 10 days.
- In Year 10 there may be a 90 minute period for each subject.



03 548 3014



www.ncg.school.nz



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admin@ncg.school.nz



[nelson_college_for_girls](https://www.instagram.com/nelson_college_for_girls)



POSITIVITY | NGĀKAU REKA
RESPECT | MANAAKITANGA
INTEGRITY | NGĀKAU PONO
DIVERSITY | KANORAU
EMPATHY | AROHA



**NELSON COLLEGE
FOR GIRLS**

Te Kura Tamawāhine o Whakatū