



Te Kāreti o Tawa TAWA COLLEGE

2024 Prospectus





Tawa College
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MESSAGE FROM THE TUMUAKI

Kia ora koutou

Tawa College is a school that prides itself on providing opportunities for students to grow and learn, personally and collectively, in all areas of school life. Our school is committed to values based education that celebrates holistic growth, success, achievement and serving others.

We are firm supporters of restorative approaches that emphasise the value of the individual, and their place in the community. A school that cares about positive relationships also shares an approach to leadership that is distributive, participatory and collegial. An important element of this is an ongoing commitment to growing our collective understanding of te ao Māori and recognising the important role of Te Tiriti o Waitangi in navigating our future together.

As Tumuaki of Tawa College, I value the importance of both continuity and change. Together we can preserve the best of where we have come from while embracing opportunities for meaningful change that will continue to benefit our students and serve our community.

Our aim is for Tawa College to be a school where all students have access to meaningful learning experiences that help shape and form their ability to critically engage with, and understand, their world. Tawa College is a school that

ultimately deals with people and their potential. We believe we should be advocates for students as well as agents of change and development. Success is when a student leaves school with the opportunities and the tools required to fully participate in the world as it changes around them. Tawa College continues to be a school that values service underpinned by a commitment to 'Doing Justly'. We continue to be a reflective community that aims to offer innovative and engaging pathways for students of all abilities and that is relentless in seeking opportunities for students to realise their potential.

This 2024 prospectus showcases the life of the college. It is a "living" document and is subject to change throughout the year. It is a snapshot of student life, achievements and college procedures. More information is available by contacting the college office or through the college website. I trust that your student will carefully consider Tawa College as their secondary school of choice. We encourage prospective students and their parents to attend the Tawa College Open Evening to find out more about who we are. If you would like to discuss enrolment of your child at Tawa College, at any year level, please contact me at your convenience.

Nāku noa, nā
Andrew Savage



AT TAWA COLLEGE WE...



CONNECT

KIA KOTAHI

COMMUNICATE · RESTORE · RELATE



STRIVE REFLECT RESPECT CONNECT

OUR CORE VALUES

AT TAWA COLLEGE WE...



STRIVE

PANEKIRETANGA

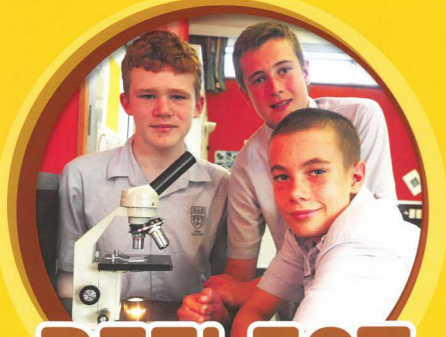
ENGAGE · ENCOURAGE · AIM



STRIVE REFLECT RESPECT CONNECT

OUR CORE VALUES


AT TAWA COLLEGE WE...



REFLECT

KIA WHAIWHAKAARO


PROBLEM-SOLVE · ANALYSE · ORGANISE



STRIVE REFLECT RESPECT CONNECT

OUR CORE VALUES


AT TAWA COLLEGE WE...



RESPECT

KIA MANAAKI

CARE · EMPATHISE · APPRECIATE



STRIVE REFLECT RESPECT CONNECT

OUR CORE VALUES

“Learning is something that happens when students feel engaged, compelled, curious and ready. While there will always be the need to be taught skills and concepts, learning really takes off when we allow ourselves the time and space to try and fail, reflect and refine. We are committed to seeing education through a holistic lens which recognises academic achievement as an element of success, and that success will look different for different learners.”
- Andrew Savage, Tumuaki

About us

Tawa College students are open, accepting of difference and demonstrate a willingness to serve both the school and our community. They strive to reach their potential in all aspects of school life. They connect with each other in a respectful manner and they reflect on their actions. Healthy relationships based on the framework of Restorative Practices is key to the social fabric of Tawa College. Students are encouraged to demonstrate empathy, courtesy and kindness.

Tawa College, through well-qualified staff and community support, aims to develop students’ intellectual abilities, personal maturity and social responsibility in an educational environment which promotes achievement, resilience, self-esteem and service.

Communication

Student Online Environment

<https://e2learn.school.nz/> is Tawa College’s student online environment linking to their learning through Google Classroom. It allows your student to have access to a number of important features from home as well as school. On the front page you will find important messages in the slideshow. The School Calendar and Daily Notices can be accessed from here.

School Bridge: <https://tawa.bridge.school.nz/>

School Bridge enables parents and students to access information including: timetable, notices, check contact details are correct, attendance, reports, assessment information, course selection, permission slips, account information and other relevant links. Details for login access are sent in January each year.

College Website: www.tawacollege.school.nz

This is the main site for information that prospective caregivers may need; particularly the Join Us page. The notice banner on the main page is used in times of emergency.

School Apps NZ

Tawa College has a School App which you can download to your mobile device. The School App provides a quick and convenient way to communicate student absences. It also provides links to the school calendar, daily notices, school bridge, e2learn and staff contact details for Senior Leadership, Deans and Heads of Department. Caregivers are encouraged to sign up for the notification alerts, as this is a main conduit of information in times of emergency. The School App can be downloaded from the App Store or Google Play.



Head Students for 2023 Sala Fogavai and Kaita Hummel-Jibiki



Restorative Practice

Tawa College uses Restorative Practices. This encourages students to take greater ownership of their own behaviour and to be part of the problem solving process which takes place after an incident. This is for incidents ranging from minor classroom infringements, through to major issues or concerns.

The approach focuses on the relationships that may have been damaged and how best these relationships can be restored. This involves students “making things right” and also putting into place strategies and support so that the behaviour is not repeated. Where appropriate, people who have been impacted are given an opportunity to participate in a meeting to tell their side and be part of the solution.

Guidance of Students

- Every student has a form teacher.
- Every student has a form teacher who guides the overall progress of each form. The form teacher stays with the class for the first four years of the student’s schooling.
- Two senior teachers, called Deans, are in charge of each year level (Year 9, 10 etc.) and these Deans accompany the students through to Year 13. The Deans become very well acquainted with the students in their charge. Parents wishing to consult the College about any matter, should make their first contact with one of the Deans at the appropriate year level.
- The Principal and Senior Leadership Team are responsible for the overall administration of the school and the teaching programme. They are available to meet with parents and students when necessary.
- There are three Guidance Counsellors and a Careers Advisor. These teachers are experienced in their work and are trained and available to help parents and students in personal matters.

The confidentiality of parents and students is paramount. All staff members with special responsibility for the care and guidance of students work closely together with the classroom teachers. They ensure that our students have their needs identified and have the resources available to help them. Parents should feel free to ask for the assistance of the school if they are concerned about any aspect of their children’s personal or academic growth and development.

Cybersafety Use Agreement

The Tawa College Cybersafety Use Agreement covers the use of computers, network, and internet access. This is to protect the interests of students and staff. Students and their parents/guardians must sign that they have read and understood this agreement. Users’ accounts will be valid throughout their time at Tawa College or until replaced by a new Cybersafety Use Agreement.

Attendance

- Telephone, email or text notification (via the Tawa College School App) of absences needs to be made as early as possible for each day that the student is away.
- The Student Attendance Officer will contact parents/ caregivers of students who are away without notification.
- Dental and medical appointments should be made outside of class time. If this is not possible parents/caregivers must advise the Office prior to the appointment.
- Students are to sign out at the School Office, each time they leave the school grounds.
- Students are not permitted time away from school for other events: e.g. work, driving lessons etc.
- Absences for longer than three days require the prior approval of the Principal. Requests must be made in writing or by email to the Principal.

Emergency

- Sick or injured students must report to the College Office.
- Only once a parent / caregiver has been contacted will the student be allowed to leave.
- Costs involved with transporting / caring for students who are sick / injured may be recouped.

Learning with Devices

Tawa College is a BYOD (Bring Your Own Device) school. All students should have a **device** (not a phone) to use throughout the day for their E-learning. There is no specified device required. However to date, students are finding Chromebooks to be lightweight, hard-wearing and with good battery life.

Detailed information about devices and learning programmes is available from the college. Whānau who may experience barriers in providing a device are encouraged to make early contact with the college.



The School Day

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.35am	8.35am	9.30am <i>Late Start</i>	8.35am	9.00am
Period 2	9.35am	9.35am	10.30am	9.35am	10.00am
Form Time	10.35am	10.35am	<i>No Form Time</i>	10.35am	8.40am <i>Start with Form Time on Friday</i>
Interval	11.00am	11.00am	11.20am	11.00am	11.00am
Period 3	11.20am	11.20am	11.40am	11.20am	11.20am
Period 4	12.20pm	12.20pm	12.30pm	12.20pm	12.20pm
Lunch	1.20pm	1.20pm	1.30pm	1.20pm	1.20pm
Period 5	2.20pm	2.20pm	2.20pm	2.20pm	2.20pm

Please note the following:

- Wednesday and Friday timetables vary slightly.
- There is no general supervision of students prior to 8.15am each day. Unless students are attending specific school meetings they should not arrive earlier than 8.15am each day.
- Teachers are rostered daily for supervision duties at interval, lunchtime and at the end of the day.

House System

Tawa College has a House System. Each student will be placed in one of the following houses: Kauri, Kowhai, Pohutukawa and Totara.

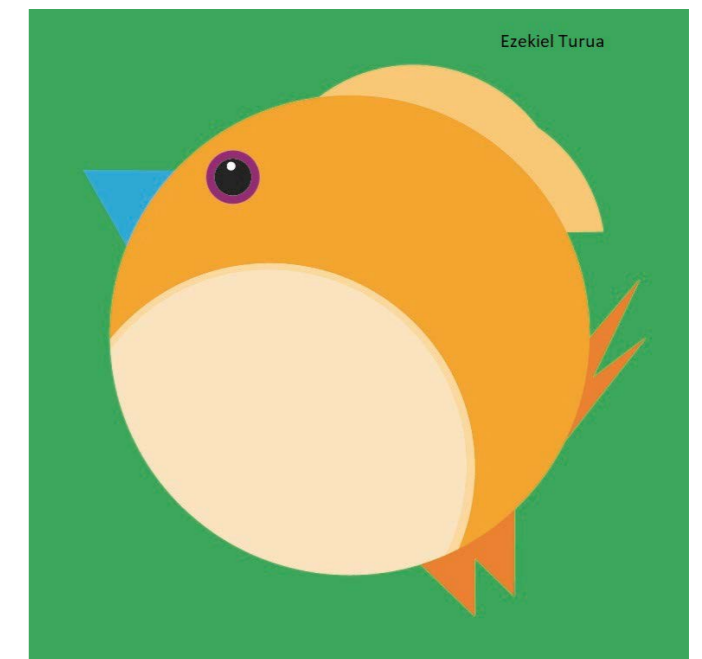


Homework

Tawa College values homework as an opportunity for students to complete work started in class, revise for tests, prepare projects or assignments, prepare for new work, practise learnt work and do independent research.

Whānau can support students to achieve success with homework by taking an interest in their homework, help students manage their time and provide an appropriate environment for independent work.

It is expected that students, whānau and teachers will work together to ensure that homework is a positive learning experience.



2024 Provisional Term Dates*

- Term 1**
Wednesday 31 January
- Friday 12 April
- Term 2**
Monday 29 April
- Friday 5 July
- Term 3**
Monday 22 July
- Friday 27 September
- Term 4**
Monday 14 October
- Thursday 12 December

* Please note these dates may be subject to change.

Below is our current course structure. With the NCEA changes and refreshed curriculum, Tawa College is in a period of review and is looking forward to sharing a new look curriculum in the near future. At Tawa College, we offer a range of educational pathways. Course structures and assessment information for students in Years 11, 12 and 13 are available on e2learn.school.nz. Year 9 students select six options, with at least one each from the Arts, Languages or Māori, and Technology. Options are for half year duration and cannot be repeated. *Year 12 & 13 students can study 6 subjects in consultation with the Deans.

AVAILABILITY OF OPTION SUBJECTS IS DEPENDENT ON CLASS SIZE AND STAFFING CONSIDERATIONS

Year 9	Year 10	Year 11	Year 12 - Any 5* of:	Year 13 - Any 5* of:
English	English Media Studies (Option Subject)	English (compulsory) Media Studies	English Media Studies	English Media Studies
Maths	Maths	Maths (compulsory)	Maths Personal Financial Capability	Maths Maths with Calculus Statistics & Modelling Personal Financial Capability
Physical Education & Health	Physical Education & Health	Physical Education (compulsory) Physical Education (NCEA) Health	Physical Education (NCEA) Health	Physical Education (NCEA) Health
Social Studies	Social Studies	Geography History Globalisation Psychology	Classical Studies Geography History Legal Studies Psychology Tourism	Classical Studies Geography History Legal Studies Psychology Tourism
Science	Science	Science (compulsory)	Biology Chemistry Earth & Space Science Physics	Biology Chemistry Earth & Space Science Physics
At Year 9 : PLUS SIX OF	At Year 10: PLUS TWO OF			
Arts Courses Art Digital Design Art Drawing, Painting & Printmaking	Art Digital Design Art Painting / Printmaking	Art Digital Design Art Painting / Printmaking	Art Design Painting Photography Printmaking	Art Design Painting Photography Printmaking
Dance Drama Music Fundamentals Music Band Music Choir Music Advanced	Dance Drama Music Studies Music Performance	Dance Drama Music Studies Music Performance	Dance Drama Music Studies Music Performance	Dance Drama Music Studies Music Performance
Language Courses French Japanese	French Japanese	French Japanese	French Japanese	French Japanese
English Language Learners Language Studies	English Language Learners Language Studies	English Language Learners	English Language Learners	English Language Learners
Māori Courses Te Reo Māori Mātauranga Māori	Te Reo Māori	Te Reo Māori Te Ao Haka	Te Reo Māori Te Ao Haka	Te Reo Māori Te Ao Haka
Technology Courses Computer Science Information Digital Information Technology Architecture & Drawing Industrial Design & Drawing Textiles Fashion Jewellery Designer-Maker Product Designer-Maker	Computer Science Information Digital Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology Food & Nutrition	Computer Science Information Digital Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology Food & Nutrition	Computer Science Information Digital Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology Food & Nutrition Hospitality	Computer Science Information Digital Information Technology Spatial & Product Design Product Design & Manufacturing Fashion & Textiles Technology Food Technology Food & Society Hospitality
Commerce Courses	Commerce	Commerce with Accounting Commerce with Economics	Accounting Business Studies Economics	Accounting Business Studies Economics
Transition Courses		Pathways	Early Childhood Education Gateway Pathways Trades Academy	Early Childhood Education Gateway Pathways Pathways - Police Sustainable Projects Trades Academy

NCEA Level 1

NCEA was always intended to be an exit qualification and the qualification that counts is the qualification students leave school with. NCEA Level 1 offers very limited pathways as an exit qualification. The original intention of NCEA was that students would progress through school, gathering credit toward a meaningful exit qualification that would enable them to have an opportunity for further education or employment. From 2024 NCEA Level 1 will no longer be a compulsory exit qualification at Tawa College. Year 11 students will complete the compulsory Literacy and Numeracy standards and complete at least one NCEA Level 1 Assessment in each course. This constitutes approximately 24-36 credits of a full 60 credit Level 2 programme. This will give students the opportunity to experience assessment, as well as be fresh and prepared for their Level 2 and Level 3 studies.

What does this mean?

Targeted programmes will be provided for students who rely on NCEA Level 1 as an exit qualification. Alongside this, more time and space will be created for deep, authentic and contextual learning. Formative and summative assessment will continue to support and inform learning progress and students will still experience programmes that will prepare them for a meaningful NCEA Level 2 qualification and beyond.

NCEA Level 2

To gain NCEA Level 2 you will need 80 credits, 20 of which can be counted from your Level 1 NCEA (i.e. they count twice), and 60 which must be from Level 2 or higher. It is possible to gain a Level 2 certificate without having completed Level 1. However, to gain NCEA Level 2 you must have achieved NCEA Level 1 Literacy and Numeracy requirements.

NCEA Level 3

To achieve this certificate you require 80 credits, 20 of which can count from Level 2. 60 credits must be from Level 3 or higher. It is possible to gain a Level 3 certificate without achieving either Level 1 or Level 2. You must have achieved NCEA Level 1 Literacy and Numeracy to attain NCEA Level 3.

Endorsed NCEA Certificate

A NCEA certificate can be endorsed with Merit if you gain 50 Merit or Excellence credits at that level or higher. An Excellence endorsement requires 50 Excellence credits at that level or higher.

Individual Course Endorsement

You can gain a Merit endorsement in an individual course if you gain at least 14 credits at the Merit and Excellence level, including 3 from an externally assessed standard and 3 from an internally assessed standard. To gain an Excellence endorsement you will need 14 credits at the Excellence level, including 3 from an externally assessed standard and 3 from an internally assessed standard.

Scholarship

Scholarship is a monetary award to recognise top students in a range of subjects. It does not attract credits but attaining a Scholarship(s) will appear on the Record of Learning.

Other National Certificates

Students may also gain National Certificates in a range of subjects, e.g. Employment Skills, Computing, Tourism and Retailing.

Entry to University

In 2024 most school leaver entrants will apply for admission to a New Zealand university on the basis of NCEA, minimum University Entrance being:

- Attain NCEA Level 3
- Achieve 14 credits at least in each of three approved Level 3 subjects
- 10 credits at Level 1 (or higher) from approved numeracy standards
- 10 credits at Level 2 or higher, (five in reading and five in writing) from approved literacy standards.

Additionally, most universities have introduced an extra guaranteed entry criteria on points as follows:

- Points will be based on the student's best 80 credits from a maximum of five approved Level 3 or higher subjects.
- A maximum of 24 credits in each subject will be counted.
- Points will be calculated as follows:
 - **1 Excellence Credit = 4 points**
 - **1 Merit Credit = 3 points**
 - **1 Achieved Credit = 1 point**
- As at the time of printing, the Guaranteed Entry Score from NCEA varies from university to university in New Zealand. For most undergraduate courses at Victoria University, the number of points required is 150.

For more information please visit the relevant university websites or contact the Tawa College Careers Advisor.

If a student is seriously considering university study, they should choose at least three, preferably four approved subjects, assessing against achievement standards at Level 3.

Accreditation

Tawa College is accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989 to provide education and training based on the National Qualifications Framework.

Tawa College has a strong musical and cultural life and students are encouraged to join in these groups so that they can broaden their development and enjoyment.

Music

The College provides the opportunity for participation in choral music through the all-comers choir *Dawn Chorus* as well as several other auditioned choirs and barbershop groups. Instrumental groups include the String Orchestra, Rock Band, Westpac Chamber Group, Concert Band and Guitar Groups. The Music Department also provides group tutoring in strings, woodwind, guitar, brass, percussion and voice.

Cultural Groups

Every year the college presents a musical or theatrical major production. We have many cultural groups which students can choose to participate in, including Kapa Haka, Polynesian Club, Drama Club, Dance Group, Library Group, Chess Club, Tramping Club, Young Enterprise, Astronomy Club, Debating, and Restart (a Christian group).

Students are welcome to participate in the annual Science Fairs. Drama and Debating are presented to all students as classroom activities as part of the NZ Curriculum.

Drama and Dance

The college has two purpose built drama and dance rooms, located in F and A block respectively. These cater to classes from Year 9 to 13 including scholarship.

The Drama Department presents regular public performances for whānau and the wider community and every consecutive year presents the Major Production. The 2022 production of *Clue* is pictured at the right.

The Dance Department also visits and presents dance performances for local schools. The *Dance Roadshow* and *Mosaic* events are both a celebration of dance at the college.



The following codes are available as part of college life: Athletics, Badminton, Basketball, Biking, Bowls, Cheerleading, Cricket, Cross Country, Dragon Boat Racing, Floorball, Football, Futsal, Golf, Hockey, Mountain Biking, Netball, Rugby, Softball, Squash, Swimming, Tennis, Triathlon, Underwater Hockey, Volleyball and Waterpolo.

Almost 60% of students participate in at least one sporting code. College teams participate in all sports organised in the Wellington-Porirua areas. When a code is played at the College, students may join non-school teams only with the permission of the College. Each sporting code relies upon the assistance given by parents in transport, coaching, supervision and support. All interested helpers are warmly invited to contact the College.

We have annual exchanges with Havelock North High School and Wairarapa College. Our junior teams take part in an annual triangular exchange with Onslow College and Newlands College. Junior teams also compete in a Central 6 tournament for both summer and winter sports. Central 6 includes schools from Hawke's Bay, Manawatu, Whanganui and Kāpiti Coast.

Tawa College holds an annual Sports Prizegiving to recognise individual, school team, regional and national success in sport.



Tawa College is a uniform school and it is our expectation that students arrive at school wearing the correct uniform.

General provisions

If we are going to be a uniform school, we need to wear it well. We believe we need to make uniform a statement of the right to a voice. It needs to be connected to student agency, democracy and belonging.

Uniform:

- is a statement of belonging, participation and place
- is a demonstration of the student's commitment to our community and an acknowledgement of student voice
- is a recognition that you are a part of something bigger than yourself
- is a commitment to community, not conformity
- is a reference to a unified experience and a statement of inclusivity - not a suppression of diversity
 - Gender fluid students are welcome at Tawa College and we respect their right to wear whatever uniform items they feel most comfortable in. We also absolutely support students who choose to wear taonga or items culturally appropriate to them and their traditions.
- helps keep our community safe.

UNIFORM

Working together as a college community

As a school we aim to support students with uniform in a way that is inclusive, dignified, positive and designed to create a sense of community.

Please know that the most important thing to us is that students are at school and learning. We do not want uniform to be a cause of conflict.

This requires a partnership between the school, students and whānau.

At Tawa College:

- Staff will support students with uniform, through a consistent, restorative approach
- Uniform support processes are respectful and designed to not interfere with the right to learn
- Non-uniform items needing to be temporarily looked after will be stored in the school office.

General guidelines

- **Naming:** We strongly recommend you name uniform items so they are easily identified and returned if misplaced.
- Wearing what is appropriate for learning. Students' hair must be worn in a style that remains tidy and long nails may not be appropriate where health and safety requires it (for example, Technology, Science and Foods). There may also be times where students will be asked to remove jewellery if there is a health and safety risk or it poses a distraction to learning.
- **Valuables at school:** We encourage students to leave their valuables at home. The school takes no liability for loss or damage of valuables.
- **Taonga and jewellery:** Taonga may be worn provided it is worn in a way that aligns with the cultural values of the taonga. It is important to note that students may be asked to temporarily remove the item for a lesson/activity if staff consider the taonga or jewellery to be a health and safety risk. Therefore we encourage students to leave their valuables at home. The school takes no liability for loss or damage of valuables.
- **No gang colours are permitted to be worn including hats, scarves and coloured shoes.**

Tawa College uniform items

(interchangeable to meet student needs)

- **Jersey:** Regulation Tawa College blue, long sleeved, v-neck with embroidered college crest. Hoodies are not part of the school uniform.
- **Sweatshirt:** Regulation blue Tawa College sweatshirt with crest.
- **Blazer:** The Tawa College blazer may be worn as part of the dress uniform.
- **Tie:** Plain Tawa College tie with embroidered crest can be worn with a long sleeved shirt/blouse.
- **Shoes:** Shoes should be plain black, flat heeled and cover the heel.
- **Scarf:** The Tawa College scarf may be worn.
- **Physical Education Uniform:** The Tawa College PE uniform includes a PE top and blue shorts. Shoes must have non-marking rubber soles. Plain black or navy blue track pants may be worn for PE classes during Terms 2 and 3.
- **Rain Jacket:** Students are permitted to wear a plain black jacket with no markings as part of the college uniform.

- **Head Wear:** Hats can be worn outdoors and must be removed in class. There are two approved hats which are the Tawa College school beanie (available through the office) and any plain dark blue hat.
- **Shirts/Blouses:** Students may wear either a silver short or long sleeved shirt. Any garment worn underneath the shirt should not be visible above the neckline or below the sleeves or lower hem.
- **Skirt:** The Tawa College skirt is in the Duncan tartan fabric. The minimum length of the skirt should be on the knee. We encourage students wearing skirts to also wear black or neutral coloured tights in the winter for warmth.
- **Shorts:** Mid-grey shorts are available from the uniform supplier (we are currently investigating including black shorts - TBC).
- **Trousers:** Tailored long black or grey trousers may be worn with a black belt. From 2023 female cut black trousers will be available through our supplier. Jeans, cargo pants, tracksuit pants and leggings are not uniform items. Grey trousers will be phased out over the next four years.
- **Cultural dress and items:** Tawa College welcomes cultural diversity. Pasifika students can wear a black e.g. faitaga, tupenu, lavalava, sulu and headscarves may be worn as appropriate for religious and cultural reasons.
- **Socks:** Plain black mid-calf socks or white ankle socks.
- **Tights:** Tights in black or neutral coloured shade.
- **Dress uniform:** The dress uniform consists of: blazer worn with a white long sleeved shirt/blouse, shoes as stipulated above, plain black or white socks or skin coloured tights, college tie with either trousers or the tartan skirt.
- **Sports Uniforms:** These vary according to particular sports codes and are available from the Sports Department.

Year 13

Year 13 students are not required to wear uniform. However our expectation is that students will dress appropriately for learning. This means dressing in a smart and tidy manner that reflects the school values. Students are encouraged to retain their school uniform items from Year 12 for use on special occasions as required.



DONATIONS AND COURSE CONTRIBUTIONS

Extra-Curricular Activities

These include all activities and events at the school that are not part of the main subject curriculum. Tawa College traditionally offers a wide variety of extra-curricular activities. Our Operations Grant is for curriculum areas, therefore there are costs involved in extra-curricular activities (for example: choirs, sports teams, EOTC week). Please make sure you are fully aware of the costs involved in an extra-curricular activity before you agree to your student participating.

Instrument hire

Music tuition is available to students with specialist music tutors. A donation towards this is appreciated. Some instruments may be available for hire for which there may be a cost.

Text books

Text books that are required for a course are issued to students as needed and these must be returned in good, reusable condition at the end of the specified course or at the end of the school year.

Lockers

Students can choose their own locker which they will have for one year at a time. They will need to provide their own padlock to put on the locker that they have chosen. The lockers will be cleared by the students at the end of each year.

School Magazine - Tawahi

Available for optional purchase at the end of the school year.

General Donation

The government funds education in New Zealand. Tawa College receives funding to cover most curriculum costs from the government. However, costs continue to increase each year, and we require additional income to meet the costs involved in maintaining our school whilst continuing to provide a varied range of curriculum options. For this reason, we request a general donation from families to assist in covering our costs. Payment of this donation helps to ensure there are sufficient resources available to provide an education that is comprehensive, and of a quality that we as a school and you as parents would like.

You will be issued with a receipt for any donations paid to Tawa College, of which one-third can be claimed as a refund from Inland Revenue.

The General Donations for 2024 are:

- \$320 for one child
- \$240 for each of two students in a family
- \$195 for each of three or more students in a family.

Payments to Tawa College

Statements are sent out each term. Account information is also available via the parent portal. Payments can be made by cash, eftpos, automatic payments, credit card or instalments.



Tawa College's field centre at Putara

ENROLMENT

Tawa College is governed by an Enrolment Scheme that states the optimum roll for the College, defines an area ("the Tawa College home zone") from which permanently resident students will have priority, and lists the criteria which govern the enrolments of students who live outside of the Tawa College home zone. The Scheme also sets out the enrolment process regarding applications and the importance of correct information being provided to the school.

Students who live inside the school zone have automatic right of entry: enrolment of those outside the zone will follow a priority ranking and a ballot may be required.

Important features of the Enrolment Scheme

For students in the home zone

Priority for enrolment places will be given to students whose usual and permanent place of residence is within the Tawa College home zone at the date the student commences at the college.

The Tawa College home zone is defined as the suburb of Tawa bounded on the north by the Wellington City/Porirua boundary, and including the localities of Linden, Greenacres (including the extensions of Woodman Drive), Central Tawa, Redwood, Grenada North, Takapu Valley and Willowbank / Middleton Road as far south as the northern entrance to the railway tunnel.

Parents who claim this priority of enrolment must furnish proof of residency within the Tawa College home zone.

For students from outside the home zone

The categories below are established by The Education and Training Act 2020.

- 1 First Priority:** Acceptance for enrolment in a special programme run by the school. (Tawa College currently has no special educational programme as defined by MoE.)
- 2 Second Priority:** Any applicant who is a sibling of a current student of Tawa College.
- 3 Third Priority:** Any applicant who is a sibling of a former student of Tawa College.
- 4 Fourth Priority:** Any applicant who is a child of a former student of Tawa College.
- 5 Fifth Priority:** Any applicant who is a child of a person employed by the Tawa College Board (e.g. teacher, support staff).
- 6 Sixth Priority:** All other applicants.
 - If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection will be made by ballot within each priority group. All details concerning enrolments for entry in 2024 are provided on the Tawa College website (Enrolment tab). This includes the closing dates for out of zone applications and the ballot dates.
 - Ballots will be held on a date to be notified and will produce a ranked list of out of zone students, who will be offered places at the school in accordance with the number of places available.
 - The optimum number of enrolments in the first year (Year 9) is 250 students.
 - Out of zone applications for Year 9 students in 2024 are due by Monday 24 July 2023.
 - Out of zone applications for students in Years 10 to 13 in 2024 are due by Monday 16 October 2023.

For all applicants

Go to www.tawacollege.school.nz and select the Enrolment tab. Complete your online enrolment. Please ensure that you upload all the required attachments including birth certificate, evidence of in zone residency, and vaccination history. If you do not have computer access, please visit the college office for assistance.

For out of zone applicants in Year 9 2024:

In order to be eligible for entry into the out of zone ballot, your online enrolment must be completed no later than **Monday 24 July 2023**. Enrolments completed after this date are not able to be considered in the out of zone ballot for entry in Year 9 in 2024.

For out of zone applicants in Years 10 to 13 2024:

In order to be eligible for entry into the out of zone ballot, your online enrolment must be completed no later than **Monday 16 October 2023**. Enrolments completed after this date are not able to be considered in the out of zone ballot for entry in Years 10 to 13 in 2024.

Out of zone ballots

The ballot for Year 9 in 2024, if required, will be held on Monday 31 July 2023. The ballot for Years 10 to 13 in 2024, if required, will be held on Friday 20 October 2023. All applicants will be notified within three working days of the result of such ballots.

Completing the online enrolment

The Tawa College Board wants to be as fair as possible in allocating places at Tawa College. That requires accurate information from families upon which important decisions depend. The accuracy of your completion of the online enrolment also affects other families. Parents and guardians are advised of the following:

1. It is of paramount importance that the enrolment application is completed accurately and truthfully. The Education and Training Act 2020 allows the Board to annul the enrolment of a student if false claims are made e.g. about residence or the relationship of an enrolling student to a current student. In such cases a student can be required to leave within one month of the date of annulment.
2. Please note that living 'in the school zone' means that a student has their main residence within the school zone. Please also note that the school will not accept the temporary transfer of guardianship to someone living in zone as evidence that a student is living in zone.
3. Please ensure that if you are making an enrolment application under Priority rankings two through to five, all details concerning the connection to the college are accurately noted.
4. The statistical information asked for is required by the Ministry of Education to assist them in various aspects of policy formation and statistical analysis.
5. Please note that completing the online enrolment represents verification that you have declared all information submitted is true and valid.

