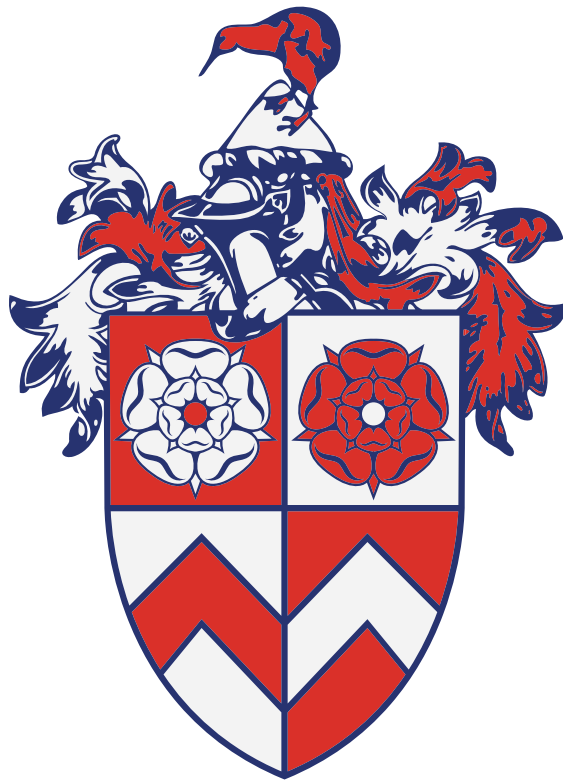


ROSEHILL COLLEGE

Student Information Handbook



Together, we create an environment for personal excellence.

Name: _____

Manaakitia Mai Group: _____

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Greetings from our Principal Mrs D Suasua

This orientation booklet has been prepared to provide you with the information you need to make your transition to Rosehill College a positive and successful experience.

I am proud to be the Principal of Rosehill College. Our school is recognised nationally for its excellent teaching, diverse range of courses, strong House system, and wide selection of co-curricular opportunities.

As you begin your journey with us, I encourage you to make the most of the opportunities available to you. Our staff are committed to supporting you every step of the way.

Kia ora, Talofa lava, Fakaalofa lahi atu, Ni sa bula vinaka, Kia orana, Namaste, Malo e lelei, and a very warm welcome to you all.

INTRODUCING OUR DEPUTY PRINCIPALS

Mr M Rangi



- Delegated authority to act in Principal's absence
- Tracking and monitoring achievement
- Māori and Pasifika achievement
- Student data systems and logistics

Miss K Lyon



- Principal's Nominee (NZQA)
- Timetabling and staffing allocation
- School-wide assessment and moderation
- Exams (NZQA and School)
- Markbooks and academic procedures

Mrs L Lamb



- Leading LCT
- Pedagogy, literacy and numeracy
- Staff professional learning
- Curriculum documentation
- Transitions and enrolment processes

Mrs M Powell



- Staff wellbeing and EAP
- Inclusive practices (SENCO, GATE, Learning Support)
- Development of Te Ao Māori
- Teacher professional growth
- Scholarship programme

Mr J Fraser



- Student wellbeing
- House system and pastoral practices
- EOTC
- Attendance oversight
- External wellbeing agencies

***“Together we create
an environment for
personal excellence”***

About Us

Established in 1970 Rosehill College is a co-educational secondary school with a rich history of providing quality education and fostering a supportive learning environment. The College sits within the Ngāti Tamaoho rohe. This area extends from north of the Tamaki Isthmus to south of the Waikato River, to the Whangamarino Wetlands. It extends from the West Coast to the Hauraki Gulf/Firth of Thames. Its interests are concentrated in the Manukau Lowlands, Āwhitu Peninsula, Papakura, Hunua Ranges, Mangatangi, and Whangamarino. Ngāti Tamaoho has a rich cultural heritage, including traditions, stories, and practices passed down through generations. They have a significant connection to their land and natural resources, and like other iwi, they play an active role in the social, cultural, and economic life of their communities.

Rosehill College serves students from Year 9 to Year 13 (ages 13 to 18). The college offers a wide range of academic, sporting, cultural, and extracurricular activities to cater to the diverse interests and needs of its students. The school emphasises holistic development, aiming to nurture students not only academically but also socially, emotionally, and physically.

Our Vision and Values

Rosehill College has a proud history of outstanding academic achievement and a record of national success in both sports and the performing arts.

Our Mission Statement is: “Together we create an environment for personal excellence.”

Our Vision Statement is: “Rosehill College will nurture a culture of excellence through Hihiritanga, Rangatiratanga, Whanaungatanga, and Manaakitanga.”

Values

Hihiritanga | Strive

We are resilient and persevere

Rangatiratanga | Reflect

Excellence in all that we do

Whanaungatanga | Respect

Together we are more

Manaakitanga | Connect

We rise by lifting others



OUR ROSEHILL COLLEGE WAY

Rosehill College will nurture a culture of excellence through, Hihiritanga, Rangatiratanga, Whānaungatanga, and Manaakitanga.

Our Houses are the pillars that strengthen our school values, teaching and learning practices, enabling students to reach their full potential.

Manaakitanga

CONNECT

“We rise by lifting others”

- We use mana enhancing, respectful, inclusive words and actions
- Look after our learning environment
- We are organised and prepared to learn
- We bring equipment we need, including charged laptops/chromebooks

Because:

- Connecting and learning collectively helps everyone
- Being prepared for our learning keeps us focused on achieving
- Everyone has the right to a safe and enjoyable learning environment

Rangatiratanga

REFLECT

“Excellence in all that we do”

- We celebrate the successes together
- Knowing what you need to learn to achieve excellence
- Reflect on my learning and my actions everyday to strive to be better

Because:

- We care about learning together
- My learning is my responsibility and I want to be better
- We care about self-leadership
- Achieving excellence is everyone’s right

Whanaungatanga

RESPECT

“Together we are more”

- We arrive on time
- We wear our uniform correctly
- We arrive with headphones/phones away
- We respect others’ ideas and contributions
- Everyone is unique

Because:

- We care about our school community whānau
- We are ready to greet each other
- We know phones are not learning devices
- We care about learning together
- Our uniform represents commitment to our school community and our readiness to learn

Hihiritanga

STRIVE

“We are resilient and persevere”

- We support each other through challenges
- We follow the ‘RHC Way’ and encourage others to do the same
- We know making mistakes are moments of learning
- We are determined to achieve excellence

Because:

- We encourage personal and collective excellence
- We care about serving others
- We are active listeners and contributors
- We encourage personal and collective excellence

“Together we create an environment for personal excellence”

Key Staff

PRINCIPAL

Mrs D Suasua

SENIOR LEADERS

Mr M Rangī

Mrs L Lamb

Mr J Fraser

Miss K Lyon

Mrs M Powell

KAITIAKI / HEADS OF HOUSES

ATAWHAI

Mrs J Thackham

Mrs R Lee-Mataia

KAHURANGI

Mr J Good

MANUTAKI

Mrs K Kokohu

POUNAMU

Mr K Pema

RANGATAHI

Ms J Sorensen

TAIKURA

Mrs C Leith-Bringans

CAREERS

Ms J Ferguson

COUNSELLORS

Dr E Khaleghian

Miss P Alontave

Ms P MacCormick

Assemblies

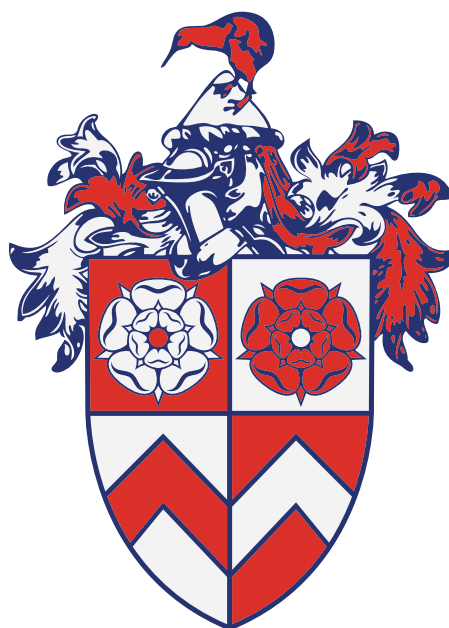
Assemblies are formal occasions where we gather together. We have assemblies to celebrate the success of members of our college community, congratulate those who have met goals and to encourage those who are making progress.

SCHOOL CELEBRATION ASSEMBLIES

These occur once a term and acknowledge student achievements

HOUSE ASSEMBLIES and STUDENT LEADER ASSEMBLIES

These are planned each term during Friday Manaakitia Mai time



Our Houses



ATAWHAI

“Kia tau tō atawhai” - Instil your kindness

The word atawhai means to show kindness, foster positivity, be liberal, and kindly disposed. It appears in the Māori translation of the national anthem, meaning to ‘instil within us kindness and compassion’. It describes people who care well for visitors and their own people.



KAHURANGI

“Whaia te iti kahurangi” - Pursue the precious things in life

A word which means noble, a precious jewel, a type of pale greenstone. It is also used to identify a woman of high rank, being equivalent to that of a ‘Dame’. The rest of the proverb goes on to say ‘if one should bow, let it be to a lofty mountain’ meaning, never give in. *“Me he tuohu koe, he maunga teitei”*



MANUTAKI

“Anō he manutaki” - Just like a leading bird

A manutaki is the leading bird in a flock migrating birds seeking new horizons. It is that bird at the apex of the ‘V-formation’. It is also the bird that acts as a sentinel, as a sentry for the other birds while they are feeding. ‘Like the manutaki’, means alert, ever guiding the flock towards new destinations.



POUNAMU

“Ahakoa he iti he pounamu” - Although it is small, it is precious

Most people know this Māori word for the precious stone found in our rivers, prized by early Māori and still esteemed today. This proverb, used in marae speeches, highlights the significance of things close to the heart and small, often overlooked items that play essential roles in daily life.



RANGATAHI

“Ka pū te ruha, ka hao te rangatahi”

- The old net is cast aside, the new net goes fishing

The word rangatahi is synonymous with youth. The rangatahi is the new net, the young people who are the leaders of tomorrow. The proverb is uttered when a leader is ready to stand down and hand his or her mantle over to the next generation.



TAIKURA

“Ko te reo te taikura ki te whakaao mārama”

- Language is the key to understanding

The taikura was the name given to the wood at the centre of the tōtara tree. It was red in colour and used to make the most prized of treasures. The tōtara tree was also favoured in the making of canoes as it contains a natural preservative which prevents decay caused by salt water.

ROSEHILL COLLEGE

HAKA

Haka ko te Kāreti o Pukeroihi (Te koha nunui o *Papa Kukupa Tirikatene*)

Kaea: Kia rite, kia rite, Kia mau!

Hii!

Kaea: I aa haa haa!

Ka eke te wiwi

Ka eke te wawa

Ka eke te paparangi

Hui e

I ta eke I ta eke

Kaea: Ko Pukeroihi e ngunguru nei

I au, au aue ha

Kaea: Ko Pukeroihi e ngunguru nei

I au, au aue ha

Te koraa o te ahu I ahu mai

I ngaa pungarehu o ratau

kua haere ra

Kaea: A haa Ko Pukeroihi e ngunguru nei

I Au au aue haa

Kaea: A haa Ko Pukeroihi e ngunguru nei

I Au au aue ha

Kaea: I aa haa haa!

Ka tu te ihi

Ihi ka tu te wanawana

Ki runga I te rangi e tu iho nei, tu iho nei

Hii

English Translation

LEADER:

Be ready, be ready, be staunch,
*(refers to overcoming the palisades,
some of which were layered three deep)*

Then gathering within.

This is Rosehill College roaring here
(calling rowers to row in unison)

The 'flame' has come from the remnants
of those who have gone before.

This is Rosehill College roaring here.
(calling rowers to row in unison)

Arise the inner passion and strength
within me, to stand and meet the
challenge ahead.

Lesson Times

MONDAY, WEDNESDAY, THURSDAY AND FRIDAY

First Bell	8:45 am
Period 1	8:50 am - 9:40 am
Period 2	9:45 am - 10:30 am
INTERVAL	10:30 am - 11:10 am
Period 3	11:10 am - 12:00 pm
Period 4	12:05 pm - 12:50 pm
LUNCH	12:50 pm - 1:30 pm
Period 5	1:30 pm - 2:20 pm
Period 6	2:25 pm - 3:10 pm

TUESDAY

NO LESSON 1	
Period 2	9:45 am - 10:30 am
INTERVAL	10:30 am - 11:10 am
Period 3	11:10 am - 12:00 pm
Period 4	12:05 pm - 12:50 pm
LUNCH	12:50 pm - 1:30 pm
Period 5	1:30 pm - 2:20 pm
Period 6	2:25 pm - 3:10 pm

ROSEHILL COLLEGE OPERATES ON A 10 DAY TIMETABLE

There is a **WEEK A** and a **WEEK B**

WET DAYS

Three bells *may* ring at interval or lunchtime.

This indicates that students may go to the Hall or the Library.

Students may **NOT** go into any empty buildings or rooms unless a teacher is present.

BEGINNING OF THE SCHOOL DAY

All students are to be at school by 8.30am Monday, Wednesday, Thursday, Friday and Tuesday all students are to be at school by 9.30am ready to learn.

Attendance

It is a legal requirement to notify the school of all absences as soon as possible.

Whānau (*not students*) must report

Student **ABSENCES** and **LATENESS** by



OPTION ONE: School Bridge
(Scan the QR code /download the app)

OPTION TWO: Free Call: 0800 RCAWAY (0800 722929)

OPTION THREE: Email: attendance@rosehillcollege.school.nz
*A medical certificate is required for absences of three or more consecutive days
(excludes weekends)*

LATENESS

Whānau who drop their child off at school after the official start of the school day must come into the school office to sign their child in. Alternatively, if they have previously contacted the student's Kaitiaki (Head of House) or the Attendance Officer to explain the lateness, this may be accepted in lieu of signing in. This process is a requirement for any student who arrives after the morning roll has closed. It ensures that we meet our legal obligations for student safety, maintain accurate attendance records, and can confirm the wellbeing of all ākonga onsite.

PROLONGED ILLNESSES

Whānau must inform the Kaitiaki/HOH and Attendance Officer of the dates and details, preferably in advance. Discuss accessing schoolwork through Google Classroom with the Kaitiaki to stay up to date.

EXIT PERMITS

Whānau must inform their Kaitiaki/HOH and Attendance Officer in advance if a student needs time off during the school day (e.g., for medical appointments or funerals). An Exit Permit can then be collected from the Student Office which is also where the student will sign in and out. Students are to see their Kaitiaki at the start of the day to obtain an exit permit.

ILLNESS DURING THE DAY

If a student feels unwell during the school day, they must inform their teacher and visit the Nurse's Clinic. If the nurse determines if the student should go home, they will contact the whānau and issue a Medical Exit Permit.

EXTENDED ABSENCES

Whānau are required to notify the Kaitiaki/HOH and the Attendance Officer *in advance* where possible, regarding the dates and details of any extended absence. Justified absences exceeding five days during term time is considered an extended absence. Senior students consult with your Kaitiaki if you are going to miss any assessments.

“Every Day Counts”

1 or 2 days a week doesn't seem that much but...

If your child misses	that equals...	which is...	and over 13 years of school that's...
1 day a fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day a week	40 days per year	8 weeks per year	Over 2.5 years
2 days a week	80 days per year	16 weeks per year	Over 5 years
3 days a week	120 days per year	24 weeks per year	Nearly 8 years

The effect of absence of progress

A whole year has 365 days; a school year has 180 days. That leaves 185 days to spend on family time, visits, holidays, shopping and other appointments

No absence	9 days absence	18 days absence	27 days absence	38 days absence	45 days absence
180 days of education	171 days of education	162 days of education	153 days of education	144 days of education	135 days of education
100%	95%	90%	85%	80%	75%
Very Good		Worrying		Serious Concern	

Best chance of progress and success

Less chance of success
Makes it harder to make progress

Significant barrier to success

“Late for school, late to class?”

Children learn best at the start of the day

If your child is late	that equals...	which is...	and over 13 years of school that's...
5 minutes a day	25 minutes a week	3/4 week per year	Nearly 3 Months of lost learning
10 minutes a day	50 minutes a week	1.5 weeks per year	Nearly 6 Months of lost learning
20 minutes a day	1 hr 40 minutes a week	2.5 weeks per year	Nearly 1 Year of lost learning
30 minutes a day	1/2 a day a week	4 weeks per year	Nearly 1.5 Years of lost learning
1 hour a day	1 day a week	8 weeks per year	Nearly 2.5 Years of lost learning

Uniforms

Uniform must be worn properly at school and while travelling to and from school. Non-uniform items will be confiscated.

Please see our website for details: <https://www.rosehillcollege.school.nz/join-us/uniform>

Uniforms can be purchased at:



Address: 28b Wood Street, Papakura

Phone: 09 296 6063

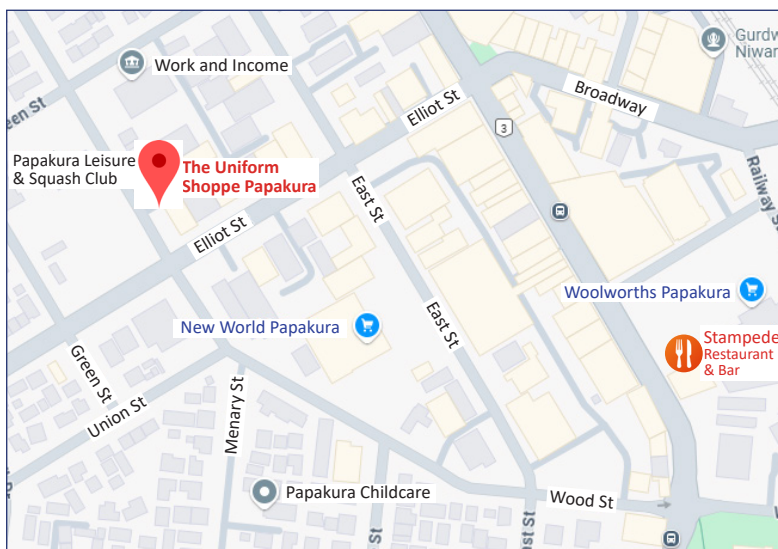
Shop Hours:

Monday to Thursday 8:30am-5:00pm

Friday 8:30am-1:00pm

Saturday 9:00am-1:00pm

Sunday Closed



WHAT IF I NEED MEDICAL ATTENTION? School Medical Team

OBTAINING AND STORING STUDENT MEDICAL INFORMATION

Essential health information for students is collected at enrollment and updated as needed, such as before camps or EOTC (Education Outside the Classroom) activities. Whānau are responsible for notifying the school of any new or changing medical needs. All medication is securely stored in the Sick Bay, with information accessible to relevant staff via KAMAR (student management system).

WHĀNAU CONTACT

Every effort will be made to contact whānau in the event of any injuries or illness that requires outside medical attention or situations that cause concern. However, the priority of the College will always be to ensure that the student receives prompt and effective medical care.

RECORDING INJURIES

All injuries requiring treatment, other than minor cuts and grazes, will be recorded in the school's Student Management System. For more serious injuries, the attending staff member will complete an accident report form.

TREATING INJURIES OUTSIDE SCHOOL

Staff with EOTC responsibilities will receive Level 1 First Aid training. This is organised by the school nurses. Appropriate medical and safety equipment will be available for treatment and use by staff. The stock is checked by the school nurses.

Te Whare Kimiora

Nāu te rourou, nāku te rourou, ka ora ai te iwi

This whakatauki is about collaboration and a strength-based approach. It acknowledges that everybody has something to offer, a piece of the puzzle, and by working together we can all flourish.

Rosehill College is committed to the welfare of the students and their wellbeing to enhance academic outcomes for all. The following are services available for students and staff at Rosehill College:

NURSES

Our nurses, Mrs Serena Li, Mrs Nathalie Frost and Mrs Janelle Johnson are registered and work under the auspices of Te Whatu Ora, supervised by Dr Amalia Lavemai. The nursing team is working with both students and whānau throughout the year to provide consultation adhering to the nursing council's code of ethics.

Contact: nurses@rosehillcollege.school.nz

KAIMANAAKI

Manaakitanga i aro i te korowai o te ao Māori.

Whaea Pare Matthews holds this position of supporting students using a Māori framework.

Contact: p.matthews@rosehillcollege.school.nz

COUNSELLORS

Dr Elahe Khaleghian (HOD), Ms Phillipa MacCormick, and Miss Paula Alontave are qualified counsellors registered with the New Zealand Association of Counsellors (NZAC). Adhering to the NZAC Code of Ethics, prioritising confidentiality unless there is an imminent safety risk.

Contact: kimiora@rosehillcollege.school.nz

Please do not hesitate to contact us.

For support outside of school, you can also contact the following. Note that these are also free and confidential services.

WANT SOMEONE TO TALK WITH?

NEED TO TALK? Available 24/7 **Call or Text 1737**

YOUTHLINE Available 24/7 **0800 376 633 / Text 234**

**Email & Webchat available on website*

LIFELINE Available 24/7 **0800 543 354 / Text 4357**

THE LOWDOWN Available 24/7 **0800 111 757 / Text 5626**

**Email & Webchat available on website*

DEPRESSION HELPLINE Available 24/7 **0800 111 757 / Text 4202**

SUICIDE CRISIS HELPLINE Available 24/7 (0508 TAUTOKO) **0580 828 865**

WHATSUP Mon-Fri 12pm-11pm, Sat/Sun 3pm-11pm **0800 942 8787**

**Email & Webchat available on website*

Whānau Parking

Whānau are **NOT** permitted to park in the staff parking area (right-hand side) before or after school. Drop off and pick up students along Rosehill Drive, as the front road area is unsuitable for this.

The visitors' car park may be used for pick-ups *during the school day ONLY - NOT during bus times.*

NOTE: Year 13 students have limited parking along Rosehill Drive. *The school is not liable for any damage to student vehicles.*

School Access

If you have anything to drop off to your child during school hours, please report to the Front Office.

NOTE: There is no access to school grounds. Whānau cannot go directly to classrooms during the day.

Food deliveries for students, e.g. uber eats, fast food items are not accepted at school.

School Bus Timetable



RITCHIES MURPHY'S TRANSPORT SOLUTION

MORNING

055: Conifer Grove to Rosehill Schools

056: Wattle Downs to Rosehill Schools

058: Manurewa Station to Rosehill Schools

AFTERNOON

055: Rosehill College to Conifer Grove

056: Rosehill College to Manurewa via
Wattle Downs

057: Rosehill College to Waiata Shores

058: Rosehill College to Manurewa



RH2: Waiau Pa, Kingseat and Te Hihi
Waiau Pa township, Waiau Pa Rd, Kingseat Rd,
Kingseat, Linwood Rd, Hingaia Rd Karaka Lakes

RH3: Clarks Beach
These routes provide a service to families living
at Clarks Beach, along with Clarks Beach Rd,
McKenzie Rd, Seagrove Rd and Wright Rd

RH4: Karaka
Irwin Rd, Batty Rd, Charles Rd, Lewis Rd, Karaka
Rd, Jesmond Rd, Bremner Rd

RH6: Ararimu and Runciman
Ararimu Rd, Ramarama, Great South Rd,
Runciman Rd, Burt Rd

RH7: Drury (**not available in the afternoon**)
Fitzgerald Rd, Drury Hills Rd, Appleby Rd,
Waihoehoe Rd

RH8: Opaheke
Ponga Rd, Opaheke Rd

NOTE: Bus routes may change in 2026
Use this link to check your bus route:
<https://rosehill.easybus.nz/rosehill-college/>

PHONE: 09 268 6620

**EMAIL:
admin@rmts.co.nz**

PHONE:

0800 228 737 (0800 Buses)

**EMAIL:
info@broughmanbuses.co.nz**

Criteria for Badges - All Levels

The following badges are calculated using students' Academic Points and do not need to be applied for:

SCHOOL JUNIOR SCHOLAR BADGE - Years 9, 10 and 11

Recipients of four or more Scholar Awards at Prize-giving

SCHOOL LEVEL TWO SCHOLAR BADGE - Year 12

Recipients of three or more Scholar Awards at Prize-giving

SENIOR SCHOLAR - Students in Year 13

Announced as "Senior Scholars" at Prize-giving

DUX Top Academic student in Year 13

To apply for any of the following Academic Badges, check your attendance is above 90% and contact your Kaitiaki:

SCHOOL NCEA LEVEL TWO BADGE

Students must meet all the following criteria

- A minimum of 60 credits in Level 2 NCEA.
- Gained an NCEA Level 2 certificate with Excellence endorsement.
- At least 10 credits in each of their subjects.
- At least 10 credits from externally assessed Achievement Standards.

SCHOOL SCHOLARSHIP BADGE

Passes in two (or more) Scholarship exams OR one Scholarship at outstanding level OR Top student in a particular subject across the whole country.

HOUSE NCEA BADGES

A Minimum of 60 credits in NCEA at the appropriate level and TWO of the following:

- At least 25 credits at Excellence (gained across at least three different subjects)
- Achieve all the credits available in any subject at Excellence level
- Achieve all of the credits available from all subjects (n.b. MUST be at NCEA Level 3 for Year 13s).

SPORTS BADGE CRITERIA

Must be a Secondary School sanctioned sport. To apply for any of the following Sports Badges, check your attendance is above 90% and contact the Director of Sport.

SCHOOL LEVEL

National representation or winning a National Title (age group or higher) and appropriate involvement at school. As deemed appropriate by the Director of Sport and Sports Coordinator.

HOUSE LEVEL

- Member of a top team (1st XV, 1st XI, Senior A Netball, etc) and a provincial representative at a level deemed appropriate by the Director of Sports and Sports Co-ordinator to gain consistency with the variation in difficulty of achieving a provincial status.
- College Swimming or Athletics Champions at each age level.
- Captain of a top team who displays superior leadership throughout the duration of the sport (season).

CULTURAL/CITIZENSHIP BADGE CRITERIA

To apply for any of the following Cultural/Citizenship Badges, check your attendance is above 90% and contact your Kaitiaki:

SCHOOL LEVEL

- Superior leadership, service and/or initiative over a sustained period, beyond the expectations of the group/team.
- Recognition of success at a national level in competitions that are available to the group e.g. placing 1st – 3rd or reaching a regionally or nationally recognised highest standard where non-competitive (i.e. no “winner”) competitions are held.

HOUSE LEVEL

- Sustained excellence over the period of the activity, where the student displays skill, leadership and perseverance in the activity.
- Service to a school activity that is beyond the expectations (more than attendance and doing the job that is expected) of the group and endorsed by the Teacher in Charge of the activity or group.

ALL BADGES - ATTENDANCE AND ATTITUDE

Attendance and Attitude Requirements for participating in co-curricular activities and receiving badges.

A condition for participating in co-curricular activities for the college is the student will have the correct attitude towards their schooling and at the same time will have acceptable attendance. Attendance should be above 90% for House Badges and 95% or higher for School Badges. If either of these is not the case, students may be withdrawn from their activity as set out below:

ATTENDANCE

If there is a serious concern about a student’s attendance they will be withdrawn from the activity. This would happen after there have been discussions with whānau by the Kaitiaki about attendance concerns and if the poor attendance continues.

This includes lesson-by-lesson absences or non-attendance at school.

- Step 1:** Withdraw from the activity for 1 week.
- Step 2:** After further interventions, if the attendance continues to be an issue the student is withdrawn from the activity for 2 weeks.
- Step 3:** If the attendance continues to be an issue, the student is withdrawn from the activity for the rest of the 'season.'

DISCIPLINE ISSUES/POOR ATTITUDES

Students who have been stood down:

1st Stand-down: The student is withdrawn from the activity while on stand-down.

2nd or 3rd Stand-down:

The student will be withdrawn from the activity while on standdown and while they are on red report.

If the student is referred to SLT by their Kaitiaki for behavioural issues, the student will be withdrawn from the activity while they are on red report.

Suspension: If a student returns to school, the Board may impose activity conditions on the student.

Mobile Phone Guideline

We do not recommend that students bring mobile phones to school, as they are unnecessary during the day. However, we understand some whānau prefer their children to have a phone for after-school communication.

If a student *does* bring a phone to school, the following guidelines apply:

- The school is not responsible for lost, damaged, or stolen phones.
- If students choose to bring a mobile phone, ***it must be switched to 'silent' and left in the student's school bag between the first bell at 8.45am and the end of the school day 3.10pm.***

This ensures that the phone is not a distraction to students or teachers during classes. The school has a consistent process to be followed in every class around the management of this.

- If mobile phones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member.
- Students may bring a mobile phone on EOTC activities, subject to the supervising staff member's conditions and school policies.
- In an emergency, whānau should contact the school who will ensure a staff member quickly conveys a message to students.
- If whānau need to contact their child during the day, they may call or email: studentoffice@rosehillcollege.school.nz (please include students ID number or full name in the subject heading).

CONSEQUENCES:

- If a staff member observes a student with a mobile phone during class or break times the student must hand it to the staff member immediately when asked. The mobile phone will be kept at the Student Office and can be collected by whānau or student at the end of the school week (Friday). Consequently, the student will receive an after-school detention.
- A mobile phone can be confiscated by staff on reasonable grounds (as they have been deemed to have a negative or disruptive effect on the school's learning environment) if the student does not follow the school guidelines, the phone will be taken to the Student Office for collection by whānau or student at the end of the school week **Friday afternoons between 3.15pm and 4.15pm** from the Student Office.
- If whānau wishes to collect the phone earlier in the week, it must be signed out **by the Principal**. To arrange an alternative collection time, please email the Principal's P.A. at pa@rosehillcollege.school.nz to make an appointment. Please do not arrive without prior arrangement, as the Principal may not be available to assist.
- Continued violation of the mobile phone guidelines results in whānau/student meeting with the Kaitiaki or Deputy Principal and becomes a persistent defiance disciplinary issue.

INAPPROPRIATE MOBILE PHONE USE DURING SCHOOL HOURS:

Inappropriate use of a mobile phone may include:

- Any sort of bullying, e.g. disrespectful messages about staff or other students
- Taking photos or videos of other people without their permission
- Forwarding inappropriate messages or content
- Disrupting the classroom learning that is taking place or other students learning

The school will follow its discipline procedure of interviewing, collecting statements and notifying whānau of the results of any investigation into inappropriate mobile phone use. There will then be a decision made on consequences in relation to the level of behaviour and responsibility of the students involved.

GUIDELINES FOR WHĀNAU

INAPPROPRIATE MOBILE PHONE USE OUTSIDE OF SCHOOL HOURS:

Whānau are responsible for their children outside of school hours. We encourage whānau to have clear rules around mobile phone use at home and to encourage students to be the same person online or in person. We also encourage whānau to monitor passwords, control Wi-fi use overnight and be engaged with what their children are consuming and creating online. If there is an incident involving Rosehill College students that has occurred online outside of school hours, we encourage you to reach out to the other student's whānau in a calm manner to inform them of what has happened. Work together to find a solution to the behaviour/incident. If the behaviour is in breach of the Harmful Digital Communications Act 2015 we encourage you to contact Netsafe or the NZ police and report it. Both Netsafe and The Parenting Place have great resources on raising digitally responsible teens.

Payments

Rosehill College has joined the Government donation scheme and we will not request that you pay any school donations or course costs. There are no NZQA fees payable for NCEA (unless you are an International Student).

If you are involved in a sports team this is an optional extra-curricular activity and you will be required to pay any costs of this activity. Non-payment of these costs may mean that you lose your place in the team. Information about sports being offered and costs will be advised by the Sports Department from Term 1 onwards.

We will be asking whānau to contribute towards food, accommodation and transport costs for overnight camps and trips. Information about overnight camps and trips will be issued during the year.

Voluntary donations can be made to Rosehill College at any time and donations can be claimed as a tax credit.

Any payments to Rosehill College can be made online into our bank account.

Rosehill College
Account Number:
12-3031-0837472-00

Please ensure that you add:

- Student ID Number
- Student Name
- Reason for payment

Learning Support

At Rosehill College, the Learner Support team is here to help you do your best. If you need support with any classes or learning areas, come and let us know. We're here to help you meet your learning goals, whether it's extra help with certain subjects, developing study skills, or providing support for different learning needs.

We also have kaiāwhina (teacher aides) who visit classrooms to help with learning. They provide valuable support for students with diverse learning needs or people needing an extra hand, ensuring everyone has the assistance needed to succeed.

We offer Special Assessment Conditions (SAC) to ensure everyone has a fair chance during exams, with options like extra time or helpful tools such as hangarau āwhina (assistive technology).

For students who need a bit more focus, we run small group sessions where you can get extra support in a friendly and collaborative setting.

If classes are feeling overwhelming or you need a boost, we can create Mahere Akoranga Motuhake (Individual Learning Plans) with the help of your Kaitiaki (Head of House). These plans set clear goals and steps to guide your learning journey.

We work closely with your kaiako (teachers) and whānau to ensure you have all the support you need, both at school and home.

At Rosehill College, we believe in you and your potential. We're here to walk alongside you and help you succeed in your learning journey.

Come and visit us or send us an email at:

learningsupport@rosehillcollege.school.nz

Sports, Cultural and Community Activities

All students are encouraged to participate in extra-curricular activities at the College during the year: one sport, one cultural, and one community.

SPORTS:

- Boxing
- Cricket
- Crossfit
- E-Sports
- Flag Football
- Football
- Gymsports
- Hockey
- Kilikiti
- Ki o Rahi
- Lawn bowls
- League
- Motor-cross
- Netball
- Orienteering
- Rowing
- Rugby
- Softball
- Squash
- Swimming
- Table Tennis
- Tennis
- Touch/Tag
- Volleyball
- Water-polo
- Weight lifting
- Waka ama
- Multi-sports: Equestrian, Archery, Paddle Boarding

LEADERSHIP GROUPS:

- Art Committee
- Book Club
- Chess Club
- Debate Club
- Environment Committee
- Events Committee
- Interact
- Junior Reading Groups
- Peer Support Leaders
- Pūhoro STEMM Academy
- Rock Quest Groups
- Student Librarians Club

CELEBRATING OUR UNIQUE CULTURES:

- Kapa Haka
- Cultures of the Pacific
- Cultures of Asia

COMMUNITY SERVICES:

- Community outreach programs
- Charity and fundraising events

Careers Department

WORK EXPERIENCE

So, here's the deal: you'll need to find a workplace that's ready to welcome you for your work experience. If you know a place that can have you for one day a week over five weeks, just let the Gateway coordinator know!

They'll reach out to the workplace to make sure it's a good fit and even do a site visit.

If there's a specific career you're into but can't find a spot, don't hesitate to chat with the Gateway coordinator. They can help you find local options.

For example, if you're into retail and know someone at a local clothing store, or if you're interested in cars and have a connection at an auto shop, reach out! It's all about exploring your interests and getting that hands-on experience.

If you have any further questions:

Please come and visit us in the Careers Department in S Block.

Emergency Evacuation

If you discover a fire: 1. Raise the alarm immediately by operating the nearest fire alarm.
2. Inform the Student Office or a teacher of the location of the fire.

**The alarm is a siren with the message
“Evacuate the building by the nearest exit” or continuous ringing bells**

**IN THE EVENT OF A THREAT TO THE SAFETY OF STUDENTS OR STAFF WITHIN ANY OF
THE SCHOOL BUILDINGS AT ROSEHILL COLLEGE, THE FIRE ALARM WILL SOUND**

**ON HEARING THE SCHOOL EVACUATION ALARM – EVACUATE ALL SCHOOL
BUILDINGS IMMEDIATELY IN AN ORDERLY AND QUIET MANNER**

**STUDENTS ASSEMBLE ON THE NUMBER ONE RUGBY FIELD IN MANAAKITIA
MAI GROUPS IN HOUSES**

**TEACHERS CALL THE ROLL AND REPORT TO THE HEAD OF HOUSE IF STUDENTS
ACCOUNTED/UNACCOUNTED FOR**

**THE DEPUTY WARDEN WILL CALL A ROLL OF ALL STAFF AND CHECK WITH OFFICE
STAFF THAT ALL VISITORS ARE PRESENT AND ACCOUNTED FOR**

**THE CHIEF WARDEN OR DESIGNATED PERSON, SHALL MEET EMERGENCY
SERVICES AT THE FRONT OF THE SCHOOL**

**BE PREPARED TO MOVE TO AN ALTERNATE EVACUATION ASSEMBLY AREA IF
DIRECTED BY PRINCIPAL, A MEMBER OF THE SENIOR LEADERSHIP TEAM OR
EMERGENCY SERVICES**

Emergency Lockdown

An event may occur outside of the school buildings which poses an immediate threat to students or staff (e.g. bee swarm). A Lockdown is indicated by the ringing of the lockdown alarm bell and the message **Lockdown**. *Stay inside buildings and await further instructions.*

AN EVENT OCCURS OUTSIDE OF THE SCHOOL BUILDINGS WHICH POSES AN IMMEDIATE THREAT TO STUDENTS OR STAFF AT ROSEHILL COLLEGE

A LOCKDOWN IS INDICATED BY THE RINGING OF THE LOCKDOWN ALARM BELL AND MESSAGE: LOCKDOWN. STAY INSIDE BUILDINGS AND AWAIT FURTHER INSTRUCTIONS.

TEACHERS TO TAKE THEIR DEVICE AND TO CLEAR ALL TOILETS, HALLWAYS, STAIRS AND OTHER ROOMS IF SAFE TO DO SO WITHIN THE **IMMEDIATE** VICINITY

GO INSIDE OR STAY INSIDE - LAY IN THE CENTRE OF THE ROOM FACE DOWN AND AWAY FROM DOORS AND WINDOWS

ENSURE WINDOWS ARE UNOBSTRUCTED TO ALLOW FOR VISUAL INSPECTION

LOCK DOORS AND WINDOWS AND DO NOT OPEN UNTIL THE LOCKDOWN IS DECLARED OVER

CONTROL MOVEMENT IN CLASS AND **DO NOT** ALLOW STUDENT TO USE ELECTRONIC DEVICES

BE AWARE THAT FURTHER INFORMATION MAY TAKE SOME TIME – BE PATIENT

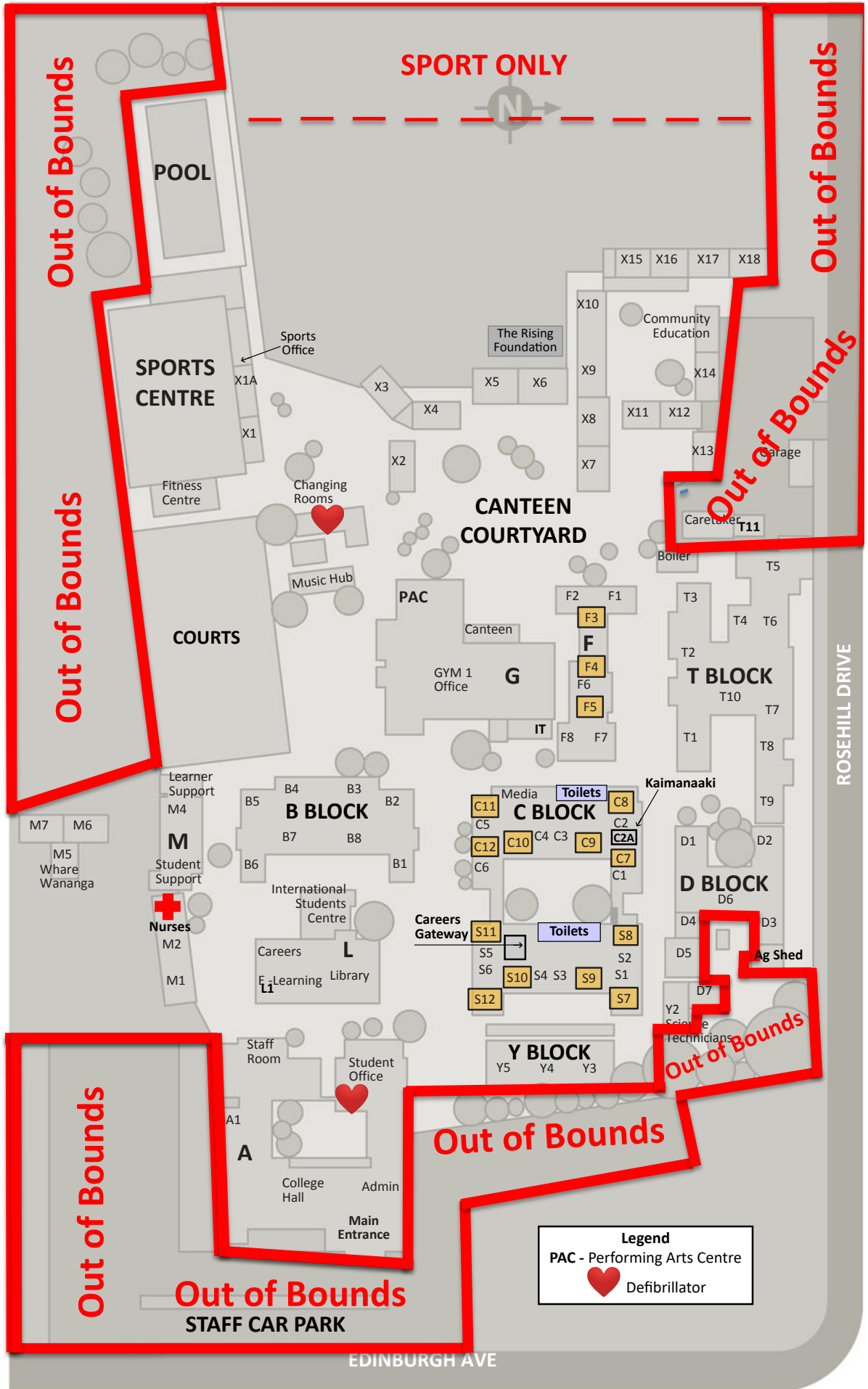
THE PRINCIPAL, A MEMBER OF THE SLT, HOH (KAITIAKI) OR MEMBER OF THE EMERGENCY SERVICES WILL RELEASE YOUR CLASS TO THE EVACUATION AREA

OUT OF BOUNDS MAP

NOTE: Students are not permitted in the out of bounds areas



Rosehill College Sitemap



EDINBURGH AVE

ROSEHILL DRIVE

SCHOOL MAP

