

Collingwood Area School

Collingwood Area School welcomes you to our kura and the community.

We are fortunate to be in a beautiful part of the Tasman district. From our school we can see the Whakamarama Ranges which are part of the Kahurangi National Park and look over the Aorere River out to Tasman Bay. In the distance you can see Onetahua / Farewell Spit.

In our kura we have students from the ages of 5 up to 18 years of age. We are a small school but we can offer you lots of opportunities and you develop good relationships with your peers and staff. Enjoy your stay here and make the most of the opportunities offered to you.

Contacts

Pip Baker landline (03) 5248251 mobile 0272587909 (text only)
Email: pip@collingwood.school.nz

Kate Staniford mobile: 022 528 5870
Email: principal@collingwood.school.nz

Conditions of Enrolment

Students and parents/legal caregivers must accept and abide by the rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.

Students must observe the Laws of New Zealand.

Regular attendance is expected unless prevented by sickness or unforeseen circumstances.

Students must observe the conditions of their Visa. If students chose to break the conditions Collingwood Area school is obliged to report the fact to the New Zealand Immigration Department

Tuition fees will be paid before enrolment and additional cost i.e. trips need to be paid as required.

Insurance

Students and accompanying must have insurance that covers:

- **Travel:** to and from New Zealand
within New Zealand
if the travel is part of the educational instruction, outside New Zealand
- **Medical care in New Zealand**, including diagnosis, prescription, surgery, and hospitalisation
- **Repatriation or expatriation of the student** as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation
- **Death of the student**, including cover of travel costs of family members to and from New Zealand

School Information

School times

School starts	08.40
Interval	10.30 - 10.50
Lunch	12.45 - 13.30
End of day	14.45

On every second Thursday there is a whole school assembly in the school hall at the start of the day. Alternate Thursdays secondary students (Yr 7-13) go to Whānau/Deans/Kapa Haka .

Secondary students (yr 7-13) are given their timetable by their Deans at the beginning of the year. These can change throughout the year.

Facilities

We are very proud of our new facilities. The school was rebuilt in 2023 and we have good size classrooms with modern furniture. There are individual classrooms adjoining each other with a shared space between three classrooms. The learners have access to computers, chromebooks and I-pads.

Our library is located in the middle of our school (kura). We have two librarians Dianne and Donna who are willing to help you.

Hall with a stage and a court.

Art room

Large sports field

Two asphalt courts used for tennis, basketball and netball.

Technology Block where learners can be taught about Hospitality and Food technology and hard materials technology.

Science lab

Swimming pool which can be used by students at lunchtime if the students are confident swimmers. A pool key can be purchased from the office to use out of school hours

Absentees

Please remember that all absentees/lateness should be reported to the Office who will then inform the appropriate people as needed.

Sickness/lateness - To report a day-to-day absence or lateness please either:

1) Leave a message on the School's 24 hour phone line 5248 125.

2) Text the following number: 027 724 8124 with your absence.

Long term – If you want to report an extended absence (more than 2 weeks) please email admin@collingwood-area.school.nz. Any student who is going to be absent from Collingwood Area School

for two weeks or more needs to get approval from the Principal, at least one week prior to departure.

BUSES

Golden Bay Coachlines provide bus services to Bainham, Rockville, Pakawau and Puponga and Parapara to and from school. It is essential that you notify the school office if your child is not going home on their bus. Students sign a contract at the start of each year.

Process for Disputes

Procedure for students making complaints

Most complaints are dealt with verbally, informally and quickly, and often without being too conscious that it was a complaint. The complaint will be use the principles for natural justice as a guideline (which include those necessary to ensure the prompt, considered, and fair resolution of the matter that is the subject of the action).

Before making a complaint consider the following:

- *What is my complaint about?*
 - A person (another student or a teacher)?
 - A classroom matter (course of work, marking)?
 - A school procedure?
- *Have I organised all of the relevant facts and information to make my complaint as meaningful as possible?*
- *How serious is my complaint?*
 - Very serious and should be presented in writing?
 - Informal and can be presented, at least initially, verbally and at an appropriate time?
- *Who do I go to?*
 - Consider who the most relevant person is but also someone that you feel comfortable going to.
 - Also consider if you want somebody else to be with you if you want to make a complaint. If you do this it could be another or other students, a parent or another person set up as an advocate.
 - People you could approach:
 - Students – an individual who you consider is causing the issue; student contacts, student council, student rep on BOT
 - Staff – Classroom teacher, Dean, Whanau teacher
- *What can I do if I am not satisfied with the consequences of my making a complaint?*
 - Accept that this is what happens sometimes OR
 - Take your complaint to a higher level e.g. if it is with a teacher then approach the deputy principal or principal.
 - If you wish to take the complaint further then you can contact the code administrator or The Disputes Resolution Scheme (iStudent Complaints)
- *Notes:*
 - Try and take your complaint to the closest point to the problem e.g. a classroom teacher for a classroom situation or a fellow student who may be causing problems with you
 - All complaints will be treated seriously so ensure that you are serious about your complaint

Refund Policy

A decision will be made by the School that;

- a. The student will return home for unseen circumstances
- b. Permission may be given to enrol with another education provider in New Zealand.

General Information Criteria

1. If a student withdraws from a course of study before the course completion date a student may be eligible for a refund of school fees.
2. An application for refund of fees must be made in writing. The student must write to the Board of Trustees explaining why they have withdrawn from the course and their reasons for seeking a refund.
Tuition Fees The refund policy for fees of international students will be based on Section 4B (7) of the Education (No 4) Amendment Act 1991. The Principal will act as the agent of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded using the following guidelines.
3. If a student fails to take up the offer of placement, any fees already paid will be refunded in full, less an administration charge of NZ\$500 to cover costs incurred by the school, unless there is an existing agreement between the school and your agent.
4. If a student commences study and leaves before the completion of the course, applications for a refund must be submitted to the Principal in writing and will be considered on a case by case basis. Or, if a student gains permanent residency after enrolment but before the second half of the course, fees are refundable less:
 - a) An administration charge of NZ\$500
 - b) Costs already incurred by the School

If there is any other information you require please contact Pip Baker or the Principal Kate Staniford