



One Tree Hill COLLEGE

STRIVE FOR HIGHER THINGS

‘WHAIA E KOE TE ITI KAHURANGI’

2023

SENIOR STAFF

Principal

Mr N Coughlan

Associate Principal
Deputy Principal

Ms E Beale
Mrs M Raukura

Assistant Principal
Assistant Principal

Mrs C McKnight
Mr G Tagaloa

Senior Leader
Senior Leader
Senior Leader
Senior Leader

Mr S Davies
Ms S Nelson
Mr S Kumar
Ms C Whittle

Executive Officer

Mrs L Biggs

Principal's Assistant
Board of Trustees Secretary

Mrs H Eustace

Hinau Whānau Leaders

Mrs D Keresoma and Ms O Sewter

Kōwhiri Whānau Leaders

Ms M Pullein and Mr A Maea-Brown

Miro Whānau Leaders

Ms R Husband and Mr K Eiman

Tawa Whānau Leaders

Ms J Murray and Ms Eliason

International Students' Dean

Mrs J McMurray

Director of Sport

Mr B Faunt

Contacts:

School Reception 09 579 5049; office@onetreehillcollege.school.nz

Student Services Reception 09 579 5049, ext 818; ssc@onetreehillcollege.school.nz

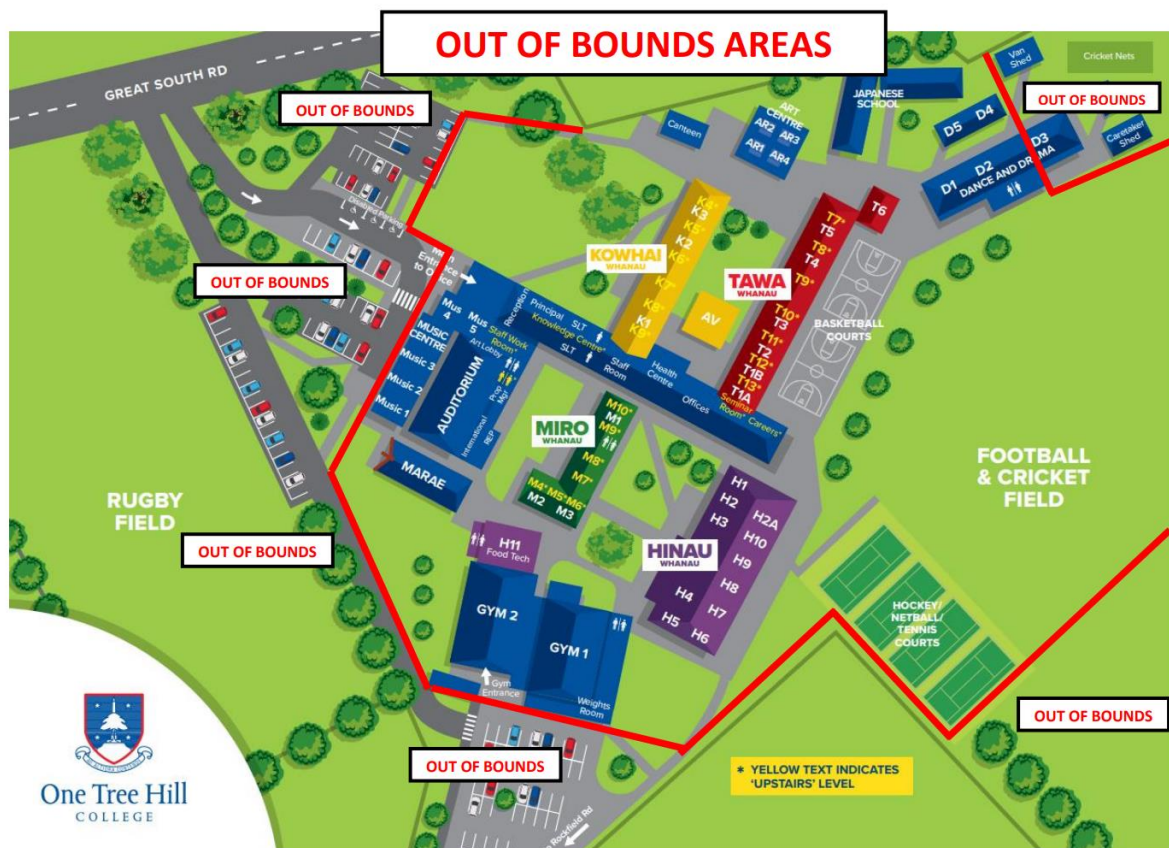
Attendance Office: 09 579 5049, ext 846; attendance@onetreehillcollege.school.nz

Postal Address: PO Box 17471, Greenlane, Auckland, 1546

Table of contents

1. Map of School	Page 2
2. College Routines and Procedures	Page 3 – 8
3. Bell Times	Page 9
4. BYOD – (Bring your own device)	Page 10
5. Attitudes to Learning	Page 11
6. Cyber Safety Agreement	Page 12
7. Safe School Charter	Page 13
8. Mobile Phone / Ear phone Process	Page 14
9. Uniform Code	Page 15-16
10. Sports	Page 17
11. Arts & Culture	Page 18
12. Subject codes	Page 19
13. Student E-Learning Guide	Page 20 - 26

Map of School



VISION STATEMENT

Our students will achieve excellence, within a positive learning environment, so that they develop into lifelong learners who are motivated, respectful and caring citizens.

This vision will allow our students to become confident, connected, lifelong learners who are actively involved in our country.

EXPECTATIONS OF FAMILIES

To uphold your part of the partnership agreement signed at enrolment, and to ensure the College reception is informed immediately of new phone numbers, email addresses or changes of address.

HOME AND SCHOOL: Communication

Successful education is a partnership between teachers, students and families. At One Tree Hill College we have a genuine 'open door' policy to our families and community.

If you and your family have any queries regarding your child or events happening at school, please do not hesitate to contact us.

Communication with parents and caregivers is essential. Most communication sent to parents/caregivers from the College is via email. Please check email accounts regularly and advise the school of email address changes.

KAMAR Parent Portal and App – all families are issued with portal log on details for the start of term of year. Please check the portal for daily notices, achievement updates and other information relevant to your child. There is a smart phone app that can be downloaded to access the portal – search for KAMAR.

COLLEGE ROUTINES

Absence from school

Please phone the Attendance Officer if your child is unable to come to school **(09 579 5049, ext 846)**.

A letter will be sent home if a student misses three consecutive days without explanation.

After an absence, students must bring a note stating the number of days and the reason for the absence. This note must be signed by a parent or caregiver and be given to the whānau teacher even if there has already been phone contact.

Absence from school for holidays or travel within NZ or overseas is to be applied for in writing to the attendance officer. Such requests are granted at the discretion of the Principal.

The Attendance Officer may send a text notification if your child is absent and the College has not been informed of the reason. You may contact the Attendance Office via email to forward copies of medical certificates etc. attendance@onetreehillcollege.school.nz

Assemblies

The College runs senior and junior assemblies weekly. Assemblies take place in the Marilyn Wales Auditorium. Students are expected to sit in their allocated whānau class areas and behave in a manner appropriate to a formal occasion. Special Assemblies take place at various times of the year to recognise and celebrate specific achievements and events.

Buses

School buses are run by Auckland Transport. Students require a HOP card to travel on the school buses. School buses drop off and pick up outside the school gym at the Rockfield Road entrance to the College. Current bus routes are attached. Parents and students are advised to check the AT website journey planner. www.at.govt.nz/journeyplanner

Canteen

The school canteen is open at morning tea and lunchtime and serves a range of healthy food. Cash and Eftpos is accepted as payment at the school canteen. Bottled water is sold at the canteen and we have a number of water fountains around the school for students to fill water bottles.

Class Attendance

An electronic roll will be taken at each class and whānau time. Students are expected to attend every lesson.

Computer user accounts

All students are allocated a student log on and password that allows them access to the school network. If students experience any issues they should speak to their teacher in the first instance and then see the technicians in the ICT office, next to the Knowledge Centre in Kowhai Block.

Contact and personal details

If you have a change of address, phone number, email address, name etc. please advise the College through Student Services. Where students advise of changes we will confirm changes with a parent/caregiver before updating a student's record.

Counselling

Counselling services are offered via our Student Services Team. Students should book an appointment via the online booking system that can be accessed on the school website.

Daily notices

Students are advised of events, changes to the weekly/daily programme, co-curricular activities etc. via the daily notices. Students and parents can view daily notices on the online portal and the KAMAR app.

Dental services

Dental Planet visits the school during the year to undertake screening and dental treatment. The school dental service is free of charge.

Emergency evacuation and lockdown procedures

When the evacuation siren sounds, all students, staff and visitors are to quickly evacuate the buildings and assemble on the back field adjacent to the turf according to whānau classes. Rolls will then be marked and all people accounted for. In the case of a lockdown, the bell will ring at intervals to signal lockdown is to commence. Staff and students will be advised to either remain inside or make their way to the nearest indoor lockable space. In the event of an incident, the school will communicate with parents/caregivers via email/text message as directed by emergency services.

Hours of school

School starts at 8.45am each day, except for Tuesdays when period 1 starts at 9.15am.

- **Students are expected to be at school by 8.35am** and in their subject class at 8.45am.
- Students arriving after 8.45am are recorded as late to school. Students that arrive after 8.45am must report promptly to the Attendance Officer in Student Services where they will be issued a late pass (Green) to be able to enter class.
- The school day finishes at 3.20 pm
- Sports practices usually finish at 5.00 pm at the latest unless stated otherwise by a staff member
- Students are expected to travel directly home from school after lessons and practices finish
- Office hours: During term time, 8-4pm. Outside of term time, 9-3pm.

Incorrect uniform

Students wearing non-uniform items must report to the uniform room (next to K1) at 8.45am with a note from their parents/guardian. In most cases a replacement uniform item will be loaned for the day. Students need to return borrowed items on the same day by reporting to Student Services after school. Students that wear incorrect uniform in classes or the playground during the day are likely to have it confiscated to be collected from a staff member at the end of the day. Confiscated non-uniform items can be collected at the end of the day by students from the relevant staff member.

Laptops and wireless access

All students are required to bring their laptop to school on a daily basis. All students have access to the school network via the extensive wireless system throughout the school. Students are reminded that all technology is to be used under the direction of their teachers in a safe and responsible manner. The school uses Office 365 as the online teaching and learning platform. Teachers will provide links to subject and class materials to students at the start of the school year.

Leadership

There are many opportunities for student leadership across all year levels. Students will be advised of events, leadership groups and opportunities via the daily notices. Each whānau also has leadership opportunities and roles to be fulfilled.

Leaving process

If your child is leaving school at any year level other than Year 13, please inform the school so that a leaving form can be completed prior to your child's last day. The leaving process allows for the student's commitments to be fulfilled including the return of all books and other items and closure of accounts.

Leaving the school grounds during the day

Students must remain on the school grounds throughout the day, unless granted a leave pass from the Attendance Officer. This requires a note from home or written permission from a Whānau Leader, AP or DP. We ask that parents/caregivers make appointments outside of school hours as much as possible as this prevents students missing valuable learning time. Parents are expected to report to the front reception to sign students out of school during the day. We do not permit students to leave during the day with people other than their legal guardian/parent noted on the enrolment form without the express permission of the parent/legal guardian.

If you need to sign your child out during the day for an emergency, please be aware that the office staff may not be able to get your child straight away, so we do ask that you call 09 579 5049 or email ahead attendance@onetreehillcollege.school.nz. Please do not text your child and expect them to be let out of class and leave the grounds without following this process.

Lost property

All personal property and uniform must be clearly named. Please report to the Student Services Centre if you have lost/misplaced any items to check the lost property. The school takes no responsibility for lost personal property.

Lunch programme: KA ORA, KA AKO - HEALTHY SCHOOL LUNCHES

This is a government funded Ministry of Education programme being offered to many schools across New Zealand. One Tree Hill College joined the programme in term 3, 2021. This means ALL students receive a free lunch every day, including fruit and snacks. Lunches include hot and cold meals. There are a variety of options for students with special dietary requirements. If your child requires a specialised diet for religious or medical reasons, you will need to complete a special diet form by clicking the link here - <https://forms.office.com/r/wB6m1L25m3>

Students with special dietary requirements will receive lunches that meet their individual needs. If your child does not require a specialised diet, you do not need to complete this form. A non returned form will indicate that your child does not require a specialised diet.

Mobile phone use

Mobile phones and headphones are only to be used outside of the school buildings. If students are seen using their phones or earphones inside, they will be confiscated. The first offence will result in the student having their phone returned at the end of the school day by a Deputy/ Assistant Principal. Subsequent misuse of phones and headphones will require a caregiver to collect the item from one of the Deputy/ Assistant Principals at the end of a school day upon arrangement.

Payments to the school

Payment may be made to the College at our Student Services Centre or school front reception by cash, a cheque made out to One Tree Hill College, by EFTPOS or by internet banking to: One Tree Hill College 12-3023-0600686-00, Reference: *Student Surname, First Name, activity/payment reason*. Parents are able to set up an automatic payment to take care of the school subject materials, trips, sports etc. If you have any questions regarding charges/accounts, please contact Student Services Reception.

PTA

The school PTA meets monthly to plan activities and events to support the College. If you are interested in joining the PTA, please contact the school office. (office@onetreehillcollege.school.nz)

Reporting to parents/caregivers

Parents will receive two written reports each year detailing the academic progress of their child. The dates are noted on the school website. Three parent-teacher interview days will be held in 2022. We strongly encourage all parents and caregivers to attend these days.

School gates

The school gates are locked for 30 mins (8.30-9.00, 3.00-3.30pm) before and after school. Parents and caregivers are asked to make arrangements to drop off and collect students outside of the school grounds.

Sickness & injuries

A student who needs medical attention while at school should report to the Student Services Centre to see a School Nurse. Students with non-urgent matters will not be seen in class time, they will be asked to make an appointment for interval, lunch or after school. Students are able to request an appointment through the school website. Parents will be contacted to collect sick/injured students from school if required. In the case of an emergency, first aid will be administered and an ambulance called if required. The school also provides weekly access to a doctor and physiotherapist by appointment.

If your child is experiencing ongoing medical issues you should contact one of our school nurses to discuss. If absence from school is a result of sickness/injury, please follow normal absence procedures.

Sports and cultural activities

The College offers a range of co-curricular sporting, outdoor education, arts and cultural activities for students to participate in. Students are advised to carefully read the daily notices for information.

Mr Brian Faunt is the Sports Director and can be contacted via email:

bfaunt@onetreehillcollege.school.nz

Stationery and Course material

To make going back to school easy for you, we have teamed up with OfficeMax MySchool to have our requirement lists loaded on to <https://www.myschool.co.nz/othcoll>

We've found this is the easiest way for you to purchase your child's requirements. Select the compulsory and essential items to begin with to ensure delivery prior to start of year. Then once your options have been confirmed, you will be able to order stationery for those option subjects that require stationery. Buying through OfficeMax MySchool also earns Rewards for our school which we can redeem for much needed educational supplies, equipment for our classrooms or for students in need.

Any subjects with a 'take-home' component of course materials will have a charge allocated. Course materials can be paid for via the College portal on the One Tree Hill College website. Portal login details for the College portal will be emailed to parents/caregivers.

Student email

All students are issued with a school email account upon enrolment. Teachers and the school administration will use email to communicate with students. Students should direct their school email to their own web-based email account or regularly check their school email account. Student email addresses are formatted as: firstname.surname@my.othc.school.nz. Student email is web-based and accessed via their Office365 login.

Student ID cards

ID photos will be taken at the start of the school year. We strongly encourage all students to purchase an ID card – this will be needed for discounted public transport and withdrawing books from the library. We ask that Student ID cards are also paid for via the College portal on the One Tree Hill College website.

OTHC is also offering free Digital ID cards to students who wish to use this option. Digital IDs will be held on the highly secure Yoti app.

Student services

The Student Services staff are located in the Student Services Centre. Students should report to the reception where they can make payments, enquire about lost property, etc. The Student Services reception/admin can be contacted via telephone or by email ssc@onetreehillcollege.school.nz. The Attendance Officer and Special Education Coordinator are also located in the Student Services Centre.

Student vehicles

Students are not permitted to park on school grounds. Students that drive to school must abide by all conditions of their licence while travelling to and from school.

Timetables and subjects

One Tree Hill College runs a 10-day timetable, with five teaching periods per day. Students receive a paper copy of their timetable upon starting school each year. Student timetables are also accessible through the parent portal. All students in Years 9-12 are required to study a range of compulsory subjects. Students are given subject choice via 'option' subjects. Option choices are carried out early in term 3. First choice of options are not always possible due to timetable constraints.

Parents/guardians are encouraged to speak with Facility Leaders, careers staff, Whānau Teacher, Whānau Leaders or APs in the case of any specific concerns.

Travel to and from school

Auckland Transport operate a number of buses exclusively for One Tree Hill College Students to and from school in our local school zone. Buses drop students off in the morning in the carpark off Rockfield Road and collect students from the same place. Students catching afternoon buses should report to the bus waiting area at the back of the school gymnasium by 3.30pm. Please see <https://at.govt.nz/> for route and payment information. We expect the highest standard of conduct for all students travelling to and from school. Where a school bus operates, students are expected to take the school bus to and from school. Students travelling beyond the school bus routes and taking public transport are expected to adhere to school behavioural expectations at all times. Students travelling by bus or train are to wait in an orderly manner at the train station/bus stops and catch the first available train/bus. Students should not congregate at the Ellerslie shopping centre or on the train platform after school.

Valuables

The school accepts no responsibility for unnecessary valuables, mobile phones, i-pods or large sums of money brought to school. Such items should be handed in to the Student Services Centre for safekeeping. Items that are interrupting learning will be confiscated and handed to a DP or AP for safekeeping or issuing back to parents/guardians.

Visitors

All visitors must report to the school reception where requests will be dealt with in an appropriate manner. There is assigned visitor parking outside the administration block. Members of the public are not permitted to walk around school without permission from the school reception.

Whānau groups and classes

All students belong to one of the four school whānau: Hināu, Kowhai, Miro and Tawa. Year 9 and 10 students study their core compulsory subjects in their whānau class groupings. Any concerns should be raised with your child's Whānau Teacher in the first instance. All students are encouraged to participate in the variety of whānau activities and events during the year.

Year 12 and 13 Graduation

Students may graduate from Y12 or Y13 upon meeting set criteria. Criteria is based on achievement, attendance and punctuality. Detailed information about this will be given to students at the beginning of the school year. For more information about the criteria, please make contact with Assistant Principal, Mr Geraint Tagaloa.



One Tree Hill
COLLEGE

BELL TIMES 2023



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.40 Warning Bell	Staff PLD 8.20 – 9.10	8.40 Warning Bell	8.40 Warning Bell	8.40 Warning Bell
8.45 – 9.45 Period 1	9.10 Warning Bell	8.45 – 9.45 Period 1	8.45 – 9.45 Period 1	8.45 – 9.45 Period 1
Whanau Time 9.45 – 10.10	9.15 – 10.15 Period 1	Whanau Time 9.45 – 10.10	Whanau Time 9.45 – 10.10	Whanau Time 9.45 – 10.10
10.10 – 11.10 Period 2	10.15 – 11.15 Period 2	10.10 – 11.10 Period 2	10.10 – 11.10 Period 2	10.10 – 11.10 Period 2
Interval 11.10 – 11.40	Interval 11.15 – 11.40	Interval 11.10 – 11.40	Interval 11.10 – 11.40	Interval 11.10 – 11.40
11.35 Warning Bell	11.35 Warning Bell	11.35 Warning Bell	11.35 Warning Bell	11.35 Warning Bell
11.40 – 12.40 Period 3	11.40 – 12.40 Period 3	11.40 – 12.40 Period 3	11.40 – 12.40 Period 3	11.40 – 12.40 Period 3
12.40 – 1.40 Period 4	12.40 – 1.40 Period 4	12.40 – 1.40 Period 4	12.40 – 1.40 Period 4	12.40 – 1.40 Period 4
Lunch 1.40 – 2.15	Lunch 1.40 – 2.15	Lunch 1.40 – 2.15	Lunch 1.40 – 2.15	Lunch 1.40 – 2.15
2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell
2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5
End of School Day 3.15	End of School Day 3.15	End of School Day 3.15	End of School Day 3.15	End of School Day 3.15

BYOD –Bring your own device

All Years 9 - 13 are required to bring a laptop for use in class to support their learning. Smart phones are not considered suitable.

The BYOD (Bring your own device) programme creates opportunities for powerful e-learning. All students have access to our ultrafast broadband and a robust, monitored, and secure Wi-Fi network to support and enhance their learning. They will be able to access their learning online, anytime, anywhere and can collaborate, create and share information seamlessly with communities all over the world. In addition to learning, NZQA has made digital exams available to students across a range of subjects for students in years 11-13.

Recommended BYOD Devices

The team at New Era Technology have worked with One Tree Hill College to come up with these recommended devices to enable you to complete all the necessary schoolwork at home and in class.

<https://newera-byod.acquire.co.nz/byod?school=oth-college>

Please see the laptop specifications below. Laptops are required from the first day of school.

The Laptop Specifications

Students do not require a powerful (expensive) laptop, nor do they need a large hard drive as they will be saving and sharing most of their work in the cloud. One of the many realities of computing in a school environment is that students require a highly portable laptop with a long battery life. Students must carry their device from class to class every hour and will not be able to rely on having an opportunity to recharge their battery during the day. In addition to this, the laptop must also be wireless capable and be robust which often means the build quality of the laptop should be high.

When considering a laptop, please also bear in mind that the student will be responsible for ensuring that it is kept in good working order. The school's IT team - NewEra will provide limited assistance with configuring the laptop onto the wireless network, but will not provide in-depth ongoing technical support.

As a school, we do not believe that mandating a particular laptop is necessary. We have however, put together the following minimum specifications for a suitable BYOD laptop at One Tree Hill College:

- Wireless networking capability
- 5 hours of use from one battery charge
- Large screen (10" minimum) enough to work with documents in order to create and edit content
- The ability to run a web browser (e.g. Chrome, Firefox, Internet Explorer) that will
- allow it to access Microsoft 365 and other learning resources
- Is lightweight, but robust enough to handle daily use
- Is in a protective carrying case
- Has a keyboard (which may be detachable) for inputting information.

Other considerations which we strongly recommend:

- Warranty – students will want faults fixed quickly, the school will not provide technical support or repair services.
- Insurance – make sure you are covered for replacement if lost, stolen or is broken (including the screen); the school insurance does not cover personal property.

Attitudes to Learning

I will act in a way that supports a positive learning environment.

I will:

- Be punctual to class
- Settle quickly to work at the start of each lesson
- Bring correct equipment to class
- Bring my device to every lesson fully charged
- Complete work set in class with accuracy and care, and in sufficient depth
- Complete homework as required
- Be focused and responsive in class
- Avoid distracting other students in class
- Participate and contribute positively in class activities
- Show respect to peers in the classroom
- Show respect to teachers
- Contribute positively to whānau class activities and discussions
- Contribute positively in school co-curricular activities
- Wear correct uniform at all times (correct shoes, jacket etc.) including to and from school
- Look clean and tidy in my uniform

I will seek to bring credit to myself, my family, whānau and the College at all times.

Cyber Safety Agreement

The purpose of this agreement is to ensure the safety of all users of the One Tree Hill College computer network including the use of the wireless network. The school promotes and maintains a cyber safety culture which is in line with the school values, legislative and professional obligations including the Harmful Digital Communications Act 2015.

I understand that:

- The only purpose for school computers, network, and other information technology resources is to support teaching and classroom learning.
- I agree to only use ICT equipment under the direction of my teacher in class. This includes the use of mobile phones and other portable devices.
- I agree that whilst a student of One Tree Hill College I will not have any involvement in the use of ICT which may put myself or others at risk. This includes cyber bullying and the inappropriate use of social media, for example, Facebook, Instagram, Messenger, Twitter, text messaging etc.
- The school will do its best to keep me safe whilst using ICT. This includes monitoring and filtering of all data stored on or transferred using the school network.
- I understand that I am not permitted to access material through the internet which is offensive, dangerous, inappropriate or illegal.
- I am forbidden to pass on offensive, dangerous, inappropriate or illegal material by copying, storing or printing it. I will let my teacher know immediately if I accidentally access such material.
- If I use email at school, I am not permitted to send any messages, which are offensive, dangerous, inappropriate or illegal.
- I understand that these rules apply to the use of all ICT equipment used at school. This includes laptops, tablets, phones and other storage devices.

I understand how important it is to:

- Take care of information technology resources, such as computers, laptops, tablets and the Internet
- Be careful with equipment and furniture.
- Respect the copyrights on software that prohibit copying.
- Be considerate of other users
- Share available equipment if required.
- Be careful not to waste computer resources e.g. paper.
- I will not intentionally disrupt the smooth running of any ICT equipment. This includes not attempting to hack or gain unauthorised access to any system.
- Take care not to scan or display graphics, record or play sounds, or type messages, which could cause offence to others.
- I will remove immediately from the screen any material that would not be allowed at the school, which I accidentally came across, and tell the teacher immediately.
- Be responsible for privacy and security
- I will never share my passwords with any other students.
- I will not give anyone on the internet or other digital means information about myself or anyone else – this includes addresses, phone numbers, photographs, or other personal or sensitive information.
- I will only use external storage devices when given permission by my teacher to backup work or take it to and from home. I will tell the teacher if I come across a virus or security problem.

Safe School Charter

One Hill Tree College is committed to providing a safe, secure and friendly environment for all students. All students are required to follow the articles of the safe school charter listed below:

1. I will behave in a positive manner

This means I will not hit, assault, bully, intimidate or fight other people. I will also encourage others not to be violent.

2. I will use polite and friendly language

This means that I will not verbally abuse people by using offensive or rude language. I will speak in a way that will not racially or sexually discriminate others. I will be considerate and respectful of others when I speak.

3. I will be a positive digital citizen

This means that I will use social media and other forms of digital communication positively. I will not make negative posts or comments about other or distribute inappropriate images and videos.

4. I will respect other people and their property

This means I will not harass others and will at all times act to stop people being disrespectful to others. I will not interfere with, damage or steal other people's property. I will not vandalise the college by breaking college property or defacing college property.

5. I will be fair to others

This means that I will support others, will encourage them in their learning and will acknowledge their contributions.

6. I will keep One Tree Hill College free of harmful substances

This means I will never bring into the college, or use, drugs of any kind, alcohol in any form, cigarettes, e-cigarettes, tobacco or any other illegal items, that may be harmful to myself or others.

Mobile Phone / Earphones Process

Mobile phones are now an integral part of adolescents' daily lives and is for the majority, the most popular form of electronic communication and family organisation. However, as a school, we have observed over-reliance on the mobile phone for social connection, intrusion into young peoples' lives, and teachers' ability to effectively teach at times (due to inappropriate use, phones being lost, miscommunication on social media). As a school, we believe that young people benefit from face-to-face interaction with peers and an environment that fosters understanding each other through verbal communication.

Expectations

Phones and headphones/ear buds are not to be used or seen inside any school buildings (classrooms, corridors and all other indoor spaces) at any time during the day. The only exception to this is as below. 'Use' includes playing music, using the internet (inc. apps), texting, phone calls etc.

Phones may only be used inside school buildings under the explicit permission and instruction of a teacher for direct teaching and learning purposes.

Mobile phones are not to be charged at school.

Inside classrooms, phones are to be turned off and stored inside school bags.

Mobile phones and headphones/ear buds are brought to the College at the owner's risk.

If a student arrives **late** to school, phones and headphones/ear buds are not to be used once the student enters the school grounds.

All staff will be consistent about the use of mobile phones and headphones/ear buds in classrooms and all other indoor spaces (corridors, commons, Knowledge Centre, gymnasiums, Student Services etc.).

If a student needs to use a phone during the school day they may do so outside of the buildings or they may use the telephone in Student Services.

Consequences

If a student is not meeting the above mobile phone and/or headphones/ear buds expectations these items will be confiscated by a staff member.

The staff member will make a pastoral entry in KAMAR detailing the time and place of the breach and the Assistant/Deputy Principal that the item(s) will be handed to.

For the first infringement, the AP/DP will hand the phone or headphones/ear buds back to the student at the end of the school day upon the student reporting to the AP/DP.

For a second infringement, the AP/DP will make contact with parents/guardians to discuss the breach of the school expectations and make a time for the phone or headphones/ear buds to be collected by a parent/guardian.

For any subsequent infringements, the student will be responsible for informing their parents/guardians. A parent/guardian will make contact with the AP/DP to arrange a time to meet to discuss the ongoing infringements and to collect the phone or earphones/ear buds. Additional disciplinary processes may also be utilised.

Uniform Code

- All uniform items are available from **The Uniform Shoppe, 1 Ronwood Avenue, Manukau City.**
Ph: 092 676063. Website: <https://theuniformshoppe.co.nz/location/manukau/>
- It is compulsory for all students to wear school uniform.
- A One Tree Hill College brand label or crest appears on each uniform item. This makes our uniform distinctive. Substituted uniform items will not be accepted.
- Students can choose to wear combinations of uniform as appropriate.

Uniform Items

1. Trousers	Navy blue	All Students
2. Shorts	Navy blue	All Students
3. Skirt	Navy blue calf length Navy blue long skirt	All Students
4. Shirt	Chambray blue, short sleeve	All Boys
5. Blouse	Chambray blue, short sleeve	All Girls
6. Jersey	Navy blue with zip collar	All Students
7. Jacket	Navy blue with red trim	All Students
8. Socks	Navy blue – above ankle	All Students
9. Belt	Plain Black Leather	All Students
10. Tights	Plain Navy blue or Black	All Girls
11. Shoes	Black, low heeled, leather lace ups	All Students
12. Sandals	Black with a back strap	All Students
13. Blazer	Navy blue	Optional for Yr12 & 13 only
14. Scarf	Navy blue with OTHC	Optional for all
15. Tie	School tie	Optional for Yr 12 & 13 only
16. Cap	Navy Blue OTHC	Optional for all
17. Physical Education	Navy Blue Top and Shorts	All Yr 9 – 10 students Only Yr 11-13 in PE classes.

We Do Not Allow

- Sports shoes of any kind to be worn (except for sport and physical education)
- T-Shirts etc showing outside of the school uniform
- Extremes of hairstyles
- Unnatural hair colours
- Make up to be worn
- Facial hair – Boys must be clean shaven
- Sandals to be worn in technical areas or with socks

Jewellery

Only one small sleeper or stud per ear is permitted. NO OTHER JEWELLERY IS ALLOWED. **At all times the college uniform should be worn in a manner which brings credit to the student wearing it and to One Tree Hill College. Exemptions to the above code will be granted by the Principal only.**

Below are the varieties of shoes which are allowed to be worn by **female** students at One Tree Hill College.

Black Leather T-Bar Shoes



Black Leather lace-up shoes



Below are the varieties of shoes which are allowed to be worn by **male** students at One Tree Hill College.

Black Leather lace-up shoes



Black leather “formal” no lace shoes



Below are the varieties of sandal which are allowed to be worn by **both male and female** students at One Tree Hill College. **They must be Black Leather look with a back heel strap**



PLEASE NOTE (Boys and Girls):

- Shoes must be worn with navy blue above ankle socks.
- Other varieties of shoes or sandals are not permitted.
- Canvas, cloth or other varieties of fabric are not permitted.
- Please do not waste your money buying incorrect shoes.

Sports

Sport at One Tree Hill College is administered by Mr Brian Faunt (Sport Director). Summer sports compete in Terms 1 and 4 and winter sports compete in Terms 2 and 3. Training for many codes start the term prior to competition. Students are advised of trials and meetings via the school daily notices. If your child is interested in playing for school, please make contact with the Sports Department.

Sport Director – Brian Faunt bfaunt@onetreehillcollege.school.nz

Code	Format	Term
Athletics	School athletics day: TBC, Eastern zone, Auckland championship	1
Badminton	After school games	2 & 3
Cricket	Saturday morning games	1&4
Cricket Blitz – Junior girls	Thursday after school games	1 & 4
Basketball -boys	After school games – day depends on grading	2&3
Basketball -girls	After school games – day depends on grading	2&3
Cross Country	Eastern zone, Auckland championship	2
Football -girls	Wednesday after school games	2&3
Football - boys	Saturday morning games	2&3
Hockey – boys	Wednesday after school	2&3
Hockey - girls	Friday after school	2 & 3
Netball (graded)	Year 9-Premier teams Saturday morning games	2&3 8 May start
Rugby- girls	Monday after school games	2&3
Rugby – boys (graded)	Saturday morning games	2&3
Softball - boys	Monday after school games	1&4
Softball – girls	Wednesday after school games	
Swimming	School swimming sports: Term 1 date TBC, Eastern zone, Auckland championship	1
Table Tennis	Thursday after school games	3
Tag	1-day tournament	1 Seniors 4 Juniors
Tennis – boys and girls	Saturday morning games	1 Open 4 Juniors 13 Feb start
Touch	Tuesday after school games	1&4
Volleyball	Thursday after school games Premier Team – Friday after school games	1 Seniors/Open 4 Juniors
Waka Ama	Wednesday and Friday after school regattas	1&4
Weightlifting	2-3 competitions per year - weekends	1-4

Arts and Culture

	Format	Term	Contact
Music – instrument and voice tuition	Itinerant Music Lessons – available for music students, linking with the music option. Lessons take place during the school day.	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Male Voice Choir	All boys welcome, no auditions. Lessons: TBC	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Boys' Chorale (Esquire)	Auditions in term 1 Lessons: TBC Performances include The Big Sing Competition (Term 2)	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Girls' Choir (Peka Totara)	All girls welcome, no auditions. Lessons: TBC Performances include The Big Sing Competition (Term 2)	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Chamber Orchestra	Lessons: TBC KBB Music Festival (Term 3)	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Jazz Ensemble	Lessons: TBC KBB Music Festival (Term 3)	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Rock Bands	Pacifica Beats/Rockquest competitions as goals for the year	1-4	Mr Gray pgray@onetreehillcollege.school.nz
Drama	Drama opportunities are provided during the year.	1-4	Mr Stuart mstuart@onetreehillcollege.school.nz
ASB Polyfest Cultural Performance Groups	Groups TBC depending on numbers and availability of tutor. Polyfest takes place in term 1	1	Ms Kumar mkumar@onetreehillcollege.school.nz
Kapa Haka	Practice starts Term 1, working towards performance at the ASB Polyfest (Term 1). Additional performances and powhiri during the year	1-4	Miss Rope srope@onetreehillcollege.school.nz

Subject Codes

ACC	Accounting
ADN	Art - Design
APA	Art - Painting
APH	Art - Photography
ART	Art
ASC	Additional Science
BIO	Biology
BST	Business Studies
CAL	Calculus
CHE	Chemistry
CMP	Computing
COM	Commerce
DAN	Dance
DVC	Design and Visual Communication
DLT	Digital Technology
DRA	Drama
ECO	Economics
ELX	ESOL
ENG	English
ESOL	English second oral Language
FTH	Food Technology and Hospitality
FOT	Food Technology
GEO	Geography
HEA	Health
HWB	Health and Wellbeing
HIS	History
HOS	Hospitality
ISE	Integrated Studies - English
ISH	Integrated Studies
ISM	Integrated Studies – Mathematics
JAP	Japanese
MAO	Te Reo Māori
MAT	Mathematics
MDS	Media Studies
MUS	Music
OTC	One Tree Hill College - Citizenship
PAS	Pasifika Studies
PED	Physical Education
PES	Physical Education and Sport
PHY	Physics
PRD	Product Design
SAM	Samoan
SCI	Science
SOC	Sociology
SPA	Spanish
SPR	Sport – Rugby
SPF	Sport - Football
SPN	Sport - Netball
STA	Statistics
TOU	Tourism
TRD	Trades

Student E-Learning Guide

Contents

BYOD – (Bring your own device)	12
Kamar – Student portal.....	20
Wi-fi	22
Printing.....	23
Setup Printer - For Windows computers	23
Setup Printer - For Mac computers	23
Setup Printer – Chromebooks.....	24
Papercut funds.....	24
365 Login.....	25
Email	25
Naming Files.....	26
Cow (Computers on Wheels) Login	26

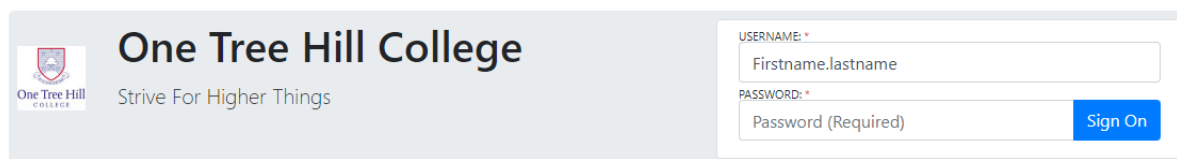
Kamar – Student & Parent portal

The KAMAR parent and student portal gives students, parents and caregivers the ability to access personal school information from any web browser. Personal usernames and passwords will be emailed to primary caregivers. The portal gives access to the following functions,

•Daily Notices •School Events •Checking personal details •Student Timetables •Student results including NCEA and school assessments •Archived Progress Reports

Parent/caregiver logins can see •Financials and •Live Attendance

Login via the school portal link - <https://portal.onetreehillcollege.school.nz/>




Your username is your firstname.lastname from your school email

Your password is your school and 365 password – a teacher can look this up on Kamar for you if you forget

Student username and password, plus school email will be shared with the student on their first day.

Portal attendance page:

**One Tree Hill College**
Strive For Higher Things

First Last
You are logged with **Student** access.
Student ID: #####

[Home](#) [Notices](#) [Calendar](#) [Attendance](#) [Details ▾](#) [Results ▾](#) [Careers ▾](#)

[Logout](#)

Welcome

Attendance

<

Week:

1

>

P

Present

L

Present, Late to class

U

Absent, Unjustified

O

Overseas Posting

	Monday 8 Feb	Tuesday 9 Feb	Wednesday 10 Feb	Thursday 11 Feb	Friday 12 Feb
Period 0 8:00 am					
Period 1 8:45 am		9PED MSN - GYM1	9ENG HVS - H4	9OTC CWF - AV	9SCI MHR - T3
Whānau Time 9:45 am			Whanau LSL - K6	Whanau LSL - K6	Whanau LSL - K6
Period 2 10:10 am		9SCI MHR - T3	9COM KAI - M5	9SST HGB - H4	9MAT PRT - T8
Interval					

At the bottom is a link you can use to move your classes onto your phone or computer calendar-
useful for remembering where your classes are!

Enter this URL into iCal, Google Calendar, Outlook: <https://portal.onetreehillcollege.school.nz/index.php/ics/21001-GMXQT2WKQAZSM3N0N2SSRVKD.ics>

The portal navigation bar:

[Home](#) [Notices](#) [Calendar](#) [Attendance](#) [Details ▾](#) [Results ▾](#) [Careers ▾](#)

Notices – announcements to check daily

Calendar – longer term scheduled events like sporting, trips, teacher only days etc.

Attendance – as above, a place to check your attendance

Details – use this to verify your, your family and emergency contact's details; your financial records; groups you belong to

Results – Academic results, recognitions, awards and school reports

Careers – your progress in NCEA vocational pathways

Wi-fi

1. Make sure you are connecting to OTHC-BYOD
2. Phase 2 authentication is set to MSCHAPv2
3. Certificate is set to "Do not check"
4. Enter your username under "Identity"
5. Enter your password
6. Leave Anonymous Identity **blank**

Image below for reference:

The screenshot shows a 'Join Wi-Fi network' dialog box with the following fields and options:

- SSID: OTHC-BYOD
- EAP method: PEAP (circled in red)
- Phase 2 authentication: MSCHAPv2 (circled in red)
- Server CA certificate: Do not check (circled in red)
- Subject Match: (empty field)
- User certificate: None installed
- Identity: firstname.lastname
- Password: (masked with dots, with an eye icon to toggle visibility)
- Anonymous identity: <leave blank>
- ☒ Save identity and password
- ☐ Share this network with other users
- Buttons: Connect (blue), Cancel (grey)

Printing

To print from your device over the school's wifi network, you will need to set up the Papercut printers. Your username and password are the same as the school network – and to release the printing at the printer you will need either your ID card or your ID number.


Setup Printer - For Windows computers

[Click this link](#) to download the Mobility Print Installer

You'll be prompted to select the printers you want to use, and to enter your username and password.

When it's time to print, just print like you normally do. Be sure to use a printer you selected when you installed Mobility Print.

Setup Printer - For Mac computers

1. Navigate to **System Preferences > Printers and Scanners**.
2. Click the  icon under the Printers List.


The **Add** dialog is displayed. It displays a list of all of the discovered printers on the network.

3. Select a printer that uses the Bonjour protocol. The **Name**, **Location**, and **Use** is displayed.
4. At the bottom of the dialog box, check that **Use** is set to **Secure AirPrint**.
5. If **Secure AirPrint** isn't displayed:
 - a) Close the **Add** dialog.
 - b) Disconnect from the network, then reconnect to it again.
 - c) Check if you can see Secure AirPrint now. If you can't, contact your System Administrator.
6. Click **Add**.
7. Print your document. When prompted, enter your PaperCut username and password.

Setup Printer – Chromebooks

1. Make sure the client is connected to your organization's network.
2. Install the [Mobility Print Chrome app](#).
3. If you want to print from Android applications such as Microsoft Word:
 - a) Enable Google Play store as a [user](#) or as an [Administrator](#).
 - b) Install the [Mobility Print Android app](#) from the Google Play Store.
 - c) Click **Open**.
 - d) Click **Android settings**.
 - e) Click **Mobility Print**.
 - f) Click the enable toggle.

4. Open the page to print.

The way you print is different depending on the app you're printing from. For more information, see the documentation for the app. When you select a printer, make sure you select a Mobility Print printer as identified by the PaperCut icon .

5. Print the content.

For example, to print from Microsoft Word, press **Ctrl+P**, select a printer; then click **Print**.

6. When prompted, sign in.

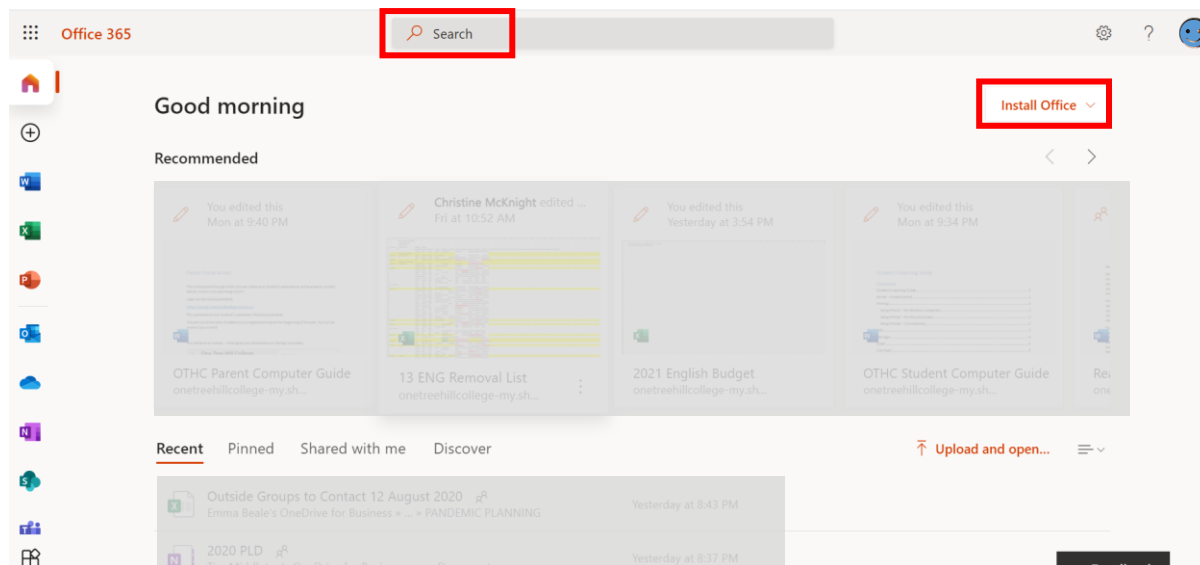
Papercut funds

At the beginning of the year, 5\$ is loaded onto each students' account. Pages cost .09\$ to print. Funds can be added to your papercut account at the Student Services Centre, with a minimum of 5\$ top ups. Cash, Efpst and on account payment accepted.

365 Login

Use your school email & password to log onto Microsoft 365: <https://www.office.com/>







The landing page will show you your most recent documents from all apps:



Install Office

The Install Office button will allow you to download the software versions of Office. Once this is done you can log in those versions and have the full functionality. The online version of office has most features, but not all.

The sidebar has a quick link to all the online tools:

-  Word
-  Outlook – your emails that you must check daily
-  OneDrive – all your files will be saved here
-  OneNote – Each class has a notebook
If you can't find one on your 'recently opened' list, it might be in the 'Shared with me' list
-  Teams – Each class has a team
You can use this to access the class files, notebook, board and assignments
-  From any 365 tab, you will be able to click this button in the top left hand corner to switch to another program or file

Problem solving: If you have trouble accessing a file and your device is used by more than one person, you may need to use 365 on an incognito browser. If you right click your browser icon on your desktop or taskbar (Chrome, Firefox or Edge), you can then click on 'New Incognito Browser'

Email

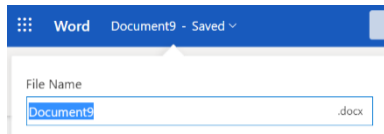
It is expected that you will check your email every school day. Important notices are often shared this way. You can login directly from <https://outlook.office.com/mail>

You can also add your Microsoft school login to your phone or computer by downloading the appropriate Outlook app.

Remember, emails to your teachers and staff are formal communications. Emails should have subjects, greetings or salutations, formal content, and closings or sign-offs.

Naming Files

When you create a document of any type in 365, it will be given a generic name and number. Click on the title and rename it immediately with the class it is for and topic (IE: 9ENG Introduction Letter) so that you can find it later. You can also change where they are saved on Onedrive to organize your work into folders by class.



Cow (Computers on Wheels) Login

When logging onto Cows at school, you log onto a generic profile and then use an incognito browser to access your 365. You will use the browser to access your 365. Make sure any work is saved to your onedrive and not on the computer itself as the computer will delete it when you log off.

The Cows at school have the same login and password:

Login: One Tree Hill College

Password: OneTreeHill

Be sure to plug them in when you put it back into the trolley.

Problem Solving: If you attempt to log in and the computer says it is low on resources, that means too many students have closed the laptop without shutting it down. Reboot the laptop and log in again.



One Tree Hill

COLLEGE