

# Liston College



**In Christ we live**

## **Mission Statement**

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

## **Directory**

**Principal:** Mr C Rooney

**Deputy Principal:** Mr P Houghton

Item	Page Number
2019 Dates	4
Attendance Requirements	12
• School Attendance	
• Lateness	
• Absences	
• Requests for Leave	
• Leaving the School Grounds	
• School Leaver Documentation	
Bring Your Own Device	23
Certificate / Entrance Requirements	25
Computer and Devices – Guidelines for Students	31
Cyberbullying	19
For Students – What to do if they...	20
General School Requirements	13
• Jewellery and General Appearance	
• Prohibited Substances	
• Forbidden Articles and Items	
• Cell Phones and other Electronic Devices	
• Confiscation of Items / Non Regulation Uniform Items	
• Lost Property	
• School Property	
• Out of Bounds	
Parent Contributions (Fees)	8
Parent and Student Portals	24
Personal Goal Setting	38
Restorative Justice	16
School Contact Details	3
School Services	10
• The Form Teacher	
• The Pastoral Care Team	
• Careers	
• The Health Nurse	
• Sports and Cultural Activities	
• Student Council	
• Homework / Curriculum Support	
• The School Diary	
• Lockers	
• First Aid	
School Timetable, Periods and Bell Times	22
Special Character	6
Statement on Bullying	18
The Student Code of Conduct	17
Student Support Services	21
Study / Homework Skills	34
Term Planners	27
Time Management	37
Transport	15
• Picking up and Dropping off your son	
• Student use of Bikes	
• Student use of Cars	
• Public Transport	
Uniform Code	14

# School Contact Details

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School Address: Liston College  
69 Rathgar Road  
Henderson  
Waitakere 0610

School Telephone: 09 838 9350

Office Fax: 09 837 9809

School Absentee line: 09 837 9807 email: [absentees@liston.school.nz](mailto:absentees@liston.school.nz)

School email: [info@liston.school.nz](mailto:info@liston.school.nz)

Dean's email: [deans@liston.school.nz](mailto:deans@liston.school.nz)

School fees email: [schoolfees@liston.school.nz](mailto:schoolfees@liston.school.nz)

School website: [www.liston.school.nz](http://www.liston.school.nz)

## College Hours:

**Office Hours:** 8.00am – 4.00pm Monday to Friday

**Class Times:** 8.40am – 3.20pm Monday to Friday

Your Son's Form Class: \_\_\_\_\_

Your Son's Form Teacher: \_\_\_\_\_

Email address: \_\_\_\_\_

Extension Number: \_\_\_\_\_

Your Son's Dean: \_\_\_\_\_

Email address: \_\_\_\_\_

Extension Number: \_\_\_\_\_

## Special Feast Days

Ash Wednesday	6 March
Easter Day	21 April
Edmund Rice Feast Day	5 May
Ascension	30 May
Liston Day	17 May
Pentecost Sunday	9 June
Assumption of Mary	15 August
All Saints Day	1 November

## Term Dates

<b>Term 1</b>	29 January	to	12 April
<b>Term 2</b>	29 April	to	5 July
<b>Term 3</b>	22 July	to	27 September
<b>Term 4</b>	14 October	to	5 December

## Examinations

**Levels 1-3 NCEA End-year**                      9 - 13 September (Years 11 - 13)

## Events

12	January	<b>School Uniform sales</b> - Elizabeth Michael School Wear	10.00 - 1.00pm
16	January	<b>School Office opens</b> (Shorten hours this week / 8.00am – 4.00pm next week)	9.00 - 3.00pm
25	January	<b>Staff Retreat – Off site</b> (School Office closed for the day)	9.00 - 3.00pm
<b>Term 1</b>			
29	January	<b>Year 7 students at school for full day</b>	8.30 - 3.20pm
		<b>Year 8 &amp; 9 - only students new to Liston College in 2019 to attend</b>	9.30 - 11.00am
30	January	<b>All Year 7 - 11 students at school</b> - Full day, from now on	
		<b>Year 12 Students - Compulsory for 2019 course confirmation</b>	9.00 – 12.00pm
		<b>Year 13 Students - Compulsory for 2019 course confirmation</b>	1.00 – 3.00pm
		<b>Note: Some Years 12 &amp; 13 students with subject clashes may need to stay longer</b>	
31	January	<b>Call back for Years 12 - 13</b> with option clashes, where necessary	
1	February	<b>All Year 12 and 13 students at school</b> - Full day, from now on	
5 - 8	February	<b>Year 8 Camp - Karapiro</b>	
6	February - Wednesday	<b>Waitangi Day – NO SCHOOL</b>	
11	February	<b>Mihi Whakatau</b> - Welcome to the new members of the Liston College Community	9.00am
15	February	<b>Year 7 Retreat</b>	
18	February	<b>New Students - Parents Evening and BBQ</b>	6.30pm - Staff Room
18	February	<b>Inaugural School Mass</b>	11.30am - Gym
21 - 22	February	<b>School Athletics Days</b>	
26	February	<b>Class photos and ID photos</b>	
		<b>NCEA Students - Parents Evening</b> - Levels 1 - 3	7.00pm Archbishop Romero Bldg
28 - 1	Feb / March	<b>Prefects Retreat</b> - Franciscan Friary, Hillsborough	12.00pm Thurs – 4.00pm Fri
1	March	<b>Final day for NCEA Course Changes</b>	
		<b>Student Data Check</b>	
5 March	February	<b>ID photos – Catch up</b>	

6	March	<b>Ash Wednesday</b>	am - Gym
TBC	March	<b>NZ Edmund Rice Leadership Camp</b>	
13 - 16	March	<b>ASB Polyfest</b>	
20 - 22	March	<b>Year 11 Retreats – St Francis Retreat Centre, Hillsborough (separate groups)</b>	
27	March	<b>Open Evening - Gymnasium</b>	7.00pm - Gym
28	March	<b>Progress Report 1 available to parents (Years 7 - 13)</b>	
10 – 11	April	<b>Parent / Teacher interviews - Gymnasium</b>	5.30 - 8.00pm
12	April	<b>END OF TERM 1</b>	
<b>Term 2</b>			
29	April	<b>Start of Term 2</b>	
11	May	<b>Mother and Son High tea</b>	
16	May	<b>Pompallier Shield</b>	
17	May	<b>Liston Day</b>	
28	May	<b>Progress Report 2 available to parents (Years 7 - 13)</b>	
3	June	<b>Queen's Birthday - NO SCHOOL</b>	
6, 7	June	<b>Year 13 Retreats – St Francis Retreat Centre, Hillsborough (separate groups)</b>	
20, 21	June	<b>Year 9 Retreats LOGOS Retreat Centre, Kingsland (separate groups)</b>	
4 - 5	July	<b>Year 12 Work Experience TBC</b>	
5	July	<b>End of Term 2</b>	
9	July	<b>School Ball (during the school holidays)</b>	
<b>Term 3</b>			
22	July	<b>Start of Term 3</b>	
31 - 1	August	<b>Parent / Teacher interviews - Gymnasium</b>	5.30 - 8.00pm
30 - 2	July / Aug	<b>Year 12 Retreats – St Francis Retreat Centre, Hillsborough (separate groups)</b>	
20	August	<b>Staff &amp; Sports Photos</b>	
29-30 August	August	<b>Year 9 Retreats LOGOS Retreat Centre, Kingsland (separate groups)</b>	
31	August	<b>Father and Son breakfast</b>	
9 - 13	September	<b>Senior Exams (Years 11 - 13)</b>	
17	September	<b>School Workday</b>	
27	September	<b>Progress Report 3 available to parents (Years 7 - 13)</b>	
20-21	September	<b>Cycle-a-thon Fundraiser</b>	Fri 4.00pm – Sat 4.00pm
27	September	<b>End of Term 3</b>	
<b>Term 4</b>			
14	October	<b>Start of Term 4</b>	
28	October	<b>Labour Day - NO SCHOOL</b>	
TBC	October	<b>End of Year Mass</b>	11.30am - Gym
TBC	October	<b>Prize Giving</b>	7.00pm - Gym
TBC	November	<b>Years 11 - 13 finish for exam leave</b>	
TBC	November	<b>New Entrants Orientation Morning</b>	9.00am
7	November	<b>NCEA External Exams begin</b>	
25 - 29	November	<b>Year 10 Camp</b>	
3 - 4	December	<b>Wider Living Day (Years 7-9)</b>	
3 - 4	December	<b>Retreat / Wider Living Day (Year 10)</b>	
5	December	<b>End of Term 4</b>	
5	December	<b>End of Year Report available to parents (Years 7 - 10)</b>	

These dates are also available on our website  
go to [www.liston.school.nz](http://www.liston.school.nz)

## College History

Liston College was established in February 1974, originally at Holy Cross School in Henderson, by Bishop Delargy and named after the former Archbishop of Auckland, Bishop James Michael Liston. It was originally staffed by the Christian Brothers, a religious order founded in Ireland in the early 1800s by Edmund Rice. In 1975, the Principal, Brother Gary Wellsmore, staff and students moved to the present Rathgar Road site.

Liston College is one of over 600 Christian Brother schools worldwide and one of six in New Zealand and Rarotonga. As such we are part of Edmund Rice Network Aotearoa, New Zealand.

At Liston College we aspire to be faithful to the *Four Touchstones* which describe the culture of an authentic Catholic School in the Edmund Rice Tradition:

- † Liberating Education
- † Inclusive Community
- † Gospel Spirituality
- † Justice and Solidarity



**EDMUND RICE EDUCATION**

## The Legacy of Edmund Rice

Edmund Ignatius Rice was born in Callan, Ireland on 1<sup>st</sup> June 1762. In 1779 he travelled to Waterford and began working for his uncle, who supplied food and other commodities to ships and the army. In 1785 he married Mary Elliot. In 1788, the Rice's were expecting the birth of their first child. However, tragedy struck. Mary Rice died in January 1789; her baby was born slightly handicapped. Edmund's business brought him to the docksides. Here he saw crowds of unruly boys, fighting, begging and with no school to go to. A friend suggested he should do something for these poor boys and after seeking advice, Edmund sold his business and opened his first school in a converted stable in New Street, Waterford in 1802. Slowly, companions came to help Edmund in his work and so began the congregation of the **Christian Brothers**. As more men came to join Edmund and the first Brothers, so the schools spread, throughout Ireland and to the distant shores. Edmund Ignatius Rice died on 29 August 1844.

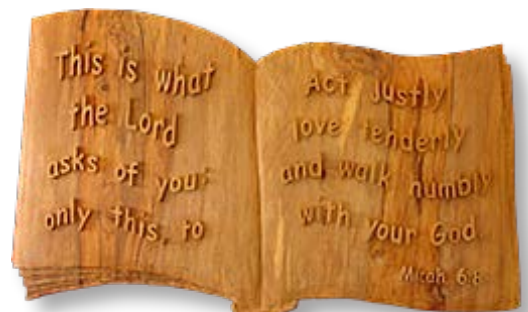
## The Special Character of Liston College

Liston College was founded on the Charism of Edmund Rice, which challenges staff and students to:

***“act justly, to love tenderly and to walk humbly with their God”***

**From Edmund Rice's life and vision, we as a college community believe in:**

- † The dignity of each person
- † Seeing Christ revealed in each person
- † A clear commitment to the poor and the marginalised
- † A commitment to excellence in teaching and learning
- † Partnership with families and the local church
- † A commitment to our faith



**The Special Character Goals of our College are to:**

- † break the cycle of poverty
- † enable our students to transform our society in the light of the Gospel

***The worth and liberation of the individual, enhanced by the personal formation in the light of the Gospel, are essential to Liston College.***

Our goals will be the education of and motivation of our students by a faithful and creative presentation of what the Church believes and teaches. As we strive to enlighten and inspire our students, we will impart the message of Christ both academically and pastorally. Through this our Charism Statement, Christ will create a **Community of Service** - service, which will radiate from our school to the wider community and to the whole people of God. This service will be directed to the needs of all needs of peace, reconciliation, and justice; needs arising from poverty, prejudice, ignorance, and neglect.

In striving to attain our goals we will keep constantly before us the need for us to be open to the truth and spirit of the Gospel.

## The College Crest

There are many symbols within the crest, each having a meaning.



<b>STAR:</b>	Faith in God, being the centre of our lives
<b>CROSS:</b>	Central place of God and faith in our learning and lives.
<b>OPEN BOOK:</b>	Liston College is about learning. We must place importance in books, especially the Bible, and learn from them.
<b>ALPHA and OMEGA:</b>	First and last letters of the Greek alphabet.
<b>LACE:</b>	Learning and growth come from all that we do. This has no beginning and no end, reminding us that God has no beginning and end, being all seeing and all knowing.

## The College Motto

The College Motto "***In Christ we Live***" means that we are all challenged to live out Christ's message to: Love God, Love my neighbour and Love myself.

## The Chapel

The "Lady of Perpetual Help Chapel" is the heart of Liston College where students, staff and families, can gather to celebrate in the Eucharist, pray, say hello to Jesus or just reflect on what is close to us.

In the Chapel foyer are photos of staff and students who have died while at Liston College; in the Chapel itself are flags from various countries and cultures which remind us of how diverse the Liston College Community is.

## The Prayer Garden

In 2008 a prayer garden was established in what used to be the Brothers vegetable garden. This garden is dedicated to those staff and students who have passed away while being at Liston College. In 2012 - 13 further structural work was carried out on the prayer garden to reflect Liston College's Catholic heritage. The sculptural work was inspired by the quote: "*Eternal rest grant unto them O Lord, and let perpetual light shine upon them*", the Maori notion of continuity and the tradition of leaving flowers in memory of loved ones passed.

It is a place of solitude where members of the Liston College community can go to think of and pray for those that have passed before us.

## The School Chaplain

Liston College is grateful to have the services of Father Kevin Murphy sm. to lead us in the celebration of the Eucharist on Mondays. Father Kevin helps with the retreats as well as with the celebration of the Sacraments. He is also available for spiritual guidance.

# Parent Contributions

There are a number of fees that must be paid by students attending Liston College, as per attached schedule. Accounts are sent out each term and payment is to be made to the College (Credit card and automatic payment facilities are available – please inquire at the office).

The Contributions detailed below show the GST exempt portion which qualifies for the Donation Income Tax Rebate. *A Donation Tax Receipt is automatically posted but is also available on request.* Those Dues identified as being GST inclusive are based on the present level of GST of 15% and are subject to change by Government. *This portion does not qualify for the Donation Income Tax Rebate.*

## Attendance Dues (Compulsory)

Attendance Dues are approved by the Minister of Education under Section 36 of the Private Schools Conditional Integration Act 1975. Payment of Attendance Dues is a legal requirement and condition of enrolment at an integrated school. Attendance Dues are used to repay loans for building work on schools in the Auckland Diocese, insurance and other property related costs. The College collects these dues on behalf of the Bishop as Proprietor. Where there is a genuine financial difficulty in a family, the Principal is happy to discuss alternative means of payment.

Years 7 and 8	\$ 110.00 per term (\$440 per year, GST inc)
Years 9 to 13	\$ 215.00 per term (\$860 per year, GST inc)

## College Contribution

The College Contribution is \$ 145 per term per student (\$580 per year, GST Exempt). This Contribution is to cover extra resources for the benefit of students including additional staffing, curriculum resources, information technology, School Magazine, School Diary (this is specially printed for Liston College), Student ID card (***This enables student access to the College Library, copying and concessions***) co-curricular activities and other activities as approved by the Board of Trustees.

Years 7 to 14	\$ 145 per term per student (\$540 per year, GST Exempt)
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## Proprietor's Financial Contribution

This contribution supports the Proprietor's development of the College. The 2018 -19 contributions will cover some new projects to continue the capital development of the College. The Board is currently working with the CDA on the next stage of development.

Years 7 to 13	\$ 40 per term per student (\$160 per year, GST Exempt) <i>for the eldest son.</i>
Years 7 to 13	\$ 30 per term per student (\$120 per year, GST Exempt) <i>for subsequent sons.</i>

## Special Character Contribution

The Special Character contribution is collected on behalf of the Proprietor and is used to support the provision of Catholic Education Advisers in the Diocese and Professional Development for Teachers of Religious Education.

Years 7 to 13	\$ 12.50 per term per student (\$50 per year, GST Exempt)
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## Other Charges (GST inc)

Additional charges are made for school / class trips and camps. Parents / Caregivers will be given notice of these by the relevant staff member(s) during the year.

## Printing Costs (GST inc)

Students have the facility to "preload" or "top up" their **personal printing account** which will enable them to print their school / assessment work off at school or photocopy any material. Topping up is done through the school library.



## Sports Fees (all GST inc)

All students who participate in a School Sports Team are required to pay a fee. The manager of each team forwards a list of participants to Accounts Office after the first competition game. This fee will be added to your account statement for payment.

Sport Code	Cost	What the fee covers
Athletics	N/A	N/A
Badminton	\$40	Affiliation fees, feather shuttlecocks <b>OR</b> \$20 if your son has a School Badminton T Shirt
Basketball - Premiers	\$270	Affiliation fees, singlet/shorts, laundry, match ball
Basketball - others	\$170	Affiliation fees, singlet/shorts, laundry, match ball
Clay Target Shooting	\$20	Fortnightly fees (students to pay club fees on top of this)
Cricket - 1st XI	\$200	Affiliation fees, shirt/pants, match ball
Cricket - others	\$50	Affiliation fees, match ball (fee depends upon level)
Football - 1st XI	\$250	Affiliation fees, jacket / bag /socks, laundry, 1st aid, match ball
Football - others	\$50	Affiliation fees, shirt / match ball <b>OR</b> \$20 if your son has a School Football Strip
Hockey	\$75	Affiliation fees, training facilities, transport
Rowing	\$50	Affiliation fees, regatta entry fees, hire of strip, exclusive of Club fees
Rugby - 1st XV	\$200	Affiliation fees, laundry, hire of strip, socks, 1st aid
Rugby - others	\$100	Affiliation fees, shirt / shorts / socks, laundry
Snowboarding / Skiing	TBC	Cover trip / accommodation / lift fees etc
Table Tennis	\$10	Consumables
Touch	\$20	Affiliation fees, laundry
Volley Ball	\$40	Affiliation fees, shirt
Water Polo	\$50 per term per family	Affiliation fees, pool hire
<b>Blazer Hire</b>	<b>\$50 per season</b>	

## The Form Teacher

The Form Teacher should be the first contact where difficulties are being experienced. If they are unable to help with the situation, then they will know who will be able to help with any problems.

## The Pastoral Care Team

At each level of the school, there are particular staff members available to help students in need.

<b>Director of Pastoral Care:</b>	<b>Mr R McKenty</b>
Year 7 Dean:	Mr D Girven
Year 8 Dean:	Mr D Girven
Year 9 Dean:	TBC
Year 10 Dean:	Mr J Filipo
Year 11 Dean:	Mr R Lord
Year 12 Dean:	Mr W Swann
Year 13 Dean:	Mr A Leathem
Guidance Counsellor:	Mr G Cope
Careers Adviser:	Mrs S Shepheard

The above staff are available to students and parents. If you wish to see any staff member of the Pastoral Care Team, it is important to make an appointment time. Please phone the school office to speak to one of the members of the Pastoral Care Team.

## Careers

Careers advice is available to all students in the college. This is through curriculum programmes such as Social Studies, during programmes offered during Study time, through Work Experience, Gateway or STAR Courses. Mrs Shepheard or Mrs Ryan are both available to assist students personally with Career Information, Course and Technology Institutes and University applications. Please arrange a time to see them if you need careers support and guidance.

## The Health Nurse

The Health Nurse is available to meet individuals, by appointment. If students wish to see the Health Nurse, they need to arrange a time through the Guidance Counsellor.

## Special Character, Sports and Cultural Activities

There are a wide variety of Special Character, sports and cultural organisations and activities available to students at Liston College. Students are encouraged to participate in such organisations and / or activities to create a well-rounded individual. Students can find out about these by listening to notices in assembly, reading the daily notices or by asking one of the following:

- Mr Bergin about Young Vinnies and Special Character organisations
- Mr McLaughlan or one of the Phys Ed staff members about different sports.
- English Department Staff about debating and public speaking
- The Librarian about Lit Quizzes
- Miss Reeve about music groups, choirs etc
- Mr Worth about cultural groups
- Mr Choromanski about Young Enterprise

or ask at the School Office

## **Student Council**

The College Student Council is a way student views can be heard in a formal forum. The Student Council comprises of an elected representative from each form level and the three senior student leaders and meets on a monthly basis. Mr Choromanski is the teacher assisting with the Student Council.

## **Homework / Curriculum Support**

Homework is set by teachers every time a student has a class. This is independent of assignments, projects and study.

### **Guidelines**

Years 7 and 8	1 hour per night
Years 9 and 10	25 minutes per night per subject
Years 11, 12 and 13	35 minutes per night per subject

Throughout the year, opportunities are available for students to complete homework at school with the assistance of teaching staff. *The Homework Haven* operates in the school Library on Tuesday to Thursdays from 3.30 - 4.00pm for most of the year. From time to time staff members may provide students with opportunities for curriculum support after school or during the school holidays.

## **The School Diary**

A School Diary is issued to all students. It is for Student, Parent and Staff use. The Diary is a means of communication between home and school and also for the promotion in students of good study habits and time management.

It is primarily for:

- students to record all of their homework
- students to plan the completion of assignment/ project work
- parents to monitor how much homework is being set
- parents and teachers to communicate with each other

## **Lockers**

Lockers are available for hire for the storage of student equipment. A charge of \$40 per year is made on a first come first served basis, through Mr McLaughlan (students to provide their own combination padlock). These are the responsibility of the individual students, and students are expected to treat with respect each other's property and lockers. Lockers must be cleaned out at the end of the year.

## **First Aid**

During school hours, students who require medical attention should report to the School Office (or the nearest staff member if the matter is urgent). If a student is so unwell that he needs to go home or to the Doctor or Hospital, parents will be informed by phone. If parents cannot be contacted, the Principal or his delegate may decide what action to take in the interest of the student's health and safety. The School has a contract with the White Cross Clinic on Lincoln Road for our medical needs.

# Attendance Requirements

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## School Attendance

Under the Education Act, attendance at school is compulsory unless the student is unable to attend because of sickness, danger of infection, sudden or serious illness of a parent or severity of weather. Also, by law, all students must remain at school until they reach the age of sixteen. If students do not attend school regularly they will be less likely to do well in their studies.

Teachers keep a period by period check on classroom attendance. Where a student is absent without good reason for a period or more he will be required to make up the time.

## Lateness (after 8.40am)

**School Absentee line: 837 9807**

**email: [absentees@liston.school.nz](mailto:absentees@liston.school.nz)**

Any student late to school (before 9.30 am) must report to the Dean's Office, after 9.30 am to the school office, with a note of explanation. A late slip will be issued and must be shown to their subject teacher and then given to their form teacher.

Continual unexplained lateness can incur an after school detention.

## Absences

If your son is absent on any one day, please phone the absentee line (837 9807) before 9.30am. Where the period of absence is likely to be longer than two days, parents / caregivers are asked to inform the school as soon as possible.

All absences must be explained in writing by a parents / caregivers, setting out the reason for the absence and the exact period involved. This can either be written in the front of this diary or a written note presented to the student's form teacher. The note must be brought to school on the first day the student returns.

## Requests for Leave

Students' request for leave from the college for extended periods of time must be made in writing to the Principal at least 14 days in advance of the intended leave. Students who are granted leave are expected to make up the work that they have missed out on.

## Leaving School Early

Students are not allowed to leave the school during school hours without written permission. Requests for any such leave must be made by way of a note from home to the student's Dean, who will sign it, granting permission. The student must collect a school pass when signing out at the School Office, and then sign back in when he returns. He is expected to keep the school pass on him at all times whilst outside the college.

**Parents should ensure appointments are made outside of school hours.**

## School Leaver Documentation

All students who leave Liston College must complete leaving documentation available at the school office prior to leaving and pay any outstanding fees.

# General School Requirements

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## Jewellery and General Appearance

Jewellery of any type is not permitted to be worn at school. This includes: studs, earrings, rings, necklaces, bracelets etc. Tattoos are to be covered at all times. Where a student is considered to have long hair (over the collar and / or in eyes), this must be tied back or cut. Extreme haircuts or hair colouring of any type is not permitted. Students are to be clean shaven at all times.

## Prohibited Substances

The possession and / or use of tobacco, alcohol, drugs (illicit, synthetic, over the counter, party drugs etc), solvents or other substances in the classrooms, on the school grounds, while wearing school uniform, or at school functions (cultural, social or sporting) is prohibited.

## Forbidden Articles and Items

The following articles / items are not to be brought to school under any circumstances:

- any form of chewing gum
- knives or other dangerous weapons / instruments
- guns, imitation guns, water pistols, water bombs
- matches, lighters, fireworks
- objectionable / pornographic material in any form (paper and or electronic)
- correcting fluid, solvent based permanent marker pens
- skateboards, roller blades etc

## Cell Phones and other Electronic Devices

Cell phones and other electronic devices (including MP3 players, Ipods etc) **are to be switched off in all classes (including Form time)** unless express permission to use the device, has been given by the teacher. This also includes the wearing of ear phones during these times. If they are on / used at such times, staff may confiscate them. In this case they will be held by the School Office. **The school takes no responsibility for any loss or damage to these items brought to school by students.**

## Confiscation of items / non regulation uniform items

If non regulation uniform items, or caps, jewellery, T-shirts etc are worn to school, or if forbidden articles are brought to school, staff may confiscate these. In this case it will be held by the School Office.

## Lost Property

All personal property should be named. In the event of a student losing property, they need to check the lost property with Mrs Dixon, in the Dean's Office.

## School Property

If any student damages school property, he is to report the damage to the class teacher (class equipment) or during interval / lunch, the duty teacher (windows etc). Students are expected to pay for or replace damaged or lost school property.

## Out of Bounds

There are a number of areas outlined in the School Diary which are out of bounds due to Health and Safety reasons. Students are expected to know these areas and abide by them.

# The Uniform Code

Parents are important in assisting Liston College in maintaining high standards of dress and appearance. The school makes every effort to see that students display, both in and out of school grounds, a well presented image in which all associated with the school can take pride.

Where temporary difficulties exist, parents are asked to advise the school, by note, of the problem. A uniform pass must be obtained from the Dean's Office prior to students going to class. Otherwise, students are to be in correct uniform, **worn neatly and correctly at all times.**

## School Uniform

Information on the prescribed uniform is mailed to families at the beginning of each year, is on the school website or available from the school office on request.

The uniform is only available from (**NOTE:** New Address):

Elizabeth Michael School Wear Shop,  
4 Bond Street, Grey Lynn phone: 358 1680.

<b>College Dress Uniform:</b>	Black trousers, plain white long sleeve shirt, College blazer (new) and tie
<b>Years 12 and 13 Uniform:</b>	White short sleeved shirt and long black trousers, school jersey
<b>Years 7 to 11 Uniform:</b>	Maroon shirt, black shorts, school jersey
<b>Year 11:</b>	Students may wear long black trousers in place of shorts
<b>Jacket:</b>	Black with maroon trim and school crest (no other jacket is acceptable, even if it is part of a sports team's uniform)
<b>Raincoat</b>	Black with hood and school crest (optional)
<b>Cap:</b>	Black with gold "Liston" printed on back (no other hat is acceptable)
<b>Long Trousers:</b>	These are to be the <b>correct Liston College Black trousers</b>
<b>Footwear:</b>	<b>Black polished leather school shoes (not flat soled, "skate" or sports shoes). Plain black or brown sandals (with an ankle strap) may be worn in the summer (<i>with shorts and without socks</i>). Students attending classes in the workshop must wear school shoes at all times for safety reasons. Garters are to be worn with the socks.</b>

### In addition:

**Years 7-11:** PE shirt in their house colours (available from the College)

### Points to note

- Prefects, Choir and members of college "first teams" must purchase a school tie for formal occasions.
- Where a white long sleeved shirt is worn, a school tie must also be worn
- Ensure that every article of clothing and personal property is clearly marked with the owner's name.
- T shirts are not to be worn and singlets are not to show above the shirt.
- Non-school regulation caps must not be worn while a student is in school uniform.
- The fact that an item of clothing has already been purchased is **not** a reason for wearing it at school.
- **Jeans of any type are unacceptable.**

## Sports Uniform

<b>Cricket:</b>	White shirt, white long trousers or shorts and socks with cricket boots or white sports shoes.
<b>Tennis:</b>	Uniform as supplied with white sports shoes.
<b>Basketball:</b>	Uniform as supplied with sports shoes.
<b>Rugby:</b>	Jersey as supplied, black shorts, maroon (gold top) socks and black boots.
<b>Soccer:</b>	Strip as supplied with maroon socks and black boots.

**If you are in doubt about a particular item of clothing, check it out with Mr McKenty.**

## Picking up and Dropping off your son

### **Morning:**

Parents are free to drop off their son(s) within the College grounds before school. Entrance is via 69 Rathgar Road.

### **Afternoon:**

We ask that parents do not drive into the school grounds from 3.00 – 3.30pm on school days to pick up their son(s). This is because of the increased danger and congestion due to the movement of buses in and out of the College grounds. Please organise to pick them up outside the College grounds in the afternoon

### **After hours:**

The after-hours entrance to the College is via 16 Edwards Ave (after 5.00pm and in the weekends)

**Exceptions** – Official School evening functions, when entry is via 69 Rathgar Road

## Student use of Bikes

Where a student rides a bike to school, he must:

- enter via Rathgar Road and exit via Edwards Ave
- must abide by the road code
- wear a helmet
- secure his bike only in the bike stands provided, during the school day
- not to use his bike other than riding to and from school

The College has a secure storage facility for students to store their bike during the day.

## Student use of Cars

Where a student brings a car to school, they must not park it in the school grounds. They bring their car to school at their own risk. Students are reminded of the conditions associated with the type of license they hold. They must obtain permission from their Dean to go to their car during the school day.

## Public Transport

Behaviour on buses and trains and while at bus stops / train stations is to be orderly and dignified. School rules apply while students are on public transport. Students who misbehave or damage property risk being removed and reported to the College.

## School Buses

A number of bus companies provide transport to and from the College. A bus timetable is available on the School website, or from the School Office, upon request.

Some students maybe eligible for a free bus pass. These are supplied to eligible students by the School Office – see below for details, or inquire at the School Office

Ministry of Education criteria state that for a student to be eligible for free travel to school he or she must; **live at least 4.8km from the school and live more than 2.4km from any form of public transport.** Thus all students within 4.8km of Liston / St Dominic's, within 2.4km of Waitakere or Swanson Rail Stations, within 2.4km of SH16, Hobsonville Rd, are deemed not eligible for free transport. Students in Henderson, Massey, West Harbour, Glen Eden and like areas are deemed to have access to public transport and are also not eligible.

If you need further information about Bus Services, please contact the College Office or visit [ATHOP.co.nz](http://ATHOP.co.nz) or call (09) 366 4467.



## Statement to Students

Sometimes things go wrong. Perhaps it is our fault, perhaps it is the fault of others. When problems happen, we need to remember that Liston College is a restorative school. We follow a system of Justice that places relationships at the heart of our ethos. It means that if and when we do wrong, we are to consider the harm we have caused others and so are expected to make things right – *for them*.

Staff and students are all expected to take responsibility for their actions and how they affect others. Restoration puts into practice true justice as it is understood in the light of Edmund Rice's charism and the Gospel Values upheld by Liston College.

Simply put **Restorative Practices** at Liston College is a process where relationships can be "*put right*" through:

- REFLECTION
- REMEDIATION
- RECONNECTION

At Liston College there are three levels to our "**restorative practice**":

- Restorative chat
- A mini conference for more serious wrong doings
- Major Restorative Conferences for major offences

Such practices usually involve:

- the acknowledgement of wrongdoing
- accountability for actions
- the repair of harm or some sort of reparation (consequences)
- **and** a plan to support both wrongdoer and the person wronged in, collaboration with wider support networks

## Restorative Questions:

1. When things go wrong:
  - What happened?
  - What were you thinking at the time?
  - What have you thought about since?
  - Who has been affected / upset / harmed by what you have done? In what way?
  - What do you think you need to do to make things right?
2. When someone is hurt:
  - What did you think when you realized what had happened?
  - What impact has this incident had on you and others?
  - What has been the hardest thing for you?
  - What do you think needs to happen to make things right?





# The Student Code of Conduct

Students are expected to adhere to the following Code of Conduct at all times.

Rights	Responsibilities
<p><b>Learning Right</b> <i>You have a right to a good education by:</i></p> <ul style="list-style-type: none"> <li>receiving help and assistance when you need it</li> <li>learning unimpeded</li> <li>being offered a range of educational opportunities</li> <li>receiving regular feedback on your progress at school</li> <li>being well taught i.e. receiving lessons that are interesting and meet your ability level in an environment where there are high standards of work and behaviour.</li> </ul>	<p><b>Learning Responsibility</b> <i>Your responsibility is to try your hardest in class and help others learn by:</i></p> <ul style="list-style-type: none"> <li>following school / class rules and procedures</li> <li>being at school and to class / activity on time</li> <li>bringing the correct equipment / books necessary for the class or activity</li> <li>being attentive and doing quality work</li> <li>completing all the classwork and homework</li> <li>participating in activities</li> <li>not interrupting the learning of others</li> <li>acting on advice given to assist your learning</li> </ul>
<p><b>Treatment Right</b> <i>You have the right to receive respect from others by:</i></p> <ul style="list-style-type: none"> <li>being free from discrimination and harassment</li> <li>being treated respectfully and fairly</li> </ul>	<p><b>Treatment Responsibility</b> <i>You have a responsibility to treat others as you would like them to treat you by:</i></p> <ul style="list-style-type: none"> <li>avoiding “put downs” verbal and physical abuse</li> <li>listening to others</li> <li>using polite language</li> <li>celebrating other peoples’ successes</li> <li>treating others with fairness, respect and dignity</li> <li>following school / class rules and procedures</li> <li>not using social media to disparage staff, students, their families and or the College itself</li> </ul>
<p><b>Safety Right</b> <i>You have the right to feel safe and secure by:</i></p> <ul style="list-style-type: none"> <li>your property being safe and respected</li> <li>being protected against threats to your safety</li> <li>having a classroom / school environment that is clean, pleasant and well maintained</li> </ul>	<p><b>Safety Responsibility</b> <i>You have the responsibility to ensure that other people and property is safe, secure and cared for by:</i></p> <ul style="list-style-type: none"> <li>following school / class rules and procedures</li> <li>keeping the school environment / equipment free from litter, graffiti and damage</li> <li>returning all found property to the school office</li> <li>labeling your own property</li> <li>being honest and trustworthy</li> <li>not bringing to school / using prohibited substances and or forbidden articles</li> <li>ensuring that others’ property is free from interference</li> </ul>
<p><b>Loyalty Right</b> <i>You have the right to expect the College to be highly regarded by its students and community</i></p>	<p><b>Loyalty Responsibility</b> <i>You have the responsibility to act in such a way so that the name of the College is respected by:</i></p> <ul style="list-style-type: none"> <li>wearing the school uniform correctly at all times</li> <li>being well groomed</li> <li>behaving in a manner that reflects well on you and the College outside school and at functions</li> <li>being welcoming to visitors to the College</li> <li>representing the College with pride</li> <li>living out the school motto “In Christ we live”</li> </ul>

**Bullying could be seen as intimidation by way of a repeated physical, verbal or behaviour that is intended to make a weaker person feel bad by a stronger person or group of people.**

## **Bullying could include:**

- Any threatening or violent behaviour
- Name calling, teasing or exclusion
- Making negative or offensive comments about the family members or friends of others
- Putting down others and their achievements
- Spreading rumours
- Making negative or offensive comments about another's perceived sexuality, race, appearance or interests
- Nuisance calls, emails, text messages, chat lines etc (Cyberbullying)
- Glaring and menacing gestures
- Demands for money or possessions
- Damaging belongings

## **What to do you do if you are bullied:**

- Tell the person who is bullying or harassing you to stop, if you feel confident to do so.
- Discuss the situation with someone you trust e.g. parent, friend, relative, prefect, Teacher, Form Teacher, Guidance Counsellor, Dean. **Everyone has the right to feel safe.**
- Continue to raise the issue until the problem is resolved. Be persistent.

## **If you witness bullying:**

- Support the student who is being bullied, if possible.
- Do not join in.
- Talk to someone you trust.
- Remember always to report bullying.
- If you feel confident to do so, tell the persons responsible for bullying to stop.

## **The person causing the bullying should:**

- Stop the bullying behaviour immediately.
- Try to understand how words and / or actions chosen have been harmful and learn from the experience.
- Make a commitment to address the issue. Follow strategies and advice given.

**Liston College will take all allegations of bullying seriously  
as the bully must be stopped.**

## What is Cyber Bullying

Cyberbullying is bullying. It is using the internet, a mobile phone or other technology like a camera to hurt somebody or embarrass them.

## What does cyberbullying involve?

Bullying in 'cyberspace' covers the use of the internet or other devices like mobile phones, cameras or game consoles to do any of the following:

Send anonymous texts or picture messages to a mobile phone

- Post nasty or threatening comments on the victim's social networking profile on popular websites like Bebo and Facebook
- Hacking existing website accounts or creating fake profiles for people they want to intimidate or embarrass.
- Circulate photos or videos of people they are targeting – these can be real images or digitally altered to cause offence or embarrass the victim.
- Scare or embarrass their victims and victims may feel upset or ashamed.
- Spread rumours or try to isolate others using this technology.

## What can you (the student) do to prevent cyberbullying?

- Be careful who you give your mobile number to and do not pass on friends' numbers without asking them first.
- Do not respond to texts from people you do not know. These can often be sent randomly to find people to bully.
- If you witness cyberbullying try to help the victim. You can offer them support, or report the bullying anonymously if that feels safer.
- Do not post revealing pictures of yourself or others online - they may get sent on and used to bully you or other people.
- Keep your online identity safe - create strong passwords with a mix of lower and upper case letters and numbers. Pick difficult answers for your "secret question" on your accounts that people who know you would not easily guess.
- Do not share your password with anyone - even your friends.

## What can I do if I (the student) am being cyberbullied?

- Do not reply to the people bullying you, especially to text messages from numbers you do not know.
- Tell people you trust - a good friend, a parent, or a teacher. They will want to help you stop the bullying quickly and safely.
- Save evidence of all bullying messages and images. You can save messages on your phone and take screen shots of bullying on websites or IM chats. This may be used later if you report the bullying to your school or the police.
- If you are being bullied on a website or instant messenger, block the bullying and report the abuse to the website.
- If you are receiving bullying text messages or calls tell your mobile phone company.
- If any cyberbullying threatens harm - like hurting or fighting - this breaks the law - making threats of harm is criminal behaviour in New Zealand. Save the evidence and contact the Police.

If you are worried about your safety contact the Police immediately. Bring in any evidence you have when you meet with the police (messages stored on your phone or print outs of screenshots).

If you think the people bullying you are at school or you know of someone who is being cyberbullied, then tell Mr Cope, your Teacher, Dean, or a senior member of Staff as soon as possible.

**For further information and advice, please go to: [www.cyberbullying.org.nz/](http://www.cyberbullying.org.nz/)**

## For Students - What to do if they.....

Are unable to come to school	Parents / caregivers are to phone the absentee line (837 9807) by 9.30am the day you are absent. When you return to school bring a signed note for your form teacher (you can use space in the front of the diary for this).
Are late to school	Students <b>MUST</b> obtain a late pass. Before 9.30 am they are to go to the Dean's Office, after 9.30 am to the office. Students must show the late pass to their class teacher and hand it in to their form teacher.
Need to leave school during the day	Have a note from parents / caregivers requesting permission to leave school. This needs to be countersigned by their Dean. Students are to sign out / sign in (where appropriate) at the School Office.
Are late to class	Obtain a pass from the Teacher / Dean they have been with.
Have been absent	Bring a signed note for their Form Teacher the day they return to school (use space in the front of this diary for this).
Have a request for leave	Letter to the Principal from parents / caregivers.
Are unwell while at school or have hurt yourself	Report to Dean to get a note, then go to the School Office.
Have an accident	Report to the Duty Teacher or School Office.
Lose something or have something stolen	Report it to their Class Teacher / Form Teacher (whoever is appropriate) as soon as possible and check the lost property at Ms Dixon in the Dean's Office.
Need to use the telephone	Obtain a telephone pass from their Dean then go to the School Office.
Change home address or phone number	Inform the School Office as soon as possible.
Have locker inquiries	See Mr McLaughlan.
Have inquiries about buses	Go to the School Office.
Need to pay fees or have money for trips etc	Go to the office and place the money in an envelope (with name & class and what the money is for) and drop in at School Office.
Have a concern or complaint	Talk to your Dean. You can also talk to Mr McKenty, Mr Houghton or Mr Rooney.
Are bullied / witness bullying	Approach any staff member they feel comfortable talking with about this.
Need to see your Dean	Approach their Dean personally and make an appointment.
Are having problems with class work	Approach their teacher directly, the Head of Department or their Dean.
Notice damage	Inform the Duty Teacher or their Dean.
Want careers information	Approach Mrs Shephard.
Are not wearing correct uniform	Obtain a uniform pass from the duty Dean. Have a signed note from parents / caregivers and go to the Dean's Office before the beginning of period 1.

Are on a Card from your Dean	Collect their Card from their Dean before Form Period each day, obtain the signature of each class teacher during at the end of each class and take it home to be signed by parents / caregivers. Bring the card back to the Dean the next day.
Have something confiscated	Confiscated property can be reclaimed from the Dean's Office at the end of each term at 3.30pm.
Have a cell phone, Ipod etc at school	Only have these on before school, at interval and lunchtime. They <b>are to be switched off in all</b> classes (including Form time) unless express permission to use the device has been given by the teacher (this also includes the wearing of ear phones during these times). Teachers will confiscate these if they are being used and return them at the end of the term. <b>Remember that the school takes no responsibility for any loss or damage to these items when they are brought to school by students.</b>
Need to see the Guidance Counsellor or Careers Advisor	Obtain an appointment slip from the <b>Student Support Centre in the Pavilion</b> . Show it to their class teacher before leaving for their appointment.
Want to go mass	Mass - Monday 1.10 in the Chapel – check with Mr Bergin.
Need reconciliation / spiritual guidance	See the Chaplain or Mr Bergin
Wish to hire a school blazer	See Mr McLaughlan (\$50 non refundable hireage fee).
Wish to buy a school tie	Prefects – see Mrs Bennett All others – See Mr McLaughlan.
Want to be involved	Watch the notice boards and daily notices – approach teachers directly.
Want to photocopy or print at school	Use the photocopier in the Library – see the Librarian for assistance, costs or to preload their printing account.

## Student Support Services

### **Catholic Family and Counselling Services (Kelmarna Centre)**

**Tel: 378 9650**

Offers support, counselling and social work services for all individuals and families. Also run parenting programmes. Situated in Ponsonby. [www.cssauckland.org.nz](http://www.cssauckland.org.nz)

### **Youthline**

**Tel: 0800 376 633**

Telephone counselling service for all young people from ages 11 to 30. Operates 7 days a week, 8am to midnight. Also offers face to face counselling and family therapy. Specialises in youth at risk and youth in crisis. [www.youthline.co.nz](http://www.youthline.co.nz)

### **Odyssey House (alcohol, drug problems)**

**Tel: 638 4957**

Offers treatment programmes (outpatient and residential) for adolescents who have difficulty with drug and alcohol abuse/addiction. <http://www.odyssey.org.nz>

### **Altered High (Community Alcohol and Drug Services)**

**Tel: 845 1818**

Support for young people aged 13-20 who may have concerns about their own or someone else's alcohol or other drug use. [www.cads.org.nz](http://www.cads.org.nz)

### **Family Works Waitakere (James Family Trust)**

**Tel: 835 1288**

A multi-disciplinary team specialising in family counselling, social work, educational and personal developmental programmes (parenting courses, anger management etc.) <http://www.familyworksnorthern.org.nz/>

### **Man Alive**

**Tel: 835 0509**

Specialise in male youth issues including anger management, violence, low self-esteem, loneliness, bullying, loss and grief, depression, phobias. Provides counselling and courses for young people, families and couples. [www.manalive.org.nz](http://www.manalive.org.nz)

# School Timetable, Periods and Bell Times

The school operates on a ten day timetable cycle, with each day known as Day 1 to Day 10. The term planner on the next page indicates what “DAY” it is at any point in the term.

Students need to record their timetable in the front of their Diary. To assist the students, the diary has the “DAY” pre-printed. Students very quickly learn their timetable. The timetable “days” can be found in the appendices of this handbook.

## Bell Times

### Monday - Friday

8.40 - 8.50	Form Period	
8.50 - 9.50	Period 1	
9.50 - 10.50	Period 2	
10.50 - 11.10	Interval	
11.10 - 12.10	Period 3	
12.10 - 1.10	Period 4	
1.10 - 1.45	Lunch	
1.45	Warning Bell	
1.50 - 2.20	Pastoral Care Assembly	Monday- Thursday Friday (see below for times)
2.20 - 3.20	Period 5	

### Friday

<b>Years 11 - 13</b>	1.10pm – 1.40pm	<b>Assembly</b>
	1.50pm – 2.20pm	Lunch
<b>Years 7 - 10</b>	1.10pm – 1.40pm	Lunch
	1.50pm – 2.20pm	<b>Assembly</b>

## Pastoral Care Time

Monday - Thursday 1.50 - 2.20

- Form Class
- Levels Assemblies (when called for)
- Lexia Programme (for those involved)
- Form Class - Silent Reading
- Peer Mediation (for those involved)
- International Students Assembly (when called for)

# Bring Your Own Device (BYOD)

It is an **EXPECTATION** that your son has and brings a suitable laptop to school each day to assist him in his studies. The purpose of bringing such a digital device to school is to assist him in his work inside and outside of the classroom. Teaching and assessment is heavily reliant on a student having such a device. Students will need to complete a number of tests online, therefore a device is essential to complete them.

Students **NEED TO BRING** a mobile device to support their learning in the classroom (this must meet the minimum specifications—see below). These will have access to the internet and the school online environment via the Liston College wireless network.

## Minimum Device Specifications

- A portable device – a laptop. **Please note** that feedback from trials has found **that a laptop provides greater flexibility and is therefore is highly recommended**
- Running either Windows (PC's), MacOS (Mac's)
- Capable of connecting to the internet wirelessly
- Have a battery that can **at least 6** or more hours  
6 hours is the **MINIMUM** that the battery should last.
- Capable of playing both sound and video
- Have a web cam installed
- A laptop this should have at least 8GB of RAM and at least a 500GB hard drive or 256 GB (512 GB recommended) SSD.
- A suitable protective bag to carry the device.

## Notes on the Liston College BYOD

1. All students running any internet capable device will have access to the web based version of Office 365.
2. Students running Windows based or Mac OS devices will have access to the desktop version of Office 365 / Office 2016 free of charge. This will be made available through the school from the start of the year for newly enrolled students. Currently enrolled students can access this software now.
3. All students will have secure access to the College wireless network. Access is monitored and delivered via the school's enterprise firewall and content filter.
4. All students will adhere to the school's Acceptable Use Policy.
5. Students bringing their device are ultimately responsible for that device on the way to and from school and while at school. **We do recommend having any device covered by the family's contents insurance policy.** Liston College is not liable for any damage or loss to a student device.
6. The above specifications will be suitable for students in Years 7 – 13. For students in Years 11 – 13 it is highly preferable that students bring a laptop. Be aware that some software used in our courses is Windows only.

We see this as a further step forward in making more extensive use of digital technologies and as an important way to improve teaching and learning at Liston College. BYOD devices enable classes to be taught in such a way that makes full use of the potential that a digital device provides for enhanced levels of personalisation, participation and productivity.

Combined with effective teaching and if used responsibly by the students, these technologies can help them to pursue their own areas of research and interests in the areas being studied and beyond.

They will enable greater collaboration with their teachers and fellow students and allow them to express themselves and their ideas even more effectively.

## PURCHASE OPTIONS

A device can be sourced from any supplier as long as the device meets the specifications given. However, Liston College has a relationship with Harvey Norman and Noel Leeming, that you may wish to contact before purchasing. Harvey Norman and Liston College offer a three year payment plan – contact Philippa Coyler at the College for further information: 8389359 xt 727

## FURTHER INFORMATION

If you require further information:

- e-mail Mr Swanink at [a.swanink@liston.school.nz](mailto:a.swanink@liston.school.nz)
- visit the school website for frequently asked questions

# Parent and Student Portals

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## KAMAR Parent / Student Portal

The **KAMAR** parent and student portal gives students, parents and caregivers the ability to access personal school information from any web browser: [parent.liston.school.nz/student](http://parent.liston.school.nz/student). Alternatively you can access the portal from the Liston College website ([www.liston.school.nz](http://www.liston.school.nz)) and click on PORTAL.

The portal gives access to the following functions:

- Checking personal details
- Student Timetables
- Student results including NCEA and school assessments
- Student Attendance
- Archived Progress Reports

Parents / Caregivers will be sent a secure username and password to login to the **KAMAR** Parent Portal, by email early in the school year. At any time they can enquire with the school office for these details.

Please note that if you:

- need to update any changes to your details (eg. phone numbers or home addresses), require further information that is not on the portal
- or if you wish to discuss the attendance of your child with our staff,

please contact the school office on 8389350, for their assistance

## Schoolpoint Parent / Student Portal

**Schoolpoint** is an online web facility that students and parents / caregivers can use for Option Selection, during term 3 of each academic year. **SchoolPoint** can be accessed using a web browser from any location, be it home, school or office. It utilises the same login and password details as the KAMAR parent and student portal: <https://liston.schoolpoint.co.nz>.

**Schoolpoint** contains much information that will support and guide a student's decision about future career / vocational pathways, what subjects to choose, qualification information and school requirements.

We plan to further develop **Schoolpoint** to assist with student goal setting, tracking progress, vocational decisions, academic monitoring etc and to encourage students and parents / caregivers working along the school to ensure that student's make a more informed career and option choice.

Parents / Caregivers will be sent a secure username and password to login to **Schoolpoint**, by email prior to the option selection process



# Certificate / Entrance Requirements

- A minimum of 10 credits (at level 1 or above) in both literacy and numeracy based standards<sup>2</sup>.
- Attain 80 credits at Level One (either from Achievement or Unit Standards - these may be accumulated over a period of time)

## **Numeracy Requirements<sup>2</sup>**

A minimum of 10 credits at Level 1 or above is required from any combination of the following:

- Any Mathematics Achievement or Unit Standard
- Any combination of Standards as specified by NZQA

## **Literacy Requirements<sup>2</sup>**

A minimum of 10 credits at Level 1 or above is required from any combination of the following:

- Any English Achievement or specified Unit Standard
- Any combination of Standards as specified by NZQA

**Visit:** <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/subjects/literacy-and-numeracy/level-1-requirements/lit-num-subjects/>

## **NCEA Level Two CERTIFICATE<sup>1</sup>**

Attain 80 credits, with a minimum of 60 credits at Level 2 and 20 credits at Level 1 (either from Achievement or Unit Standards - these may be accumulated over a period of time)

### **Literacy Requirements**

A minimum of 10 credits at Level 2 or above is required

- Any specified English Achievement or Unit Standard
- Any combination of Standards as specified by NZQA

**Visit:** <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/subjects/literacy-and-numeracy/level-1-requirements/lit-num-subjects/>

## **NCEA Level Three CERTIFICATE<sup>1</sup>**

Attain 80 credits, with a minimum of 60 credits at Level 3 and 20 credits at Level 2 (either from Achievement or Unit Standards - these may be accumulated over a period of time)

## **University Entrance**

- Minimum entry into University requires:
  - **NCEA Level 3**
  - **Three subjects** - at Level 3 or above, made up of:
    - 14 credits each, in three approved subjects
  - **Literacy** – 10 credits at Level 2 or above, made up of:
    - 5 credits in reading
    - 5 credits in writing
  - **Numeracy** - 10 credits at Level 1 or above,

**Visit:** <http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

- Entry to the majority of courses at University is very competitive and requires students to accumulate as many credits at Level 3 as possible, particularly at merit and excellence levels (grade average is used for entry into many courses)
- Students considering going to University, should check course entry requirements in respective University Calendars, or on the internet

## **Scholarship**

- Scholarship subjects (Level 4) are studied concurrently with Level 3 NCEA subjects. Scholarships are available in individual subjects

<sup>1</sup> Course endorsements apply. For further information go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz) and search for course endorsements

<sup>2</sup> For further information go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz) and search for numeracy and literacy requirements

The following pages come from the Student Diary. They have been included as a reference for parents.

# Term 1 Planner 19

Week	Mon	Tues	Wed	Thu	Fri
<b>1</b>	Jan 28 Auckland Anniversary	Jan 29 Day 2	Jan 30 Day 3	Jan 31 Day 4	Feb 1 Day 5
	Feb 4 Day 6	Feb 5 Day 8	Feb 6 Waitangi Day	Feb 7 Day 9	Feb 8 Day 10
<b>3</b>	Feb 11 Day 1	Feb 12 Day 2	Feb 13 Day 3	Feb 14 Day 4	Feb 15 Day 5
	Feb 18 Day 6	Feb 19 Day 7	Feb 20 Day 8	Feb 21 Day 9	Feb 22 Day 10
<b>5</b>	Feb 25 Day 1	Feb 26 Day 2	Feb 27 Day 3	Feb 28 Day 4	Mar 1 Day 5
	Mar 4 Day 6	Mar 5 Day 7	Mar 6 Day 8	Mar 7 Day 9	Mar 8 Day 10
<b>6</b>	Mar 11 Day 1	Mar 12 Day 2	Mar 13 Day 3	Mar 14 Day 4	Mar 15 Day 5
	Mar 18 Day 6	Mar 19 Day 7	Mar 20 Day 8	Mar 21 Day 9	Mar 22 Day 10
<b>8</b>	Mar 25 Day 1	Mar 26 Day 2	Mar 27 Day 3	Mar 28 Day 4	Mar 29 Day 5
	Mar 11 Day 1	Mar 12 Day 2	Mar 13 Day 3	Mar 14 Day 4	Mar 15 Day 5
<b>10</b>	Apr 1 Day 6	Apr 2 Day 7	Apr 3 Day 8	Apr 4 Day 9	Apr 5 Day 10
	Apr 8 Day 1	Apr 9 Day 2	Apr 10 Day 3	Apr 11 Day 4	Apr 12 Day 5
<b>11</b>	Apr 1 Day 6	Apr 2 Day 7	Apr 3 Day 8	Apr 4 Day 9	Apr 5 Day 10
	Apr 8 Day 1	Apr 9 Day 2	Apr 10 Day 3	Apr 11 Day 4	Apr 12 Day 5

# Term 2 Planner 19

Week	Mon	Tues	Wed	Thu	Fri
<b>1</b>	April 29	April 30	May 1	May 2	May 3
	Day 6	Day 7	Day 8	Day 9	Day 10
<b>2</b>	May 6	May 7	May 8	May 9	May 10
	Day 1	Day 2	Day 3	Day 4	Day 5
<b>3</b>	May 13	May 14	May 15	May 16	May 17
	Day 6	Day 7	Day 8	Day 9	Day 10
<b>4</b>	May 20	May 21	May 22	May 23	May 24
	Day 1	Day 2	Day 3	Day 4	Day 5
<b>5</b>	May 27	May 28	May 29	May 30	May 31
	Day 6	Day 7	Day 8	Day 9	Day 10
<b>6</b>	Jun 3	Jun 4	Jun 5	Jun 6	Jun 7
	Queen's Birthday	Day 2	Day 3	Day 4	Day 5
<b>7</b>	Jun 10	Jun 11	Jun 12	Jun 13	Jun 14
	Day 6	Day 7	Day 8	Day 9	Day 10
<b>8</b>	Jun 17	Jun 18	Jun 19	Jun 20	Jun 21
	Day 1	Day 2	Day 3	Day 4	Day 5
<b>9</b>	Jun 24	Jun 25	Jun 26	Jun 27	Jun 28
	Day 6	Day 7	Day 8	Day 9	Day 10
<b>10</b>	Jul 1	Jul 2	Jul 3	Jul 4	Jul 5
	Day 1	Day 2	Day 3	Day 4	Day 5

# Term 3 Planner 19

Week	Mon	Tues	Wed	Thu	Fri
<b>1</b>	Jul 22 Day 6	Jul 23 Day 7	Jul 24 Day 8	Jul 25 Day 9	Jul 26 Day 10
	Jul 29 Day 1	Jul 30 Day 2	Jul 31 Day 3	Aug 1 Day 4	Aug 2 Day 5
<b>2</b>	Aug 5 Day 6	Aug 6 Day 7	Aug 7 Day 8	Aug 8 Day 9	Aug 9 Day 10
	Aug 12 Day 1	Aug 13 Day 2	Aug 14 Day 3	Aug 15 Day 4	Aug 16 Day 5
<b>3</b>	Aug 19 Day 6	Aug 20 Day 7	Aug 21 Day 8	Aug 22 Day 9	Aug 23 Day 10
	Aug 26 Day 1	Aug 27 Day 2	Aug 28 Day 3	Aug 29 Day 4	Aug 30 Day 5
<b>4</b>	Sept 2 Day 6	Sept 3 Day 7	Sept 4 Day 8	Sept 5 Day 9	Sept 6 Day 10
	Sept 9 Day 1	Sept 10 Day 2	Sept 11 Day 3	Sept 12 Day 4	Sept 13 Day 5
<b>5</b>	Sept 16 Day 6	Sept 17 Work Day	Sept 18 Day 8	Sept 19 Day 9	Sept 20 Day 10
	Sept 23 Day 1	Sept 24 Day 2	Sept 25 Day 3	Sept 26 Day 4	Sept 27 Day 5
<b>6</b>	Sept 23 Day 1	Sept 24 Day 2	Sept 25 Day 3	Sept 26 Day 4	Sept 27 Day 5
	Sept 23 Day 1	Sept 24 Day 2	Sept 25 Day 3	Sept 26 Day 4	Sept 27 Day 5

# Term 4 Planner 19

Week	Mon	Tues	Wed	Thu	Fri
<b>1</b>	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18
	Day 6	Day 7	Day 8	Day 9	Day 10
<b>2</b>	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25
	Day 1	Day 2	Day 3	Day 4	Day 5
<b>3</b>	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1
	Labour Day	Day 7	Day 8	Day 9	Day 10
<b>4</b>	Nov 4	Nov 5	Nov 6	Nov 7	Nov 8
	Day 1	Day 2	Day 3	Day 4	Day 5
<b>5</b>	Nov 11	Nov 12	Nov 13	Nov 14	Nov 15
	Day 6	Day 7	Day 8	Day 9	Day 10
<b>6</b>	Nov 18	Nov 19	Nov 20	Nov 21	Nov 22
	Day 1	Day 2	Day 3	Day 4	Day 5
<b>7</b>	Nov 25	Nov 26	Nov 27	Nov 28	Nov 29
	Day 6	Day 7	Day 8	Day 9	Day 10
<b>8</b>	Dec 2	Dec 3	Dec 4	Dec 5	
	Day 1	Day 2	Day 3	Day 4	

# Computer & Devices – Guidelines for Students

## Introduction

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction and student learning. To encourage this growth, students at Liston College, as well as using technology provided by the college, may bring their own device to school.

The following guidelines outline the responsibilities that students have when using school provided devices as well as those they bring to school themselves.

## Definition of “Technology”

“Technology” means:

- school owned computers connected to the school network, either wireless or wired.
- school or privately owned wireless and / or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, communication, Internet access (wireless or wired), image capture / recording, sound recording and information transmitting / receiving/storing etc.

## Use of Technology

The use of technology to assist with learning and to provide educational material is not a necessity but a privilege. A student does not have the right to use his laptop, tablet, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents / guardians when using technology at school must adhere to the Student Code of Conduct, as well as all Board Policies, particularly Student Acceptable Use and Internet Safety.

Additionally, technology:

- Must be in silent mode while at school
- May not be used to cheat on assignments or tests.
- May not be used as a means to “BULLY” other people
- May only be used to access files on computer network, cloud storage or internet sites which are relevant to the classroom curriculum. Games are not permitted during class time.

## 1. Security and Damage

### a. School owned Technology

Any damage should be reported to the System Administrator, Mr Swanink or another staff member so that the item can be repaired. If the damage is caused by vandalism the user is likely to lose all computer privileges and be required to pay for the damage. Vandalism is defined as any malicious attempt to harm, modify or destroy computer hardware, data of another user, or programme files on the school computer system.

### b. Personal Technology

Responsibility to keep the device secure rests with the individual owner. Liston College or its staff or employees, is not liable for any device stolen or damaged while at school. If a device is stolen or damaged, this should be reported to the class teacher in the first instance, following the school procedures as laid out in the school diary. It is recommended that custom touches (such as naming, decals and skins etc) are used to physically identify the personally owned device from others. Additionally, protective cases for technology are encouraged.

## Definition of “Objectionable”

At Liston College, OBJECTIONABLE means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with the school’s special character and environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

## Use of a mobile device as a camera

The use of a mobile device as a camera is only to take photos and record sound or video when it is part of a class or lesson as sanctioned by a member of staff. Individuals must seek permission from any individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers), and written permission from individuals involved **PRIOR** to publishing or sending photos, recorded sound or video to anyone else or to any online space.

## General Information

### Part 1: The use of the Liston College School Network

#### 1. User Accounts

Every student has his own individual logon and password. It is the responsibility of each student to remember their own password. A student must not *under any circumstances* reveal their password to anyone except for the system administrator. If a student is found sharing their logon with other students then their account will be disabled. *If there is any doubt regarding the security of the password, a request to change it must be made at the **school office** as soon as possible.* Attempts to gain unauthorised access to system programs, other student’s passwords or files will result in a student’s account being disabled for a period to be determined by the system administrator.

#### 2. Accessing the local network

This allows a user to access the programs they are entitled to use. This differs from one user to the next. All users must ensure that they close all programs and log off from the system before leaving a computer. If a user attempts to “lock” a computer workstation when they finish using a computer they will have their account disabled.

#### 3. Accessing the Internet

Students may use the Internet for research purposes only and have access to e-mail. Internet access is not provided for general browsing e.g. looking up music lyrics, looking at your favourite singer’s site, or anything that is not genuine research for school work. Deliberate attempts to gain access to internet sites containing pornographic, racially or religiously offensive, illegal or offensive material will be dealt as a serious breach of the school rules. Email is provided for students to make contact with other people in the interest of education. Students are to use customary formatting when emailing (greetings / spelling - no profanity or obscenities or language displaying poor taste is to be used). Email boxes must be checked and cleared regularly, with material appropriately filed or deleted. At no time are students to place orders for goods / services over the internet. Liston College will not be held liable for any loss of material or accidental corruption of data that may occur. Student internet use is monitored while using school devices or their own personal device.

#### 4. Data Protection

Users should save their work in their home directory on the network (H:). Data on the network is backed up each night (Mon – Fri) during term time.

#### 5. Virus Protection

Our network software monitors all files for viruses and if one is found the file is quarantined until it is “cleaned” if this is possible. If it is not then the file is deleted. All e-mails are checked for potential viruses and any programs sent via e-mail are automatically blocked.



## 6. Copyright

Users must adhere to the provisions of the Copyright Act 1994. Generally this means that students cannot copy material from books, journals, plays, movies, music, DVD's and material sourced from the Internet except where such use will be for private study or research. In all cases students are still not permitted to copy any more than 10% of a work even if this is for research and study.

## 7. Plagiarism

Where use is made of another person's work e.g. using an excerpt from a book as part of an assignment, then the source of the work must be acknowledged. This applies to any material sourced that is not the student's own work. Failure to acknowledge the source of any material for assignments or other school work used will be treated in the same way as cheating. Teachers will inform students of how such work is to be acknowledged.

### Part 2: The use of Personal Technology on the Liston College School Network

- Personal technology can include but is not limited to:
  - Mobile phone
  - Laptop
  - Tablet
  - iPOD and the like
  - camera
  - Storage media (external hard drive, USB's etc)
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Student Acceptable Use Policy.
- Using a piece of Personal technology (device) or a piece of school technology in the act of cyberbullying is a violation of the Student Acceptable Use Policy. Such actions will be treated seriously.
- Liston College has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The college has the right to inspect files on any device brought to school irrespective of if it has been the cause of a problem/ attack / virus. (This covers devices that may contain pornography / objectionable material obtained offsite and stored on the Student Owned Device)
- It is the owner's responsibility for the repair of any malfunctioning / damaged devices. Liston College does not supply technical services for student owned devices.
- Personal technology is to be charged prior to bringing it to school and should run off its own battery while at school. Charging your device will be available on a limited basis and is at the discretion of the classroom teacher.
- Teachers will encourage the use of personal digital devices whenever possible /appropriate and students will be able to use them for homework activities.
- Students will have access to cloud based applications such as Office 365 (free licensing through the school)
- Rules, including the cyber safety policies, governing the use of any school owned technology will apply to student owned devices, while they are at school, including adherence to the Copyright Act and rules surrounding Plagiarism.

### **REMEMBER:**

Personal devices and the computers throughout the College are a tool to assist learning. Please ensure that you use your own device in the proper manner and do not deny the right of another student in the College to have access to such a tool by interfering with the school computers.

# Study / Homework Skills

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## Introduction

There are a few common pointers that students should be aware of when preparing for examinations:

1. **Have a suitable place to study:** a well lit spot away from the distractions of television, radio and other family members.
2. **Draw up a realistic study timetable and stick to it.**
3. **Be methodical and organised:** have subjects / notes sorted out. Do not use study time to reorganise folders etc
4. **Adopt a style of note taking that suits yourself.**
5. **Be aware what work that actually needs to be studied:** students need to know and understand the requirements of each external achievement standard as this is what the examination will be set on
6. **Continually review notes:** it is the number of times that students can cycle through notes than the time spent which is important
7. **Keep healthy:** go to bed at a reasonable hour, eat sensibly and get plenty of exercise

## **Good Study Habits**

- Have special places to study. Take into consideration lighting, temperature, and availability of materials.
- Leave your cell phone, IPOD or MP3 Player in another room.
- Stick to a routine – a Study / Homework timetable.
- Study 50 minutes, and then take a 10 minute break. Stretch, relax, have an energy snack.
- Decide what to study and how long or how many (chapters, pages, problems, etc). Set and stick to deadlines.
- Do difficult tasks first. For procrastination (reluctance to start), start off with an essay, interesting aspect of the project.
- Allow longer, “massed” time periods for organising relationships and concepts, outlining, and writing papers. Use shorter, “spaced” time intervals for rote memorization, review, and self-testing. Use odd moments for recall/review.
- If you get tired or bored, switch task / activity, subject, or environment. Stop studying when you are no longer being productive.
- Do rote memory tasks and review, especially details, just before you fall asleep.
- Study with a friend. Quiz each other, compare notes and predicted test questions. Ensure that this type of “study” is productive.

## **1. Find a Suitable Place**

- The fewer distractions **THE BETTER.**
- This means away from T.V., radio, stereo, cell phone, IPOD or MP3 Player or other family members, comics or magazines, hobby materials.
- Use a well-lit table or desk and sit in an upright chair.
- If a permanent study place is not available, the bedroom is often next best.
- Lying on the bed or floor, or sitting in an armchair are **NOT** good positions for study – especially if you have to write.

## 2. Organise a Study / Homework Timetable

Organise a Study / Homework Timetable that suits you and stick to it. If you are well organised you can get your study done and still have time for relaxation, hobbies, sport, and friends.

- The earlier you can start your study / homework the better, as you tend to be more alert earlier on.
- Block out times for sports practices, meals, family time and the occasional TV programme (these TV times should disappear as you get closer to your exam!).
- Study 50 minutes, and then take a 10 minute break. Stretch, go for a walk, relax, have an energy snack or a drink.
- Let everyone in the family know when you will be studying. Tell your friends they will not be welcome if they call or call / text you during these times.



### Drawing up a Timetable

Decide how much time you should be spending on study / homework (you could include weekends too). As exams or major assignments approach, you will need to adjust your timetable and spend longer. Rotate your subjects over a number of days and as a particular exam approaches, spend more time studying this subject, than those exams which come at the end.

Your timetable might look like one of these:

Timetable A		Timetable B		Timetable C	
4.00pm	Arrive home Afternoon tea / relax		Sports Practice	4.00pm	Arrive home Afternoon tea / relax
4.30-5.20	Homework	5.10 pm	Arrive home Afternoon tea / relax	4.30-5.20	Study - Geography
5.20-5.30	Break	5.40-6.30	Study	5.20-5.30	Break
5.30-6.20	Homework	6.30-7.30	Dinner / TV / relax	5.30-6.20	Study - Accounting
6.20-7.30	Dinner / TV / relax	7.30-8.20	Study	6.20-7.30	Dinner / TV / relax
7.30-8.20	Homework	8.20-8.30	Break	7.30-8.20	Study - Mathematics
		8.30-9.20	Study	8.20-8.30	Break
		9.20-9.30	Break	8.30-9.20	Study - English
		9.30-10.00	Study		
2½ hours of homework		3 hours of study / revision time		3 a hours of study / revision time	

## 3. Settling down to Study / do Homework

Make sure that you have:

- everything you need – note paper, pens, ruler, text books, school notes etc (searching for gear breaks your concentration).
- fresh air is coming into your room. If you're in a small room with doors and windows closed, you won't be able to concentrate for long. (It is better to put on a thicker jersey than run a heater continuously).
- nothing around you that will distract you eg. radio, stereo, cell phone, IPOD or MP3 Player.

## 4. Hints for effective Study / Homework

a. **Taking Notes** - (Good note taking skills are vital for efficient studying).

- Keep your notes neat so that they are easy to follow.
- To avoid confusion, keep notes for different subjects separate.
- Use a red or green pen (to distinguish these revision notes from class notes).
- Use only one side of a page.
- Review your notes as soon as possible after completing the topic. Make corrections, deletions, additions.
- If done properly, a page of brief notes should help you to recall a great deal about the subject concerned.
- Copying out notes is not in itself an effective way to revise.

## Process

1. Try to sort out which are the main ideas / points
  - number them 1, 2, 3 etc
  - express them as briefly and clearly as you can in your own words.
2. Under each main idea, list the points which belong with it, together with supporting arguments, examples, definitions.
3. Do not copy down long sentences and paragraphs or things you do not understand – they'll never be any use to you.

## b. Homework

- Make sure you know what you have to do by keeping a complete and accurate record of homework in this book.
- Do the subjects you like least first. Then reward yourself with the more enjoyable work later.
- Don't spend hours on beautiful diagrams, maps, headings, drawing, and covers. Keep your presentation neat, clear and attractive – anything beyond that wastes time better spent on understanding.
- If you are given, say, ten days in which to do an assignment or project, spread the task over several nights and ensure that you are left with one or two nights to spare in case you need them – do not try and cram it all into the one (last) night.
- Keep a list of topics which need more time, or special revisions. On nights when you don't have much homework, slot one of these topics in.

## c. Revising for exams

- Preparing for exams is similar to preparing for a sporting event. You need to practice, train and get fit, otherwise you cannot expect to do well on the day.
- It is usually a good idea to redesign your study timetable, allowing a bit more time for revision.
- Do not use study time for major reorganisation of folders. This is 'administrative work' and should be done at some other time.
- Go through your exercise book and folders to remind yourself of what you have covered in class. Make a list of topics to revise for each subject.
- In subjects like maths, 'practice makes perfect'. For each topic choose a selection of problems and work through them. If you're not using large quantities of paper you're not revising effectively.
- For writing subjects like English, Geography and Economic Studies, here is one approach:-
  - skim through the topic,
  - re-read and absorb it,
  - write a brief summary (in point form) from memory,
  - check your notes against the original before moving on.

If you make brief, neat, clear summaries, you can use these later for final quick revision.

- Tick off topics on your list as you revise them – you will then see that you are making progress.

## Hints for Sitting Exams

- Skim through the whole paper before starting. Make sure you leave yourself enough time to properly answer the questions you know best.
- Read instructions carefully and follow them – don't invent and answer your own question.
- Jot down any sudden ideas about other questions on a scrap of paper and carry on with the answer you are writing.
- Do the whole paper (unless some sections are optional).

**JUST BECAUSE SOMETHING IS HARD IT IS NOT A REASON TO GIVE UP**

You have only 24 hours in a day, so time management is all about how you can complete what you have to as well as get the best out of the time you have.

## Stay focused – Manage the “Time Wasters”

Set yourself a strict time limit on activities such as watching TV, surfing the net, talking on the phone. Such things can prevent you from accomplishing important tasks such as completing your homework / assessment and preparing for exams.

By utilising a homework / study timetable, you can schedule time for such activities.

## Make a regular “To do List”

Make a list of tasks (irrespective of how big or small they are) that need to be completed, in priority order. This should include:

- things I must do
- things I should do
- things I could do

It is a good idea to do this regularly, either on a daily or weekly basis. Once each task has been completed, tick it off.

## Use the diary

It is easy to forget the homework that was given out during period 1 that day, or when an assignment is due. Write your homework directly into the diary when it is given. Likewise when dates are given for assignments, assessments / tests, write these into your term / year planner.

## Create routines

1. Write in your term / year planner when:

- assignments are due
- assessments / tests are to take place
- examination dates / times

2. Update your homework timetable each week (say on a Sunday evening) to show assignments or assessments / tests due / are to take place the following week. Block out time to complete / prepare for this work. Then your routine homework can fit around these times.

## Over plan

As humans we always under-estimate how long it will take to complete a task. In order to ensure that you complete your homework / assignments on time to a high standard and prepare thoroughly for assessments / exams, you need to ensure that you allow yourself sufficient time to do this.

When working out how long you think it may take to complete an assignment or revise for an assessment, always allow yourself additional time (up to double what you think) and place this on your homework / study timetable.



## What are Goals?

Goals are statements of what we would like to achieve at some point. They can be simple or complex, relate to our school or personal lives.

Goals are important to all of us. They are valuable tools we need to succeed. By learning how to set and achieve goals, how to overcome challenges, the importance of being positive, and how to measure their progress, we can learn how to enhance and increase our chances for success.



Goals can be:

- **Short-term** - goals that can be reached in a short amount of time (fairly close to the present time).
- **Long-term** - goals that take longer to reach (it can be a number of years).

## Why set goals?

We need to set goals in order to:

- give you things to aim for, in life
- keep you motivated
- put you in charge!
- help you plan where you would like to be in the future
- make your dreams and ideas a reality!
- for you to become an active participant in your education and your future success

## Goals need to be SMART

When you set your goals you need to follow the **SMART** rules:

- Specific** – Say exactly what you will do
- Measurable** – It's easy to tell when you have done it
- Achievable** – Possible to reach in the near future
- Realistic** – Sensible and relevant thing to do
- Time-bound** – Set a date for when you will do it by

## How to set Goals

The following steps outline how you can set goals

1. What is my goal?
  - Decide what you want to accomplish.
2. When do you want to accomplish it? (long term or short term goal)
3. How will I get there?
  - Where am I now?
  - What obstacles do I need to overcome?
  - What knowledge / resources do I need to acquire?
4. Developing the plan
  - Develop a written action plan prioritising all of the steps needed to achieve the goal (broken down into small manageable steps - remember SMART).

**Remember: NEVER, EVER give up - you WILL achieve your Goal in the end!**



