



*Growing connected learners who make positive contributions
to our thriving community*

Pastoral Wellbeing

at

Katikati College

Information for parents and whānau - this includes College procedures
relating to pastoral care of students



Form Time

Form Time is an extremely important part of the College day. It sets the tone for the students, ensures that information is shared and allows positive relationships to be built between students and staff.

Form Time takes place daily from 8.30 – 8.50 am, except for Thursdays, where we have an extended Form Time from 1.00 – 1.35 pm, if required and instead of Assembly. During this time assemblies will rotate through Junior school, Senior school, and full school. The weekly Information Sheet will inform staff of whether that week is a normal timetable for interval, an assembly or Form Class.

Form Teachers are expected to attend level meetings. These meetings take place on a Tuesday morning from 8.10 – 8.30 am. These meetings are led by the Dean of that year level. Meetings will be indicated in the KAMAR calendar and/or the Weekly Information Sheet.

Form Teachers are expected to attend year level assemblies with their Form Class. Your Dean may discuss with you having a roster of Form Classes to be involved with these assemblies.

Student Services available at Katikati College

The following services are provided free of charge to all students at the College. Students can access them through completing an appointment form that can be found in the entry to the Student Services area. The services include:

Guidance Counselling

- Mrs Lisa Corbett is the full-time Guidance Counsellor. She has a degree in Counselling. This means she has trained in several counselling models or methods and works within a strict set of ethics or rules which make talking with her safe.
- There may also be other counsellors who work within the school at times – for example student counsellors or others who specialise in certain areas.
- Whatever is spoken about during counselling is completely private and confidential.
- Nothing is passed on without permission – including to parents, Principals or teachers. The exception to this rule is if the student threatens to do harm to themselves, to someone else, or to property and it is felt that they need extra support – or if they are being seriously harmed by someone else. In these situations the information is only passed on after first discussing it with the student.
- If you would like to refer a student to Lisa, you can email her - lcorbett@katikaticollege.school.nz

Career Advice

- Mrs Gaylia Bundle is our Career Advisor.
- She will make appointments with senior students in particular to discuss their future plans and help explore the world of careers and tertiary education.
- Junior students and parents are also most welcome to come along and talk about their future plans with her as well.
- You can refer students to Gaylia if you feel that they would benefit from some career advice. This can be done by getting the student to make an appointment with Gaylia, or emailing her directly - gbundle@katikaticollege.school.nz

School Registered Nurse / First Aid

- Ana Macfarlane is our School Registered Nurse.
- Ana can be found in our SHAC (Student Health Advisory Centre). This is a FREE and CONFIDENTIAL service for general health issues, concerns, information and health learning resources.
- A Doctor is onsite 2-days a week for an hour (times and days to be confirmed). Students can make appointments through Ana. This service is funded by the WBOPPHO and Katikati Nursing Services - amacfarlane@katikaticollege.school.nz

Katikati College Student Expectations

Any time students are in the Katikati College Uniform, whether during or out of school hours and while representing the College on the sports field or at other events, the same expectations of behaviour apply.

During the hours of **8.30 - 3.05 Monday to Friday** there is an expectation that all Katikati College students will be in the right place at the right time, doing the right thing. When this does not occur and there is no legitimate reason for their actions, an appropriate consequence will be given.

1. Principles

Students are expected to attend school regularly and be in the right place, at the right time, with the right gear, doing the right thing. MARK values system of Manaakitanga, Ako, Rangatiratanga, Kotahitanga. Please also refer to the MARK Expectations Framework.

2. Classrooms

Expectations apply in all classrooms. Classes and teachers may also work together to unpack our MARK expectations and co-construct what they look like, sound like and feel like in their learning environment.

- a) In fine weather all students should be outside before school, at interval, lunchtime and after school.
- b) On wet days students are permitted to remain in wet weather rooms. If normal classrooms are unavailable, the hall is provided as an alternative. Individuals are required to act in a responsible manner. Those students making poor choices in

behaviour will lose the privilege of being inside a classroom and risk being banned from rooms in wet weather.

- c) Respect for our learning environment should be demonstrated at all times. This includes all classrooms and corridors.

3. Out of Bounds Areas: details are issued to students at the beginning of the year.

- a) All specialist rooms, e.g. workshops and laboratories
- b) Assembly hall and hall stage
- c) Garden areas and staff car park
- d) Behind the gymnasium and classrooms on the eastern and western boundaries
- e) The perimeter of the fields
- f) The gully at the back of the school field
- g) Dairy across the road (with the exception of Year 13 students)
- h) Cricket nets and behind Hockey turf

4. Passes

Passes are issued in the following circumstances:

- a) Out-of-class passes or written notes are available from any teacher for students passing between rooms, going to the toilet or doing messages during lesson time.
- b) Lunch passes are available from the Dean on receipt of a note from parents. They allow town students to travel home for lunch. They do not permit students to travel to town at lunchtimes.
- c) Lunchtime swimming passes are available from Mr. Walter; (special conditions apply).
- d) Town passes can only be granted by the Form Teacher on receipt of a note from parents/caregivers. Students may only go into town if they have an appointment with a doctor, dentist or physiotherapist, to pick up a prescription from the chemist or for matters concerning a driver's license. **They must use the sign-in/sign-out tablet in the Student Office.** Every effort should be made to make appointments outside of school time.
- e) Year 13 students are allowed to go to the corner dairy at interval and lunchtime only, NOT during school time.

5. Buses

- a) The usual rules of courtesy, responsibility and care apply to students on all buses. When students do not meet expectations the use of the bus service may be temporarily or permanently removed. All reports of bullying or unacceptable behaviour on the bus are taken very seriously.
- b) Students travelling to school by bus are expected when they arrive at school to enter and remain on school grounds.
- c) There is no longer a second bus load. All buses will leave from Katikati College at 3.20 pm.

6. Behaviour expectations

- a) No vandalism of school property.
- b) No running in the corridors.
- c) No chewing gum.
- d) No riding bikes or scooters in school grounds.
- e) No skateboards.
- f) No verbal or physical abuse.

- g) No liquor or drugs. No student may consume liquor or take drugs, be in possession of liquor or drugs, or be present after having consumed liquor or drugs, at any function held under the control of the College, or when representing the College.

IMPORTANT: Being in possession or using drugs is against the law, and any students associated with drugs on our College grounds will also be referred to the police. Consuming Alcohol under 18 years of age is against the law and students or adults who bring alcohol onto school grounds will receive appropriate consequences.

- h) **No Smoking or Vaping** on school grounds by anyone, at any time. We are a smoke free school. Students caught smoking on school grounds or around the school boundaries will have appropriate consequences given.
- i) Students are reminded to take care of their environment, both buildings and grounds.
- j) Students are expected to remain on school grounds at all times
- k) Students' behaviour contributes to a positive, predictable, consistent and safe environment. Any behaviour not supporting this will be addressed and consequences allocated accordingly.

Use of mobile devices and the internet at Katikati College

Overall this is down to teacher discretion. We want to educate our students to make the right decision when to use digital devices, the internet and social media as opposed to prohibiting their use.

- Students may use mobile devices before school, in between classes, interval, lunchtime and after school. However, students are expected to transition quickly and quietly between classes and not stop to use their device. When devices are being inappropriately used or used at the wrong time they will be removed and passed on to **the Dean**. First time the cell phone is removed then it will be returned at the end of the day, second time, end of the week, and the third time at the end of the term.
- Students using mobile devices must adhere to the Computer and Internet Acceptable Use Agreement conditions at all times.
- Students are NOT allowed to text, make or take phone calls in class. Accepting calls during class will not be allowed. **If parents need to contact students they should do this through the student office**
- Students may use mobile devices in class for appropriate learning activities. This will be determined by individual teachers. These may include:
 - Photographing work
 - Recording work
 - Timing activities
 - Researching information
 - Using learning apps
- Listening to music during lessons is at the teacher's discretion, and at interval and lunchtimes students may wear headphones. They must be seated.

- Consequences for misuse of a mobile device may involve the student being asked to surrender their mobile device and / or usual school behavioural responses.

Please be aware that students and parents may now be held accountable for any unacceptable use of devices, including any abusive, bullying or trolling behaviour, or inappropriate actions on Social Media in accordance with the **Harmful Digital Communications Act 2015.**

IMPORTANT: All mobile devices are the responsibility of the student. It is not the responsibility of the College to deal with the loss of devices. If a device is stolen, this can be referred to the Community Police.

Uniform Expectations

At Katikati College we work in conjunction with parents to ensure that our uniform code and expectations are met. The correct school uniform is to be worn at school and at all school-related functions. This includes:

- The normal school day 8.30 - 3.05
- School Exams (Senior and Junior School Exams, NCEA Exams)
- During PE lessons
- While representing the school

Year 7 to 10 Boys and Girls

- Regulation green/black polo shirt
- Regulation College sweatshirt and/or College hoodie
- Long sleeve black thermal if needed during winter
- Regulation College black pants, shorts, skirts or lavalava
- Regulation black jacket
- Black shoes or black sandals with straps (no brand signs or symbols)
- Black socks
- Regulation P.E. top with own black sports shorts
- Year 10 students may move into the senior blouse / shirt in Terms 3 & 4

Year 11 & 12 Boys and Girls

- Regulation striped blouse/shirt
- Either regulation black pants, shorts, skirts or lavalava
- Regulation College sweatshirt and/or College hoodie
- Regulation black jacket
- Black shoes or black sandals with straps (no brand signs or symbols)
- Black socks
- Regulation tie and blazers for representative and formal occasions

Common Items

- Regulation sunhat, cap and beanie – no other hats are to be worn (hats to be removed inside)
- Scarves may be worn in Terms 2 and 3 only. They are required to be black
- Black or white long sleeve thermals can be worn

Girls

- Plain black pantyhose (winter)

Jackets

- College jackets may be worn both in and outdoors throughout the year. Non College jackets are not permitted
- Regulation school uniforms, or sports uniforms must be worn when travelling

All items of clothing are the responsibility of the student and should be named.

Facial Piercings - any facial piercings need to be a small stud

Facial Hair - *it* is preferred that students are clean shaven at all times

General

In working to the school MARK values students are encouraged to have pride in themselves and the school uniform.

The only jewellery to be worn is a watch, one necklace, earring(s) must be simple studs, or standard 10 mm gold or silver sleepers. All jewellery brought/worn to school is the responsibility of the student.

Tattoos are allowed. Students who have offensive Tattoos will be expected to cover them up. Students wearing incorrect uniform will be provided with a uniform pass - to be issued by the Dean or SLT. The Dean will contact home to discuss the need for correct uniform.

Uniform Expectations for Year 13 Students

Year 13 students do not have to wear school uniform but they do have to follow the **dress code** expectations

- As a guideline, students should wear clothing that would be acceptable in a general work place
- Singlets are not allowed for male or female students. All shirts must have sleeves. Nothing low cut or see through, no midriffs visible
- The discreet use of make-up, nail varnish and jewellery is permitted
- The following items are NOT acceptable:
 - Clothing with offensive images, messages or advertising
 - Patched, ripped, shabby or worn-out jeans
 - Brief shorts
 - For Girls: see-through, low-cut, halter, singlet, or thin-strapped tops on dresses, or as separates, or revealing a bare midriff
 - For Boys: sleeveless singlets/shirts (all shirts must have sleeves)

The College reserves the right to determine what is offensive, or unacceptable.

Katikati College – Behavioural Framework

This framework gives an overview of how behaviours may be dealt with. This framework is currently being reviewed by the College Pastoral Team.

STAGE 1 - Behaviour can be managed by the adult involved - Teacher, HOF notified	
<p>OBSERVED PROBLEM BEHAVIOURS:</p> <ul style="list-style-type: none"> ● Damage to school property (low-level) ● Disruption (interrupting learning) <ul style="list-style-type: none"> ● Calling out ● Inappropriate noises ● Off task behaviour ● Inappropriate language ● Late to class ● Non-compliance (not following instructions) <ul style="list-style-type: none"> ● Lack of equipment ● Not working in class ● Leaving class early ● Mobile device out in class (without approval) ● Choosing to ignore instructions ● Performing below the expected standard <ul style="list-style-type: none"> ● Absent from assessment ● Assessment is late or not handed in ● Homework not completed ● Non-completion of classwork ● Physical contact <ul style="list-style-type: none"> ● Non-serious but inappropriate 	<p style="text-align: center;">POSSIBLE CONSEQUENCES</p> <p>Remember to use these strategies FIRST to minimise all behaviours:</p> <ul style="list-style-type: none"> ● Proximity control ● Ignore/attend/praise ● Signal / non-verbal cues <p>If they don't result in a change in behaviour then move onto:</p> <ul style="list-style-type: none"> ● Redirect ● Reteach ● Provide choice ● Restorative hui - teacher ● Student kept in at interval / lunchtime ● Brief removal from class - faculty withdrawal ● Consider Learning Support assessment ● Contact home
	<p style="text-align: center;">Enter on KAMAR under CLASSROOM or DISCIPLINE.</p> <p style="text-align: center;">Don't forget time, location and motivation. Enter a brief description in DETAILS. You do NOT need to notify relevant staff.</p>

Under Review

STAGE 2 - Behaviour requires the involvement of others (Dean, HOF)

<p>OBSERVED PROBLEM BEHAVIOURS:</p> <ul style="list-style-type: none">● Behaviour that undermines● Bullying● Continual disobedience● Defiance<ul style="list-style-type: none">● Arguing / inappropriate response from student● Not attending detention● Refusing to follow instructions● Out of bounds / off school location● Technology violation/ inappropriate technology use● Truant / skip class● Verbal abuse	<p>POSSIBLE CONSEQUENCES</p> <ul style="list-style-type: none">● Contact home - Dean● Removal from class*● Reteach● Removal of privilege (including access to IT)● Involvement of Classroom teacher/Form Teacher / HOF / Dean● Restorative hui between staff member and/or Dean and student● Lunchtime Litter Duty● Afterschool School Service <p>*Deans to consider additional support including Rūnanga and/or other agency referral</p>
	<p>Enter on KAMAR under DISCIPLINE. Don't forget time, location and motivation. Enter a brief description in DETAILS. For anything that requires a more detailed write up, use the NOTES section at the bottom. Use the NOTIFY button to involve relevant staff members.</p>

STAGE 3 - Behaviour requires the involvement of others (SLT)

<p>OBSERVED PROBLEM BEHAVIOURS:</p> <ul style="list-style-type: none">● Arson● Fighting● Physical assault● Theft● Gang affiliation display and/or behaviors● Technology violation causing harm to others● Use / possession of Vape● Use / possession of alcohol● Use / possession of drugs● Use / possession of tobacco● Use / possession of weapons● Vandalism	<p>POSSIBLE CONSEQUENCES</p> <ul style="list-style-type: none">● In-school stand down● Stand down● Suspension
	<p>Enter on KAMAR under DISCIPLINE. Don't forget time, location and motivation. Enter a brief description in DETAILS. For anything that requires a more detailed write up, use the NOTES section at the bottom. Use the NOTIFY button to involve relevant staff members.</p>

Under Review

Restorative questioning

Over the last 3 years, groups of staff have been working with Margaret Ross to develop their restorative practice skills. More information on restorative practice can be found by clicking this link:

- [Restorative Practice](#)

The following restorative chat questions are based upon the work of Margaret Thorsborne & associates

- [Restorative Chat Questions](#)

to the wrong doer	to the victim	when stuck
<p>we're here to talk about:</p> <p><input type="checkbox"/> What happened?</p> <p><input type="checkbox"/> What were you thinking at the time?</p> <p><input type="checkbox"/> What have you thought about since?</p> <p><input type="checkbox"/> Who do you think has been affected by what you did?</p> <p><input type="checkbox"/> In what way?</p> <p><input type="checkbox"/> What do you need to do to make things right?</p> <p><input type="checkbox"/> How can we make sure this doesn't happen again?</p> <p><input type="checkbox"/> What can I do to help you?</p>	<p><input type="checkbox"/> What did you think when it happened?</p> <p><input type="checkbox"/> What have you thought about since?</p> <p><input type="checkbox"/> How has it affected you?</p> <p><input type="checkbox"/> What's been the worst of it?</p> <p><input type="checkbox"/> What's needed to make things right?</p> <p><input type="checkbox"/> How can we make sure it doesn't happen again?</p>	<p><input type="checkbox"/> Was it the right or wrong thing to do?</p> <p><input type="checkbox"/> Was it fair or unfair?</p> <p><input type="checkbox"/> What exactly are you sorry for?</p> <p><input type="checkbox"/> You didn't answer my question?</p>

Guidelines for addressing bullying

All bullying behaviour, including verbal, physical, emotional and cyber bullying is completely unacceptable in our School. All instances of bullying (alleged or observed) will be taken seriously and followed up.

The School is committed to ensuring that all staff and students are able to work and learn in an environment free from harassment so that they are able to meet their potential.

Definition

Bullying covers a range of behaviour which is unwelcome, unsolicited and non-reciprocal.

- Non-sexual harassment may take many forms including:
intimidation or bullying of individuals or groups verbally and/or physically, including threats of harassment or discrimination against others on the basis of their race, colour, culture or religious/spiritual beliefs, discrimination against others on the basis of gender or sexual orientation, indirect harassment such as spreading rumours, harmful gossip, exclusion or deliberate rudeness that is intended to harm, ridicule, diminish or marginalise others.
- Inappropriate use of emails, mobile phones or social media.
- The creation of pages or websites that encourage or facilitate any form of harassment.
- Sharing images of others (manipulated or not manipulated) without explicit consent.

Guidelines:

1. A whole-school approach is required to ensure a safe school environment. The approach is to be long-term and sustainable.
2. All members of the school have a responsibility to recognise bullying and to take action when they are aware it is happening.
3. The School's philosophy about harassment and the range of remedies available will be made explicit to students, staff and parents in the following ways.

Students, through:

- the Health programme
- special guidance programmes such as Anti-Bullying through Assemblies
- clear and explicit standards set by teachers in their individual classrooms
- awareness of digital citizenship and acceptable use of ICT Policy that they are required to sign prior to use
- peer support, Bully Busters and other student lead groups

Staff, through:

- using good data systems to collect relevant information
- staff training
- dealing with students with Special Needs
- professional development
- a staff meeting will be held annually to discuss the issue and to review strategies and remedial approaches
- monitoring the adherence to the 'Use of ICT Policy'.

Parents / Caregivers, through:

- school communication e.g. Newsletter, Website, Facebook page
- parent meetings

- parent courses.

Board of Trustees, through

- meetings and associated reading, staff contact
- professional development / training
- results of student and parent / caregivers surveys
- ERO Audit check on Health and Safety.

Through these programs students, including observers and parents will be encouraged to report harassment / bullying that occurs inside or outside the school (when it impacts on safety and learning in the school). They will be given clear options as to who they can approach including staff, senior students and parents.

Response

1. All staff should treat any report of bullying, including cyberbullying, seriously and take appropriate action as outlined in these guidelines.
2. All personal assault / harassment / bullying complaints, including those involving digital technology, will be dealt with speedily, fairly and in confidence, as much as is appropriate.
3. It is imperative that every effort is made to ensure that confidentiality be maintained for all parties during and after the investigation.
4. When a staff member is approached by a student with a complaint of harassment by another student, she / he must first listen to the student or students, and make such enquiries as may be necessary to clarify exactly what has been happening.
5. The student(s) should be assured that they have acted correctly in reporting the bullying. They are to be given appropriate support.
6. The staff member should make a written summary of the information and pass it on to the Form teacher, Dean, Counsellor or Senior Management Team member as appropriate.
7. The emphasis must be on changing the behaviour of the bullying student(s), while providing support for the student(s) who has been harassed.
8. The staff member dealing with the complaint is to attempt to give advice on how to deal with any repeat incidents that may happen again before the intimidation can be dealt with. (e.g., Report any further incidents immediately).

If the matter when first reported is “low level” harassment the target and initiator are to be interviewed by the Dean separately. Written notes are to be taken. The target is to be encouraged to report any further incidents and the initiator is to be warned that if it does not stop, it *will* be reported and more serious action will be taken. Restorative Practice may be an option at this time.

If the complaint is of a more serious nature where health and safety is a potential issue the Dean / SLT shall:

- ascertain / confirm the details of the alleged harassment
- depending on the seriousness or the on-going nature of the complaint, decide whether or not to inform the Principal and / or outside agencies (CYFS; Police, etc.)
- advise the alleged initiator that s/he is the subject of a complaint

- In cases where the facts are clear and acknowledged, resolution may be achieved informally by discussion between the parties without the need for initiating disciplinary procedures. (Restorative Practice)
- notify the parents / caregivers of the student who reported being bullied (complainant)
- notify the parents / caregivers of the student alleged to have carried out the bullying (initiator)
- record the incident on the Student Management System
- arrange counselling of the complainant and / or alleged initiator if necessary
- where circumstances warrant options may include:
 - transfer the complainant and / or alleged initiator to another class
 - allow the complainant to remain at home
 - impose disciplinary procedures on the initiator
 - other appropriate action.

Follow up should be discussed with the student. It is important that the staff member checks a week or so later with both the student and the person to whom the information was sent.

Other courses of action

If “in School” remedies fail to address the reported concerns, the following courses of action are available to the complainant:

- seek to make a complaint through the Human Rights Commission
- a complaint to the Police
- a referral to NetSafe (bearing in mind that the School can contact NetSafe for advice about cyberbullying at any time - not only following an incident).

If the complaint is of a serious nature that threatens the health and safety of others:

On receiving the complaint the Dean, School Guidance Counsellor or Senior Manager will determine the seriousness of the harassment. If it is of a violent nature or an immediate safety issue (including emotional/psychological harm) the Principal is to be informed immediately and all key personnel who have been involved with the target and / or the student doing the harassing are to be called together. Possible written evidence is to be produced.

At this meeting decisions are to be made in relation to:

- contact with the student doing the bullying
- negotiating a pathway forward through restorative processes, parent meeting
- and/or discipline procedures
- contact with Parents of Initiator and Target
- contact with Outside Agencies
- contact with Police (School Community Officer)
- stand down / Suspension or other disciplinary procedure
- contacting the Board of Trustees.

Note: Please refer to the Katikati College Board of Trustees policy on Anti-Harassment for further information.