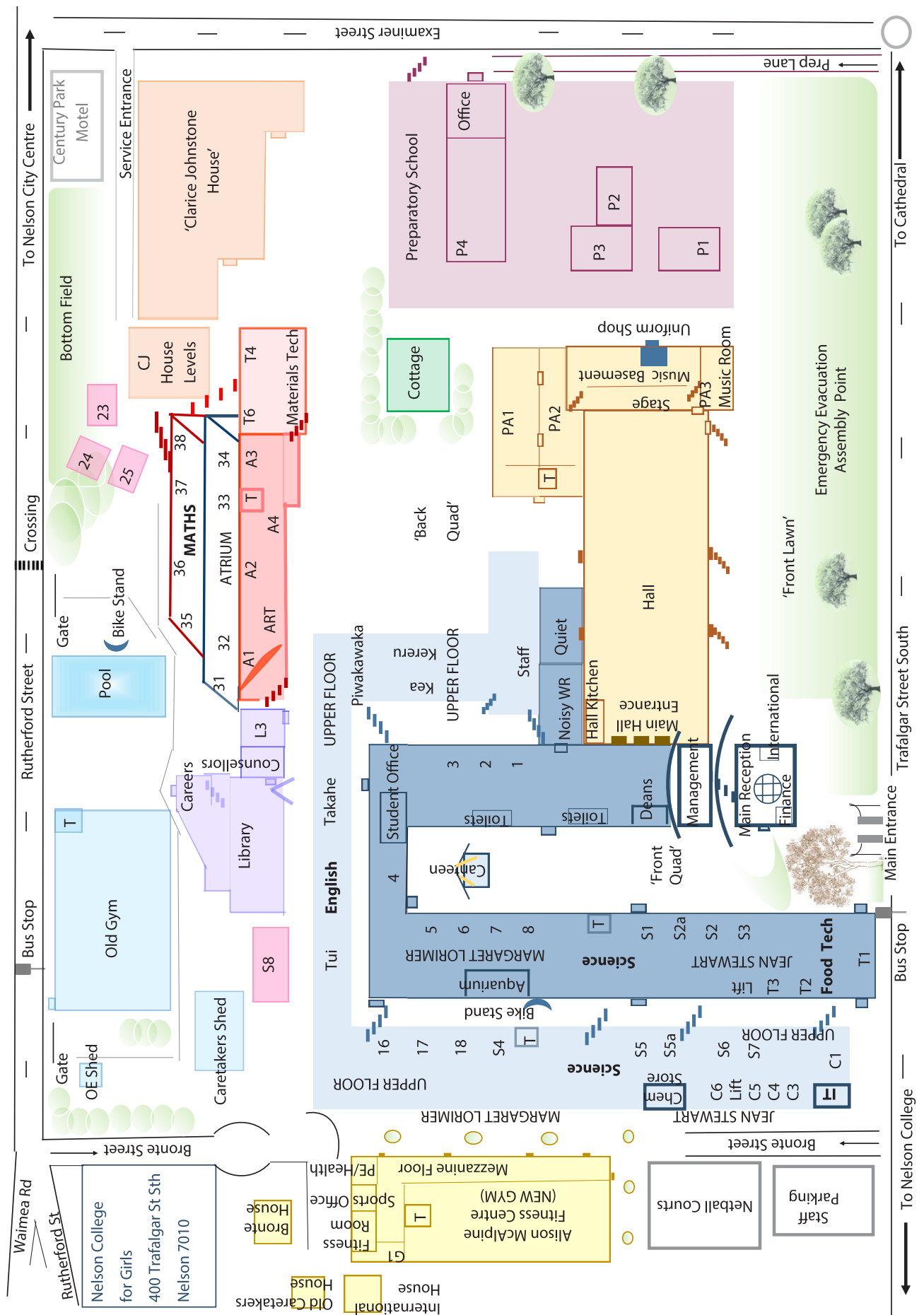


Y9 HANDBOOK

Nelson College for Girls

Te Kura Tamawāhine o Whakatū

MAP OF NELSON COLLEGE FOR GIRLS



Nelson College for Girls



T e K u r a T a m a w ā h i n e o W h a k a t ū

A WARM WELCOME TO NELSON COLLEGE FOR GIRLS

November 2017

Dear Parents, Caregivers, Whānau of 2018 Year 9 Students

Tēnā koē

We are delighted to welcome your daughter to Nelson College for Girls as a Year 9 student in 2018. We hope that the information in this booklet will begin to answer some of the questions your daughter may have about our school. It covers various aspects of life at Nelson College for Girls, which should help your daughter to make a smooth transition into secondary school.



The first stage of the orientation process for next year is happening today. The next step will be the interviews that are planned for later this month. You will have received information about this earlier in the week, along with the booking process.

The first day for Year 9 in 2018 is Wednesday 31 January 2018 at 12 noon. The girls will gather at the main gates for a Mihi Whakatau (official welcome) and then proceed to the College Hall. We would encourage you to take part in the Mihi Whakatau with your daughter if you are able to.

Your daughter will spend most of the first day with her mentor class, getting to know the students in her class and in particular her Mentor Teacher.

We look forward to having your daughter as a part of our school and to working closely with you to ensure the best educational opportunities for her.

Yours sincerely

Cathy Ewing
PRINCIPAL



P	<p>PERSONAL EXCELLENCE in all we do.</p> <p>Ko te pae tawhiti, whāia kia tata, ko te pae tata, whakamaia kia tīna.</p>	<ul style="list-style-type: none"> • Have a positive attitude and be enthusiastic. • Be punctual, organised and always in class. • Persevere to achieve your goals. • Try your best always. • Wear your uniform with pride. • Be a good role model.
R	<p>RESPECT ourselves, each other and the environment.</p> <p>Mā te tuakana ka tōtika te teina, mā te teina ka ōtika te tuakana.</p>	<ul style="list-style-type: none"> • Treat everyone with respect including yourself. • Respect the rights of others, including their beliefs and values. • Listen to and respect the opinions of others. Respect the property of others. • Respect the school and wear your uniform with pride. • Make an effort to be tidy and eco-friendly.
I	<p>INTEGRITY and innovation.</p> <p>Whāia te mātauranga hei oranga mō koutou.</p>	<ul style="list-style-type: none"> • Do the right thing even when no-one is watching. • Maintain strong personal morals and be true to yourself. • Be open to new ideas and perspectives – strive to make a difference. • Be honest in all you do and say.
D	<p>DIVERSITY – celebration of a range of cultures.</p> <p>E koekoe te tui, e ketekete te kākā, e kūkū te kererū.</p>	<ul style="list-style-type: none"> • Accept, acknowledge and explore the differences of others. • Celebrate individuality. • Treat all equitably; be inclusive and welcoming to all. • Make students from other cultures feel welcome.
E	<p>EMPATHY, caring.</p> <p>Aroha mai, aroha atu.</p>	<ul style="list-style-type: none"> • Show caring and understanding towards others. • Listen, be supportive, offer help to others. • Show compassion and understanding to all. • Be friendly.

NELSON COLLEGE FOR GIRLS

In 2011, through consultation with the Board of Trustees, staff and a group of students across all year levels, we as a school established a set of values for us to live by in our school. Our school values of PRIDE will help to give life to our vision and our school motto.

NCG VISION STATEMENT

To educate and empower young women through revealing and nurturing individual talent, thus enabling them to participate confidently and to achieve their potential in a changing world.

NCG MOTTO

Our school motto is a very important part of our heritage. It means:-

PIETAS (LOYALTY)

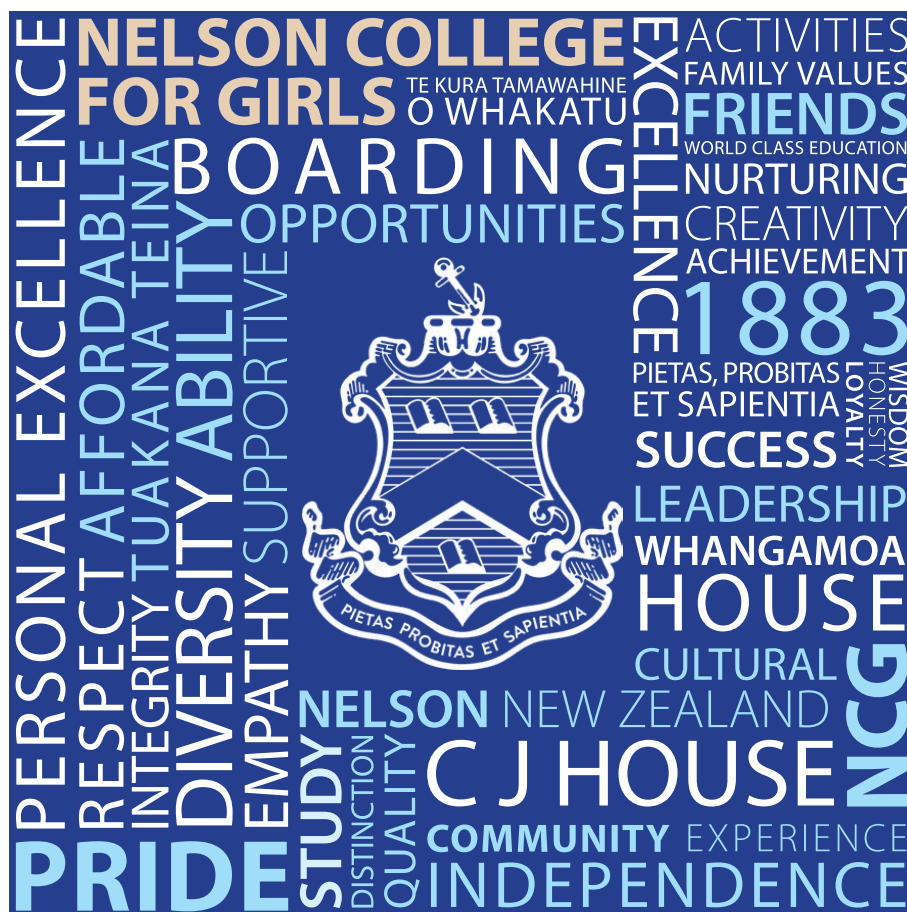
Our shared vision for the school community is an environment where people feel understood and valued. This generates loyalty.

PROBITAS (HONESTY)

Honesty and integrity are essential in our interactions. They lead to trust, innovation and opportunities.

SAPIENTIA (WISDOM)

Wisdom enables us to recognise and use our knowledge, sound judgement and discretion. We value the collective knowledge and expertise of our wider community. We respect traditions and history.



Values are deeply held beliefs about what is important or desirable. Our values are expressed in the way we think and act. *NZ Curriculum*

Values are the ideals that give significance to our lives; that are reflected through the priorities that we choose, and that we act on consistently and repeatedly. *Brian Hall Values Shift*

A WARM WELCOME FROM YOUR YEAR 9 DEAN

November 2017

*Tēnā koutou, nau mai, haere mai ki te whanau O Te Kura Tamahine O Whakatu.
Ko Natalie Tregidga ahau.*

Greetings to you all and a very warm welcome to the Nelson College for Girls family. My name is Natalie Tregidga.

It is my great pleasure to be the Transition Dean for Year 8 coming into Year 9 for 2018. There are five Deans at Nelson College for Girls, each being appointed to oversee a vertical grouping of students. The role of the Dean is to provide pastoral support and guidance to ensure your daughter is thriving and achieving to her full potential. Next year, your daughter will be placed into a vertical mentoring group (comprising of girls from Years 9 to 13) of approximately 15-18 students. This group will meet with their Mentor Teacher several times a week to learn important life skills such as resilience and goal setting. Together, the Mentor Teacher and Dean will oversee your daughter's overall well-being, attendance, academic progress and the nurturing of her individual talents and interests. The senior students in the mentor group acts as 'big sisters' to the younger students and ensure the girls are involved in, and informed about, activities around the school. Your daughter will also be supported by her classroom teachers, the Senior Leadership Team, Whaea Robyn, our inspiring head students and the careers and guidance staff.

The Nelson College for Girls community exemplify the P.R.I.D.E values: Personal Excellence, Respect, Integrity, Diversity and Empathy. These values are evident in the classroom, on the stage, on the sports field or out in our community. We encourage our students to develop independent learning skills, to improve skills of judgment and communication and to take pride in achieving their personal best. Learning is designed to develop understanding and to push the boundaries of their thinking.

Complementing our excellent academic programmes is an exciting array of extra-curricular activities ranging from cultural to sporting to academic pursuits. I encourage your daughter to try her hand at new activities, as it is a great way to meet new people and develop confidence. We are a vibrant, multi-cultural community and your daughter will also get the chance to work alongside students from many different countries and cultures.

High school is a transformational time in a young girl's life. Your daughter/student is about to embark on a wonderful journey of self-discovery and learning where she will both challenge and surprise herself. I am excited about 2018 and all that Nelson College for Girls has to offer her.

Mā te matauraka ka tū teitei te tōtara; through education the totara tree will stand tall.

It is my hope that when your daughter leaves Nelson College for Girls she stands tall, proud and confident ready to begin the journey she has chosen beyond school. On behalf of the Deans, we look forward to building positive and constructive relationships with you and your daughter.

With my warmest regards,

Natalie Tregidga



Transition Dean for Year 9 2018



KEY PEOPLE

Principal	Mrs Cathy Ewing	cathy.ewing@ncg.school.nz
Deputy Principal	Ms Heather McEwen	heather.mcewen@ncg.school.nz
Assistant Principal	Mr Brad O'Leary	brad.oleary@ncg.school.nz
Acting Assistant Principal	Mrs Shelly Hulland	shelly.hulland@ncg.school.nz
Acting Assistant Principal	Mr Symon Claridge	symon.claridge@ncg.school.nz
Attendance Officer	Victoria Harding	absences@ncg.school.nz
Student Office	Katrina Rowley	katrina.rowley@ncg.school.nz

KŌPUNI DEANS 2018

Mrs Natalie Tregidga	natalie.tregidga@ncg.school.nz
Mrs Jennifer Dalton	jennifer.dalton@ncg.school.nz
Mrs Catherine Dyson	catherine.dyson@ncg.school.nz
Ms Rani de Smit-Tobin	rani.desmit@ncg.school.nz
Ms Natalie Paterson	natalie.paterson@ncg.school.nz

SIGNIFICANT PEOPLE

There are a number of key people available to support the pastoral needs of your daughter:

Mentor Teacher	To be advised	
Kaitakawaenga	Ms Robyn McLaren	robyn.mclaren@ncg.school.nz
Counsellors	Mrs Carole Rodden Ms Dawn Browne	carole.rodde@ncg.school.nz dawn.browne@ncg.school.nz
Liaison Teacher for Boarders	Mrs Anna Keogan	anna.keogan@ncg.school.nz
Social Worker	Ms Antonia Fox	antonia.fox@ncg.school.nz

SCHOOL EXPECTATIONS

Nelson College for Girls expects high standards of achievement, attendance and behaviour to ensure that all of our students maximise their learning potential. We also encourage all of our students to fully involve themselves in the wider life of the school.

Our school motto encapsulates our belief and, along with our crest, encapsulates our long history.

**Pietas, Probitas, et Sapientia translates to
Honesty, Loyalty and Wisdom.**



PROGRAMME – BEGINNING OF TERM 1 – 2018

Monday 22 January	Main College office reopens
Monday 29 January	School closed – Nelson Anniversary Day
Wednesday 31 January First day for Y7 & Y9, all new students	11.45 am Assemble on front lawn 12.00 pm Mihi Whakatau for all new students and their parents 3.15 pm School finishes
Thursday 1 February	9.10 am Year 9 students go to Mentor teacher room 3.15 pm School finishes
Friday 2 February	8.50 am - 3.15 pm Normal School Day
Monday 5 February	8.50 am - 3.15 pm Normal School Day
Tuesday 6 February	School closed – Waitangi Day
Wednesday 7 February	8.50 am - 3.15 pm Normal School Day

HOMEWORK

Regular home learning is important for achievement. Learning is going to be an important part of your daughter's whole life – not just her school years.

Your daughter will be issued with a school diary by her Mentor Teacher on Day 1 of Term 1. Please encourage her to use it to plan her homework, study and other commitments.



UNIFORM REMINDERS

Take care with your appearance; wear your uniform with pride. The following reminders will help you to do this. All items of uniform must be in good repair.

HAIR/MAKEUP

Worn in a neat style, off the face:

- Plain and unobtrusive ribbons or hair ties
- No coloured nail polish, clear only
- Hair must be a natural colour
- Only natural looking makeup

JEWELLERY

- Earrings – only one plain, small stud or sleeper in each ear
- Other jewellery – one watch; one small necklace or bracelet (at own risk)
- No facial piercing – plaster or tape over studs is not acceptable

SUMMER UNIFORM (TERM 1 AND 4)

- Skirt worn at knee length
- School navy jersey with crest or school vest with crest
- School black puffer jacket or plain black jacket (not worn inside) - *optional*
- School short sleeved peaked over-blouse with crest worn over the skirt
- Footwear - one of the pictured styles- there are many similar brands
 - (sandals) worn without socks or;
 - (shoes) with white or black ankle socks



WINTER UNIFORM (TERM 2 AND 3)

- Kilt worn knee length to mid-calf
- School navy jersey with crest or school vest
- School black puffer jacket or plain black jacket (not worn inside) - *optional*
- School blazer - *optional*
- School long sleeved blouse with crest tucked in
- School scarf (not worn inside) - *optional*
- Black tights or white or black ankle socks
- Black leather polishable shoes with either laces, buckle or one elastic strap (no adornments or ankle boots) - similar to pictured styles



SPORTS' UNIFORM

- NCG blue sports polo - available from the uniform shop
- Blue shorts of own choice

SWIMWEAR REQUIREMENTS FOR THE SCHOOL POOL

All students using the school pool are required to wear either:

- Swimming togs
- Swimming tops and short board shorts

This includes all students in Physical Education and Outdoor Education classes and also during recreation time at lunchtime and after school.

GENERAL

- All uniform items are available from the School Uniform Shop.
- All property, including school uniform, shoes, sportswear, bag etc, must be clearly marked with the student's initials and surname. This should be done in indelible ink or with a firmly stitched name-tape.
- The school accepts no responsibility for lost property.
- Lost property can be claimed at the Student Office.

UNIFORM SHOP

Location: Beside Music Rooms: follow the path on the right-hand side of the main gates, under the arch and turn left.

UNIFORM SHOP OPENING HOURS – TERM TIME ONLY

Tuesday lunchtime: 1.30 – 2.15 pm Thursday lunchtime: 1.30 – 2.15 pm

UNIFORM SHOP – EXTRA OPENING HOURS – END OF 2017 / BEGINNING OF 2018

2017

Thursday 7 Dec: 3.15 – 6.15 pm

Tuesday 12 Dec: 11.00 am – 2.15 pm

2018

Tuesday 16 Jan: 12 – 4 pm

Sunday 21 Jan: 12 – 4 pm

Tuesday 23 Jan: 4 – 7 pm

Friday 26 Jan: 4 – 7 pm

Monday 29 Jan: 2 – 5 pm (Nelson Anniversary - Boarders only)

Tuesday 30 Jan: 1.30 – 4.15 pm (Normal opening - extended hours)

If you are making a special journey in we advise phoning first: 03 548 3104 Ext: 897

UNIFORM PRICE LIST

ITEM	DESCRIPTION	PRICE
Kilt	New, pleated Second-hand	\$180 from \$80
Summer Skirt	New, Pleated in the College tartan Second-hand	\$90 \$45 approx
Blazer (optional)	New Second-hand	\$255 \$150 approx
Vest (optional)	Navy blue with College crest	\$60
Jersey	Navy blue with College crest	\$80
Blouse with crest	White short sleeved – peaked over (Terms 1 & 4) White long sleeved – tucked in (Terms 2 & 3)	\$38 \$40
Physical education	Blue polo shirt with dark stripe Navy PE shorts (optional)	\$30 \$22
Scarf (optional)	Dark blue with light blue stripes	\$22
School tie (optional)	Optional	\$22
Puffer jacket (optional)	Black with College crest	\$95
White ankle socks	Pack of three	\$15
Tights	Black	\$15

Prices correct at time of going to print.

OPPORTUNITIES

LEADERSHIP

All students are given the opportunity to take part in a variety of leadership opportunities in areas such as sports, student council, cultural. This builds on experiences in their previous schools.

HOUSE SYSTEM

Nelson College for Girls has a strong House system which involves sport, music and cultural activities led by students. Each student is allocated a House in their first year at the College and remains in this House throughout their time here. If there is a family connection to a house, then we ensure that a student can follow this. The five Houses are:



Whangamoa is only for our boarders.

SPORT

Students are encouraged to participate in sport and leisure programmes. There are many opportunities to do so. Many of our girls make lasting friendships through their participation in sport. Details of all sports offered will be given in a booklet in the first two weeks of school.

There are also a number of Sports' Tournaments held each year. These are exciting days full of house spirit and competition.

TERM 1	Swimming Sports; Athletic Sports; Summer Tournament Week
TERM 3	Winter Tournament Week



MUSIC

We offer tuition in:

FLUTE	VIOLIN	TRUMPET	ACOUSTIC GUITAR	KEYBOARD
PIANO	VIOLA	TROMBONE	ELECTRIC GUITAR	THEORY
CLARINET	CELLO	HORN	BASS GUITAR	SINGING
SAXOPHONE	DOUBLE BASS	TUBA	DRUMS	ROCK BAND

Private instrumental tuition is available through the school. Lessons cost \$30 per half hour individual lesson. Shared lessons may be available to cut costs. For students who opt to take Music as a class subject, shared instrumental and vocal lessons are available for a subsidised price. Some instruments are available to hire from the College at a nominal cost.

HOW TO APPLY FOR TUITION

Come to the Music Fair on Friday 2 February from 5.00 – 6.00 pm in the Main College Hall, and complete an online application form. These will need to be completed by Wednesday 7 February in order to secure a place. The system is a first come first serve basis.

SCHOOL MUSIC GROUPS

BEL CANTO CHOIR
STELLA NOVA CHOIR
CHAMBER MUSIC GROUPS
FLUTE GROUP
ORCHESTRA
JAZZ BAND
SAXOPHONE GROUP
ROCK BANDS



If you require more information, please e-mail artsadmin@ncg.school.nz.

STUDENT OFFICE AND HEALTH CENTRE

OPEN: 8am - 4pm

STAFF: Victoria Harding and Katrina Rowley.

ATTENDANCE

Unplanned absence eg sick, funeral

If your daughter is unable to go to school a parent/caregiver must email absences@ncg.school.nz or phone the school (03 548 3104 - press option 1) giving your daughter's name, mentor group and reason for the absence before 9am on the day of the absence, or prior to this day if possible.

Appointments during school hours

If it's not possible to make an appointment outside of school hours then you need to either email absences, phone or bring a note or appointment card. Come to the Student Office to receive a yellow permission slip and to sign out before leaving for your appointment. On return to school, students must sign back in at the Student Office.

Intended absence of 1 day or more

For school trips/events please collect an Intended Absence form from the Student Office. The form is used to record assessment negotiations e.g. negotiated due dates for assessments or altered assessment time.

For intended absence of 1 day or more (e.g. Holiday, University Open Days, representing sporting fixtures etc parents/caregivers need to email the Principal (cathy.ewing@ncg.school.nz) as soon as possible. Students will receive a response advising code for absence and to collect an Intended Absence form from the Student Office.

SICKNESS OR INJURY AT SCHOOL

If your daughter feels unwell or has an accident during the day, she must excuse herself from class and go to the Student Office. The staff will admit your daughter to the Health Centre for assessment, treatment and/or contact parents/caregivers as necessary.

LATE TO SCHOOL

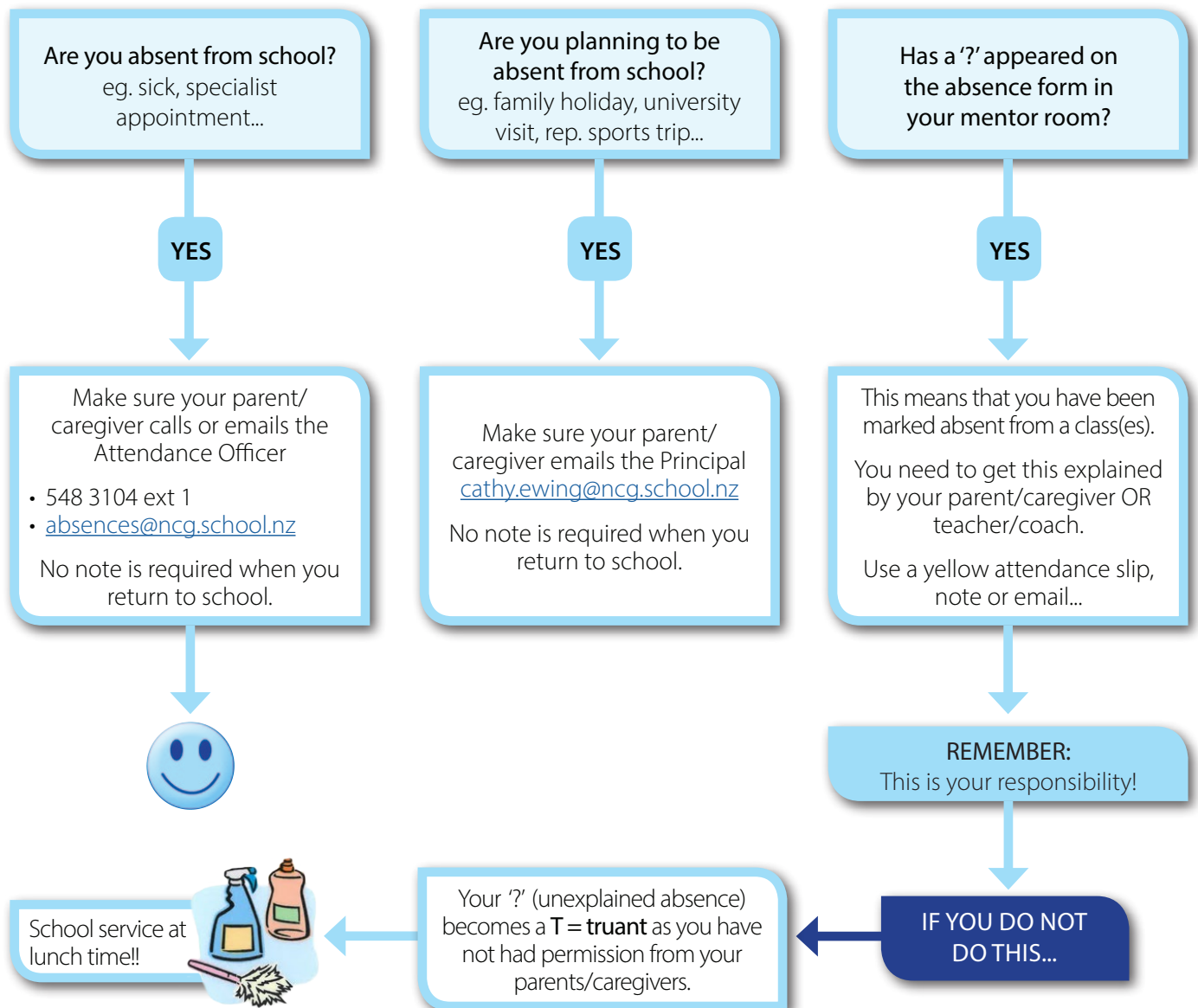
If your daughter is late please ask her to sign in at the Student Office on arriving to school. A note from home or phone call is required within three days to explain the late arrival.

CLEARING ABSENCES

Students have 3 days to clear absences. They must collect an orange absence check form from their Mentor teacher or the Student Office. Complete and place in the Student Office post box.



ABSENCE PROCESS FOR STUDENTS



COUNSELLING AND SOCIAL WORK DEPARTMENT (CSW)

Our warm, friendly department is to be found in the Library complex. We provide counselling, social work and everyday support for students who may be struggling. No matter how large or small the problem, we can help: drawing on the resources of our experienced staff, our two Youth Workers, and a rich network of outside agencies. Parents are welcome to contact us, and students may self-refer or come through their Dean or mentor.

PARENT TEACHER ASSOCIATION

An active group of parents meet once a month to give support to College activities eg: fundraising ventures, hospitality etc. We welcome all new members – email: cheryl.candish@ncg.school.nz to be put in touch with them.

COMMUNICATIONS

General information can be found on the school website www.ncg.school.nz.

The official Nelson College for Girls Facebook page is www.facebook.com/nelsoncollegeforgirls.

Newsletters are emailed regularly and provide up to date information on activities and achievements of our students and staff. Printed copies are available if required. Parents are able to access additional information specific to their daughter through the Web portal. Instructions regarding this will be given at the beginning of 2018.

The NCG schoolstream app delivers information directly to parents and students on their mobile devices. This includes events, newsletters, alerts and other information. Download it to your smartphone.

OTHER INFORMATION

LOST PROPERTY

Please name ALL your daughter's belongings. All items that are named will be returned to the student. All lost property should be reported missing and can be claimed from the Student Office if it has been handed in.

STUDENT LOCKERS

Secure lockers are available for students. These are allocated on a first come first served basis as unfortunately there is not enough lockers for every student. There is a annual charge of \$25.00. Once the student has been allocated a secure locker this locker will be their locker for the term of their school years or until they choose not to have one

STATIONERY

All Stationery & workbooks can be purchased from many outlets, but if you would like to support the school, please order direct through one of the following suppliers, who provide excellent discounts and benefits to the College: Office Max; Paper Plus Nelson; Warehouse Stationery.

Visit our NCG website information section where you can download the lists your daughter needs to make purchases at the outlet of your choice.

VISITING THE SCHOOL

All visitors, including parents, must sign in at Reception. This is for Health & Safety reasons, in case of an emergency evacuation.

BOARDING

Clarice Johnstone house is now able to offer short-term and casual stays to current day girls.

Are you heading overseas or does your daughter need regular overnight accommodation in Nelson to attend sporting events or practices? Please contact CJ House for more information and a time to view the facilities. Email: vanessa.white@ncg.school.nz or phone: 03 548 1332.

SCHOOL FINANCES 2018

SCHOOL DONATION FOR 2018

Discounted donation per student if paid by May 31 \$210.00

Discounted donation per family if paid by May 31 \$295.00

Otherwise

Donation per student \$240.00

Donation per family \$350.00

This is a *Voluntary* payment that assists us greatly to provide whole school resources which our Government Operational Grant unfortunately does not cover.

OPTION SUBJECTS

Some non-core subjects have take home components including materials, resources and trips which incur some additional costs. These will show on the invoice, generated by the student's timetable.

INVOICES

These will be emailed to you around the end of each month listing any outstanding cost, credit balance, the balance of your account.

Please notify the Finance Department if there is more than one payer (eg. Grandparent, student) or if you do not want to receive the invoice (arrangement with parents) so we can update our files to send out invoices to only those who need to receive them.

Please notify us of any change to address or email contact.



METHODS OF PAYMENT

MY MONITOR

At NCG we use a school management system (SMS) called Kamar. We use Kamar to manage various student aspects through-out their time at NCG - one of these being the management of student finances.

The Kamar systems integrates with a new finance payment system called My Monitor. We have been using this system since 2016 and it is proving to be very efficient, secure and user friendly for both students and caregivers. There are two components to the Monitor system:-

My Monitor – on-line – Can be accessed through the NCG Website, home page top left corner. Access details and password will be emailed to you early next year - log in and follow prompts.

Once you are logged in it is very simple to use. The Monitor system will detail all expenses and you will have the ability to pay the account in full or tick which payments or part payments you choose to pay at the time. Payments can be made by bank to bank transfer or credit card. This is processed through a secure payment gateway, Payment Express. No numbers are stored or able to be recalled for future use.

My Monitor Kiosk – Situated in the Library Foyer. You can log in with your daughter's school account number and make payments with credit card or cash. Your daughter can also log in and make payments. However please note it does not give change but will add any 'change' to your 'monitor account' as a credit to be used at a later date. This will show as a credit on your monitor account and will not appear as a credit on your daughters school account.

The Monitor Kiosk is also widely used by students to top up their print balance, allowing them the ability to print or photocopy on a number of our machines through-out the school.

The Monitor Kiosk is a very secure way of making payments and we would like to encourage all parents/caregivers to use this facility. However if paying by My Monitor is unsuitable for you please contact the Student Office to make alternative arrangements. Phone 5459600 or monitor@ncg.school.nz



The Student Office will only be accepting cheque payments. They will be able to assist you with the Monitor Kiosk.

Contact the Finance office to notify us of any different payment or part payment breakdowns you have deposited, application of credit balance on the account or if you need assistance

Contact the Sports Department ext 702 for any Sport queries.

Contact the Library ext 808 for any overdue Library Book queries.

SCHOOL BUS INFORMATION

The Ministry of Education School Transport webpage is:
www.education.govt.nz/school/running-a-school/school-transport

Our school has the following Ministry-funded routes for eligible students:
7047 (Feeder), 7048 (Feeder), 7094, 7096, 7097, 7102, 7104

The school's Regional Transport Advisor at the Ministry of Education is Lydia Ireland.
She can be contacted on 03 539 1531 or email st.tasman@education.govt.nz.

SCHOOL BUS INFORMATION

GENERAL INFORMATION:

NCG = Nelson College for Girls

NCG Main Gate = Trafalgar St South at Gum Tree

NCG Rutherford St entrance is by old gym/pool

Nelson Coachlines (NCL), Bridge St, Nelson

ROUTE 7094 : Hira	AM	7.58am leaves Rest A While – foot of Gentle Annie 8.20am arrives at NCG
	PM	3.35pm departs NCG Main Gates
ROUTE 7096 : The Glen – Todds Valley – NCG	AM	7.50am departs The Glen 8.20am arrives at NCG
	PM	3.35pm departs NCG Main Gates
ROUTE 7097 : TUI GLEN	AM	7.50am departs Tui Glen – Malvern Ave – Brooklands Road – Cemetery exit – Iwa Road 8.20am arrives at NCG
	PM	3.35pm departs NCG Main Gates
ROUTE 7104 : Atawhai	AM	7.50am departs City Boundary – Clifton Tce– Marybank 8.20am arrive at NCG
	PM	3.40pm departs NCG Main Gates
ROUTE 7102 : Dodsons Valley	AM	7.50am departs St Peters Church - Dodsons Valley (by Supermarket) 8.20am arrives at Rutherford St entrance
	PM	3.40pm departs NCG Main Gates
NBUS 2 : Sub Port SBL – Port - Tahunanui - Stoke – via Annesbrook	AM	7.45am leaves Richmond 8.10am arrives NCL Bridge Street depot 8.15am leaves Richmond 8.43 arrives NCL Bridge Street depot
	PM	3.45pm and 4.15pm departs Bridge Street depot
NBUS 1 : Sub Main SBL – Wakatu – Stoke - Richmond NB All Richmond students should use this service	AM	7.30am leaves Richmond 7.59am arrives NCG Rutherford Street entrance 8.00am leaves Richmond 8.29am arrives NCG Rutherford Street entrance
	PM	3.35pm departs Rutherford Street entrance. All stops to Richmond.
ROUTE 5 : Sub Waimea SBL – Hope - Brightwater – Wakefield	AM	7.40am departs Wakefield 8.45am arrives NCG Rutherford Street entrance
	PM	3.20pm departs Rutherford Street entrance
ROUTE 3/ROUTE 1 (starts Mapua): SBL – Motueka Coastal Route – via Mapua	AM	7.20am departs from Information Office, Motueka 7.45am one bus departs from Mapua Medical Centre 8.45am arrives at NCG Rutherford Street entrance
	PM	3.20pm departs NCG Rutherford Street entrance.
ROUTE 2/ROUTE 4 (starts Mouere Centre): SBL - Motueka Inland Route	AM	7.20am departs from Information Office, Motueka 8.45am arrives at NCG Rutherford Street entrance
	PM	3.20pm departs NCG Rutherford Street entrance

Enquiries regarding Routes 7094, 7096, 7097, 7102, 7104 phone MOE 0800 BUS2SCHOOL / 0800 287 272.

NCL service enquiries, please contact Nelson Coachlines: 548 3290

**THESE TIMES ARE SUBJECT TO CHANGE – PLEASE CONFIRM WITH THE BUS COMPANY IF YOU ARE UNSURE
PLEASE MAKE SURE STUDENTS ARE AT BUS STOPS AT LEAST 5 MINUTES BEFORE TIMES INDICATED.**

COMPUTER DEVICES AT NELSON COLLEGE FOR GIRLS

BYOD ADVICE FOR PARENTS

As you will be aware Nelson College for Girls is a BYOD (Bring Your Own Device) school and many of our learning activities from Year 7 to Year 13 require the use of a device.

The specifications we look for in a device for use at school are that it is lightweight, reasonably fast, has good storage, good wifi, and is robust with a keyboard.

To assist parents in deciding what device to buy we have teamed up with Noel Leeming to provide access to suitable devices at a favourable price. We have tested these devices and are satisfied they meet the needs of our students. If you are a beneficiary you may be able to get assistance from WINZ to purchase a device as it is listed as an essential item on our stationery list. You can obtain this list from the school reception. You will find the current information detailing the recommended devices on page 20.

Students are still able to bring devices that they may already own or prefer. Although cheaper devices are available many of these don't last long enough or don't fit the specifications to provide a satisfactory learning experience. A phone is not a satisfactory device for learning. If you need further information or help please contact the IT team at school.

MICROSOFT OFFICE

All students have an Office 365 account and they will be given the login details for this. From this account they are able to download the full MS Office product onto 5 computers (including home computers).

If you need assistance regarding any of this information please ring the IT helpdesk on 03 548 3104 ext 809 or email me at ruth.elmey@ncg.school.nz

Ruth Elmey , e-Learning Manager.

ACCESSING THE NCG NETWORK

When students start at Nelson College for Girls, they will be given a username and password. Students are able to change their password to one they wish to use but it must be at least 8 characters long.

This username and password will give students access to the computers at school and access to the wifi network for their own devices.

CONNECTING YOUR DEVICE TO WIFI AT SCHOOL

Connect to the NCG wifi when you are working at school. You will be asked to login with your username and password.

STUDENT PORTAL

Students can access information regarding the daily notices, school calendar, attendance, timetable and results on the student portal at www.students.ncg.school.nz

The username is firstname.lastname but a special password will be required to access this which is sent to students by the College at the beginning of the year. This needs to be kept in a safe place as it will be used throughout the year.

Students do require a computer device for learning at school and home. These should be brought to school every day. Some devices are better than others for doing school work. The best device will be a lightweight laptop, particularly one which has a touch screen for handwriting and drawing. A phone is NOT a suitable learning device in school.

You can find more information about this in the Information section of the school website.

Pros and Cons of Types of Devices

DEVICE	GOOD POINTS	NOT SO GOOD
Write on laptop eg Surface or HP Elite X2 or Toshiba Portege Z20t	These offer the most functionality for learning Students can handwrite and draw on them Are compatible with a wide range of software Can install the full MS Office suite	Tend to more expensive than an ordinary laptop
Windows Laptop	These offer good functionality Are compatible with a wide range of software Can install the full MS Office suite. The best specifications to have are an i5 processor and 4 MB memory	Need to be lightweight models Need to have good battery life
MacBook Pro and Macbook Air	Good general functionality but not always able to access some of our specialist software	Expensive particularly the Macbook Pro Doesn't have the full functionality of a write on laptop
Chromebook	Costs slightly less than the cheaper laptops	Generally need to be online to work Can't download software onto the device (eg MS Office) Can't run some of our specialist software
HP Stream	Similar price to a Chromebook Interfaces better with our Office 365 environment Can download the full office suite onto it	Generally need to be online to work Not much disk space for saving Can't run some of our specialist software
Tablet - Android or ipad	Small size, long battery life	Small screen Can't work offline Can't download the full Office suite
Phone	Good for taking a quick note, photos, video, Looking up information on the Internet	Not suitable for learning in the classroom

A write-on laptop such as the MS Surface Pro or Toshiba and HP write-on models will provide the best learning experience. However an ordinary laptop that is lightweight, has a long battery life and strong wifi will be good alternative.

All these devices can be purchased locally at Noel Leeming, Harvey Norman and Warehouse Stationery.

Noel Leeming has your total BYOD solution

Available at Noel Leeming stores nationwide
from Tuesday 17 October to Sunday 17 December 2017 only while stocks last



plus
12
MONTHS

Interest Free # OR 6 months deferred payment# On products \$250 & over. Conditions apply

*Terms & Conditions available at noelleeming.co.nz/finance

Lenovo 14" Yoga 520



Bundle Price
\$912 Incl GST
Y52014-IKB-BYOD 159039

The Yoga 520 - Portable Windows 10
Powerhouse for meaningful digital learning

- Powerful Pentium processor
- 128Gb Solid State storage = fast boot time, more durable, longer life
- Up to 8 hours battery life
- Device is ideal for beginner design and multimedia studies

Tech specs 14" - Pentium/ 4GB/ 128GB SSD/ UMA

This bundle includes: **bonus**



Ace Always on Cargo



Logitech Wireless Mouse M185



Marley Little Bird In-Ear Headphone

upgrade

3 years Supercover **\$1033** Incl GST
159594

3 years Tech Solutions Package **\$1083.50** Incl GST
152571

Upgrade your Supercover Bundle with our Tech Solutions Package*

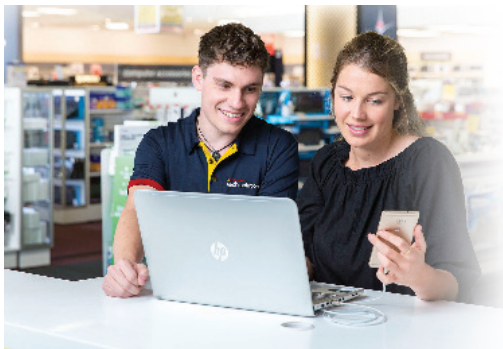
We'll give you peace of mind with benefits including:

- Instore set up by a Tech Solutions Specialist
- HelpDesk Support for your device for the lifetime of your plan*
- 4x one-on-one in store learning sessions with our Tech Solutions specialist*
- Supercover to protect for 3 or 5 years against product faults

Optional extra:

- Accidental damage cover from \$29 incl GST

*Terms and conditions available online: noelleeming.co.nz/my-techsolution



J Screen/BYOD



Price Promise
We'll match any competitor's price* plus give you FlyBuys

noel leeming

my **nl** noel leeming

Join now

Sign up online or in store to get exclusive offers, a gift on your birthday* and more

visit noelleeming.co.nz/shop/checkout-create-account

*Terms and conditions apply. Valid for new members only on purchases over \$100 excluding delivery



We are partnered with hundreds of schools and universities



1. Download/use QR code reader on your device
2. Scan code



Asus 11.6" Vivobook E201NA



Bundle Price
\$443 Incl GST

E201NA-BYOD 159044

- Ample storage for windows updates
- Durable EMMC Hard Drive
- Rubber bumper protects edges from damage
- 180degree hinge
- Spill resistant keyboard
- 11 Hours Battery Life

Tech specs 11.6" - HD/Celeron - N3350/4G/64GB/UMA

This bundle includes: **bonus**



OMP Ultrabook Satchel
11.6" Hard Case



Logitech Wireless
Mouse M185



Marley Little Bird
In-Ear Headphone

upgrade

3 years Supercover

\$529 Incl GST
159593

3 years Tech Solutions Package

\$579 Incl GST
159043



Please ask in store for device only pricing

Print this flyer or present it on your smartphone or device in store



visit us in store



call 0800 737 5223



visit noelleeming.co.nz



my **nl** noel leeming

Offer begins Tuesday 17 October and ends Sunday 17 December 2017 and is available all Noel Leeming stores listed above, only while stocks last. Offer is not available at Noel Leeming Clearance Centres, Lifestyle Appliances or online and cannot be used in conjunction with any deferred and/or interest free credit offer or with any other promotional offer. For information on Noel Leeming SuperCover extended warranties, please refer to www.noelleeming.co.nz. Standard Fly Buys points consists of 1 standard point for every \$25 you spend at Noel Leeming. *Includes item available only with purchase of associated product at advertised price. Product price includes GST, and is correct as at Monday 9 October 2017. You must present a copy of this flyer in store.

SCHOOL ONLINE SYSTEMS

All these systems may be accessed online, at anytime, anywhere where you have internet access.



Our website is www.ncg.school.nz.

Please do not use the contact form to inform us of absences. This must be done through the correct emails found through the link on the front page.

The official Nelson College for Girls Facebook page is www.facebook.com/nelsoncollegeforgirls

Follow us on Facebook



By logging into KAMAR through the Web Parent Portal, you can access your daughter's attendance, her timetable and the main school notices.

You can also access her grades and (once uploaded) her report.

Parents are given their login details to this at the beginning of the year via email.



Microsoft 365 is the online environment for both staff and students.

All students have an email account and online versions of Microsoft Office. Students are entitled to download the full office suite to their laptops.

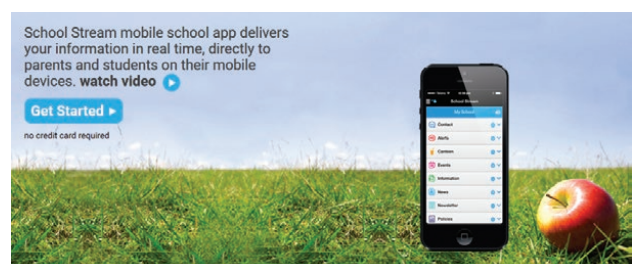


The NCG schoolstream app delivers information directly to parents and students on their mobile devices. This includes events, newsletters, alerts and other information.



MY MONITOR

New finance payment system available on-line or at the My Monitor Kiosk. See page 17 for more information.





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