STUDENT

HANDBOOK

NOHO WHANAU

Te Whanau o Hato Petera Trust re-organised the boarding at Hato Petera College into small boarding units in 1995. These Noho Whanau are:

- Stand alone Boarding Houses that provide for the needs of a small number of students ranging approximately from 12 – 16, with the exception of kainga 3 which has the capacity to cater for 24 students.

- A self contained set of buildings set aside for the use of that group of students only

- Each whanau unit has a set of boarding parents (Matua Atawhai). These couples voluntarily give up their time to care for the students of their noho kainga. One of the matua atawhai has specific boarding responsibilities.

- Small whanau type units where parents are able to have direct communication with their own children and the Matua Atawhai

- Noho Kainga that take an active role in promoting the school's Special Character which is both Maori and Catholic.

- Noho Kainga and Matua Atawhai are constantly supervised by the Hostel Manager to ensure that quality care, study, supervision is being provided.

- Matua Atawhai and students are provided with a safe and secure environment to ensure everyone's safety needs.

- Noho Kainga each have their own laundry and cooking facilities.

HATO PETERA CREST

The book represents knowledge and the scriptures

The keys of St Peter, our Patron

"M" for Marist

Kiwi – Aotearoa Emblem

We work and we pray

HATO PETERA MISSION STATEMENT

E tipu e rea mo nga ra o tou ao.
Ko to ringa ki nga rakau a te Pakeha hei ora mo te tinana.
Ko to ngakau ki nga taonga a o tipuna Maori,
hei tikitiki mo to mahunga.
A ko to Wairua ki to Atua,
nana nga mea katoa

Grow up o tender youth.
With our hands grasp the tools of the Pakeha,
to sustain your physical needs.
Your heart to the treasures of your ancestors,
as you crown for your head.
Your Spirit to God the Creator of all things.

Sir Apirana Ngata

MAORI CATHOLIC SPECIAL CHARACTER

The Board of Trustees requires the principal working with the staff to integrate into the Hato Petera College curriculum, the College's special character which nurtures students as Maori Catholic to live and learn the values of Jesus Christ through religious education (compulsory at all year levels) ceremonies and observances which value the college's patron saints, Hato Petera, Hato Hohepa, Hato Maherino and tupuna Maori. The curriculum should also include the pillars that derive from the vision of Saint Marcellin Champagnat and were handed down to his Marist brothers and followers of his charism – his spirituality.

The pillars of the College's special character are those of Saint Marcellin:

- () Presence
- () Simplicity
- () Family spirit
- () In the way of Mary
- () Love of work

Consistent with the pillars, the principal and staff are required to integrate the following core Maori values, into religious instruction, ceremonies, observances and procedures of College life. The values are:

- Tapu (dignity)
- Mana (honour)
- Tika (truth)
- Pono (integrity)
- Aroha (love)

All students, regardless of their religious affiliation prior to enrolment, are required to participate in the colleges compulsory Religious Education (RE) programme as determined by the proprietor and established by the principal.

All students, regardless of their ethnicity are required to participate in the college's compulsory Te Reo Maori me ona Tikanga programme as determined by the principal.

When enrolling new students at the college, the principal is required to establish preferential enrolment procedures consistent with the pillars, values, history and college's 1981 Integration Agreement and the Private Schools Conditional Integration Act 1975. The board of trustees notes that Hato Petera College was established primarily to support but not exclusively Maori Catholic children of a humble background. The principal must take this into account when preferential enrolment is applied.

NOHO KAINGA DIRECTORY

Hori Pirini	**Hostel Manager**	Phone: 021 179 1411
Pa Tony Brown	**Vicariate for Maori**	
Paora & Kataraina Kanara	**Kaumatua and Kuia**	
Kainga 2	**Te Whare o Dean Alink**	Alan and Rose Frazer
Kainga 3	**Te Whare o Hohepa**	Byron and Donna Davis
Kainga 4	**Te Whare o Hata Maria**	Liz and Lesley Herewini
Kainga 5	**Te Whare o Hine Ngakau**	Hori and Stephanie Pirini
Kainga 6	**Te Whare o Te Rau Aroha**	Phyllis Nowell
Kainga 7	**Te Whare o Henare Cleary**	Arthur and Frances Mahu
Kainga 8	**Te Whare o Maherino**	Peter and Iona Anderson
Kainga 9	**Te Whare o Patariki**	Leslie and Nina Rangi

GOAL SETTING

Introduction

Goal setting is all about setting your focus. Are you one of those people who has a clear idea of what you want; or do you have a hazy idea of something that you want? Perhaps you have no idea.
Few of us would think of starting on a long journey by car without first obtaining a map and planning the best route. Your life is a journey, with a beginning and many destinations with different roads that you can choose to go down. Yet most people don't ever decide on what destination they want to reach or how they are going to get there.
Winners have a game plan for life.
Winners are goal orientated. They set and get what they want – consistently.
Winners are self-directed on the road to fulfilment.
Winners are people with a definite purpose in life.
Losers are people who wonder aimlessly through life or self-destruct.
Fulfillment or success can be defined as the progressive realization of goals that are worthy of the individual.

What is a Goal?
A goal is completing something you said you would do within an allotted time.

The advantages of writing down your goals?

1. A goal sets the direction you choose to take. "Unless you know where you are going, any road will take you there."
2. Goal setting saves you time and time is a non-recyclable commodity.
3. Goal setting increases your self-esteem, because it increases the probability of your success.
4. Goal setting allows you to make quality decisions, as you'll find it easier to choose between the various options available to you.
5. Goal setting builds confidence. You already have the potential to succeed – use it.
6. Goal setting gives incredible personal satisfaction. Set goals – get results.

Note:

1. Written goals succeed at five times the ratio of goals that are not written down.
2. Only 3% of the population have written goals, 7% have unwritten goals and 90% of people are goalless.
3. If you fail to plan, you plan to fail.

TOWARDS A DEFINITION OF GOOD MANNERS

We expect the following:

1. The showing of appropriate respect to adults by:

- standing when an adult enters the room (be it a study, lecture theatre, classroom)
- standing when being addressed by an adult
- removing headgear when coming into conversation with an adult
- standing back to allow adults to enter a door etc
- hands out of pockets when talking to an adult

2. Greeting adults (be they acquaintances or strangers) suitably by:
- Being the first to generate a greeting and looking the person in the eye when doing so
- Asking if assistance is needed where appropriate

3. Thanking people adequately by:
- Verbal thanks at the suitable moment
- Writing a short note of thanks after a person has given of their hospitality and time

4. Offering to assist when people have to clear up after a function etc.

5. Using proper table manners at all times.

CHARACTER OF RIGHTS

Common Rights provide a minimum standard of expectation of how every member within the kainga should be treated.

The agreed rights of an individual, however, bring a double edged sword as it now makes every member responsible for fulfilling those rights.

We believe that every member of the kainga has the following rights:

- To feel safe and to be free to relax within the kainga without being subjected to physical harassment or verbal put downs.
- To be free to be oneself without being subjected to racist or discriminatory remarks or to be deliberately isolated.
- To retain one's property and to have it treated with respect, without being forced to lend gear or money.
- To be able to express one's opinion without fear of ridicule or retaliation.
- To be given a fair hearing in any disputes.
- To be treated at all times with respect and dignity, especially by members who are senior to you.

PASTORAL CARE

The pastoral care of students is an essential feature of college life. Students are encouraged to talk freely with their matua atawhai or the Hostel Manager, Hori Pirini. The school Pastoral Care Co-ordinator Martene Mentis along with our resident Kaumatua and Kuia, Pouro and Kataraina Kanara assist many of our students with school, personal and family difficulties. Other members of the Pastoral Care network include Mrs Silay, and Pa Tony Brown.

Communication between parents, whanau, the school and boarding staff is essential and it would help us if we are kept informed about home life, changes of employment, address, phone number, relationships, significant tangi or any new development which may influence a student's progress.

SPORT, CULTURAL AND CHAPEL ACTIVITIES

All students are expected to do at least two co-curricular activities at the college during the year, one of which must be a sport. Many students may wish to do a summer and a winter sport, which is acceptable, but students are encouraged to be involved in a cultural activity.

Year 12 and 13 students are also encouraged to get involved in sport and cultural activities, but co-curricular activities are optional for them.

Sports	**Cultural**	**Chapel**
Aerobics	Speech	Logos
Soccer	Alliterate writer	Reading in chapel
Athletics	Chess	Reading in school
Badminton	School band	Silent Reading
Basketball	Debating	Liturgy
Cricket	Duke of Edinburgh	Kainga Prayers
Netball	Pottery	St Patrick's Cathedral
Waka ama	Kapa Haka	Himene Practice
Rugby	Kainga waiata	Rosary
Squash	Drama	Benediction
Tennis		
Dragon Boating		
Table Tennis		
Volleyball		

HATO PETERA COLLEGE GOALS 2009

(1) To create an atmosphere of tolerance and respect in the kainga by:

- Setting clear rules that are understood and followed
- Maintaining hierarchy
- Juniors respecting seniors
- Respecting others
- Effective punishments
- Maintaining seniority
- No double standards/consistency
- Seniors being good role models and leading by example
- Restrictions on juniors visiting the senior side of the kainga
- Looking out for each other
- Disciplining members of the kainga fairly
- Personal hygiene
- Showing a caring attitude
- Being humble and honest
- Maintaining fair judgements
- Enforcing dorm unity for taking meals
- Respecting personal space
- Helping those in need
- Listening when being spoken to in kainga meetings
- Being where you should be when you should be
- Acting in a friendly manner towards all kainga members
- Keeping harassment control
- Ensuring mentoring system be considered seriously
- Showing enthusiasm and team spirit in kainga activities

(2) To generate a strong Kainga Wairua by:

- Chanting
- Showing support for kainga teams/representatives
- A strong and well organised fatigue system
- Doing something for the kainga you may not want to
- Showing a stronger sense of kainga unity
- Kainga sitting together in their dining room
- Everyone getting along with each other
- Encouraging and supporting others
- Treating the noho kainga as if it were your own home
- Spending more time in the kainga
- Seniors leading by example
- Respecting others and their property
- Working together on problems too find better solutions
- Generating the true blue spirit
- Creating a sense of trust and respect
- Kainga members being tidily dressed
- Gaining success in what we do

- Seniors being enthusiastic and responsible
- Encouraging independent thinking
- Not too many dramatic changes in the kainga
- Maintaining cooperation within kainga

(3) To ensure the smooth running of the Kainga by:

- Pushing kainga unity
- People doing assigned jobs and duties well
- Respecting matua atawhai and staff
- Strict duty checking
- More frequent kainga meetings
- A strong and well organised fatigue system
- Eliminating double standards
- Realisation there will consequences when rules are broken
- Creating an atmosphere of tolerance and respect
- Having clear systems that everyone can follow
- Treating every individual as an equal
- Respecting priorities
- Respecting Kainga staff
- Everyone pulling their own weight
- Sticking to kainga rules and routines
- Electronically recorded fatigues
- Maintaining tidy kitchens
- Punishing having consequences
- Ensuring personal security of each member
- Making Hato Petera a fun and exciting place to be

(4) To look after the Kainga by:

- Respecting the kainga property and environment
- Respecting the kainga as if it were your own home
- Consequences those who damage the kainga
- Reporting damage/breakage
- Rules and standards being followed by kainga members
- Acting appropriately in the kainga – no pushing, shoving, etc
- Upholding kainga pride and spirit
- Damaged things paid for and replaced quickly
- Ensuring all duties are completed correctly
- Picking up rubbish in and around the kainga
- Sticking up for other members of the kainga
- Running an effective fatigues programme
- No shoes to be worn in any kainga
- Absolutely zero tolerance to bullying, physical , sexual or verbal abuse

Insurance
Please ensure that you insure all clothing, gear and equipment that your son or daughter brings to the college. Te Whanau o Hato Petera Trust Board will not accept responsibility for anything that is lost or stolen especially cell phones.

Signing In and Signing Out
Students may not leave the boarding or school without a pre-approved adult taking them; signing them out and signing them back in again. If this is not done, students could be denied the opportunity to board at Hato Petera College.

Students visiting other Noho Whanau
Matua Atawhai welcome students visiting whanau and friends in other noho kainga, as long as permission is sort prior.

Telephone
The telephone in each Noho Whanau is available to students on a supervised basis. All telephones in the boarding are toll barred so students cannot ring cell phones. It is recommended that parents have an 0800 number or calling cards that students can use to ring home. Students cannot and will not be allowed to use the school phones to ring home unless there is an emergency.

Fire Emergency Procedures
Trial evacuations and drills occur once a term. If there is a fire in the Noho Whanau the Matua Atawhai have the responsibility, knowledge and training needed to take action.

Building Warden Duties
Matua Atawhai are the building wardens with the responsibility of getting students out safely and notifying the fire department if necessary. All 103 College Road buildings and Whakaruruhau are directly monitored and checked by the Fire Service.

Visitors
Visitors to the Noho Whanau are welcome. Parents and whanau wishing to watch their child playing sport etc need only to contact the school for the details and make arrangements with the Matua Atawhai to attend.

Students may have visitors from outside the school under the following conditions:

1. Visitors meet with the Matua Atawhai first and sign the visitors book
2. Visitors do not enter the boarding area without approval from the Matua Atawhai
3. Students do not sit in cars and are on the Noho Whanau property

Students do not leave the boarding grounds without Matua Atawhai permission and without being signed out by the visitor and signed back into the Noho Whanau. Visitors who have prior permission by a student's parents may uplift a student from the noho kainga with approval by matua atawhai.

Medical Expenses
It is the responsibility of the parents to cover all medical costs, i.e., prescriptions, x-rays, physiotherapy, ambulance and other related costs. On admission there is a medical fee of $100 to help cover these costs.

SCHOOL UNIFORM REGULATIONS

FORMAL UNIFORM	**(Number Ones)** Black formal (dress) trousers Long sleeved white shirt Black leather belt Black leather lace-up shoes Black socks Black school regulation skirt Black opague stockings College tie College red formal jersey Black blazer (Year 13 students only)
TERMS 1 & 4 **(school uniform)**	**Summer Uniform** College regulation shorts College grey shirts College black jersey College regulation skirt Black socks Black or brown sandals, or Black leather lace-up shoes
TERMS 2 & 3 **(school uniform)**	**Winter Uniform** College black regulation trousers or shorts College grey shirts College black jersey College regulation skirt Black socks Black leather lace-up shoes College regulation polo fleece College regulation black and red jacket

No other type of clothing or footwear will be accepted as part of any school uniform. When students are wearing their uniforms, they are expected to wear it with pride.

All school uniform garments have the school logo embroidered on them. **They must be clearly and permanently marked.** Students are required to maintain their school and formal uniforms to a high standard. Students need and are responsible for their own clothing.

Boys: **Strictly no long hair**. Short all over and no less than No. 3 haircuts. No spiked, undercuts, mohawks, rat tails, or unsuitable styles. This applies to all boys at the college.

All boys are to be cleanly shaven every day.

Girls: Must have their hair tied back at the nap of their neck.

AT NO TIME IS DYED, STREAKED OR FOILED HAIR ACCEPTABLE

BOARDING UNIFORM

All boarders change into their boarding uniform after school and during the weekends. Only Year 13 Kaihono are allowed to wear tidy casuals and not boarding uniform.

BOYS

No	Item
2	Plain black sweatshirts
2	Plain black polo shirts
2	Plain pale blue polo tops (school issue)
2	Plain black rugby shorts
2	Plain black ¾ cargo shorts (optional)
1	Pair of sport shoes and socks
1	Pair of sandals
2	Sets of pyjamas
	Personal underwear

GIRLS

No	Item
2	Plain black sweatshirts
2	Plain black track-pants
2	Plain black skirts
2	Plain black ¾ shorts
2	Plain black polo shirts
2	Plain pale blue polo shirts (school issue)
1	Pair of sport shoes and socks
2	Sets of pyjamas
	Personal underwear

The above listed are the basic requirements for all boarding students. Strict adherence to this dress code is in the best interest of the boarding students to maintain a high standards of dress at all times, both in and out of school.

Meanwhile we appreciate your full co-operation.

Please take note of the following:

- The pale blue polo tops are **compulsory** for all boarding students in Years 9 to 12. These are purchased through the school uniform shop.
- Students, who live outside of the Auckland region, will be required to bring 2 changes of casual clothes, which are stored and used at the Hostel's discretion.
- Students using public transport to travel to and from school at any one time will be required to wear their formal uniform – **this is compulsory at all times**.
- Beanies, bandanas, hoodies and black jeans will not be acceptable as part of the boarding uniform.
- This is in addition to the regulation school uniform **not** part of the school uniform.
- All clothing that is not part of the above uniform code will be returned to parents.

STUDENT REQUIREMENTS IN THE KAINGA

Linen	Toiletries
7 Towels 2 Sheets 1 Pillow 2 Pillow cases 1 Continental Blanket or Duvet 1 Linen Basket 1 Packet of pegs Washing Powder 1 Black shoe polish 6 Coat hangers 1 Suit cover 1 Sewing kit School Bag	Shampoo Conditioner Toothpaste Toothbrush Soap Gel or Mousse only Deodorant – roll on Shaving Kit Manicure set Cotton Buds Plasters
Miscellaneous Items	**Not permitted in boarding**
Eftpos card 0800 number to call home or calling card school jacket (Black) for Terms 2 and 3 only Umbrella (Black or Black and Red) for Terms 2 and 3 only Plain Black cap for Terms 1 and 4	Wax Lime cream Mud or similar products Aerosol deodorants Sprays Absolutely no hair dyes

Safety and Security Checks

For security and safety reasons, bag checks are compulsory and a regular practice:

- On entry into the kainga at the beginning of each term
- On re-entry into kainga after day leave, weekend leave or any other approved leave

IT'S NOT OK:

- **To use other student's:- towels,**
- **To use other student's:- sheets, blankets or pillows,**
- **To use other student's:- clothing or underwear,**
- **To use other student's:- toothbrush or toiletries,**
- **To use other student's:- socks and shoes,**
- **To use other student's:- combs or brushes,**
- **To use other student's:- washing powder,**
- **To use other student's:- washing on the line,**
- **To use other student's:- personal property,**
- **To put your dirty washing in with someone else's,**
- **TO ASSUME THAT IT IS OK, CAUSE IT'S NOT!!!**

BOARDERS TIMETABLE

Morning

6.30am	All students to be woken up
6.35am	Showers
6.50am	Breakfast (all students to sit down for breakfast)
7.15am	Kitchen closes and commence kainga chores
7.30am	Kainga chores
8.00am	Karakia in each kainga
8.30am	Leave kainga for school

Evening

3.30pm	All students to return to their kainga
4.30pm	Sports practices or Study for those not participating in sports
5.30pm	Study finishes / Dinner preparation / Time out
6.00pm	Dinner
7.00pm	Kitchen chores / Showers
7.30pm	Study for all boarders
8.30pm	Study finishes
8.45pm	Night Karakia in each Kainga
9.00pm	Lights out – bedtime

Bed times on Friday and Saturday evenings are at the discretion of the matua atwhai.

RULES AND CONDITIONS FOR LEAVE - BOARDERS

1. **Leave and other College Commitments:** The Principal's decision is **final** after consultation with senior staff and the Hostel Manager, where necessary. Parents/caregivers koutou, please, nga matua do not 'pressure' school/boarding staff. "Naku ke te tohutohu".

2. **Leave and other School Commitments:** The commitment of families is to the seven day programme of the college. This includes sports, co-curricular activities, and cultural festival events. Leave may be declined if school work is not current or the student's attitude in school or boarding is not satisfactory.

3. There are two **compulsory weekend leave** of two nights per Term.

4. **Compulsory Weekend Leave:** Normally this begins after school **Friday 3.30pm** and students must return to the kainga by **8.00pm Sunday.** Again students must complete their school commitments before they leave, i.e. sports etc. **In the event of a public holiday this could include Friday or Monday as the case may be.**

5. **Overnight:** Any leave that involves **overnight** is with parent(s)/caregivers. The parent(s)/caregivers are determined initially during the enrolment process and any changes because of family circumstances are made in full consultation with the Principal and the Boarding Manager. (Please refer to Point 2 above).

6. **Special Leave:** This is negotiated with the Boarding Manager in consultation with the Matua Atawhai only e.g. family functions; specialist appointments; parents moving overseas etc.

7. **Tangi / Family Emergency Leave:** This leave does not need express permission of the Principal. The parent or whanau inform the school (school hours) or kainga (after hours), and staff will provide appropriate and sensitive support while the student/s await transport arrangements.

8. **Day Leave:** Leave may be granted at the discretion of the matua atawhai in consultation with the Boarding Manager. (Refer to Point 2 above).

9. **Leave Requests:** All requests (except tangi/family emergency leave, i.e. Point 7) for leave need to be in writing one week in advance to the Boarding Manager. Late requests will be declined.

10. **Public Transport Arrangements:** For compulsory weekend **only**, matua atawhai are able to transport students from the school to the public transport depots and collect on return from their weekend leave. **If students return after Sunday, parents are to make other arrangements for their child/ren to return back to the kainga/school.** This also applies to the beginning of any school term.

11. **Equity:** The college programme must run smoothly: some students coerce or manipulate parent(s)/caregivers especially those who are not the main caregivers, to apply for leave. Leave will be allocated fairly and consistently to all. If there is any doubt the school/boarding may decline the request. While all leave will be considered, the Principal / Boarding Manager reserves the right to accept or decline any application.

12. **Student Missing from Boarding:** The Hostel Manager is responsible for students whilst in boarding and will follow all leave procedures.

    The matua atawhai would take note of the student/s that did not return as stated on their leave forms. They would notify the Hostel Manager who will take the necessary steps in locating the student and the reasons for not returning.

PARENT CONSENT FOR WEEKEND LEAVE

Parents must supply full contact details of a whanau member who is residing in the Auckland district. You must also supply relevant details of those people you wish your child to go out on leave with. If they are not provided on this form, leave will not be granted. If you do not supply the information required, boarding will not be an option. Please list others, if any on a separate piece of paper. Any disconnected numbers will be deleted from the list. It is imperative for Matua Atawhai to be able to contact these people.

All leave must be approved by the Hostel Manager.

Boarding Students Name:_____

Hato Petera Noho Kainga is committed to striving for Excellence in providing the optimal care, safety, health and well being of your child. To ensure that this is achieved, we ask that you complete this form as fully as possible and return it to the Matua Atawhai. If you would like your child to visit relatives or family and friends during term time, please list below the appropriate homes that you are happy for your child to be at during the weekend. Parents are to be contacted immediately if there is a problem with the family their student is going to.

I, _____, accept that the following are suitable and safe environments for my child to be any given weekend.

Signed: _____ Date: _____/_____/_____
(Parent / Legal Guardian)

Address: _____

Contact: (home)_____ (mobile)_____

A: Contact person residing in Auckland

Name: _____

Relative Whanau Friend Guardian

Address:_____

Phone: _____ Day _____Evening

B: Other

Name: _____

Relative Whanau Friend Guardian

Address:_____

Phone: _____ Day _____Evening

STUDENT COMPUTER AND INTERNET AGREEMENT

I …… understand that:
(Students' Name)

-The only purpose for school computers and other information communication technology resources is to support teaching and classroom learning.
-The school will do its best to keep me safe while using global information systems such as the computer and the internet.
-I know that I am **not permitted** to access or send material through the internet, email or be disk which is offensive (e.g. pornographic) dangerous, inappropriate at school or in boarding.
-I am forbidden to pass on such material by copying, storing or printing such material.
-I am **not permitted** to install or download any software on a school or boarding computer.
-I am **not permitted** to use chat or texting programmes on the school or boarding computers.
-I may use the internet or email at school or in boarding only if there is a teacher or matua atawhai supervising me.
-The school filtering system will track students accessing offensive, dangerous and illegal data and send a copy of these emails and other documents to the School Administrator. The administrator will warn students and parents if necessary. The student may loose access to the network.

I understand how important it is to:

- Take care of information technology resources such as computers and the internet.
- Be careful with equipment and furniture.
- Not to tamper with computer settings.
- Respect the copyright on software that prohibits copying.
- Use only school software on school computers.

Be considerate of other users:

- Share available computers
- Be careful not to waste computer resources e.g. paper, ink etc
- Avoid disruption of the running of any computer or network
- Take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to others.
- Remove immediately from the screen any material that would not be allowed at the school that I accidentally come across and tell any staff member right away.

Be responsible for privacy and security:

- I will not give anyone on the internet information about myself or anyone else – this includes address, phone number or credit card information.
- I will use disks only to backup work or take it to and from home.
- I will tell the teacher if I suspect that I have come across a virus or security problems.

STUDENT

I have read this agreement and know the importance of the school rules for the use of computers and the internet.

I know that if I break these rules, I will loose the right to use a school computer. I will be charged for any damage incurred through inappropriate use, be stood down or suspended, or may be removed from the courses that involve computer use.

Signature……. Date …….
(Student)

Te Puna Hauora o te Raki Paewhenua Society Incorporated
Member of Te Puna PHO

Registration Form

Name and Address:

Title: **Mr** **Mrs** **Ms** **Miss** **Master**

Surname

First Name:

Street:

Suburb:

Day/Ah Ph:

Residency Status

Country of Birth:

Do you have Permanent Residency: **Yes** **No**

Date of Entry

Date of Birth:

Gender: **Male** **Female**

Registration Status

☐ **Registered** *(sign PHO enrolment form)*

☐ **Casual**

Ethnicity: ***(Please indicate which ethnic group you identify with)***

European
New Zealand European
Other European
Maori
Pacific Island no further defined
Samoan
Cook Island Maori
Tongan
Niuean
Tokelauan
Other Pacific
Asian not further defined
Southeast Asian
Chinese
Indian
Other Asian
Middle Eastern
Latin American/Hispanic
African
Fijian

Cards:

CS Card: **Yes** **No**

Number:_____Start_____Expiry_____

HU Card: **Yes** **No**

Number:_____Start_____Expiry_____

Next of Kin:

Sunrname:

First Name:

Phone Number:

Relationship:

Name:_____

Signature:_____ Date:_____

Authorised Signature:_____ Relationship:_____

Privacy and confidentiality of all personal information will be maintained in compliance with the Privacy Act 1993 and the Health Information Privacy Code 1994

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Te Puna Hauora O Te Raki Paewhenua Society Incorporated

Name:_____ D.O.B._____

Health Questionnaire

Do you have allergy to any medications? (i.e., Penicillin, Sulphur etc) **No** **Yes**
If yes, please provide details _____

_____

Do you have or have you ever had any medical problems **No** **Yes**
(i.e. Diabetes, Heart conditions, Deep Vein Thrombosis, Stroke, Breathing Problems, Cancer, Hepatitis, Thyroid conditions etc)
*If yes, please provide details*_____

_____

Medical List _____

_____

_____

Have you ever received hospital treatment or been in hospital for any reason? **No** **Yes**
*If yes, please provide details*_____

_____

Have you ever undergone or been advised to have surgery? **No** **Yes**
*If yes, please provide details*_____

_____

Do you smoke or have you ever smoked cigarettes? **No** **Yes**

Do you drink alcohol? **No** **Yes**

For Female Only
Last Cervical Smear Date: _____
Last Mammogram Date: _____

For Staff Only
Vital Signs

Weight_____ Blood Pressure _____ Temperature _____
Height _____ Heart Rate _____ Glucose _____
Waist Circumference _____ Peak Flow _____

AUTHORITY TO FORWARD MEDICAL RECORDS

Name of Student: _____

Name of Family Doctor:_____

Contact for Family Doctor:_____

_____

_____

My son/daughter will be attending school at **Hato Petera College** 103 College Road Northcote, Auckland. Phone (09) 4807784 and attending the local medical centre.

WE _____
the parents/caregivers of

_____
(Student's Full Name)

Hereby authorise you to forward all medical records you hold under that name to

Te Hauora Medical Centre
P O Box 36056
Northcote
Phone 09 4893049
Fax: 09 486 0750

Signature of parents: _____

STUDENT HEALTH PROFILE

This form is designed to assist in the care of all boarding students here at Hato Petera College.
One form must be completed for **EACH** student.

Name _____ **Date of Birth** _____
(please print your child's name clearly)

Parent/Caregiver _____ **Contact Phone No:**_____
(please print your name clearly)

1. Please tick if your child has any of the following:

Migraine	☐	Colour blindness	☐	Asthma	☐	Eyesight issues	☐
Diabetes	☐	Travel sickness	☐	Dizzy spells	☐	Rheumatics	☐
ADHD	☐	Fits of any type	☐	Epilepsy	☐		
Nose bleed	☐	Heart Condition	☐	Deafness	☐		

Other (please specify)_____

2. Is your child currently taking any medication Yes ☐ **No** ☐

If YES, please state: Ailment/s: _____

Name of medication/s: _____

Dosage and time/s to be taken: _____

Other treatment: _____

3. Has your child had any major injuries (breaks or strains) or illness (glandular fever etc) in the last six months that may limit full participation in any activities? ☐ **Yes** ☐ **No**

If YES, please state the injury/illness: _____

_____

4. Is your child allergic to any of the following?

	Yes	**No**	**Please specify**
Prescription medication	☐	☐	_____
Food	☐	☐	_____
Insect bites/stings	☐	☐	_____
Other allergies	☐	☐	_____

What treatment is required? _____

5. When was your child's last meningococcal injection? Date_____

6. Do you have a high user card or community services card?

Card Number: _____ Expiry Date:_____

7. To the best of your knowledge, has your child been in contact with any contagious or infectious diseases in the last four weeks?

Yes ☐ No ☐

If YES, please give brief details_____

_____

8. Is there any information the college staff should know to ensure the physical and emotional safety of you/your child? (For example cultural practices, disability, anxiety about heights, darkness, small spaces, pregnancy, behaviour or emotional problems).

Yes ☐ No ☐

If YES, please state or attach the information

_____

_____

☐ I also agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.

☐ I will inform the kainga as soon as possible of any changes in the medical or other circumstances.

☐ I agree to my child receiving emergency treatment as considered necessary by the medical authorities present, after being consulted with and agreed upon by myself and them.

☐ Any medical costs not covered by ACC or a community service card will be paid by me.

TO BE READ AND SIGNED BY ADULT / PARENT / CAREGIVER OF THE STUDENT

Print Name:_____Signature:_____

Date:_____

PLEASE NOTE

Failing to disclose of important information including medical, behavioural and social issues may result in this contract being terminated and boarding no longer an option.

CONTRACTUAL ACKNOWLEDGEMENT AGREEMENT

Rationale

Te Whanau o Hato Petera Trust wishes to ensure that all students and their parents are familiar with and understand fully the conditions expected within the Noho Whanau

Purpose

That the Students are fully aware as well as parents or legal guardians are fully aware of the Noho Kainga Matua Atawhai expectations

Contract with: _____

(Name of student entering into boarding)

I agree that I will adhere to the following accepted expectations:

- That I will be supportive of the Maori and Catholic principles and values on which the Noho Whanau and the school are based
- That I will be respectful and supportive to my fellow boarding students and my Noho Whanau Matua Atawhai
- That I understand I am required to perform regular duties in the Noho Kainga and that these duties include working in and around the Noho Kainga
- That I understand I am required to follow all the rules of the Noho Whanau.
- That I will have to pay for any damage I cause in the Kainga and for any damage that may result by my playing roughly
- That I will wear the correct School, Sports, Boarding and Formal Uniforms at all times
- That I understand and agree that any type of contraband including cell phones are not permitted in Boarding.

I understand and accept that the Noho Kainga is:

- Drug free
- Alcohol free
- Violence free
- Bullying free
- Mocking free
- Relationship free (exclusive relationships between boy and girl boarders will not be permitted)

Serious Behaviour's will not be tolerated and will be dealt with accordingly with regard to the following:

- Bullying and intimidation
- Mocking
- Endangering either yourself and or others
- Use and abuse of drugs and alcohol leading to boarding no longer an option
- Smoking
- Substance abuse
- Theft and dishonesty
- Willful damage
- Leaving the property without permission and without signing out
- Willful disobedience or disrespect toward any Matua Atawhai

- Sexual, physical, verbal or mental abuse of any student/matua atawhai, tamariki of matua atawhai or staff member
- Leaving the Kainga after lights out or without permission
- Consistently failing to carry out my shared responsibilities within the Kainga
- Inappropriate behaviour to any one student or staff member
- Consistent disrespect for person(s) including those of the opposite sex
- Trespassing in other Kainga without permission

If these expectations are not met, you and your parents will be informed. You will be given time and support to correct any inappropriate behaviour. Continued failure to maintain goodwill and behaviour that is consistent with Noho Whanau expectations will result in further action being taken.

Further action may include suspension or expulsion from the Noho Whanau.

Students Name:……

Students Signature:…… Date: / /

Parents/Guardians……

Signature:……Date: / /

Trustee/Hostel Manager:
Mr Hori Pirini

Signature:……Date: / /