



Campion College

~ G I S B O R N E ~

ENROLMENT INFORMATION PACK FOR 2018

This information pack contains:

- Campion College Values
- Criteria for Preference of Enrolment
- Uniform Information
- General Information
- Explanation of School Activity Fees
- Cyber Safety at Campion College
- BYOD – Bring Your Own Device
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- Catholic Special Character Report
- College Site Map

To enrol at Campion College, please complete the 'Enrolment Contract' and the 'Student Enrolment Profile' forms (the green forms) and return these to the College office.

CAMPION COLLEGE VALUES

COMMITMENT

- Campion College is committed to offering and encouraging the education and development of the total person within a Catholic environment.
- The Board of Trustees of Campion College commits to supporting staff, students and the wider College community to provide a curriculum and other features which are not only in keeping with the teachings of the Church, but which also result in high quality education and sound governance and management systems.
- Students at Campion College are encouraged to develop their talents as they realise their full potential. This includes extending fully the most able students and supporting all those who require it.
- Campion College is committed to the provision of academic excellence. Academic is taken to include all aspects of the curriculum at its broadest sense.
- Staff at Campion College aim to be recognised and respected as professional people in a vital vocation. They conduct themselves accordingly.
- The motivation for all the community in Campion College is to model our lives on the example given by Jesus Christ.

COMPASSION

- Campion College will develop students' ability to critique society and promote social justice for all, especially for the poor, regardless of colour, race, creed, sex or socio-economic status, and in accordance with Church Teaching.
- Staff at Campion College will strive to be role models of Christianity for the students. Students will see in staff behaviours which reflect explicitly the example and teaching of Jesus Christ.
- Campion College recognises and respects the uniqueness of every individual within the school community as made in the image and likeness of God, while also contributing to the formation of community, especially the St Mary's Star of the Sea Parish. Staff and students will respect the dignity of all others while supporting the common good of the College community.
- Campion College recognises and is appropriately sensitive to people within the school community who do not share our Catholic faith.

COMMUNITY

- While recognising each person as a unique individual, Campion College also believes that "the person finds true significance only in relationship with others, encompassing rights and responsibilities, freedom and accountability, self-fulfilment and self-discipline, self-expression and self-denial".
- Campion College recognises and affirms all cultures and ethnic groups, especially those represented within the school community.
- Campion College gives practical recognition to the special importance of the Treaty of Waitangi.
- Campion College regards "education as pre-eminently a personal good which enriches the possessor, while also being a social good which brings advantages to the whole society", and prepares its students to play a fully constructive role in society.
- Campion College strives to teach its students to "preserve the balance and integrity of the physical world for the Glory of God".
- Campion College does not operate alone but works in partnership with the parish and the wider Church community. It collaborates particularly with parents whom it acknowledges as "the first and foremost educators of their children".
- The education provided at Campion College "offers an alternative which is in conformity with the wishes of the members of the community of the Church" and "performs an essential and unique service for the Church herself".
- Campion College promotes the formation of the total individual through an adherence to the Gospel values of Jesus Christ. The college accepts a responsibility for the spiritual guidance of members of the school community.

CRITERIA FOR PREFERENCE OF ENROLMENT

Campion College is an Integrated Catholic school. In terms of the Integration Agreement signed between the College and the Crown a certain percentage of the college roll must consist of students with a connection to the Catholic faith. These students are given preference of enrolment.

The New Zealand Catholic Bishops' Conference has determined the criteria for preference of enrolment in Integrated Catholic schools.

Preference of enrolment may be granted when the applicant meets one of the following criteria:

1. The child has been baptised or is being prepared for baptism in the Catholic Church.
* ***Please provide the baptism certificate.***
- OR 2. The child's parents/guardians have already allowed one or more of their siblings to be baptised in the Catholic faith.
* ***Please provide a copy of the sibling's baptism certificate.***
- OR 3. At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the College could lead to the parents having the child baptised.
* ***Please provide a copy of parent/guardians baptism certificate.***
- OR 4. With the agreement of the child's parent/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, undertakes to support the child's formation in faith and practices of the Catholic Church.
* ***Please provide a letter of support from this significant adult and a copy of their baptism certificate.***
- OR 5. One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.
- OR 6. Other factors. On occasions, other factors may be taken into account in granting a Preference Certificate.

To obtain a Preference of Enrolment Certificate please complete the Enrolment Contract and the Student Enrolment Profile and return these to the College Office. The College will contact you and make arrangements for you to meet with one of the Parish representatives with responsibility for overseeing preference certificates.

If you are unsure whether you meet the Preference of Enrolment criteria please contact the Principal to discuss further (either by email: principal@campioncollege.school.nz, or by making an appointment with Natalia, PA to the Principal, on (06) 867 9309 ext. 202).

ENROLMENT SCHEME 2016 & 2017

The Ministry of Education has required Campion College to put in place an Enrolment Scheme for applications for entry into the College so that the College maintains student numbers within its maximum roll of 512. Within the maximum roll, guidelines of 78 in each of Years 7, 8, 9 and 10 have been established to avoid an imbalance in the school roll and to provide for the delivery of quality education.

The Integration Agreement for Campion College gives preference of enrolment to students whose parents have established a particular or general religious connection with the Special Character of the college. The New Zealand Catholic Bishops' Conference has determined the criteria for preference of enrolment in Integrated Catholic Schools.

The Board will circulate the number of places available for enrolment to the Campion community by October in each year.

PRIORITY IN ENROLMENT

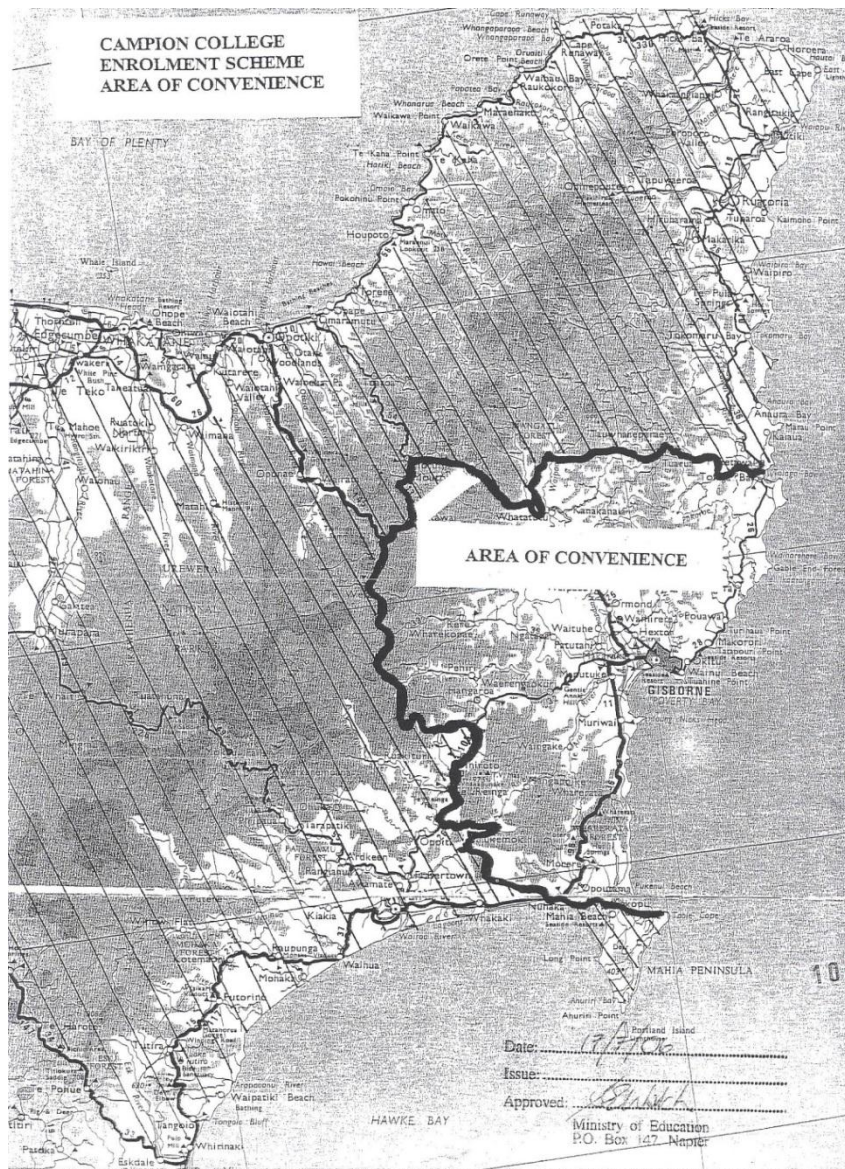
Priority in Enrolment will be determined on a year level basis so that the roll remains within the guidelines indicated above.

Applications for Enrolment will be processed in the following order of priority.

FIRST PRIORITY is given to preference students living in the area of convenience (as outlined in the attached map and description). A student who is boarding privately within the area of convenience is considered within the first priority.

Amongst such applicants, priority will be given in the following order:

1. Applicants who are Year 6 students at St Mary's Catholic Primary School (Gisborne).
2. Applicants who have attended another Catholic school in the year preceding enrolment.
3. Applicants who are siblings of current students.
4. Applicants who are the children or grandchildren of Board employees and/or Board members.
5. Applicants who are siblings of former students, conditional that the former student completed their secondary school education at Campion College.
6. Applicants who are children of a former student of the College conditional that the former student completed their secondary school education at Campion College.
7. All other applicants.
8. The area of convenience for students is bounded by the following area and as indicated on the attached map: -
 - Puketawai to the north (just north of Tolaga Bay)
 - Matawai Township to the west
 - Nuhaka Township to the south



SECOND PRIORITY is given to preference students who live outside the area of convenience.

- Amongst such applicants, priority will be given in the order described for the first priority.

THIRD PRIORITY is given to non-preference students who live within the area of convenience.

- Amongst such applicants, priority will be given in the order described for the first priority.

FOURTH PRIORITY is given to non-preference students who live outside the area of convenience.

- Amongst such applicants, priority will be given in the order described for the first priority.

If more applications are received in any of the priority groups than places available at each year level, then acceptance for enrolment is based on the date that processed applications are received in the College.

Applications for enrolment are processed only for students commencing their education at Campion College within the following 12 months.

PRE-ENROLMENT

Each year applications for enrolment will be sought by a date which will be published in the Gisborne Herald newspaper.

All applications received by the advertised date will be processed in terms of the priority criteria contained in the Scheme, and applicants will be advised of the outcome of their application within 28 days of the advertised closing date.

If, following the first application date, the school has not reached its maximum roll, the Board may enrol students on a first come, first served basis.

Students whose enrolment is successful will be asked to confirm their acceptance within 14 days. Failure to accept enrolment within this time period will mean the place will be offered to the next eligible student. When the quota has been filled all those unable to attain a place will be advised of their place on a waiting list based on their date of application. Those students who wish to be considered for late enrolment will be added to the waiting list.

CAMPION COLLEGE UNIFORM GUIDELINES

The following guidelines seek to clarify issues relating to uniform and dress standards.

1. Students' appearance at all times should conform to acceptable standards. Wearing of the uniform should reflect positively upon the student and the College community. Clothing is to be kept in a good state of repair. Oversize clothing is not to be worn.
2. Non-regulation clothing is not to be worn with the College uniform. This includes travelling to and from school (with the exception of wet weather gear).
3. **JEWELLERY** at the College will not be permitted with the exception of small personal items. The only jewellery allowed is:
 - One stud or sleeper per ear. No other jewellery is to be worn on the face (i.e. no nose studs, lip studs etc).
 - One signet ring (unobtrusive).
 - One plain wrist bracelet.
 - One necklace limited to a cross/crucifix or taonga may be worn. This is to remain at the discretion of the Management at all times.
 - Make up, fancy hair-clips and nail polish (other than colourless or natural) are not permitted.
 - Headbands must be black or Campion Green in colour.
 - Coloured hair-braiding is not permitted.
4. **HAIR** must be clean, tidy and clear of the face. Unusual variations of hair styles or colours are not permitted. For clarification, this includes colours which would not be seen in a 'natural' state and haircuts such as Mohawks. Males are to be clean shaven. Side burns are not to extend below the ear. These remain at the discretion of the Management.
5. **TATTOOS** are not permitted. There may be some consideration given for culturally significant tattoos, and in such circumstances, prior approval should be gained from the Principal.
6. **SKIRTS** must be of reasonable length. Front pleated skirts are to be below knee length.
7. **SHOES** must be the regulation black leather shoes. Black lace up dress shoes for boys, black leather shoes with one strap across the foot for girls. Canvas or suede shoes are not permitted. Sports shoes, skate shoes, or sneaker type shoes (except for PE) are not permitted.
8. T-shirts, cycle pants and other garments worn under the uniform must not be visible.
9. Underwear must not be visible.
10. When wearing the College jersey, the jersey length should be below the bottom of the shirt. The shirt should not be visible below the bottom of the jersey.
11. All items of clothing must be clearly marked with the owner's name.
12. All non-uniform articles of clothing will be confiscated. Students, who, for genuine reasons, are unable to wear full regulation uniform, are required to obtain permission from the Deputy Principal. **A loan garment will be issued where possible.** If this is not possible then a permit will be given to such students as long as they provide an explanatory letter signed by their parent/guardian. The permit should be applied for by going to the office by 8.30 am on the first day the item of non-regulation clothing is worn. A permit will only allow non-regulation items to be worn for a period of time considered sufficient to overcome the immediate difficulty.

CAMPION COLLEGE GIRLS UNIFORM CODE

GIRLS UNIFORM

Please note all students are expected to wear the Champion College regulation shirt and the plain brown or black Roman sandals.

SHIRT	White Champion short-sleeved regulation shirt.
SKIRT/TROUSERS	Either: Champion Pleated Front Skirt (Years 7 - 11), or: Champion green front pleated senior skirt (Years 12 & 13), or: Regulation grey Naomi dress trousers, or: Champion green regulation shorts.
FOOTWEAR	Either: Plain brown or black roman sandals, or: Regulation black <u>leather</u> shoes (no canvas, lace-up shoes), with one strap across the foot. To be worn with black pantyhose or white ankle socks (no stripes or sport socks).
JERSEY	Champion green V-necked long-sleeved jersey with crest and gold stripe around the neck.
SPORTS UNIFORM	The following applies to all students in Years 7 to 10, and to students who take PE in Years 11-13. Black shorts and Either: the College green and gold t-shirt, or: the College green and gold singlet.

OPTIONAL ITEMS

JACKET	Champion College jacket.
GLOVES/SCARF	Black gloves. Champion green or black scarf.
SUN HAT	Cap or wide brim hat in Champion green.

SPORT & RECREATION

Sports shoes as directed.
College sports jackets are issued to students who represent the College in certain sporting events. ***These jackets may only be worn for the sporting code for which they are issued and not to be worn on a school day.***

FORMAL DRESS UNIFORM - on formal occasions when representing the college

SKIRT	Champion green front pleated senior skirt.
SHIRT	Plain white long-sleeved business shirt.
TIE	College tie.
BLAZER	College dress blazer with the College crest.
FOOTWEAR	Plain black leather shoes with one strap across the foot. White socks or black stockings.

CAMPION COLLEGE BOYS UNIFORM CODE

BOYS UNIFORM

Please note that all students are expected to wear the Campion College regulation shirt and the plain brown or black Roman sandals.

SHIRT	White Campion short-sleeved regulation shirt.
SHORTS	Mid grey drill shorts.
TROUSERS	Regulation grey dress trousers.
FOOTWEAR	Either: Plain brown or black roman sandals, or: Regulation black shoes. Leather dress shoes. (No skate shoes, sneaker type shoes) To be worn with plain mid-grey long socks (short mid-grey socks are permitted with long trousers).
JERSEY	Campion green V-necked long-sleeved jersey with crest and gold stripe around the neck.
SPORTS UNIFORM	The following applies to all students in Years 7 to 10, and to students who take PE in Years 11-13. Black shorts and Either: the College green and gold t-shirt, or: the College green and gold singlet.

OPTIONAL ITEMS

JACKET	Campion College jacket.
GLOVES/SCARF	Black gloves. Campion green or black scarf.
SUN HAT	Cap or wide brim hat in Campion green.
SPORT & RECREATION	Sports shoes as directed. College sports jackets are issued to students who represent the College in certain sporting events. <i>These jackets may only be worn for the sporting code for which they are issued and not to be worn on a school day.</i>

FORMAL DRESS UNIFORM - on formal occasions when representing the college

TROUSERS	Regulation grey dress trousers.
SHIRT	Plain white long-sleeved business shirt.
TIE	College tie.
BLAZER	College dress blazer with the College crest.
FOOTWEAR	Plain black dress leather shoes with mid-grey socks.

INDICATIVE UNIFORM PRICE LIST FOR 2017

GIRLS STANDARD UNIFORM

CAMPION POLO SHIRT (I-U19SB501-CPN)	Embellished Full Colour Crest	\$35.00
	Plain Green Crest	\$15.00

SKIRTS

YEARS 7-11 – Champion green front pleated skirt (G21SS186W)

– SIZE 52, 57, 62, 67, 72, 77	\$65.00
– SIZE 82, 87, 92	\$67.00
– SIZE 97, 102, 107	\$69.00
– SIZE 112, 117, 122, 127	\$72.00

YEARS 12 & 13 – Champion front pleated senior skirt (G21LS026W)	\$65.00
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COLLEGE JERSEYS

– SIZE 82, 87, 92	\$85.00
– SIZE 97, 102, 107	\$90.00
– SIZE 112, 117,	\$95.00
– SIZE 122, 127, 132	\$100.00

PE UNIFORM

– Champion Sports T-Shirt	\$35.00
– Champion Sports Singlet	\$35.00
– Champion Black Shorts	\$35.00

PE SPECIAL

– 1x T-Shirt & 1x Shorts	\$65.00
– 1x Singlet & 1x Shorts	\$65.00
– 1x T-Shirt, 1x Singlet & 1x Shorts	\$95.00

OPTIONAL ITEMS

GIRLS GREEN SHORTS – Years 7-11	\$60.00
COLLEGE JACKETS (New Style)	\$115.00
COLLEGE TIE	\$20.00
DRESS TROUSERS (Naomi grey)	\$65.00

INDICATIVE UNIFORM PRICE LIST FOR 2017

BOYS STANDARD UNIFORM

CAMPION POLO SHIRT (I-U19SB501-CPN)	Embellished Full Colour Crest	\$35.00
	Plain Green Crest	\$15.00

SHORTS

– SIZE 4, 6, 8, 10	\$35.00
– SIZE 12, 14, 16	\$38.00
– SIZE 76, 80, 84, 88	\$40.00
– SIZE 92, 96, 100	\$43.00
– SIZE 104, 108	\$46.00
– SIZE 112, 116, 120	\$47.00
– SIZE 124, 128, 132	\$54.00
– SIZE 136, 140	\$57.00

COLLEGE JERSEYS

– SIZE 82, 87, 92	\$85.00
– SIZE 97, 102, 107	\$90.00
– SIZE 112, 117,	\$95.00
– SIZE 122, 127, 132	\$100.00

SOCKS (grey)	\$12.00
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PE UNIFORM

– Champion Sports T-Shirt	\$35.00
– Champion Sports Singlet	\$35.00
– Champion Black Shorts	\$35.00

PE SPECIAL

– 1x T-Shirt & 1x Shorts	\$65.00
– 1x Singlet & 1x Shorts	\$65.00
– 1x T-Shirt, 1x Singlet & 1x Shorts	\$95.00

OPTIONAL ITEMS

COLLEGE JACKETS (New Style)	\$115.00
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COLLEGE TIE	\$20.00
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GREY DRESS TROUSERS	\$65.00
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GENERAL INFORMATION

ATTENDANCE DUES

These are set by the Hamilton Diocese. The fees are currently **\$426.00** per year for students in Years 7 & 8 and **\$852.00** for students in Years 9 to 13. Fees for 2017 are expected to increase slightly but the amount has not been confirmed at this stage.

Attendance Dues are not part of the College's expenses and are invoiced separately by the Hamilton Diocese. They form a legal requirement for attendance in a Catholic school and this fee must be paid. Financial assistance may be available for families but we do need to make application early in the year. Please see the Principal or Parish Priest for further assistance.

The attendance dues are used to pay for new buildings and to service debt on existing buildings.

If you have any questions regarding your account please contact the Catholic Integrated Schools Office (Hamilton Diocese) directly - phone (07) 856 6989.

STUDENT CONDUCT

All students are expected to adhere to the College rules on behaviour and uniform from the time of leaving their homes for school until they return. They are expected to show courtesy, commonsense, respect and consideration for others in their behaviour. Their speech, language, dress and manner should reflect creditably on themselves, their family and their College.

Smoking, the use of non-prescription drugs and the drinking of alcohol are strictly forbidden to students at school or when wearing the College uniform or at any function or outing organised by the College.

ABSENCE

Parents/guardians are expected to ring the College Office if the student is going to be absent for that day. Notes of absence signed by a parent or guardian must be handed to the Form Teacher on the day of return to College. Dates of absence and the reason must be stated.

LEAVE FROM SCHOOL

Students who require leave for any reason must apply in writing to the Principal at least one week before the event.

Students may not leave the College grounds without permission. Requests to leave must be supported by a note from parents and it is expected that students move directly from and to school.

CARE OF PROPERTY

All clothing, books and items of personal property must be clearly named. Unless this is done return of property to owners cannot be assured. Clothing unclaimed at the end of each year will be retained as a supply of 'loan' garments or donated to charity.

The parents of students who wilfully or carelessly damage school property are expected to support the College policy of seeing that students make good the cost of repairs.

CAFETERIA

The Cafeteria is open at morning interval and lunchtime and sells a variety of food and drinks.

TEXTBOOKS AND CLASS MATERIALS

Students are provided with textbooks without charge or deposit. These remain the property of the College and are issued on the understanding that they will be cared for and that any loss or damage will be made good.

STATIONERY

All students will be supplied with a list of stationery requirements. Families will have the opportunity of purchasing stationery from city outlets.

LUNCH PASSES

Lunch passes are issued at the beginning of the year. These are issued at the request of parents. A lunch pass allows the student to go home or to a nominated address only.

APPOINTMENTS

When making appointments for students we request that they be made outside normal school times. Where this is not possible, cards for Dentist or Doctors appointments should be presented to the office when leaving. All students must sign out when they leave the College and sign in when they return. Other appointments, eg. driving license lessons and haircuts are to be made out of school time.

UNIFORM

Campion College has a well-defined uniform code. Students are expected to wear the uniform with pride.

Detail of the uniform requirement is set out on a separate page.

EXPLANATION OF SCHOOL ACTIVITY FEES 2017

Below is an explanation of expenses related to your child's account, which is paid directly to the College. If you have further queries please contact the College office.

CHARGES AFFECTING ALL STUDENTS

SCHOOL VOLUNTARY DONATION

In addition to the subject charges there is also listed a College Donation of \$105.00. This amount is a donation and is claimable as such, through the IRD, along with other charitable donations you may make. If your donation is paid before 31 March 2017 we will send you a receipt to allow you to make a claim in your 2017 return. Please note that this donation is not a compulsory charge, however I would encourage you to make this contribution if you are able. The money from this donation is used to enhance the education of the students at Campion College and this year it is targeted primarily towards IT, including plagiarism licences and programmes to support the use of BYOD (bring your own device). As you can appreciate the costs of setting this up and maintaining it at a level that provides safety and security for students are significant.

P.T.F.A. (Parents, Teachers, Friends Association) SUBSCRIPTION

Also listed is a PTFA subscription. As with the donation this is not a compulsory charge, although we urge you to pay this to support the PTFA. This reduces the need for 'cake stalls' to raise money. The PTFA serves a number of functions within the College. It provides the uniform shop for school uniforms, provides hospitality for important occasions, is a vehicle for parent input into how the College operates and is also a fundraising arm. Through its efforts, a number of building projects have been significantly enhanced. The shelter outside the cafe, the rock wall and the seating in the gymnasium are three recent major projects that the PTFA has helped contribute towards. The PTFA fundraising is now focused on supporting the construction of the new College classrooms that are to be built in 2016 and 2017.

BIBLE

All students are charged for a bible on entry into the College. We consider the bible to be a sacred, personal text and believe that students should retain it throughout their schooling and beyond. For convenience the Bible can be stored in the classroom during the year.

WORKBOOKS

A number of learning areas may have a charge for work books. This is to assist students. If a work book is not written in and returned at the end of the year then the charge will be removed from the account.

COLLEGE MAGAZINE

The cost of the magazine is subsidised by the College. An automatic charge of one magazine per family is made. Should you wish to not receive a magazine please request that this charge is removed. It is possible to request and pay for additional magazines.

MIDDLE SCHOOL (YEARS 7, 8 & 9)

ARTS FEE

All students take part in a rotation of Arts subjects. These are: Drama, Music, Dance and Visual Art (Drawing/Painting/Sculpture). The Art fee is to help off-set the 'take home' component of this course.

TECHNOLOGY FEE

All students take part in a rotation of Technology subjects. These are: Hard Materials (wood/plastic), Soft Materials (textiles), Food Technology and Graphic Design. The Technology fee is to help off-set the 'take home' component of this course.

USE OF ENTERPRISE POOL

The Enterprise Pool is used as part of the PE programme. The annual cost covers the students for pool use.

PRINT CREDIT

Students in Years 7-9 are charged an initial \$10.00 at the start of the year. This allows them to print from the computer network. Further print credit can be authorised individually by the parent/caregiver by signing the blue print credit form available from the College Office.

NOTE: The specific fees are set out in the stationery lists for Years 7-9.

SENIOR SCHOOL (YEAR 10–13)

Students in the Senior School have a great deal of flexibility in their course of study.

Course costs are listed in the Senior Course Booklet. Each course cost is for the 'take home' component of that course.

Some courses in Technology, Art Painting and Art Design have high costs as experience has shown that students want to produce top quality, ambitious projects. Small scale less expensive options can be made available upon individual request. Costs are arranged individually between the student and the classroom teacher and approved by the parent.

ART

Students undertaking an Art course are charged for an art pack and a course fee. The art pack covers the materials given to the students. The College purchases the packs to take advantage of bulk discounts and to ensure consistency in the quality of materials. The course fee covers further 'take home' materials used throughout the course. The cost will depend on which Art subject(s) have been chosen.

NZQA FEES

Students from Year 11 onward are charged NZQA fees. NZQA fees are currently set at \$76.70 per student. Students sitting Scholarship exams must pay for these on top of the other NZQA fees.

Financial assistance is available to help reduce these fees. For families on limited income this fee can be reduced to \$20.00 per student. For families with more than one sibling sitting NZQA assessments, the family fee can be reduced to \$200.00 maximum as long as an application has been made. Parents are asked to make application as early in the year as possible to avoid missing deadlines. Application forms are available from the College Office. Further information can be obtained by accessing www.nzqa.govt.nz/ncea/for-students/fees/financialassistance.html

TECHNOLOGY

Students undertaking a Technology course are charged for a technology course fee. This covers the materials given to the students. The College purchases the supplies to take advantage of bulk discounts and to ensure consistency in the quality of materials. The course fee covers further 'take home' materials used throughout the course. The cost will depend on which Technology subject(s) have been chosen.

PHYSICAL EDUCATION

Students undertaking a PE course may be charged for a PE course fee to cover transport, pool, and other activities.

WRITE-ON WORK BOOKS

A number of courses supply students with write-on work books. The cost will vary.

NOTE: The specific fees are set out in the Senior Course Booklet for Years 10-13.



PAYMENT OPTIONS FOR COLLEGE EXPENSES

- Eftpos, credit card and cash payments are available at the College Office.
- Cheques addressed to Campion College
- On line to 03 0638 0389078 00. Please enter your child's name as the reference.

CYBER SAFETY AT CAMPION COLLEGE

INTRODUCTION

The measures to ensure the cyber safety of Campion College outlined in this document are based on our core Gospel values of commitment, compassion, community.

The College's computer network, internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Campion and to the effective operation of the College.

Our College has rigorous cyber safety practices in place, which include cyber safety use agreements for all school staff and students.

The overall goal of the College in this matter is to create and maintain a cyber safety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the College environment.

The College computer network, internet access facilities, computers and other College ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the College, and used on *or* off the school site. In this policy, ICT refers to any Information and Communication Technology.

RULES TO HELP KEEP CAMPION STUDENTS CYBER SAFE

As a safe and responsible user of ICT, I will help keep myself and other people safe by following these rules

1. I have my own user name and I will log on only with that user name. I will not allow anyone else to use my user name.
2. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the College or the College itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also apply to mobile phones or other personal devices. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
6. While at school, I will not:
 - access, or attempt to access, inappropriate, age restricted, or objectionable material
 - download, save or distribute such material by copying, storing, printing or showing it to other people
 - make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
7. If I accidentally access inappropriate material, I will:
 - not show others

- turn off the screen or minimise the window and
 - report the incident to a teacher immediately.
8. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the College complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
 9. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the College environment.
 10. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, College ICT without a teacher's permission. This includes all wireless technologies.
 11. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and photos.
 12. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - not damaging any equipment.
 - not intentionally disrupting the smooth running of any school ICT systems.
 - not attempting to hack or gain unauthorised access to any system.
 - following all school cyber safety rules, and not joining in if other students choose to be irresponsible with ICT.
 - reporting any breakages/damage to a staff member.
 13. I understand that the College may monitor traffic and material sent and received using the school's ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
 14. I understand that the College may audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
 15. I understand that if I break these rules, the College may inform my parent(s). In serious cases, the College may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the College to inform the police.

BYOD – BRING YOUR OWN DEVICE

We live in an ever changing world where schools are not the only source of learning. Our students are using digital devices outside of school to communicate and learn. We would like to see those devices being used in the College to further enhance their learning.

In 2017, all students in the College are expected to bring their own personal digital device. This may be a chromebook, a notebook, a laptop, or a tablet. The device, however, must be internet capable. A smartphone is permitted, but these are not suitable as the sole BYOD device for classroom use.

Over the past few years the College has invested a significant amount of resources into ensuring that we have the very best infrastructure that we can. This has included a whole school network upgrade, the installation of a college wide wireless network and provision of ultra-fast broadband.

WHY BYOD (BRING YOUR OWN DEVICE)?

A student owned internet capable device can be an important part of a student's toolkit that will give them instant access to unlimited resources and enable them to support, extend, communicate and share their learning in a way that will prepare them for their futures.

The advantages of student owned devices include:

- ❖ Anytime, anywhere access to class resources, support and extension activities through the Campion College website.
- ❖ The ability to develop “digital” folders and exercise books for their classes (that can't be lost, and never need replacing) through Google Apps
- ❖ The ability to develop a portfolio of their learning using Google docs.
- ❖ Greater ability to communicate with teachers, parents and peers to support their learning through instant access to their student e-mail
- ❖ Anytime, anywhere access to unlimited resources and information on the internet
- ❖ The ability to draft, redraft and publish their work at the click of a button
- ❖ Encouraging students to become active partners in their learning

WHAT TYPE OF DEVICE AND HOW MUCH WILL IT COST?

The College ICT system is designed to support all devices that are internet capable.

In Years 7 to 9 a tablet, a chromebook, a notebook, or a laptop would suit most uses. (Some tablets may be limited if the student is doing a lot of typing).

In Years 10 to 13, a chromebook, a notebook or a laptop is recommended. The College system can work with Apple, Android or Microsoft products.

Much of the work done by the teacher will use Google and therefore chromebook will work with most applications.

We leave it to families to source the device that best meets their needs for the age of the student, the courses they are taking and the budget implications.

A DEVICE GUIDE TO BYOD AT CAMPION COLLEGE

- At Campion, we use Google Apps so it is advantageous that all devices can load and operate Google Chrome Browser.
- All students will be given a College Gmail and Google Drive account.
- An external keyboard is an advantage especially in the senior school.
- For senior students a laptop/notebook device is recommended as some departments require specific software to be downloaded.
- It is recommended that all devices have a protective case to guard against accidental damage.
- The College has no liability in the case of a damaged device.
- Generally the better the processor and the bigger the RAM the better the device will work.
- It can be an advantage to have the latest versions of the operating system for your device.

A DEVICE GUIDE TO BYOD AT CAMPION COLLEGE

Devices	Strengths	Weaknesses	Summary	Price
Chromebook New category designed specifically to run in a Google environment.	<ul style="list-style-type: none"> – Chrome OS. – Boots up really fast. – Works well with Google apps. – Designed to work in 'The Cloud'. – Portable and light weight. – Excellent battery life. 	<ul style="list-style-type: none"> – Small disc drive. – No DVD drive. – Cannot load specific learning needs programs e.g. WordQ. Some might be available through Google Play. 	Excellent for a cloud based environment but loading specific programs can be problematic.	Ranging from \$450.00 to \$600.00
iPad, Android or MS Win 8 Tablet A tablet is a device that is similar to a smartphone, except it has a much larger screen (usually around 10"). Tablets don't fold like a laptop, and don't have built-in physical keyboards, but do have touchscreens. A typical device in this category is the Apple iPad. Warning: There are some devices advertised as tablets that lack many features of a regular tablet. These devices often have a smaller (7") screen, are priced at the lower end of the market and are better understood as "media readers" than tablets. These devices, such as the Amazon Kindle Fire, are more similar in functionality to an eReader.	<ul style="list-style-type: none"> – Lightweight, small and portable. – Instant "On" a tablet is instantly ready, without requiring a boot-up or logon process. – Cheap apps and application is often free or less than \$5.00 to purchase and install. – Can be cheaper than a laptop MS Window 8 – devices tend to come with a keyboard. 	<ul style="list-style-type: none"> – No traditional file system. – You cannot plug a USB flash drive into many tablets to copy a file on or off the drive. File transfer needs to be done via e-mail or a Google Docs type solution. – The size of the screen. – iPad and Android devices tend to lack a built-in keyboard which can be limiting factors when creating content. However, external keyboards can be purchased to help with this issue. – A tablet is not equipped to run all of the applications that a laptop can run (e.g. Photoshop). – iPads cannot run Flash, which many websites rely on (e.g. Mathletics). – iPads cannot load Google extensions. Some other tablets can (e.g. Android based tablets). – Tablets have very limited word processing capabilities. – A tablet requires a computer or cloud storage to "sync" or "pair" with for functions such as backup and software updates. 	<ul style="list-style-type: none"> – Tablets are great for instant access to web browsing and e-mail. – Apps can provide a wealth of different and unique functions. – However, a tablet should not be considered the equivalent of a laptop. 	Ranging from \$300.00 to \$1,500.00

A DEVICE GUIDE TO BYOD AT CAMPION COLLEGE

Devices	Strengths	Weaknesses	Summary	Price
Laptop or Notebook The type of portable computer you are probably most familiar with. Laptops usually have screen sizes from 13" - 15" with a few larger or smaller models available. Laptops have good versatility for students.	<ul style="list-style-type: none"> Full-functioning and versatile device, capable of performing a wide range of tasks from web browsing and e-mail through to word processing and viewing video. High quality laptops are capable of photo and video editing. The larger screen and keyboard size means that they are suitable for extended periods of input (e.g. word processing). A wide range of models are available to suit different budgets and purposes. 	<ul style="list-style-type: none"> Usually heavier and larger than the other devices. Additional software (e.g. Microsoft Office, anti-virus, Adobe Photoshop, Final Cut Pro etc.) costs significantly more than apps for tablets do. 	<p>A laptop is suitable for the widest range of tasks that students will encounter. However, there is also a wide range of price and quality available. Not all laptops are created equal. Generally speaking, you get what you pay for.</p> <p>As a guide, a laptop costing less than \$1000 will usually cope with web browsing and word processing.</p> <p>Laptops ranging from \$1,000.00-\$2,000.00 usually run reasonably quickly, and laptops approaching \$2,500.00 can be used for high end specialised applications such as photo editing and video editing.</p>	Ranging from \$500.00 to \$3,000.00+
Ultrabook This is a new category of laptop computer, which replace the old Netbooks. This is an attempt to combine high-powered components with ultra portability. The MacBook Air is a popular example in this category, as is the Asus Zenbook.	<ul style="list-style-type: none"> Screen size is small enough to be portable, but large enough for extended use (11" - 13"). Very thin form factor (<10mm-20mm) Very light (1-1.5kg) Excellent battery life. Often these models include a Solid State Drive (SSD), which, although small, is very fast 	<ul style="list-style-type: none"> No built-in DVD/CD drive. External USB drives can usually be purchased separately if required. Usually no built-in network adapter for high speed network access via a cable. Wireless network access is built-in Often an adapter is required to connect the computer to a projector, television or LCD display Hard drives are usually small in size. Can be expensive. 	<p>An excellent compromise between portability and versatility.</p>	Ranging from \$1,500.00 to \$2,000.00
Smartphone A mobile phone with a touchscreen that is capable of basic web browsing, e-mail and utilises apps. For example the Apple iPhone, Samsung Galaxy S III	<ul style="list-style-type: none"> Highly portable and convenient Built-in camera 	<ul style="list-style-type: none"> Small screen size limits the ability to browse the web efficiently. Can prohibit content creation. 	<p>Smartphones will have occasional uses in the classroom but are not by themselves suitable BYOD devices for Classroom use.</p>	Ranging from \$400.00 to \$1,500.00

CHOOSING THE RIGHT DEVICE

If you are buying a device for your child the following considerations are important for the school environment:

BATTERY LIFE

Ideally, the battery should last for 5-6 hours to be able to get through a school day without recharging. *(We do have a large number of power outlets to help those who run out of battery).*

WEIGHT

Should be light enough to be carried around all day. Anything more than 1.5 kg including the case might be too heavy.

WIRELESS

Must be dual band capable, and state that it has a/g/n or a/b/g/n.

RAM

Should be 2GB or more otherwise programs will be much slower to run.

CPU

Faster is usually better, but may also reduce battery life. Intel Atom CPU's mean longer battery life, and Core i3 or i5 are more powerful but reduce battery life, so discuss your needs with the supplier

HARD DISK DRIVE

Should be at least 160GB. Some newer devices may feature SSD drives, which are faster, lighter, and more reliable and give longer battery life, because they have no moving parts, but they are also much more expensive.

ROBUSTNESS

Your device should be strong enough to survive a fall onto a hard surface.

INSURANCE

While we take care to protect students' property, we cannot accept responsibility for devices lost or stolen, so make sure it is covered for these possibilities. Accidental damage insurance may also be available if desired

WARRANTY

All devices come with a minimum warranty of 1 year. There is some debate whether extended warranties are cost effective and we leave this to parents to decide. You may want to consider how long the device will be away should it require repair under warranty, it could be a few days, or as long as a few weeks.

CAMPION ONLINE

At Campion, our online curriculum site is known as CAMPION ONLINE and is the gateway to a wide variety of other tools and resources. CAMPION ONLINE provides students with 24/7 access to course outlines, handouts and exam information, online discussions, calendars, links to websites, blogs, wikis, lessons, formative assessment, submission of assignments, chat and glossaries. CAMPION ONLINE is the “hub” for all learning areas and individual classes. Other software has also been integrated into CAMPION ONLINE such as Google Apps and MyPortfolio.

To access CAMPION ONLINE go to <http://campiononline.school.nz/>

GOOGLE APPS

Google Apps is an easy-to-use online word processor, spreadsheet and presentation editor that enables students to create store and share documents instantly and securely, and collaborate online in real time. You can create new documents from scratch or upload existing documents, spreadsheets or presentations. There is no software to download, and all your work is stored safely online and can be accessed from any computer or student owned device.

KEEPING SAFE ONLINE

Campion College believes that open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online. If you have any concerns regarding internet safety please contact your parents, the College or visit <http://www.netsafe.org.nz>

Netsafe is an independent non-profit organisation that promotes confident, safe, and responsible use of Cyberspace.



CAMPION COLLEGE ERO REVIEW

ABOUT THE SCHOOL

Location	Gisborne	
Ministry of Education profile number	211	
School type Secondary (Year 7 to 15)	School roll 488	
Gender composition	Male 53% Female 47%	
Ethnic composition	NZ European/Pākehā	67%
	Māori	25%
	Asian	4%
	Pacific	3%
	Other ethnic groups	1%
Special Features	Integrated Catholic	
Review team on site	September 2012	
Date of this report	26 November 2012	
Most recent ERO report(s)	Education Review	October 2009
	Education Review	October 2005
	Education Review	August 2002

THE PURPOSE OF AN ERO REPORT

The purpose of ERO's reviews is to give parents and the wider school community assurance about the quality of education that schools provide and their children receive.

These are the findings of the Education Review Office's latest report on **Campion College**.

CONTEXT

What are the important features of this school that have an impact on student learning?

The college philosophy and learning programmes focus on the development of the whole person and are underpinned by Catholic gospel values of commitment, compassion and community. A range of methods is used to effectively communicate with and involve families, whānau, aiga and the wider community in the life of the school.

The college has an ongoing cycle of robust self review that identifies priorities for improvement, monitors progress and evaluates effectiveness of programmes and initiatives. Students across the school aspire to do well and improve their performance and results. A strong emphasis on student goal setting, recognition of success and celebration of achievement reinforce an ethos of high expectations for all learners.

Peer tutoring and mentoring reinforce the collaborative and supportive learning environment throughout the school. Students are actively involved in a range of cultural, community and environmental learning and service experiences to extend their understanding of wider world topics and issues. A caring and nurturing family atmosphere, promoted through vertical form teachers and learning mentors, is highly valued by the students.

LEARNING

How well does this school use achievement information to make positive changes to learners' engagement, progress and achievement?

Students are well engaged in learning and participate in a range of opportunities and programmes to extend their academic, social and leadership skills. Positive and respectful relationships between students and with teachers promote trust and mutual respect. Students are well prepared for learning.

Learning mentors lead seven vertical, family-based student groupings across the school. They play an increasingly important and valued role in guiding all students to be engaged in learning and supported to achieve their potential through:

- regular conversations about learning matters and progress
- guidance about learning pathways and academic requirements
- responsive pastoral care and support
- regular communication with families, whānau or aiga to discuss students' progress and contribute to setting, monitoring and reviewing students' goals during the year.

Staff, managers and trustees use student achievement information effectively at all levels. Students make good use of information to monitor their progress and achievement, especially at senior levels. Most students make very good progress in their time at the college.

Year 7 achievement data shows many students enter the college below expectations for mathematics and literacy. School data from standardized tests in literacy and mathematics show that students make good progress during Years 9 and 10. This progress continues in the senior levels. Targeted support, responsive teaching programmes and high expectations supported 90% of Year 11 students to achieve a Level 1 National Certificate

of Educational Achievement (NCEA) or equivalent qualifications in 2011. High rates of achievement are evident at Year 12 in the 88% of students who achieved Level 2 NCEA in 2011.

Over the past two years NCEA results have steadily improved. A high percentage of students achieve NCEA, well above results for similar types of schools and above national rates across Levels 1 and 2. Achievements of merit and excellence endorsements have also increased. Māori students make very good progress and achieve at similar levels to their school peers. Overall, Pacific students make good progress and achieve slightly below their peers' high levels of achievement.

Managers collate data about students' achievement in relation to National Standards in Years 7 and 8. In 2011 most students at these levels made progress. A significant number made accelerated progress with over half of Year 8 students achieving at or above expectations in relation to National Standards in reading, writing and mathematics by the end of the year. Senior teachers and managers are strengthening moderation processes to achieve greater reliability and consistency in overall teacher judgements in relation to National Standards. ERO affirms this as an appropriate next step. Further refinement of the reporting format to parents at these levels is necessary to more clearly show parents the students' levels of achievement in relation to National Standards.

CURRICULUM

How effectively does this school's curriculum promote and support student learning?

The school curriculum effectively promotes and supports learning and success across the school. Curriculum expectations, guidelines and planning are well developed for each learning area. Teachers use a range of strategies to provide effective opportunities for all students to engage in purposeful learning and regularly use positive feedback and praise. Classroom programmes and teaching strategies are reviewed and revised to meet student needs and in response to data.

A two semester school timetable and a learner-centred philosophy provide for increasingly personalised learning programmes. These assist students to enjoy flexible learning pathways and course choices that cater for their interests, needs and aspirations.

Trustees and senior leaders make effective use of education evidence and research to inform their plans and decisions to improve curriculum delivery and learning models. Consultation with the community has helped inform planned initiatives for Year 7 students to be involved in an e-learning strategy in 2013.

Assessment and reporting practices provide a robust framework to raise student achievement. Teachers provide useful criteria, written feedback and strategies for students' self assessment and goal setting to improve learning and achievement. They set clear expectations and are making good use of a range of data to track student progress and learning needs. Four weekly reporting and awarding of certificates and rewards for progress and achievements acknowledge and encourage students to do their best.

Pacific students are well supported through board representation and monitoring of their progress and achievement as a group. They receive academic and personal support from their own learning mentor who has a Pacific background. Relationships with aiga are

positive and students participate in cultural activities within the college and at regional Polynesian festivals.

How effectively does the school promote educational success for Māori, as Māori?

Learners are well supported to be successful as individuals and as Māori. Expectations for Māori success as Māori are integrated into the college's mission statement to develop the total person in relation to identity, culture, language, leadership and achievement overall. Whānau are actively engaged in the school with positive relationships developed with iwi and the community. Māori learning mentors and teaching staff have developed close links with whānau. Māori students achieve success in the kapa haka group who perform well in local competitions. They feature in cultural, sporting and academic leadership roles and enjoy opportunities to promote their cultural identity in the school. Students with identified needs are further supported through learning intervention programmes, peer tutors and mentors.

SUSTAINABLE PERFORMANCE

How well placed is the school to sustain and improve its performance?

The college is very well placed to sustain ongoing developments at all levels and continue to improve its overall performance. A future-focused board and experienced board chair provide effective leadership, strategic direction and representation to the community. They actively foster professional and productive relationships between trustees, school leaders and staff.

Trustees have a Treaty of Waitangi subcommittee to maintain a strategic focus on Māori students' needs, the wider school's bicultural policies and conditions to promote success for Māori students.

There are very good systems and processes for effective self review at governance and senior leadership levels. Trustees have a clear focus on improving students' achievement and actively promoting their interests and successes. The board is well informed about students' progress through detailed, regular reporting of well-analysed school wide data by the principal.

Self-review processes are used effectively and regularly to improve performance in departments. Heads of curriculum report directly to the board about their subject area. At these meetings they discuss student results and how teachers are addressing needs and issues in their departments. This first hand information and direct communication contributes to trustees' well-informed planning and resourcing decisions.

Trustees and managers have continued to build strong partnerships with the community through regular consultation that informs strategic plans and self-review processes. Learning mentors reinforce these partnerships through regular meetings and other communications with parents.

The performance management system and appraisal processes provide appropriate links to school priorities and professional learning and development needs and provision. A next step is for managers to further develop teaching as inquiry processes to sustain ongoing improvements in practices and student outcomes. This should support teachers'

development and use of effective strategies to raise the achievement of priority learners, especially those in Years 7 to 9.

Students appreciate the family atmosphere, values and measures taken by trustees and managers to promote an inclusive and safe environment for all.

BOARD ASSURANCE ON LEGAL REQUIREMENTS

Before the review, the board of trustees and principal of the school completed the ERO Board Assurance Statement and Self-Audit Checklists. In these documents they attested that they had taken all reasonable steps to meet their legislative obligations related to:

- board administration
- curriculum
- management of health, safety and welfare
- personnel management
- financial management
- asset management.

During the review, ERO checked the following items because they have a potentially high impact on student achievement:

- emotional safety of students (including prevention of bullying and sexual harassment)
- physical safety of students
- teacher registration
- processes for appointing staff
- stand-downs, suspensions, expulsions and exclusions
- attendance.

When is ERO likely to review the school again?

ERO is likely to carry out the next review in four-to-five years.

Joyce Gebbie
National Manager Review Services
Central Region (Acting)

Campion College

Catholic Special Character Review

Every three years the Catholic Dioceses of Hamilton undertakes a Catholic Special Character Review of all Catholic schools in the Diocese. This is similar to an ERO review. The last review was completed in March 2015. The executive summary follows.

CATHOLIC DIOCESE OF HAMILTON

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PO Box 4353, Hamilton 3216, New Zealand
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Executive Summary

Campion College, Gisborne

Campion College is a Catholic co-educational secondary school of 520 pupils from years 7 to 13 serving the City of Gisborne. It is a Christ centred community where the focus on the 3Cs, Commitment, Compassion and Community are fashioned to encourage the development of the total person to be the best that they can be. It proclaims its faith community through the 3Cs where the faith is nourished and where Christian celebration in the Catholic tradition is highly valued. It achieves this by developing strong relationships with the wider Church community, parents and the current parish priest Monsignor Frank Eggleton.

The college has benefited from having a committed Catholic principal in Paul McGuinness who has brought innovation and passion to his role. His holistic approach is a vision where the whole school programme and community is infused with Catholic Character. This vision also has the total support of the long standing Board Chair Mike Torrie and the Board of Trustees who have developed the structures and mechanisms whereby an inclusive learning community gives all students the opportunity to succeed and have a meaningful say in their education.

The appointment this year of the new Director of Religious Studies, Karyn Sadler was an inspired choice. She and the principal share the view that the most effective way to evangelization is through developing a meaningful relationship with others, through which the reign of God can be realised.

The importance of the Special Catholic Character as a focal point for everything that goes on in the college is no where better expressed than in the college Charter for 2014-16. Goal two states;

'To continue building a Christ centred collaborative community that further engages students,, their families and the wider community in the student's learning and developing a greater understanding of how we can model Christ in our daily lives through an emphasis on Catholic Social Teaching.'

The reviewers felt that Campion College has demonstrated a model to achieve this that could well be worthwhile for other schools in the diocese to emulate.

The complete Catholic Character Review is available on the Campion College Website or alternatively contact the College Office for a copy.