



NELSON COLLEGE

Te Kura Tamatāne O Whakatū

Important Nelson College Information

BYOD

In 2017 we decided to make the use of devices recommended for our students in Year 9 and 10, with intention of phasing this into all year levels over the following years. In **2020** BYOD is recommended for all students at Nelson College.

All relevant information for you is now on the Nelson College website under [BYOD at Nelson College](#).

Computer Use

Students and staff are expected to sign an acceptable use agreement form before they are permitted to access the college's network and the internet. Breaches of this acceptable use agreement may result in being locked out of the network, impositions and/or disciplinary measures. Homeroom teachers will go through this agreement with boys in the first week of school in 2020.

Website/Electronic Access

The college encourages parents to visit our website www.nelsoncollege.school.nz to keep up to date with current information. The website also provides a parent sign-in to our secure web environment, where parents and caregivers can access information to keep them informed of their son's learning progress; including attendance, timetables, report, achievement data and daily notices. New parents will be given a password for the **Parent Portal** early in the year. Students will be able to access the same information as well as many learning resources and information via Ultraset. They will be given a password in the first week of school in 2020.

Cell Phones

Cell phones are to be turned off and out of sight in class. Texting is not permitted during class time.

Phones will be confiscated and handed to the Deputy/Assistant Principals if these rules are not followed.

1st Offence - mobile phone usage

Confiscation for 3 school days.

2nd Offence - mobile phone usage

Confiscation for 5 school days.

3rd Offence - mobile phone usage

Confiscation indefinitely with parents uplifting the phone.

Regulations governing confiscation of communication technologies and the use of technology within the college campus are stipulated in the [Nelson College Safe Use of IT Policy](#) and its associated acceptable use protocols.

Attendance/Absences

All students are expected to be in their timetabled class. This will be monitored, and parents contacted when students are not present. If a boarding student is absent it is important that the Housemaster & school is notified. Please either complete the [Online Form](#) or email attendance@nelsoncollege.school.nz or call the Attendance line on 548 3099 Ext 2. Please leave the student's name, the reason for their absence and if known, how long they will be absent. On returning to school, boys need to collect a pink slip from the Attendance Office to show to their teachers. [Click here for full attendance guidelines](#) Failure to provide a note will result in the student being disciplined and the parents contacted.

Parents who wish to take their son(s) on holiday during term time need to contact the Headmaster.

Sick/Illness During School

Boarding students who feel unwell during the school day are expected to report to the school nurse at the San.

Appointments

Appointments should not be arranged during college time. If this is unavoidable, there is a procedure that boys need to complete before they are granted leave.

Students should bring a written request for leave to the Attendance Office for a pink slip, which they then show to their teachers.

Off Site

It is a college rule that no pupil leaves the school grounds at lunchtime unless they have the permission of the Deputy/Assistant Principals. The neighbouring dairy and bakery are out of bounds during interval and lunchtime.

Bikes

There is a bicycle compound at the College for safe keeping of boys' bicycles during the College day. This compound is locked before period one and opened again at the end of period five. Boys must lock their bikes as well as putting them in the compound in order to minimise the possibility of theft or vandalism.

Change of Address

Please inform the [Student Office](#) of any changes to address, phone numbers or email.

Leaving Procedures

All students leaving college during the year, at the end of year or transferring to another school, must complete formal signing out procedures. Leaving forms are available from the Student Office.

Stationery

2020 Stationery lists are available online from two suppliers, Paper Plus or Office Max. Stationery lists will also be held in store at these two suppliers. Both websites can be found below for ordering online:

Paper Plus: www.paperplus.co.nz

Office Max: www.myschool.co.nz

Wet Day Arrangements

On wet days the Hall is available at interval and lunch time for boys. Staff will be on duty.

Uniform

The Board of Trustees, and college community have affirmed that Nelson College is a school that wants a uniform and that it should be worn well.

Uniform helps instil a sense of identity and purpose. Self-esteem is enhanced by wearing a uniform with pride. Uniform should be worn in accordance with the attached guidelines.

- Shorts need to be pulled up appropriately.
- Socks must be up (blue socks are beginning to be introduced, grey socks are still acceptable)
- Blue polo shirts may be out (all other shirts tucked in).
- If students choose to wear a belt it should be dark blue or black.
- Singlets and/or polypropylene vests are recommended in winter but should be short sleeved and not visible.

It is **not acceptable** to wear:

- Mufti clothing & beanies / jandals /running shoes/cross trainers etc.
- College sports jackets /Any visible jewellery.
- Long-sleeved polyprops (unless under a long-sleeved shirt) /cap (unless college)

Hair (personal grooming)

- Neat and tidy / long hair must be tied back.
- Colour should be a natural shade, uniform (no multiple colours) and that is acceptable to the management of the school.
- No dreadlocks, mohawks, 'rats' tails' and designs/logos cut into the hair.
- Facial hair is not accepted. Students must be clean shaven except during 'Movember'.

Parents are encouraged to seek the college management's guidance if they are concerned their son's proposed hair style might be unacceptable.