



TE AROHA COLLEGE

Stationery & Estimated Course Costs

Information Booklet

2023



TE AROHA COLLEGE BOARD FINANCIAL POLICY PAYMENTS/COSTS/DONATIONS

Rationale

To provide the Board of Trustees, staff, parents and caregivers with a clear understanding of the rights and obligations of all parties in respect to making Payments or Charges

Policies

1. The Board, whilst recognizing the right to free enrolment and free education, exercises the responsibility to request payment in accordance with:
 - its charter objectives to maximize learning opportunities for every pupil
 - the objectives contained in the National Administrative and National Educational Guidelines
 - any other regulations of the Ministry of Education
2. The Board will provide all requests for payments or costs with clear statements regarding:
 - the purpose of the payment or cost
 - whether the amount is a voluntary donation or compulsory payment or cost
 - whether the payment or cost relates to a compulsory or optional activity
 - alternatives to payment or cost
 - direct credit facilities
 - any other relevant information relating to payment or cost
3. The Board will not discriminate against any pupil because of the inability to make a payment and has the discretion to offer financial assistance where deemed necessary in cases of severe hardship.

Procedures

1. **School Donation** - The Board will collect Donations annually.
2. **Practical Costs** - The Board, through its Learning Areas, will charge reasonable costs for subjects which have a take home component or are an optional extra.
3. **Course Related Payments and Expenses** - The Board, through its Learning Areas, will endeavor to specify course related payments and any other expenses such as field trips before pupils opt for that subject. Details will be included in the Subject Guide (this distinguishes between compulsory or optional costs)
4. **Sports Costs** - Pupils are required to pay associated costs to a Sports code before competition begins or have made formal contracted arrangements to cover the associated sports charges within the year. If students haven't paid costs for a particular year they cannot play any sport the following year until the outstanding charges are cleared or an approved contract arrangement has been made.
5. **Cultural Activity Costs** - Pupils are required to pay associated costs before the activity begins, or have made formal contracted arrangements to cover the associated charges within the year. If students haven't paid costs for a particular year they cannot participate in additional events the following year until the outstanding charges are cleared or an approved contract arrangement has been made.
6. **Assessment Costs** – Assessment costs must be paid in full by the dates set by the New Zealand Qualifications Authority or other assessing organization.
7. **Visiting Groups** - The Board, through its teaching departments, will notify parents and caregivers early regarding payments for visiting performers where it is an optional extra and not covered under curriculum costs.
8. **Regular Invoices** will detail payments made and requested clearly defining curriculum costs, sports costs and donations.
9. The School will regularly advertise to parents and/or caregivers that where difficulties exist in meeting requests for payments, costs or donations the school can be approached in confidence.

The Board of Trustees will review this policy Annually.

The purpose of this book is to inform parents and caregivers of;

- Subject, sport and co-curricular costs
- Stationery purchased from the College
- Stationery and other items to purchase from other suppliers
- Computer Device Requirements
- Uniform Requirements

The information supplied is correct at date of publishing, but some items are estimated costs – workbooks, trips, sport tournaments. Te Aroha College reserves the right to alter/update charges where appropriate. Costs are subject to change.

Board of Trustees Review of Course Costs and Charges

In the last few years the Ministry of Education have made a number of changes to the way schools can charge parents for school activities and course costs. As a result of this we have fully reviewed our school requirements for 2023 with our external financial provider and have reduced and modified our charges as we are mindful that school expenses are often challenging for parents to meet. Te Aroha College is fully subsidising the compulsory components of subjects and courses but need parent support for the additional activities that enrich our student learning. For example, many of the camps and trips have become optional but without parent support for these types of activities we will not be able to continue to provide the same level of enrichment currently offered.

We offer automatic payment options for all parents and strongly encourage parents to take up this option as it helps spread the load throughout the year. Wherever possible we apply for grants and sponsorship to help reduce overall costs and subsidise where hardship may prevent involvement.

School Donation

Family	\$150.00	Individual	\$75.00
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We remind all parents that although the school donation is voluntary it does provide many of the extra things we are able to do to support the delivery of a quality education for every student and ask that parents make every effort to support us with payment.

Parent Contribution

Where an amount has been charged to support expenses, a Parent Contribution is requested to help cover the costs that are incurred. These are identified in the stationery and course costs year level sheet later in the booklet.

Trips

In some subjects, there may be trips outside of school – eg Agriculture or Geography. A permission slip will be sent home explaining the trip and any costs involved. If you would like your child to go on this trip, by signing the permission slip, you are agreeing to cover any cost involved in the trip. If the permission slip is not returned, your child will not go on the trip. If your child pulls out of the trip after the permission slip has been signed you may still be liable for full payment.

Payment Options

Payment can be made by cash, cheque or eftpos through the Front Office, between the hours of 8.30am and 3pm. Automatic payments** can be set up through your bank, or by using internet banking. AP forms are available at the Front Office. You can also use internet banking to make one off bill payments at any time. Our bank details are as follows -

Te Aroha College BNZ Account Number: 02 0436 0018594 00

Please include clear instruction for the College statement so we can receipt your payment against your student.

Eg Joe Bloggs or student ID number - eg 13055

Or if your AP is for a specific event then name the event:

Eg Joe Bloggs 2017 Y9 Camp

The automatic payment** will be applied to all costs and charges first. Late in the year payment will be put to the voluntary items, eg donation(s) unless we are advised not to do so. **Trips are to be fully paid before departure.** If in Credit, a refund by direct debit can be requested. Be aware however that charges are made throughout the year and the credit balance would be used to cover charges made later in the year.

***** An automatic payment must be of an amount to cover the costs within a school year. We cannot allow families to get into financial difficulty by continually adding camps, trips and sports costs onto their account without a sufficient automatic payment that will allow the account to be cleared by the end of the year. Any outstanding amounts for trips or sports events may be referred for debt collection.**

For Course Costs information or enquiries please contact Rebecca Johnson at the Front Office on: Ph. 884 8625 or Email: rjohnson@tacol.nz

General Stationery requirements

- For items to be purchased from **outside Te Aroha College**, please purchase and have ready for your student to use on the first week of Term.
- All subjects require: Pens, pencils, ruler, glue stick, and scissors. Please ensure your child comes to school every day equipped with the stationery they require.

Course Costs

Course Costs are set as per the College Payments/Course Costs /Donations policy.

- Where a difficulty exists in meeting requests for payments or Course Costs, the school can be approached in confidence. Please email or phone the Principal via the Front Office on 884 8625 for an appointment or email finance@tacol.nz
- Invoice/Statements are sent home once a term, but can be requested any time and printed or sent by email. Please contact the Front Office.
- Course Costs will be charged from the students' timetable. When a student changes subjects, Course Cost changes will be adjusted. The subject they are coming out of may have a Course Cost change. This may mean that a paid amount (from the previous class) may be refunded. The new subject may also have a course cost. The refunded amount will be used to pay the new subject and remainder (if there is any) will be put to other course cost or credit balance.
- If at any time a copy of a payment receipt is required, it can be printed off or emailed home. Please contact the Front Office.

Sports Course costs

If students have not paid sports costs for a particular year they cannot play any sport the following year. Please refer to the Te Aroha College Sports Cost Booklet. Any outstanding sports costs will be referred for debt collection.

Front Office

If at any time, you have any questions or queries regarding costs involved, please do not hesitate to phone or visit Rebecca Johnson at the Front Office or email rjohnson@tacol.nz

Uniform Information and Requirements

School Uniform

Uniform sales are supplied from Harry's Surf Street and Fashion, 177 Thames St, Morrinsville Phone: 07 889 6865.

Uniforms cannot be paid for from your school account. Uniform is paid direct to Harry's Menswear & Ladies Fashions.

Personal Learning Device Requirements for 2023

School Supplied Device Year 9 (SSDD)

In 2023 all Year 9 students will be provided with a digital learning device to support their learning programme. These devices will be issued to each student for both school and home use on orientation day. A bond of \$50 is payable for the device to be used at home. Families will be provided with specific information on the usage and expectations around the devices in the New Year.

School Supplied Device – Year 10 & 11

Students at years 10 and 11 are expected to bring their chromebook that they were issued at the start of year 9. We remind all parents that a cell phone is not considered an appropriate device. Students require a netbook or tablet capable of running windows and chrome. Advice on device specification is available from Mr Alex Daroux adaroux@tacol.nz

Students can download and install Microsoft Office free of charge on their devices at Te Aroha College. A basic internet security package is built into Windows 8, which will be installed on any purchased device. It is recommended that a better anti-virus protection package, Microsoft Security Essentials, is installed. This is available free from the Microsoft website.

Bring your own School Digital Device information Senior School (BYOD)

It is strongly recommended that students in senior school have a digital device to support their learning programme. We remind all parents that a cell phone is not considered an appropriate device. Students at this level should consider a netbook or tablet capable of running Windows and Chrome. Advice on device specification is available from Mr Alex Daroux adaroux@tacol.nz

All school supplied devices remain the property of Te Aroha College. Please see page 18 of this booklet regarding the care and treatment of this device.

TE AROHA COLLEGE UNIFORM

Regulation Clothing

Grey stripe short sleeve shirt	All year levels	55.00
Grey stripe long sleeve shirt	All year levels	55.00
Grey skirt	All year levels	75.00
Grey shorts flat front	All year levels	45.00
Grey long pants	All year levels	69.00 - 79.90 (sizing)
PE shirt (house colours)	All year levels	20.00
PE shorts black	All year levels	39.90
Black soft shell jacket	All year levels	85.00
Maroon Jersey	All year levels	99.00 upwards dependent on sizing
School Tie	Years 11-13	30.00
School Hat	All year levels	15.00

Regulation Footwear

Socks – boys & girls Black	All year levels	different options available
Roman Sandals – black	All year levels	59.00
Shoes – black lace up, polishable	All year levels	From 59.00 - \$190.90

Supplied by and available from:

HARRY'S Surf Street and Fashion
177 Thames Street, Morrinsville
Ph. 889 6865 Email: taylorstcedar@xtra.co.nz

YEAR NINE

YEAR 9 2023	Materials, trips & stationery <u>from College</u>	Parental Contribution Requested	Total charges at College
School Supplied Digital Device++	\$50 bond required before student receives device		\$50
English	\$21 Education Perfect Subscription	PCR	\$21
Maths	\$21 Education Perfect Subscription	PCR	\$21
Science	\$20 Workbook	PCR	\$20
Social Studies			
PE/Health	PE uniform of house shirt and black shorts to be purchased from Harrys in Morrinsville		
* Art	\$15 Course Supplies	CC	\$15
* Design			
* Digital Tech	\$10 Course Cost	PCR	\$10
* Drama	\$2.50 Course Cost	PCR	\$2.50
* Food Tech	\$45 Course Cost	CC	\$45
* Music			NC
* Business			NC
* Spanish			NC
* Te Reo			NC
Y9 Camp	TBC		TBC

* These **single term** subjects are rotated through the four terms. Each subject is for one term only.

++ School Supplied Device – A contract regarding device usage and responsibilities must be signed by student and parent/caregiver prior to receiving devices

PCR - A parental contribution is requested to help cover costs

CC – Material costs may apply for take home components associated with this course

TBC – To be Confirmed

YEAR NINE

YEAR 9 2023	Items to be purchased from retailer <u>outside College</u>
English	1x 2B8* book, pens, pencils, coloured pencils and/or felts & ruler
Maths	Science Calculator, 1x 2E5* Quad books
Science	1x 2B8* Book, pencil, ruler, pens
Social Studies	1x 2B8* book
Art	
Design	
Digital Tech	Chromebook
Drama	
Food Tech	1x 2B8* book
Music	1x 2B5* book
Spanish	1x 2B5* book
PE/Health	PE Uniform of house shirt and black shorts to be purchased from Harry's in Morrinsville
Te Reo	1x 2B8* book

*Please ensure that subject exercise books are the HARD cover books – not soft covers.

All year 9 students are required to bring a pencil case with pens and pencils to school every day. Please ensure your student comes to school every day equipped with the stationery they require.

YEAR TEN

YEAR 10 2023	Materials, trips & stationery <u>from College</u>	Parental Contribution requested	Total charges at College
English	\$21 Education Perfect Subscription	PCR	\$21
Maths	\$21 Education Perfect Subscription	PCR	\$21
Science	\$20 Workbook	PCR	\$20
Social Studies			
PE/Health	PE uniform of house shirt and black shorts to be purchased from Harry's in Morrinsville		
Art (½ year)*	*\$40 Course Supplies	CC	\$40
Business (½ year)*			NC
Design (½ year)*			
Drama (½ year)*	*\$2.50 course cost	PCR	\$2.50
Food Tech (½ year)*	*\$80 Course Cost	CC	\$80
RMT (½ year)*	Bluetooth Speaker (specialist materials additional)	CC	\$50
Music (½ year)*			NC
Spanish			NC
Agriculture (½ year)*	*\$10 Course cost	CC	\$10
Te Reo (½ year)*	Possible Field Trip travel contribution may apply		TBC
All year 10	Outdoor Activities \$0 - \$250		\$0 to \$250

* ½ year course costs are **option subjects** and will be charged at each respective half year.

PCR - A parental contribution is requested to help cover costs

CC – Material costs may apply for take home components associated with this course

TBC – To be confirmed

YEAR TEN

YEAR 10 2023	Items to be purchased from retailer <u>outside College</u>
English	1x 2B8* books, pencils, pens, coloured pencils and/or felts & Ruler
Maths	Science Calculator; 1x 2E5** quad books
Science	1x 2B8* book, pencil, ruler, pen
Social Studies	1x 2B8* book
PE/Health	PE Uniform of house shirt and black shorts to be purchased from Harry's in Morrinsville
Art (½ year)	
Business (½ year)	1x 2B8* Book, 10 page clear file
Design (½ year)	
Drama (½ year)	1x 2B8* Book
Agriculture (½ year)	A4 ring binder & refill
Food Tech (½ year)	Chromebook
Multi Tech (½ year)	
Music (½ year)	20 page clear file
Spanish	1x 2B5* Book
Te Reo (½ year)	1x 2B8* Book

***Please ensure that subject exercise books are the HARD cover books – not soft covers**

All year 10 students are required to bring a pencil case with pens and pencils to school every day. Please ensure your student comes to school every day equipped with the stationery they require.

YEAR ELEVEN

YEAR 11 2023	Materials, trips & stationery <u>from College</u>	Parental Contribution requested	Total charges at College
Accounting	\$25 Workbook	PCR	\$25
Agriculture	\$27 Workbook	PCR	\$27
Art	\$80 Course Supplies	CC	\$80
Classical Studies	Possible Field Trip travel contribution may apply		TBC
Computer Applications	\$10 Code Avengers Account	PCR	\$10
Computer Science	\$10 Code Avengers Account	PCR	\$10
Design			
English	NCEA Study Guide \$15	PCR	\$15
Food - Technology	\$115 Course Cost all inclusive	CC	\$115
Geography	Possible Field Trip travel contribution may apply		TBC
History			
Mathematics	\$25 Workbook	PCR	\$20
Resistant Materials Tech	\$120 Project TBC (specialist materials additional)	CC	\$120 + TBC
Outdoor Education	Activity fees to be confirmed Mountain Bike Hire – \$50**	CC	TBC
Physical Education/Health	\$30 Course costs plus any extra entry fees for activities	PCR	\$30
Science General	\$25 workbook	PCR	\$25
Science Internal	\$26 workbook	PCR	\$26
Spanish	\$21 Education Perfect Subscription	PCR	\$21
Te Reo			

PCR = A parental contribution is requested to help cover costs

CC – Material costs may apply for take home components associated with this course

TBC – To be confirmed

**** Students require a suitable mountain bike and helmet for the Outdoor Education Course. The school have bikes for hire – an agreement and hire fee must be paid before the course starts. .**

*Science Practical - Students that have chosen to study towards an external exam will need to obtain a Scipad micro workbook "Mammals as Consumers" which is an optional cost

**Science Essentials – optional revision scipads available later in the year for students who wish to purchase them

YEAR ELEVEN

YEAR 11 2023	Items to be purchased from retailer <u>outside College</u>
Accounting	A4 ring binder, refill
Agriculture	
Art	
Classical Studies	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, coloured pencils.
Computer Applications	
Computer Science	
Design	
Drama	
English	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, coloured pencils.
Food – Technology	Chromebook
Geography	A4 ring binder & refill
History	A4 ring binder, refill; file dividers and highlighters,
Mathematics	Calculator (Scientific or Graphics), 2x 1E8 quad books
Resistant Materials	
Physical Education	
Science General	1x 1B8 book, pencil, ruler, pens
Science Internal	1x 1B8 book, pencil, ruler, pens
Te Reo	1x 1B8, 20 page clear file

*English - Ideally have own dictionary & Thesaurus

YEAR TWELVE

YEAR 12 2023	Materials, trips & stationery <u>from College</u>	Parental Contribution Requested	Total charges at College
Accounting	\$25 Workbook	PCR	\$25
Agriculture	\$20 Workbook, Field Trip travel contribution may apply	PCR	\$20 + TBC
Art – Painting	\$80 Course Supplies	CC	\$80
Art – Photography**	\$80 Course Supplies	CC	\$80
Biology*	\$25 Workbook. Field trip travel contribution may apply	PCR	\$25 + TBC
Chemistry*	\$25 Workbooks	PCR	\$25
Classical Studies	Possible Field Trip travel contribution may apply		TBC
Computer Applications	\$10 Code Avengers Account	PCR	\$10
Computer Science	\$10 Code Avengers Account	PCR	\$10
English	\$15 NCEA Study Guide + optional theatre trip \$50	PCR	\$15 + TBC
Food – Technology	\$115 Course Cost all inclusive	CC	\$115
Geography	Possible Field Trip travel contribution may apply		TBC
Mathematics	\$25 Workbook	PCR	\$25
Physical Education/Health	\$30 Course costs plus an extra entry fees for activities	PCR	\$30
Outdoor Education	Activity Fees to be confirmed Mountain Bike Hire – \$50**	CC	TBC
Physics*	\$25 Workbook	PCR	\$25
Resistant Materials Tech	\$150 Project TBC (Specialist materials additional)	CC	\$150 + TBC
Spanish	\$21 Education Perfect Subscription	PCR	\$21
Te Reo			
Year 12 Camp	\$200 Travel & accommodation estimated cost		\$200 TBC

PCR - Parental contribution is requested to help cover costs.

CC – Material costs may apply for take home components associated with this course

TBC – To be confirmed

** Students require a suitable mountain bike and helmet for the Outdoor Education Course. The school have bikes for hire – an agreement and hire fee must be paid before the course starts.

*** Students need to have access to SLR camera. Printing costs are extra.

YEAR TWELVE

YEAR 12 2023	Items to be purchased from retailer <u>outside</u> College
Accounting	A4 ring binder; refill
Agriculture	A4 ring binder and refill
Art – Painting	
Biology	A4 ring binder & refill
Chemistry	A4 ring binder & refill
Classical Studies	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, USB, coloured pencils.
Computer Applications	
Computer Science	
Design	
Drama	
English	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, coloured pencils.
Food – Technology	Digital Device
Geography	A4 ring binder & refill
Health	60 page Clear file
History	A4 ring binder, refill; file dividers and highlighters,
Mathematics	Graphic Calculator; 2x 1E8 quad books
Physical Education	
Physics	A4 ring binder & refill
Spanish	A4 ring binder & refill
Resistant Materials Tech	
Year 12 Camp	

*English -Ideally have own dictionary & Thesaurus

YEAR THIRTEEN

YEAR 13 2023	Materials, trips & stationery <u>from College</u>	Parental Contribution requested	Total charges at College
Accounting	\$30 Workbook	PCR	\$30
Agriculture	\$20 Workbook Field Trip travel contribution may apply		\$20 + TBC
Art – Painting	\$90 Course Supplies	CC	\$90
Art – Photography	\$50 Course supplies***	CC	\$50
Art – Printmaking	\$90 Course supplies****	CC	\$90
Biology*	\$25 Workbook, Field trip travel contribution may apply	PCR	\$25
Chemistry*	\$25 Workbook	PCR	\$25
Classical Studies			TBC
Computer Applications	\$10 Code Avengers Account	PCR	\$10
Computer Science	\$10 Code Avengers Account	PCR	\$10
English	\$15 NCEA Study Guide + optional theatre trip \$50	PCR	\$15 + \$50
Food – Technology	\$115 Course Materials all inclusive	CC	\$115
Geography	Possible Field Trip travel costs may apply		TBC
History			
Mathematics – Calculus			
Mathematics - Statistics	\$25 Workbook, \$10 Optional Revision book	PCR	\$25 + \$10
Outdoor Education	Activity Fees to be confirmed. Mountain Bike Hire –\$50**	CC	TBC
Physics*	\$25 Workbook.	PCR	\$25
Physical Education/Health	\$30 Course costs plus an extra entry fees for activities	PCR	\$30 + TBC
Resistant Materials Tech	\$100 Desk Lamp (Specialist materials additional)	CC	\$100 + TBC
Spanish	\$21 Education Perfect Subscription	PCR	\$21
Te Reo			
Leadership Support Camp	Organised end of 2022 for January 2023	CC	\$30

PCR - Parental contribution is requested to help cover costs.

CC – Material costs may apply for take home components associated with this course⁵

TBC – To be confirmed

** Students require a suitable mountain bike and helmet for the Outdoor Education Course. The school have bikes for hire – an agreement and hire fee must be paid before the course starts.

*** Students need to have access to SLR camera. Printing costs are extra.

****Extra materials may be required for portfolios – extra charges may apply

* Optional revision scipads available later in the year for students who wish to purchase them

YEAR THIRTEEN

YEAR 13 2023	Items to be purchased from retailer <u>outside College</u>
Accounting	A4 ring binder; refill
Agriculture	A4 ring binder & refill
Art	
Biology	A4 ring binder & refill
Chemistry	A4 ring binder & refill
Classical Studies	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, USB, coloured pencils.
Computer Applications	
Computer Science	
Design	
Drama	A4 ring binder & refill
English	A4 ring binder & refill, 1 set dividers; highlighters, post-it notes, coloured pencils
Food – Technology	Digital Device
Geography	A4 ring binder & refill
History	A4 ring binder, refill, file dividers and highlighters
Mathematics – Calculus	Graphic Calculator, 2 quad books
Mathematics - Statistics	Graphic Calculator, 2 quad books
Physics	A4 ring binder & refill
Physical Education/Health	A4 ring binder & refill
Spanish	A4 ring binder & refill
Resistant Materials Tec	
Leadership Support Camp	

*English - Ideally have own dictionary & Thesaurus

Damaged or broken devices

A contract was signed between Te Aroha College, your student and yourself agreeing to take proper care of this device. A bond of \$50 is charged to cover the first accidental breakage. An accidental breakage is damage caused by an accident – it does not include misuse or willful damage.

All devices issued come with a case – by keeping the device in the case it can help prevent minor damage. The schedule of costs for accidental damages are as follows:

Incident	Charge
First	\$50.00
Second*	\$100.00
Third and any subsequent*	\$150.00

*or replacement value if device cannot be fixed

For any device that we deem as misuse or willful damage you will be charged the full amount to fix the device, or if the device cannot be fixed, you will be charged \$480.00 for a replacement.

We consider willful damage as the following –

- Keys picked off the keyboard
- Graffiti or engraving the device
- Putting stickers on the device
- Hitting or punching the screen causing breakage
- Hitting the keyboard with undue force causing damage
- Improper carrying/storing the device that results in damage
- Damage to the casing of the device that is not caused by everyday use – eg cut marks, puncture holes, burns etc

If your child loses or misplaces their device or it is stolen while away from school, you will be charged \$480.00 for a replacement device. It is then up to you to claim it back from your personal insurance.

Should the device's charger be lost or damaged, the school will not cover the cost of this. You will be required to replace the lost or damaged charger at your expense. A replacement charger can be purchased through the Student Centre and as it is a replacement charger it will remain school property.

If your child leaves Te Aroha College the device and charger must be returned in good working order before leaving. If there is something wrong with the device you will be charged for any repairs. If the device is not returned when your child leaves you will be charged full replacement costs. Please note – these charges are subject to the school's policy for debt collection.

Please note – these devices have been lent to students at a considerable cost to the school – it is your responsibility as a parent/caregiver to ensure your child treats the device with respect and looks after it.