Welcome to Scots College

Your guide to starting at Scots in 2019
Dear Families,

We are delighted to welcome you and your son(s) to the College. Starting a new school can be daunting for both parents and students. The staff at Scots are here to make the transition as seamless as possible. This handbook aims to provide you and your son(s) with all you need to know about starting at Scots.

Please take your time to read through the information included in this booklet with your family and don’t hesitate to contact us if there is any additional information you would need before starting at the College. The school website is also an excellent source of information and is updated daily with College news and event information.

If you still have questions after reading through the handbook, please contact for Senior School, Maria Calcott on hmpa@scotscollege.school.nz, for Middle School, Sharon Hedges on hedgess@scotscollege.school.nz and Prep School, Olive Mulcahy on mulcahyo@scotscollege.school.nz

Yours sincerely,

**Graeme Yule**

Headmaster
**School Hours**

**PREP (YEARS 1-6)**

**Mon, Tues, Wed, Fri**
Start 8:30am
Interval 10:45 - 11:15am
Lunch 12:45 - 1:45pm
Finish 3:15pm

**MIDDLE & SENIOR (YEARS 7-13)**

Years 7 & 8 report to their Tutor Rooms at 8.30am
Years 9-13 must be at school before 8.30am each day.
The final bell to end the school day is at 3.30pm

**Interval** 10:45 - 11:15am

**Lunchtime**
Lunchtime differs slightly from day to day. You will always have time to eat your lunch and take time out and on the following days there is the addition of these activities:

- **Mon** House meetings and a Tutor Group meeting
- **Tue** Nearly always interhouse competitions going on
- **Wed** Assembly in the Hall
- **Thurs** Tutor period after interval
- **Fri** Chapel service in the Chapel/Assembly Hall

**Key Contacts**

College Reception  Monday - Friday (8am to 4.30pm)  388 0850
Prep School Reception  Monday - Friday (7.45am to 4.30pm)  388 0863
Absence Line  380 7588
Sports Line  380 7588
Nurse  Mrs J Smith  388 0852
Chaplain  Mr D Jackson  388 0862
Counsellor  Ms Jackie Calder  388 0850 Ext: 862
Uniform Shop  380 8536
Gibb House (Boarding House)  380 8391
Director of Boarding  Mr G Henley Smith  380 7655
Matron  Mrs T Steadman  Day & Evening: 388 0875

**MIDDLE & SENIOR SCHOOL (YEARS 7-13)**

Headmaster  Mr G Yule  PA Ms M Calcott  388 0861
Principal, Senior School  Mr C Zachariassen  388 0871
Principal, Middle School  Mr M Allen  PA Mrs S Hedges  803 0592
Deputy Principal, Senior School  Mr J Laverock  803 0597
Deputy Principal, Middle School  Mr W Struthers  380 7657
Assistant Principal (Yrs 7&8)  Mr S Flood  380 7582

**House Deans:**

- Aitken  Mr A Slack  388 0876
- Fergusson  Ms H McGee  388 0850 Ext: 892
- Glasgow  Mrs C Hall  388 0850 Ext: 601
- MacKenzie  Mr N Sinnamon  388 0850
- Mawson  Mr C Brookes  388 0850 Ext: 615
- Plimmer  Mr M Jarry  380 7659
- Smith  Mr M Royds  388 0850 Ext: 895
- Uttley  Mr I Leslie  388 0850 Ext: 507

**PREP SCHOOL (YEARS 1-6)**

Principal, Prep School  Mr M Hansen  PA Mrs O Mulcahy  388 0863
Senior Syndicate Dean  Ms R Upson  803 0593
Junior Syndicate Dean  Mrs T Bell  380 7584

College staff emails are surnamefirstinitial@scotscollege.school.nz
### Almanac 2019

**TERM 1 (SUMMER TERM)**

- **Monday 21 January**
  - Wellington Anniversary Day
- **Wednesday 30 January**
  - College opens for Years 1-10 and 13 and new Year 11 and 12 students
  - College opens for all Years 1-13 students
  - Waitangi Day - College closed
- **Thursday 31 January**
  - EOTC Week
  - Summer Tournament Week
  - Final day of Term 1 (Summer Term)
  - ANZAC Day

- **Wednesday 6 February**
  - Waitangi Day - College closed

- **Monday 18 March – 22 March**
  - EOTC Week

- **Monday 25 March – 29 March**
  - Summer Tournament Week

- **Friday 12 April**
  - Final day of Term 1 (Summer Term)

**TERM 2 (AUTUMN TERM)**

- **Monday 29 April**
  - Classes resume for all after April holidays
  - Queen’s Birthday, College closed

- **Monday 3 June**
  - Staff Professional Development Day

- **Friday 5 July**
  - Final day of Term 2 (Autumn Term)

**TERM 3 (WINTER TERM)**

- **Monday 29 July**
  - Classes resume for all after July holidays
  - Founders Service - 5:00pm
  - Founders Break begins after sport, College closed

- **Monday 2 – 6th September**
  - Winter Tournament Week

- **Wednesday 4 September**
  - Classes resume after Founders’ break
  - Final day of Term 3 (Winter Term)

**TERM 4 (SPRING TERM)**

- **Monday 14 October**
  - Classes resume for all after September holidays
  - Labour Day, College closed

- **Monday 28 October**
  - Senior School Prize giving - 6:30pm
  - (Final day for Y11-Y13)

- **Tuesday 26 November**
  - Middle School Prize giving - 10:00am
  - (Final day for Y7-Y10)

- **Tuesday 3 December**
  - Prep Prize giving - 10:00am
  - (Final day for Years 1-6)

### Additional Holiday Dates

In addition to the usual term holiday dates and public holidays there are a couple of additional days to mark on the calendar:

- **Tue 4 June**
  - Staff PD day, College closed *(follows Queen’s Birthday Weekend)*

- **Mon 8 - Fri 26 July**
  - Term 2 holidays (3 weeks)

- **Sat 31 Aug - Tue 3 Sep**
  - Founders Break, College closed

### Handbooks

There are a selection of Handbooks that will help you with information on different parts of the College. All of the below handbooks are available on the website: [www.scotscollege.school.nz](http://www.scotscollege.school.nz) and are updated annually.

- Middle & Senior School Student Handbook
- Standards & Expectations
- Gibb House Handbook
- International Student Enrolment and Orientation
- Uniform List
- Activities Information
- Middle School Curriculum Handbook *(a printed copy is given to you when choosing subjects for 2019)*
- Senior School Curriculum Handbook *(a copy is distributed to you before course-selection during the year)*
- IB Diploma Handbook
- MYP Inclusion Policy
- MS Assessment Policy
Education Outside The Classroom

MIDDLE & SENIOR SCHOOL (YEARS 7-13)

Education Outside The Classroom (EOTC) Week in 2019 runs Monday 18 to Friday 22 March where all Years 7-13 students get the opportunity to discover and learn through time outdoors. This is a valued part of the Scots curriculum and an essential part of the All-Round Man education. Each year group visits a different location where you will get the opportunity to have a go at new experiences and challenge your strengths.

Where will you be going?

Year 7 Wellington (Culture & Identity)
Year 8 Lake Rotoiti (Mental & Physical Challenge)
Year 9 Whanganui River Raft (Action & Adventure)
Year 10 Makahika (Responsible Risk Taking)
Year 11 Coastal Walk and Kapiti Island, Raglan or Cycle (Explore and Conquer)
Year 12 Tongariro National Park, Great Barrier Island or Open Water Dive Certificate (Leadership)
Year 13 Wellington (Citizenship)

PREP SCHOOL (YEARS 1-6)

The Prep School EOTC experience offers students a chance to gain new knowledge and understanding, skills and abilities, and attitudes, as well as building on those they already have.

During the school year all year groups will move away from the classroom environment at different times to undertake day trips, related to the current Unit of Inquiry, as well as being involved in overnight stays away from home that ask them to become increasingly independent and self-sufficient.

Years 1-3 Tuesday 13th - Friday 16th February
Year 4 Term 3 (date TBC)
Year 5 Tuesday 13th - Friday 16th February
Year 6 Tuesday 13th - Friday 16th February

Where will you be going?

Years 1-3 Carter Observatory, Space Place, activities with QMC, Beach day and a sleepover at school
Year 4 Akatarawa
Year 5 Kapiti Island & Otaki Forks
Year 6 Mistletoe Bay, Marlborough Sounds

EOTC Week is a compulsory part of the school curriculum. Anyone who cannot attend for any reason must first receive permission from their principal well before the event.

Transport

The College uses public transport links and a range of other transport options which are exclusive to Scots College Students. Detailed information on Metlink bus routes to and from the College are listed on the College website at www.scotscollege.school.nz/transport.

KHANDALLAH, CROFTON DOWNS, CHURTON PARK

The College operates Tranzit buses to and from Khandallah, Crofton Downs and Churton Park. These services are for the exclusive use of Scots College students. Details regarding the routes of these buses are given on the above web page.

All Tranzit service stops will be from metlink bus stops and boys will only be picked up and dropped off at these stops to adhere to health and safety rules regarding Tranzit operations. Passes for the Tranzit service are issues termly, students wishing to use these services must complete an online registration form.

ISLAND BAY, CENTRAL/LOWER HUTT, EASTBOURNE FERRY

Scots College operates daily shuttle services, mornings and afternoons, for students who reside in Island Bay and Central/Lower Hutt. There is also a shuttle which picks students up from the 8.05am Eastbourne ferry at Seatoun wharf and then travels to the College. These shuttles are for the exclusive use of Scots College students. Details regarding the routes of these shuttles are given on the above web page.

The Central Hutt and Island Bay shuttles operate to and from the College, while the Seatoun shuttle operates to the College from Seatoun in the morning only. All shuttles operate on a termly basis. Shuttles services are charged for a whole term at the start of the term.

Available only to Scots students – both Prep, Middle and Senior. Please contact College receptionist Anne Bolton to register for the shuttle service.
ICT

Scots College is a 1:1 school, this means we expect every student to have a device available to use in and for their learning at the College. We are also an Office 365 school, which implies that we make use of a Windows network and that we use the Office suite of applications in our daily business around the College.

WHAT TYPE OF DEVICE?

Although we allow students to bring a range of devices to school to use in and for their learning, there are some minimum hardware specifications that the device will need to adhere to:

- Full computer – not an android or iOS tablet
- Battery life of at least 6 hours
- Able to install the full Office 365 suite of applications (Word, Excel, OneNote, PowerPoint, Outlook etc.)
- Wifi enabled, and with a newer Wifi adapter (2 x 2 or more) and a functional web browser
- Camera and microphone enabled
- Touch screen strongly recommended to allow for onscreen writing, but not compulsory
- Windows Operating System very strongly recommended (the Mac Office 365 suite does not contain the wider range of features that the Windows one contains)

Outside of these minimum specifications we do not place a limit on the brand or model of device.

INSURANCE AND SERVICING

- Insurance claims for damage and other such matters is the responsibility of the owner of the device.
- The College has a working relationship with several companies and these options can be viewed from the College website and the 1-1 Computing section in particular. However, these companies are not prescribed and devices can be bought from any provider.

More information about Connect NZ is available from the 1:1 Computing section of the Scots College website.

CHARGING AND LOAN DEVICES

- Students are required to arrive at school with a fully charged device every day. This is important so that he can take part in all of his lessons.
- Securable charging lockers are available at school, but your son will be without a device for the duration of the time that the device is charging.
- A small number of short term loan devices are available through the senior school information centre. These can be booked out for short periods of time or on a day by day basis. These devices cannot be taken home and have to be returned to the information centre at the end of the school day.
- Longer term loan devices owned by the College are available for use on application to the appropriate school principal with reasons and justification of need. A nominal, non-refundable bond is incurred to cover maintenance for these devices.

OTHER BYO DEVICES

- The Middle School uses an app called Family Zone to help monitor students’ use of mobile BYOD devices while at school and to help parents to protect their kids online, anywhere, anytime. The school uses it to ensure that a healthy ratio of screen time and face to face interaction is maintained and that students use their breaks in a productive manner rather than spending it online.
- It is compulsory for any Middle School student owned BYOD device brought to school has this app loaded on it. There will be a parents information evening at the start of the school year, with more information about this. There is also information available at https://familyzone.com/scots-college-nz

OFFICE 365 PRO PLUS

- One Office 365 Pro Plus licence (includes full suite) is available to each student in the College, enabling them to install up to five copies on different devices.
- The license includes a OneDrive (cloud based storage space) and we encourage all students to use this to store their school work, rather than on the hard drive of their own device.

SCOT-E & PC SCHOOLS SPIDER – PARENT AND STUDENT PORTALS

- All the technologies students use, for example school emails, web printing and others are available through our SharePoint portal called Scot-E. This is accessible via a link at the very top of the Scots College website home page.
- We use a Student Management System called PCSchools. This has a web-based parent portal that parents interact with to see their son’s timetables, reports, marks and other such detail and is called Spider.
- Parents are assigned a username based on a family code and this username is linked to all the accounts of students from that particular family. Parents have to log in once, with one username and password and you will be able to see all information pertaining to your family.
- If you forget your username and password, there is an easy to use facility to reset your password on the main login page of the parent portal.
STUDENT EMAIL

- Students are given a username and password on their first day at the College. This is used to connect to the school Wifi, to log into all of the school sites, such as Scot-E and to communicate with teachers.
- The username and email address remains the same for the whole time that a student is enrolled at the College. Their passwords require changing every 42 days though, to ensure the safety of their own data, as well as the integrity of the College’s network. Passwords can be reset through any school computer, or by approaching the IT or library staff at the College.

SCOTS IT SUPPORT AND CONTACT DETAILS

- The IT staff at the College provide support for issues with technologies or software required for learning and/or software provided by the College. They can support your child with issues such as connecting to the Wifi, accessing email, web printing, syncing digital notebooks and/or changing passwords.
- Solving other technology issues is the responsibility of the owner of the device. We can offer advice on issues such as anti-virus or malware software and we can assist with a brief identification of a device’s hardware or operating issues, but we cannot service or repair a device that does not belong to the College.
- Any issues regarding IT services at Scots College can be raised via email to helpdesk@scotscollege.school.nz. This system is checked daily and a staff member from the IT department will be get back to you within 24 hours to provide support with your issue.

For more information regarding any of the services mentioned here, please refer to the Scots College website, and in particular the 1:1 Computing section of the website, available through the Quick Links section at the very top of the College home page.

Food available at the College

TUCK SHOP

The Tuck Shop is open everyday for breakfast, morning tea and lunch. In addition to the regular Tuck Shop Menu there is a different Hot Thursday Lunch special available each week. Both menus are updated each term and available on the College website.

You can pay with both EFTPOS and cash, but not credit cards.

Daily Opening Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday – Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School</td>
<td>8.00 – 8.30am</td>
</tr>
<tr>
<td>Interval</td>
<td>10.45 – 11.15am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.15 – 2.00pm</td>
</tr>
</tbody>
</table>

Prep School: Boys are only permitted to buy breakfast directly from the Tuck Shop. To order lunch you can place an order online at www.scotscollege.school.nz/tuck-shop. All you need to do is log in, select choices from the menu and pay by credit card. Your son's lunch will then be delivered to his classroom on the day. Years 7 and 8 can also order their lunch online.

Contact: Tuck Shop Manager Anna Bannon
P: 04 388 6883 E: tuckshop@scotscollege.school.nz

CHARTRES DINING HALL

Chartres Hall is the Dining area for students and boarders. It is committed to only offer fresh made meals that meet the Fuelled4life guidelines and support students in getting the best balanced diet that will help them not only in meeting their educational needs but their sporting needs also. Managed by the Heart Foundation, Fuelled4life is a collaborative initiative involving the education, health and food industry sectors working together to supply healthier food in schools and early learning services. Day students can opt in to receive lunch here by filling in the registration form available online. If a student chooses to opt in for these lunches it is for the whole term and registration must be completed before the start of that term. All boarders and day students who use Chartres Hall must scan their student card on entering.

Contact: Executive Chef Mike Dennis
E: catering@scotscollege.school.nz

WHERE CAN I FIND THE MENUS?

Menu for the Tuck Shop, and registration form and pricing information are available on the College website:

www.scotscollege.school.nz/about-us/campus-facilities/shops
Uniform

How should I dress for each school day?

Prep: Blazer, grey or white shirt and Prep School tie (jersey optional), short trousers, long socks and garters, black leather lace-up or velcro shoes (Years 1-2 only).

Middle: Blazer, grey or white shirt and Middle School tie (jersey optional), short or long trousers, long socks and garters, black leather lace-up shoes.

Senior: Blazer, grey or white shirt and Senior School tie (jersey optional), long or short trousers, socks (appropriate to trousers) and shoes.

What are No1’s and No2’s?

No1s Uniform as above, with the white shirt. Middle and Senior boys are to wear long trousers. The Ie Faitaga may be worn by all students as part of their No 1 uniform. When? Each Friday (Chapel), first day of each term, trips away (unless stated otherwise), hosting visiting schools, and other designated occasions (when you will be warned in advance).

No2s: Uniform as above with the grey shirt. Senior School and Middle School Boys may wear short trousers. When? All other times.

Some rules to note:

If a singlet or comparable garment is worn under a shirt it must be plain white.

When the College blazer is worn the tie must also be worn. Both these items are worn at all times out of the College grounds.

If cycling to the College you may do so without wearing your College blazer but should remember that it may well be required during the day, eg for Chapel, Assembly etc.

Where do I get my uniform from?

All uniform are purchased from The College Shop, located at the south entrance of the College, opposite the Hockey Turf behind the Prep School. The entrance is off Walden Street. You will need to make an appointment before Term 1 starts to do a fitting for your new uniform.

Opening Hours: (during term time)
Monday, Tuesday, Thursday & Friday: 8.15am - 1.30pm
Wednesday: 8.15am - 11am & 2pm - 4pm
Snapper closes 1.30pm every day

Contact P 4 380 8536 E: uniform@scotscollege.school.nz

More information on the College uniform is available on the website: www.scotscollege.school.nz/admissions/uniform
**House System (Years 7-13)**

All Year 7s and those new to the Middle School in Years 8-10 have been notified of their House at Placement Testing Day. Each House is made up of students from each year level and has a Head Dean and Assistant Teachers, Senior Prefect (Head of House) and Captains (Year 13) of the various activities.

Senior boys organise many of the activities in which the House is involved and watch over the junior members in a mentoring role. The activities include interhouse sporting and cultural events, as well as administrative routines.

Each House has a Dean and a number of House Tutors (Teachers) assigned to specific Year levels from Years 9 – 13. These Year Levels meet with their tutors on a regular basis to assist and monitor a student’s progress in all aspects of College Life. The pastoral care and mentoring of Year 7&8 students is undertaken by their Homeroom Teacher.

You remain in the same House for your time at Scots. There is an element of rivalry between Houses and loyalty to your House is paramount. Students will get the opportunity to compete in and support fellow House members in round robin competitions. Each year culminates in a formal House dinner where trophies and colours are awarded and the Head of House presents his report for the year.

The winning House each year is awarded with the coveted Caradus Shield at the annual Senior School Prize Giving at the end of the year.

**What kind of Interhouse competition activities are there?**

<table>
<thead>
<tr>
<th>Athletics</th>
<th>Badminton</th>
<th>Basketball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battle of the Bands</td>
<td>Chess</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Debating</td>
<td>Haka</td>
<td>Hockey</td>
</tr>
<tr>
<td>Music</td>
<td>Quiz</td>
<td>Slowpitch</td>
</tr>
<tr>
<td>Football</td>
<td>Table Tennis</td>
<td>Tennis</td>
</tr>
<tr>
<td>Tug of War</td>
<td>Volleyball</td>
<td></td>
</tr>
</tbody>
</table>

The Houses run buddy systems to make sure that older students support the younger members of the House. The Deans also run a mentoring system at different times of the year.

During Term 1, the PERFORM tutorials focus on building relationships and involve a lot of fun and interactive activities to help you settle in to College life.

**House System (Prep Years 1-6)**

Each boy from Years 1 to 6 is assigned to a House upon starting at the Prep School and remain in that House for their time in the Prep School. Each House has a Head of House Teacher and Year 6 House Leader.

Boys earn House points for all Interhouse activities, such as Swimming, Athletics, Cross Country, House Music, Haka and major sports, and the winning House is awarded the Townsend Shield for Interhouse Competition – Sports and Cultural at the Prep School Prize Giving.

Houses are also required to show community spirit in the school by being assigned a week’s duty during the term.

**Chapel**

The Christian faith on which Scots College was founded remains the core principle for our spiritual life and our values.

As a Presbyterian Church School the College is grounded in Christian faith and teaching which motivates us to learn from many points of view. Because of this all denominations, religions, creeds and cultures are welcomed and included as part of the College community. Those who are part of the Scots College community are expected to embrace our shared values and participate in chapel life. This includes students attending Friday Chapel services and annual House church services (and Prep church service) to which families are also invited. We also hold services for ANZAC, inducting Prefects, and other special events.

There are also three special Scots traditional church services Easter, Founders and Advent Carol services annually that all members of the Scots College community are invited to. These are held at St John's in the City on Willis St.

All students from Years 1 to 12 attend Religious Education classes at least once a week. Religious Education continues into Year 12 and 13 for students not studying the IB Diploma. Students pursuing this path, study Theory of Knowledge, and have a service component to their Diploma.

Supporting this spiritual dimensions to life is everyone’s calling at Scots, and is led by our Chaplain David Jackson, through Chapel services.
Our Special Character

Our standards and expectations are based on the Scots Way, P-E-R-F-O-R-M, is a framework for wellbeing which has been designed specifically for students and teaching staff of the Scots College community and reflects the unique and special character of this school.

Each element of the PERFORM framework has its own pathways for implementation and set of IB Learner Profile traits. Students have weekly activities that they will focus on in their Thursday Tutorial Programme that are year group specific and linked to the PERFORM attributes/themes.

A FRAMEWORK FOR WELLBEING
AT SCOTS COLLEGE

THE SCOTS WAY
BUILDING POSITIVE RELATIONSHIPS

At Scots we show **RESPECT** for:

**PEOPLE:**
Staff, fellow students, visitors...
Using friendly words and tone.

**PLACE:**
The learning environment...
Relating in a manner that shows awareness of other’s needs, and leaving the room clean, tidy and without damage.

**PROPERTY:**
Yours and others...
Caring for gear and using it for its intended purpose. Caring for the school environment and your surroundings.

**PROCESS:**
The learning mechanism...
Arriving with all necessary equipment and contributing to the teaching and learning process – a willingness to learn.
Activities (Years 7-13)

Scots College offers a wide range of extra and co-curricular activities for students’ participation. The school encourages involvement in sporting and cultural activities as Scots recognises both as being important parts of your education and development.

It is generally expected that you will play one summer sport and one winter sport for the school. Registrations for all activities are completed online. If you have any queries regarding co-curricular activities at the College contact Geoff Hall on hallg@scotscollege.school.nz

Here is a list of most activities available. Please note some activities may change.

**SPORTS:**
- Summer
  - Athletics
  - Cricket
  - Cycling
  - Floorball
  - Futsal
  - Golf
  - Lifesaving
  - Handball
  - Rowing
  - Rugby Sevens
  - Sailing
  - Tennis
  - Touch
  - Volleyball
  - Waterpolo
- Winter
  - Badminton
  - Basketball
  - Cross Country
  - Football
  - Hockey
  - Multisport & Triathlon
  - Rugby
  - Shooting
  - Underwater Hockey

**CULTURAL:**
- Debating
- Chess
- Drama
- Duke of Edinburgh’s Hillary Award
- Pipe Band
- Poly Club

**MUSIC:**
- Orchestra
  (For confident players of orchestral instruments)
- Studio Strings
  (For advanced string players)
- Jazz Band
  (For aspiring and advanced players of jazz instruments)
- Strathmore Singers
  (For all singers from Year 9 to 13)
- Treble Makers
  (For all singers from Year 7 to 8)
- Twisted Notes
  (For instrumentalists who have received a year of lessons but are not yet ready for the orchestra or jazz band)
- Scots Rock
  (All rock musicians)

Activities (Prep Years 1-6)

The Prep School also offers a variety of extra and co-curricular activities for boys to participate in. There are also ‘Colts’ teams in Cricket, Football, Hockey, Rugby and Tennis who participate in both home and away fixtures.

**ACTIVITIES**
- Athletics
- Chess
- Choir
- Cross Country
- Floorball
- Golf
- Language Club
- Miniball
- Minipolo
- Swimming
- Touch
College Communications

Most College communications are sent electronically via email.

THE MAILBOX E-NEWSLETTER
The College newsletter is issued fortnightly on a Thursday afternoon by email to parents and caregivers. It is also available on the website, is posted to the College Facebook page and App. The Mailbox provides parents with general College news including sporting/cultural/community news and school specific news for the Prep/Middle and Senior schools.

COLLEGE WEBSITE
www.scotscollege.school.nz
News and events updated daily. Comprehensive information about all College areas.

THE SCOTS APP
Available for Android and Apple phones, the Scots App provides instant updates on academic reporting, transport, sporting events and many other College activities. You can select what areas you want to receive notifications from.

Whats on Middle School (WOMS) & Whats on Prep School (WOPS)
These short notices are sent out via the App each Friday afternoon and provide a short summary of events for the week ahead.

COLLEGE FACEBOOK PAGE
www.facebook.com/scotscollege

THE QUAD MAGAZINE
Three issues per year. Current families, Old Boys and members of the Scots Community receive an issue posted during the school holidays following Terms 1, 2 and 3.

THE SCOT YEARBOOK
Issued once a year in late March/early April. One issue per family. The Scot is given to the eldest son to take home. Cost of the Scot is $55 and is charged annually to your account. If you do not wish to receive the yearbook you can contact the accounts department and ask to be removed from the distribution list.

FUTUREPIC
Our online photo library. All College publications including Scot magazines dating back to the 1920s and a wealth of photos over the last 100 years are available to browse online.

www.futurepic.co.nz/scotscollege
Username: Scots
Password: Community

Homework Centre

The Homework Centre is supervised homework time with help and guidance by a Scots College staff member. This takes place in the Library, which provides a good working environment and has research facilities on hand. The Homework Centre operates from 3.15pm until 5.30pm, Monday – Friday during the school term.

Students who attend sports practices after school can come to the Homework Centre after their practice and do their homework before going home.

The cost of each session are as follows:
3.15 – 4.15pm $10.00
3.15 – 4.45pm $15.00
Full session 3.15 – 5.30pm $20.00

Casual sessions are available for students who may need only occasional supervision. A note to Ms Olive Mulcahy, or a call to the Prep School Office, is all that is required for this to be arranged. If you would like more information about the Homework Centre or to book your son in, please contact Olive Mulcahy. mulcahyo@scotscollege.school.nz or 388 0863

Lost Property

Throughout the year we collect boxes of lost property.

Please ensure that uniform, and any other clothing items worn to school, are clearly named for easy identification so that they can be returned to their rightful owners.

We also collect a large number of non-uniform items including football and rugby boots, mobile phones, watches and College bags, so where possible, please endeavour to name these items also.

If you lose a personal item, see the College Secretary Mrs Bolton at the Aitken reception or contact her on E: boltona@scotscollege.school.nz or P: 388 0850.

The office is open from 8.15am-4.30pm weekdays during term time.

Stationery

All students from Years 1-13 are able to order their stationery online through the OfficeMax MySchool website. You are required to bring all stationery with you on the first day of Term 1.

The school year/class lists will be available online from early December. We encourage all students to place their order before the 10th of January 2018 to ensure delivery to your nominated address prior to the new school year commencing.

For more information please visit the OfficeMax website: www.myschool.co.nz
Middle & Senior Lines of Communication

Please follow the below lines of communication when contacting Scots College.

**SENIOR SCHOOL**

<table>
<thead>
<tr>
<th>In the first instance please contact:</th>
<th>MIDDLE SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Dean</td>
<td>In the first instance please contact:</td>
</tr>
<tr>
<td></td>
<td>House Dean</td>
</tr>
<tr>
<td></td>
<td>Communicate through:</td>
</tr>
<tr>
<td></td>
<td>• Phone call</td>
</tr>
<tr>
<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Meeting</td>
</tr>
</tbody>
</table>

**If you feel the matter has not been resolved please contact:**

<table>
<thead>
<tr>
<th>Assistant Principals</th>
<th>Communicate through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Phone call</td>
</tr>
<tr>
<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Meeting</td>
</tr>
</tbody>
</table>

**If you feel the matter has not been resolved please contact:**

<table>
<thead>
<tr>
<th>Deputy Principal, Senior School</th>
<th>Communicate through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Phone call</td>
</tr>
<tr>
<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Meeting</td>
</tr>
</tbody>
</table>

**If you feel the matter has not been resolved please contact:**

<table>
<thead>
<tr>
<th>Principal, Senior School</th>
<th>Communicate through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Phone call</td>
</tr>
<tr>
<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Meeting</td>
</tr>
</tbody>
</table>

**If you feel the matter has not been resolved please contact:**

<table>
<thead>
<tr>
<th>Principal, Middle School</th>
<th>Communicate through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Phone call</td>
</tr>
<tr>
<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Meeting</td>
</tr>
</tbody>
</table>

**Prep Lines of Communication**

Please follow the below lines of communication when contacting Scots College Prep School:

**In the first instance please contact:**

<table>
<thead>
<tr>
<th>Homeroom Teacher or Specialist Teacher</th>
<th>Communicate through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Prep book</td>
</tr>
<tr>
<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Phone call</td>
</tr>
<tr>
<td></td>
<td>• Meeting</td>
</tr>
</tbody>
</table>

**If you feel the issue has not been resolved please contact:**

<table>
<thead>
<tr>
<th>Junior or Senior Syndicate Dean</th>
<th>Communicate through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Phone call</td>
</tr>
<tr>
<td></td>
<td>• Meeting</td>
</tr>
</tbody>
</table>

**If you feel the issue has not been resolved please contact:**

<table>
<thead>
<tr>
<th>Principal, Prep School</th>
<th>Communicate through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Phone call</td>
</tr>
<tr>
<td></td>
<td>• Meeting</td>
</tr>
</tbody>
</table>

College staff emails are surnamefirstinitial@scotscollege.school.nz

Please see page 3 for a list of key contact numbers.

A full list of all Teaching Staff is available on the College website: [www.scotscollege.school.nz/meet-our-staff/](http://www.scotscollege.school.nz/meet-our-staff/)
Emergency Procedures

Earthquake

During the event...
- No bell is signalled
- Move no more than a few steps to a safe place, drop, cover, and hold on
- Do not attempt to run outside
- If outside, move no more than a few steps to a safe place, drop, cover, and hold on
- If in a lift, stop at the nearest floor and get out

When the shaking stops...
- Expect aftershocks
- Assist those near you who may be injured
- Leave the building by the nearest safe exit, beware of falling debris
- Stay together and proceed to evacuation area
- Listen to your teacher and follow all instructions
- Do not return to buildings

Fire

College fire siren will ring
- Leave the building by the nearest safe exit
- Stay together and proceed to evacuation area
- Listen to your teacher and follow all instructions
- Do not return to buildings

Lockdown (Bomb threat/Intruder)

A siren with a voice message will signal the school is going into a lockdown
- Lock all doors, windows and draw curtains
- Sit against a wall where you are not visible from outside
- Do not leave the room until the evacuation siren sounds signalling “all clear”

This is only a summary of the College evacuation plan. More details are available on the College website. These evacuations are rehearsed each term.
Accounts

CHARGES
Tuition and Boarding fees are invoiced and are payable at the start of each term. 
In addition, there are incidental charges such as sports, trips and compulsory stationery 
and curriculum charges that will be invoiced monthly.

Please refer to the College website for the latest fees and alternative payment options: 
www.scotscollege.school.nz/admissions/fees/

ACCOUNT ENQUIRIES
If you have any enquiries about your account, payment options or payment methods, 
please contact our Business Centre on P: (04) 388 0879 or 
E: finance@scotscollege.school.nz

All payments and contact with the Business Centre should include reference to the family 
code. This is printed on your invoices and is the first five letters of your surname followed 
by a two digit number.

Parents’ Association

What is the SCPA?
The Scots College Parents’ Association (SCPA) is a group of parents with children in the 
College from Years 1-13. Parents are both working and non-working parents, including 
women and men.

The SCPA have two key goals. The first is friend raising, organising events such as the 
biennial gala, speaker series and movie nights. The second is to raise funds for key school 
initiatives that benefit the boys and the school. In the past this has included: Video cameras 
for the Creative and Performing Arts Centre (CPAC), Astro-grass surfaces, a new weights 
room and equipment.

Whilst fund-raising is a key aim, the SCPA is an excellent way to get to know other parents, 
have a chance to network with each other, to engage with College staff, Headmaster and 
Principals, as well as having some fun along the way!

Why get involved with the SCPA?
Parents get involved for many reasons; many are new to the school and want to meet other 
parents; many want to get involved with the school through helping out with events; others 
want to use their skills to contribute to the school community. Whatever your reason, we’d 
love to have you involved! You choose how much time you can commit. Every bit of help 
counts.

How to get involved
Become a MEMBER: Get involved by attending our monthly meetings as a member.
Become an ORGANISER: Get involved by volunteering to help run a single event or 
activity.
Become a SUPPORTER: If you’re short on time but want to help now and again for a 
couple of hours, just join our mailing list and we can let you know where we need extra 
help for events coming up.

Want to know more?
Please contact us via email: parentsassociation@scotscollege.school.nz or visit our pages 
on the College website: 

SCPA Executive:
Libby Carson  President
Tina Hepworth  Vice President
Jill Hannay  Treasurer
Hannah Seddon  Secretary

Health Centre

There is a Registered Nurse on site based in the Health Centre open every school day from 
8.30am to 3.30pm.

The Health Centre is for any first aid, injuries or illnesses that occur during school hours 
and to look after Boarding students. The Nurse is available throughout the day for any 
advice or help.

If students have any long term or ongoing health concerns or illnesses we can assist with 
monitoring these. If parents have any concerns over their son’s health they are welcome to 
discuss this with the Nurse.

It is important to fill out the Medical Form with relevant medical information and send 
in up to date vaccination information. If any new medical problems have occurred then 
please forward these to the Health Centre.

The College Nurse is Jo Smith
Phone number: +64 4 388 0852

In case of emergency, the health office mobile number is 027 216 9674
**Rata Studios**

Rata Studios is a creative and performing arts school which runs out of the Scots College Arts facility after school, evenings and weekends. Rata prides itself on offering specialised courses to children and adults in focused areas of drama, music, visual art and creative technologies. All courses are taught by industry professionals, using state of the art equipment, in world class facilities, and with strong relationships with the industry. We provide inspiring opportunities for all people to access and make a life in the creative and performing arts.

Rata Studios drama courses include Miranda Harcourt's Professional-level Teen Acting, Theatre Sports and Improvisation, and a range of other classes for girls and boys of all ages. Creative Technology courses such as Game Design, Animation, Web Building and Filmmaking are also available.

Rata Studios also hosts the Rata Studios School of Music. Using the best musicians and teachers available, known professionals in their fields led by singer and violinist, Mark Bobb. This music school is run like a conservatoire but is open to everybody (from school age to those in retirement) who want the best teaching and courses available. The Music School has Wellington’s very own Wellington Late Starters Orchestra (WELLSO) for adults.

Rata Studios operates out of the incredible Scots College Creative and Performing Arts Centre and has a reputation for providing quality opportunities for all ages. New courses are available each term and all course information and details are available on the Rata Studios website [www.ratastudios.co.nz](http://www.ratastudios.co.nz) or check us out on [Facebook/ratastudiosnz](https://www.facebook.com/ratastudiosnz)

---

**Abbreviations & Acronyms at Scots College**

- **A**: Aitken House
- **APCC**: Assistant Principal, Co-curricular
- **AR**: Art Room
- **CAH**: Chapel Assembly Hall
- **CC**: Careers Centre
- **CPAC**: Creative and Performing Arts Centre
- **CR**: Computer Room
- **DoEH**: Duke of Edinburgh Hillary Award
- **DPC**: Deputy Principal, Curriculum
- **DPOSS**: Deputy Principal, Operations and Pastoral Senior School
- **DPOPMS**: Deputy Principal, Operations and Pastoral Middle School
- **DR**: Drama Room
- **ESOL**: English for Speakers of Other Languages
- **F**: Fergusson House
- **G**: Glasgow House
- **GR**: Graphics Room
- **GSR**: Gym Seminar Room
- **HD**: House Dean
- **HoD**: Head of Department
- **HoH**: Head of House (student)
- **HM**: Headmaster
- **MS**: Middle School
- **MYP**: Middle Years Programme
- **NCEA**: National Certificate of Educational Achievement
- **NZQA**: New Zealand Qualifications Authority
- **P**: Plimmer House
- **PMS**: Principal, Middle School
- **PPS**: Principal, Prep School
- **PS**: Prep School
- **PYP**: Primary Years Programme
- **S**: Smith House
- **SC**: Sports Co-ordinator
- **SS**: Senior School
- **SSR (1)**: Sustained Silent Reading
- **SSR (2)**: Senior Seminar Room
- **U**: Uttley House