



KAIKORAI VALLEY COLLEGE

He manu whai huruhuru

Opportunity and Success for All

INFORMATION AND CONSENTS

To be read as part of the
APPLICATION FOR ENROLMENT

INDEX

Permission agreement to:

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- Transport
- Education Outside the Classroom Activities
- Cyber Safety and Digital Device Procedures
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ADDITIONAL INFORMATION:

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ADMINISTRATION OF MEDICATION

The staff at the school are willing to administer medication to your child, subject to the following conditions:

1. That the medication is provided to the school office, or to staff on out-of-school activities **by the parent/whānau/caregiver** of the child – this must be in a named container or envelope;
2. That written instructions are provided to the school office, or to staff on out-of-school activities, regarding how the medication is to be administered in advance of the administration of medication.
3. That the staff of the school will take all reasonable steps to ensure that the medication is administered in accordance with the instructions, but it will not be held responsible for:
 - any long-term or side effects of the medication;
 - not administering the medication on any particular occasion;
 - ākonga (student) not taking their medication in accordance with instructions.

TRANSPORT PERMISSION

KAIKORAI VALLEY COLLEGE - TRANSPORTING ĀKONGA (STUDENTS)

As part of the new Health and Safety Act, all schools are now required to have written whānau / caregiver permission to transport ākonga (student) to and from events by authorised personnel. This permission is for the duration of your child's enrolment at Kaikorai Valley College.

EDUCATION OUTSIDE THE CLASSROOM ACTIVITIES

The Education Outside the Classroom procedures require that we ask you for written consent for your son/daughter to participate in off-site events which occur during the school day or finish after school. These events have an element of risk deemed no greater than that of the average family activity. Examples include Interchanges, Careers Days, or an Art class trip to a gallery.

The teacher-in-charge will still give you information sheets (costs, time, and date), and you have the right to withdraw your consent at any time by contacting the teacher-in-charge.

Full written consent is still required for each individual for whom the activity risk is deemed greater than that of an average family activity, including any overnight stay. Examples include Tramping, Skiing, and Water Activities. Teachers-in-charge will complete Risk Analysis Management (RAMs) procedures for these events, in accordance with school policy.

CYBER SAFETY AND DIGITAL DEVICE PROCEDURES

USER AGREEMENT

Kaikorai Valley College is serious about keeping ākonga safe at all times, including cyber safety measures.

At Kaikorai Valley College, we recognise the rapid growth and development of technological devices and the quality of some of the applications these devices make available. The school's computer network, Internet access, and other IT devices are used for educational purposes appropriate to the school environment and greatly benefit the teaching and learning programmes at the school. Cell phones and other devices are now a part of everyday life and can also be useful educational tools.

We recognise that the use of these devices can, at times, get in the way of teaching and learning. It is important that ākonga (students) use these tools and resources responsibly at school, both inside and outside the classroom. Therefore, certain expectations are put in place around their use. These are in keeping with the school's values.

We would also urge whānau and caregivers to monitor digital device use closely and discuss appropriate use with their children.

This Cyber Safety and Digital Device Procedures User Agreement has been created to ensure a common understanding by all parties involved, including ākonga, whānau, and caregivers.

Please read through this list of procedures for digital device and ICT use at Kaikorai Valley College. We greatly appreciate your support and look forward to working with you to ensure that ākonga meets the school's sensible cell phone use requirements.

INSTRUCTIONS

1. Ākonga and whānau*/guardians/legal caregivers, please read and discuss all sections carefully.
2. Whānau and ākonga sign section C and return that page to the school office.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement, please contact the school.

SECTION A: Digital Device Rules and Procedures

SECTION B: Cyber Safety Rules and Procedures

SECTION C: Cyber Safety and Digital Device User Agreement Form

Ākonga (Students) may bring a device to school or use school ICT equipment **only if this contract is completed and signed by ākonga and a parent/whānau/caregiver**. This contract will be lodged in the main office, and information will be kept on the school's confidential database.

*** The term 'Whānau' throughout this document also refers to legal caregivers and caregivers.**

Important terms used in this document:

- a) The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'.
- b) 'Cyber safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- c) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.
- d) The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as, but not limited to, USB and flash memory devices, CDs, DVDs, iPods, MP3 players, cellphones), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.
- e) 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, racially sensitive material, or violence in such a manner that it is likely to be injurious to the good of ākonga or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Additional information may be found on the NetSafe website <https://netsafe.org.nz/>

SECTION A: DIGITAL DEVICE RULES AND PROCEDURES

1. Any device or ICT equipment **must not be used without a teacher's permission** nor cause disruption **during lesson time, Whānau time, assembly time or between classes during the school day**. This includes digital device earphones, which must be kept out of sight during the aforementioned times.
2. Year 7-11 ākonga are not allowed to have and/or use a cellphone at school. If a student needs their cellphone for use before and after school, they may bring it to school and hand it in to the student office, in a clearly marked Ziploc bag, as soon as they arrive at school. Ākonga can collect their phone from the main office after 2.55pm.
3. Year 12 and 13 ākonga are allowed to have a cellphone at school and may use them at interval and lunchtime. During class times, they are to be turned off and out of sight.
4. No device may be used to record any conversation without the permission of all those who are present, including adults and staff.
5. Ākonga should not use devices to contact home and/or other persons without the school's knowledge and thereby compromise normal school communication procedures. In the event of an emergency, ākonga have ready access to the phone in the school office, and messages from home can be relayed to the ākonga s in a timely and efficient manner without the use of a cell phone.
6. If parent/whānau/caregivers need to contact an ākonga at any of these times, a message can be left with the office staff who will pass it on to the ākonga concerned.
7. On the first occasion where an ākonga fails to comply with the above, the cellphone and/or digital device will be confiscated for **the rest of the school day** and kept securely in the AP's office. This includes any *SIM cards* that are part of the cellphone. This may be collected by the ākonga at the end of the school day, but only if an AP is available. On the second occasion, the cellphone and/or digital device will be confiscated for **the rest of the school day** and **may only be collected by a parent/whānau/caregiver** after the school day has finished, up until 3.45pm or the next day at a time to be arranged, which suits the school. On the third occasion, the cellphone and/or digital device will be confiscated for **7 consecutive days and must again be collected by a parent/whānau/caregiver**.
8. Ākonga who refuse to surrender their device to a staff member will be withdrawn from classes until a meeting is held with whānau at school. The school reserves the right to ban non-compliant ākonga from bringing these devices to school for the duration of the year.
9. If a device is confiscated on more than two occasions during the school year, then the ākonga forfeits the right to bring it to school for the rest of the year.
10. A device must not be lent to any other ākonga during the school day.
11. Any misuse of a device may be deemed "gross misconduct" for the purposes of a stand-down or suspension under the Education and Training Act 2020. This includes, but is not limited to harassment, intimidation, threatening, or abusive towards a person(s); or video, photograph or record a person(s) without their permission. Whānau will be contacted, and a possible referral to the Board for major disciplinary action. The school reserves the right to contact the Police if a message threatens or images may harm the victim(s) or bring the school into disrepute. The school reserves the right to ban an ākonga from bringing a device to school in the event of misuse.
12. Any cellphone or digital device used to photograph or video staff members, or ākonga engaged in inappropriate behaviours at school (e.g. a fight) or out of school whilst in school uniform, will in the first instance be confiscated for a much longer period of time (up to 3 months) to be determined by the school's senior leadership. On a second occasion, the phone or device will be confiscated for a minimum of three months, and the ākonga will be either stood down or suspended and placed before the Board. In the event that the cellphone and/or digital device is confiscated on more than two occasions for such an offence, the ākonga will be referred to the Board and forfeit the right to bring any such device to school for the remainder of their time at Kaikorai Valley College.
13. If a ākonga changes her/his cellphone during the year, the school must be informed of the change of number.
14. While the school undertakes to provide reasonable security for valuables in particular situations, it accepts **NO LIABILITY** for cellphones or digital devices, which go missing during the school day from an ākonga's possession. Ākonga are **urged NOT to bring cellphones and/or digital music players to school on days they have Physical Education, where security can be an issue**.

SECTION B: CYBER SAFETY RULES AND PROCEDURES

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

1. I cannot use school ICT equipment or any personal device until my whānau and I have read and signed my use agreement form and returned it to school.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in way harm anyone connected to the school or the school itself, even if it is meant as a joke. This includes outside of school hours.
6. **That I will not use Information Communication Technology to undermine the good name and reputation of the school. This includes outside of school hours.**
7. I understand that the rules in this use agreement also apply to mobile phones and other personal digital devices.
8. I understand that I can only use the Internet at school when a teacher gives permission.
9. 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.
10. If I accidentally access inappropriate material, I will:
 - Not show others;
 - Turn off the screen or minimise the window;
 - Report the incident to a teacher immediately.
11. 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 school complies with the Copyright Act 1994 and the Copyright Amendment Act 1996. I also understand that anyone who infringes copyright may be personally liable under this law.
12. 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 school environment.
13. I will not connect any device (such as a USB drive, camera, or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
14. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person during school time. I will also get permission from any other person involved. Personal information includes (but is not limited to) name, address, email address, phone numbers, and photos.
15. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - 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 ākonga choose to be irresponsible with ICT.
 - Reporting any breakages/damage to a staff member.
16. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, and view internet usage, including email. Including encrypted traffic.
17. I understand that the school 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.
18. I understand that if I break these rules, the school may inform my parent/whānau/caregivers. In serious cases, the school 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 school to inform the Police.
19. **I accept that any breach of conditions 5 and 6 of this Agreement may be deemed 'gross misconduct' for the purposes of a stand-down or suspension under the Education and Training Act 2020.**

SECTION C: CONTRACT

TO THE ĀKONGA (STUDENT) AND WHĀNAU / LEGAL CAREGIVER / CAREGIVER - PLEASE:

1. Read the following carefully to check that you understand your responsibilities under this agreement.
2. **Detach and return the signed section to the school office as soon as possible.**
3. Keep the remainder of the document for future reference.

SECTION FOR THE ĀKONGA (STUDENT):

- I have read this Cyber Safety and Digital Device Procedures User Agreement carefully with my parent/whānau/caregivers and agree to abide by this Cyber Safety and Digital Device Procedures User Agreement.
- I will follow the cyber safety and digital device rules whenever I use the school's digital device or ICT.
- I will also follow the cyber safety and digital device rules whenever I use privately owned ICT on the school site or at any school-related activity, regardless of its location.
- I will avoid any involvement with material or activities that could put at risk my own safety or the privacy, safety, or security of the school or other members of the school community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss, or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask one of the Deputy Principals if I am not sure about anything to do with this agreement
- **I know that if I breach this use agreement, there may be serious consequences.**

SECTION FOR WHĀNAU/LEGAL CAREGIVER/CAREGIVER

- I have read this Cyber Safety and Digital Device Procedure User Agreement carefully and discussed it with my child, so we both have a clear understanding of their role in the school's work to maintain a cyber-safe environment.
- I will encourage my child to follow the cyber safety rules and instructions
- I will contact the school if there is any aspect of this user agreement I would like to discuss.
- **I know that if there is a breach of this use agreement, there may be serious consequences.**

KAIKORAI VALLEY COLLEGE LEARNING SUPPORT REGISTER INFORMATION

Why we are sharing information

Our school shares information to:

- identify children and young people who might need additional learning support
- ensure that the adults who work with children (such as teachers or teacher aides) have the skills and resources they need to support them
- decide what additional learning support would help children and young people, whether individually or in groups.

The Ministry of Education may use information on the register for administrative and analytical purposes, for example, to determine the overall numbers of children requiring specific types of support. This will allow the Ministry to plan ahead for staffing levels, specialists, and other services and types of support.

What information we will share

Our group of education providers and the Ministry of Education share information for a collective learning support register that contains:

- name, gender, and ethnicity to identify support that reflects the child's identity, language, and culture
- date of birth and year level, to identify support that is appropriate to their age
- the type of support needed
- any health issue, disability, or learning difficulty that means a child needs particular types of support
- services and support they are already receiving

If you agree, we will put information about your child's additional support needs on the group's learning support register.

Who will see the information?

Only a small group of people will have access to the register for the purposes explained in the first paragraph. It will include a school staff member responsible for learning support (e.g. a SENCO, LSC, RTLB, learning support facilitator, or a Ministry of Education staff member). These people will meet regularly to discuss the register and how best to respond to the needs of children and young people on the register. In some situations, other organisations may be able to help to determine the appropriate support for a child or young person.

How we will keep the information safe

Any information will be transmitted and stored securely, and only authorised people will be able to access it. You can request access to the information through the school manager and may correct any inaccuracies.

What will happen if you don't agree to your child's information being shared

If you do not agree to your child's information being included on the register, we will still provide support for your child's needs within our school. Being on the register means your child may be eligible for additional resource support. You can decide to withdraw your consent at any time.

ADDITIONAL INFORMATION

Uniform Information

Bus Information

Automatic Payment Form Information

Map of the School

UNIFORM REGULATIONS JUNIOR AND SENIOR

At Kaikorai Valley College, we believe that wearing uniform correctly and neatly is important in developing a sense of pride in oneself and the school. **Students are expected to wear full and correct uniform and to be well-groomed at all times, including while travelling to and from school.** The following regulations include changes that were passed by the Board. This means the following regulations will be enforced. All students are to be in full uniform.

JUNIOR UNIFORM

Trousers or Shorts	Regulation grey trousers or grey shorts.
Polo Shirt	With shorts or trousers – KVC Bottle/Red panels
Kilt	KVC Kilt
Blouse	With kilts, shorts, or trousers - White long or short-sleeved buttoned blouse.
Socks	With shorts - regulation KVC grey socks with red and green tops With trousers - grey, black, or white crew socks With Kilts - Plain short white 'crew socks' (see diagram) or black tights
Shoes	Black plain, flat-heeled lace-up. College-style leather shoe, with black laces (see attached photos).
Jersey	KVC monogrammed red V-necked jersey (compulsory).
Vest	KVC monogrammed red V-necked vest (optional).
Jacket	KVC black soft shell jacket

SENIOR UNIFORM

Trousers	Regulation grey long trousers
Kilt	KVC kilt
Shirt	With trousers - Long or short-sleeved buttoned shirt
Blouse	With kilt or trousers- White long or short-sleeved buttoned blouse
Tie	KVC tie
Blazer	KVC blazer
Socks	With kilt - Plain short white 'crew socks' (see diagram) or black tights With trousers - grey, black, or white
Shoes	Black, plain, flat-heeled lace-up. College-style leather shoe, with black laces (see attached photos)
Jersey	KVC monogrammed red V-necked jersey (compulsory)
Vest	KVC monogrammed red V-necked vest (optional)
Jacket	KVC black soft shell jacket

PHYSICAL EDUCATION

PE Top - KVC monogrammed red and bottle green - doubles as a sports team uniform top.
PE Shorts - Bottle green shorts.

SCARF	KVC scarf. (Scarves may not be worn in class)
HIJAB	<u>Plain</u> red, bottle green, or black hijabs may be worn by our Muslim students.
HATS	Black full-brimmed hats may be worn for sun protection. Black KVC beanie may be worn in the winter months. Hats and or beanies must not be worn indoors at any time.

ALL STUDENTS

- School badges and blues may be worn on a jersey, vest, or blazer lapel.
- The green polo shirt can be worn tucked in or out. It may not show hanging below a jersey at any time.
- Junior blouse is to be worn out over the kilt, shorts or trousers.
- All blouses may be worn untucked when wearing the tie and blazer.
- All white shirts are to be worn tucked in when wearing the tie and blazer.
- Only plain (i.e. no lettering or designs) white t-shirt or white thermal may be worn under shirts, blouses, or polo tops.
- The KVC regulation jersey must be worn to and from school, at formal occasions such as assemblies and prizegivings (unless a student is wearing a blazer), and when entering timetabled classes. Students may remove their jerseys during class, at intervals, and during lunchtimes.

- Vests can be worn with a short or long-sleeved shirt/blouse.
- During extended periods of warm weather, particularly in summer, jersey requirements may be relaxed, although all students are still required to bring their KVC jerseys or vest to school in anticipation of a weather change and for assemblies.
- The blazer can only be worn with a white shirt/blouse, tie, and long trousers/kilt. The jersey or vest may be worn under the blazer on cold days, but not on formal occasions.
- The jacket is an over-garment which is only to be worn over the top of a jersey or blazer (not instead of a jersey or blazer). Jackets are not to be worn inside.
- Sports-style shoes (even if made of black leather) are not permitted, nor are slip-on shoes or shoes with buckles [please see photographs overleaf]. Parents in any doubt about a suitable shoe style should check with a Deputy or Assistant Principal before making a purchase.
- Shoes must be worn with laces done up firmly on the front of the shoe. Velcro fasteners are not permitted.
- Socks - only plain short white crew socks with the kilt (see picture), and plain grey, black, or white crew socks with trousers. Regulation school socks must be worn with shorts. No brand names or coloured bands.

JEWELLERY AND MAKE-UP REGULATIONS

- No rings are permitted.
- A watch may be worn.
- No bracelet of any kind may be worn, with the exception of a Medic Alert.
- Two studs of size 3mm or less per ear. (Ear stretchers are not to be worn at any time)
- One nose stud – a ‘pin head’ sized plain silver or gold.
- The school reserves the right to determine whether a nose or ear stud is of an appropriate size or not.
- Other facial jewellery is **not** permitted. (e.g. lip, chin, eyebrow).
- A necklace or bone carving may be worn underneath the school uniform, but must **not** be visible.
- No makeup is to be worn. This includes no nail polish and no tinted foundation.
- Hair must be of a naturally occurring colour. The Senior Leadership team will deem what is appropriate.
- Faces must be clean-shaven, including Year 13 students.

UNIFORM SUPPLIER

THE UNIFORM GROUP 84 Filleul Street, Dunedin 9016
Phone: 03 260 7311
Email: ushopdun@uniformgroup.co.nz
Website: www.shopdun.uniformgroup.co.nz

Socks, tights, and shoes may be purchased from a number of outlets in Dunedin.

The Second-hand Uniform Shop is run by the KVC Parent Group. You will find it in B block, open by arrangement. The Second Hand Uniform Shop contact is Karen Crawford. If you would like to visit the uniform shop, have queries, or would like a current list of available pieces and prices, please **TEXT** 021 212 8473 to make an appointment.

(The Leadership Team reserves the right to amend these regulations without notice.)
The socks and tights identified below, with a tick, are the only socks permitted to be worn with the kilt



WORN BY		COMPULSORY	STYLE / SIZE	STANDARD SIZE RANGE	QTY RECOM'D	SIZE	QTY	RETAIL PRICE INCL GST	TOTAL \$
			Laundry Marker	one size				\$ 5.50	
Yr 7-10	Or trousers or kilt		Shorts - Charcoal MPB	60 - 120	2			\$ 59.00	
Yr 7-10	With shorts or trousers either L/S or S/S		Polo Shirt S/S - Bottle/Red	Y8 - Y14, 2S - 3XL	3			\$ 44.00	
Yr 7-10			Polo Shirt L/S - Bottle/Red	Y8 - Y14, 2S - 3XL	1			\$ 52.70	
Yr 11-13	Or L/S with trousers		Shirt S/S - White	Y12 - Y14, 2S - 3XL, 5XL	3			\$ 44.00	
Yr 11-13	Or S/S with trousers		Shirt L/S - White	Y12 - Y14, 2S - 3XL, 5XL				\$ 42.00	
Yr 11-13	Yr 11 - 13		Blazer - Bottle/Navy Trim FPB	8 - 20				\$ 195.00	
			Blazer - Bottle/Navy Trim MPB	84 - 124				\$ 199.70	
ALL	Yr 9 - 13		Kilt pin	one size	1			\$ 3.00	
ALL	One of these options or shorts for Year 7-10 only		Kilt - Tartan	XS - 2XL	1			\$ 210.00	
ALL			Trousers - Charcoal MPB	60 - 124				\$ 69.00	
ALL			Trousers - Charcoal FPB	6 - 26				\$ 69.00	
ALL	Either with kilt, trousers, or shorts		Blouse S/S - White FPB	6 - 26	3			\$ 41.70	
ALL			Blouse L/S - White FPB	6 - 26				\$ 42.00	
ALL	Must be worn with Jersey		Jacket Softshell - Black	Y10 - Y14, S - 3XL, 5XL	1			\$ 90.00	
ALL	Yr 9 - 13	Jersey - Wine 80 / 20 Wool Nylon	2S - M	1			\$ 94.00		
			L - 2XL				\$ 101.50		
			3XL & 5XL				\$ 104.00		
ALL		Vest - Wine 80 / 20 Wool Nylon	2S - M	1			\$ 87.60		
			L - 2XL				\$ 91.60		
			3XL & 5XL				\$ 94.30		
ALL	Yr 9 - 13		PE Top - Red/Bottle	Y8 - Y12, S - 4XL	1			\$ 43.50	
ALL	Yr 9 - 13		PE Shorts - Bottle	Y8 - Y12, S - 3XL	1			\$ 41.00	

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WORN BY	COMPULSORY	STYLE / SIZE	STANDARD SIZE RANGE	QTY RECOM'D	SIZE	QTY	RETAIL PRICE INCL GST	TOTAL \$
ALL	Or tights with kilt	Socks Ankle - White (Pkt 5)	4+, 7+, 10+				\$ 22.70	
ALL	Or socks with kilt	Tights - Black	Av/Tall/X-Tall				\$ 13.00	
ALL	With shorts	Socks Knee High Grey with Red/Green Stripes (Pr)	13+ 3+ 6+ 9+ 12+				\$ 14.50	
ALL	With trouser only	Socks - Black/Red (3 Pkt)	4+ 6+ 11+ 13+				\$ 21.00	
ALL	With trouser only	Socks - Black/Green (3 Pkt)	6+ 9+ 12+				\$ 21.00	
Yr 11-13	Yr 11 - 13	Tie - Bottle / Wine / White Stripes	one size				\$ 27.00	
ALL		Scarf - Black with Bottle Stripes	one size				\$ 37.50	
ALL		Belt Leather - Black	52 - 108cm				\$ 37.00	
ALL		Bucket Hat - Black	M/L L/XL				\$ 21.50	
ALL		Beanie - Black	one size				\$ 18.50	
ALL		Shoes FPB - Black Lace up - Jill	US 5 - 12				\$ 141.00	
ALL		Shoes - Black Lace up - Delta	UK 3 - 14				\$ 141.00	
ALL		Shoes - Black Lace up - Delta	UK 15				\$ 157.00	
ALL		Shoe Cream DASCO - Black					\$ 11.00	
ALL		Brush Combi - Black					\$ 11.00	
TOTAL QUANTITY OF ITEMS							TOTAL COST	
Note: FPB = Female pattern block. MPB = Male pattern block								
"Standard" sizes are stated on this form. Other sizes required are unlikely to be stocked. Sizes required outside the stated "Standard" sizes may or may not be available. Additional costs may apply. Prices are effective from 1 July 2025								
PAYMENT INFORMATION								
ONLINE PAYMENTS	Payee Name:	UNIFORM GROUP (AUCKLAND) LTD		LAYBY is Available				
	Payee Acc #:	12 - 3252 -0063823 - 65		The term is 60 days. Requires an initial deposit of 30% or \$20, whichever is greater. Payments can be made through internet banking; the minimum subsequent payment is \$20. Order available for pickup when fully paid, subject to stock being available.				
	Code:	Student first name & last name						
	Reference:	School Name						
WINZ Quote code: Please quote this code CUR001816341 UNIFORM GROUP - U SHOP D when obtaining funding.								

BUS SERVICES TO AND FROM KAIKORAI VALLEY COLLEGE

The services that are detailed below are the ones currently operating. Both the school and bus companies review these regularly and where demand exists. We try to coordinate a bus route to meet the needs of our ākonga (students). **Please phone the particular service you require (number listed below) to clarify exactly where your child will be picked up and whether fares have increased.**

OTAGO ROAD SERVICES: Phone 488 3137 – Stops and/or timings can vary based on demand, but students will be advised of any changes

Single cash fare \$2.00 or \$18.00 for a 10-ride concession - for Fairfield, Mosgiel and South Coast areas.

Single cash fare \$1.50 or \$12.00 for a 10-ride concession - for Green Island, Abbotsford and Concord. Tickets are available from the driver. Each morning buses serve the Green Island, Concord, Abbotsford, Fairfield, Mosgiel and South Coast areas as follows:

Green Island: Morning - Bus departs Green Island at 8.15am and goes directly to school making stops along the way. Afternoon - At 3.00pm, the bus leaves the school for Burnside and Green Island.

Abbotsford/Concord: Morning Bus departs cnr North Taieri Road & McKinlay Road at 8.10am. Green Island, Concord, KVC by 8.30am. Afternoon - At 3.00pm the bus departs for Concord and Abbotsford via Millar Park (cnr Orr Street and Stevens Road) arriving at 3.25pm

Mosgiel: Morning Bus departs Mosgiel at 7.50am. Students travel via Green Island to school (*one fare covers this*). Afternoon At 3.00pm, the bus departs the school south gate and goes to Green Island to Fairfield and then Mosgiel. Single cash fare \$2.00 or \$18.00 for a 10-ride concession.

Fairfield: Morning - Bus departs the top of Fairfield at 8.00am with 2 stops along the main road of Fairfield arriving at KVC at approx. 8.30am. Afternoon - At 2.55pm the bus departs from the school south gate and travels via Green Island to Fairfield and Mosgiel.

South Coast/Brighton/Taieri Mouth: Morning - Leaves Taieri Mouth at 7.30pm for Brighton and Green Island - students transfer to either of the Green Island buses to KVC (*one fare covers both buses*). Afternoon - After school, students catch the 2.55pm bus to Burnside and Green Island. At Green Island, they change to a South Coast bus. (*one fare covers both buses*)

Halfway Bush/Brockville: Morning - First morning run starting at Nairn Road corner at 8.00am. Ashmore Street 8.10am. After school – leaves school at 2.55 pm to Brockville – drop off at top bus shelter, then goes to Ashmore Street, then via Nairn Street to Balmacewen and back up to Ashmore/Brockville, then back to school. A casual fare is \$2.00 or a 10-ride concession for \$14.00. Tickets are available from the school office or the driver. If purchased from the office, please make your cheque payable to Mosgiel Coach Services.

CITY BUS/NEWTON: Phone 477 5577

St Clair: The Bus departs from Forbury Road, Hillside Road to the Octagon, every 10 minutes both morning and afternoon. Links are then required with the Dunedin Passenger Transport route to KVC. (Single fare: 3 zones - \$1.90, or 2 zones - \$1.60). Student ID required. Go Card – 3 zones - \$2.38 and 2 zones - \$1.92

RITCHIES: Phone 477 9238

Concord/Kaikorai Valley/University: The Otago Regional Council has introduced a new bus route to serve the University and our neighbourhood. The new service will comprise of a route from the Concord terminus onto Kaikorai Valley Road, Stuart Street, London Street, and Albany Street. It will terminate in Clyde Street at the Commerce building of the University. This bus stops directly outside the school. The bus will run from 6.30am until 6.30pm Monday-Friday, runs every half hour, and the cost from school to town is currently \$1.90 (3 zones).

*(Details are correct at the time of print
For further information, please contact the bus company directly.)*

PAYER DETAILS To the Manager <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 30px;">Name of Bank</td></tr> <tr><td style="height: 30px;">Branch</td></tr> <tr><td style="height: 30px;">Address</td></tr> <tr><td style="height: 30px;">Name of Account</td></tr> </table>	Name of Bank	Branch	Address	Name of Account	AUTHORITY FOR AUTOMATIC PAYMENTS (Not to operate as an assignment or an agreement) IMPORTANT PLEASE TICK ☐ This is a new authority OR ☐ As from _____ (first payment date), this authority replaces existing authorities for \$_____ in favour of the same payee
Name of Bank					
Branch					
Address					
Name of Account					

On behalf of:

Account details: Bank Branch number Account Number Name if other than payer Suffix

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Details to appear on my bank statement

Particulars	Code	Reference

FREQUENCY AND AMOUNT

First payment date	Last payment date	OR	Until further notice (tick) ☐	
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Tick Box ☐ Weekly ☐ Fortnightly ☐ Four weekly OR Specify other period

Fixed amount	Amount \$ _____	Amount in words _____
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Complete if applicable (tick one box only)

Variable first amount	Amount \$ _____	Amount in words _____
Variable last amount	\$ _____	_____

PAYEE DETAILS

Pay to the credit of:

For payment by cheque (tick box) ☐ and complete section on reverse

WESTPAC TRUST	MORAY PLACE
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Name of account
KAIKORAI VALLEY COLLEGE
 Account details

Bank	Branch number	Account Number	Suffix
03	0905	0903706	00

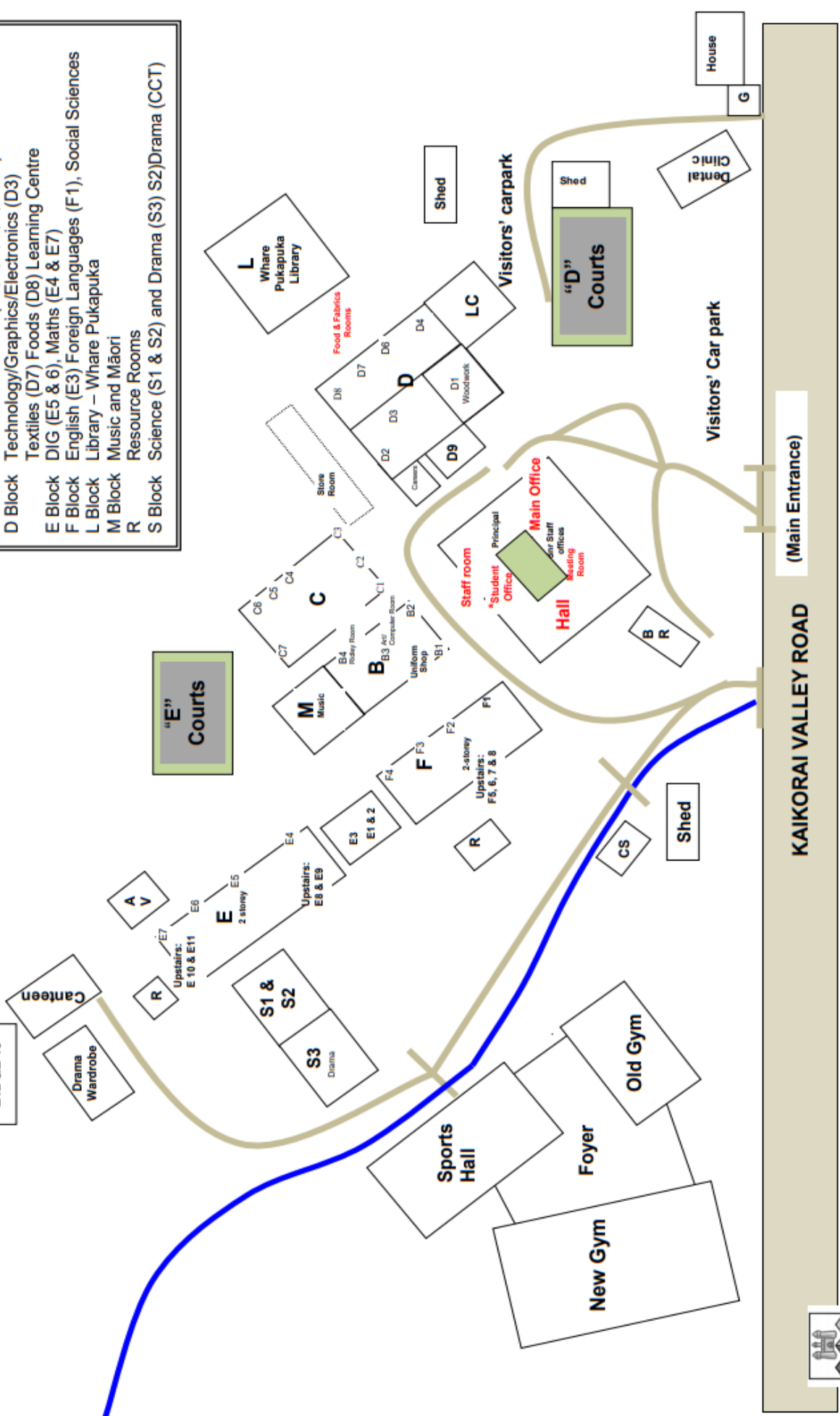
AUTHORISATION

- Please make this automatic payment as detailed by my debiting account.
- I/We understand and accept that the Bank accepts this authority only on the conditions overleaf.

Name of account – customer to complete:

Customer signature	Phone	Date	Customer signature	Phone	Date

A Block	Administration
B Block	Music Suite and Art
C Block	Year 7 & 8 classes (C1, 2, 3, 4, 5, 6 & 7)
D Block	Technology/Graphics/Electronics (D3)
	Textiles (D7) Foods (D8) Learning Centre
E Block	DIG (E5 & 6), Maths (E4 & E7)
F Block	English (E3) Foreign Languages (F1), Social Sciences
L Block	Library – Whare Pukapuka
M Block	Music and Māori
R	Resource Rooms
S Block	Science (S1 & S2) and Drama (S3) S2/Drama (CCT)



PLAN OF KAIKORAI VALLEY COLLEGE