

ACES VALUES

H
E
A
R
T

HOPE
EXCELLENCE
ACCOUNTABILITY
RELATIONSHIPS
TRUST

RESPECT
RESPECT
RESPECT

WHAKAWHANAUNGATANGA

He aha te mea nui o te ao?
He tangata! He tangata! He tangata!
Whaia te iti kahurangi
Ki te tūohu koe, me he maunga teitei

Kanohi ki te kanohi

Kanohi kitea
Aroha ki te tangata

CONNECTIONS
YOURSELF
ALL OTHERS
OUR ENVIRONMENT



**AUCKLAND CITY EDUCATION SERVICES
ALTERNATIVE EDUCATION
STUDENT'S HANDBOOK FOR 2025**

ACES OFFICE

Level 2, 520 Queen St, AKL Central

admin@aces.school.nz

If you ever have the need, you can ring our free call number

Freephone: 0800 020 378

or

Phone: (09) 302 0426

**CHAIRPERSON OF AUCKLAND CITY EDUCATION SERVICES
ALTERNATIVE EDUCATION**

Mount Albert Grammar School Board of Trustees is committed to provide educational opportunities for students eligible to be enrolled on an AE Campus through the Auckland City Education Services.

Mr Patrick Drumm

HEADMASTER

Address: Mount Albert Grammar School, Alberton Avenue, Mt Albert, AKL

Phone: (09) 846 2044

OUR AE CAMPUSES

ACES ALTERNATIVE EDUCATION SCHOOLS

MAUNGAWHAU CAMPUS

LEVEL 2, 520 QUEEN ST, AKL CENTRAL

CAPACITY (50 STUDENTS)

MAUNGAREI CAMPUS

18 PILKINGTON ROAD, PANMURE

CAPACITY (30 STUDENTS)

Whakawhanaungatanga are the connections in place between ACES AE and the student with whānau / families.

Together ACES AE aims to deliver an education to achieve the best transition exit plan for the student enrolled. To demonstrate everyday whakawhanaungatanga.

ACES core values are H.E.A.R.T.

HOPE

He aha te mea nui o te ao?
He tangata! He tangata! He tangata!

What is the most important thing
in the world?
The People! The People! The People!

EXCELLENCE

Whāia te iti kahurangi
Ki te tūohu koe, me he
maunga teitei

PURSUE EXCELLENCE –
Should you stumble, let it be to a lofty
mountain

ACCOUNTABILITY

Kanohi ki te kanohi

Face-to-Face

RELATIONSHIPS

Kanohi kitea

VISIT – Keep in touch; be seen to be
actively involved

TRUST

Aroha-ki-te-tangata

RESPECT – A regard for others; empathy

OUR VALUES

Whai Koha Ki a Koe,
Ki Ngā Tāngata Katoa,
Ki Te Taiao Hoki

RESPECT YOURSELF, RESPECT PEOPLE AND RESPECT OUR ENVIRONMENT

Respect Yourself

- RESPECT YOUR FREEDOM
- TAKE PRIDE IN YOUR APPEARANCE
- ALTERNATIVE EDUCATION IS YOUR OPPORTUNITY TO SET SOME SHORT AND LONG-TERM LEARNING GOALS; THIS IS YOUR TIME AND NEVER BE AFRAID TO ASK FOR HELP

Respect People

- BE MINDFUL OF YOUR OTHER FELLOW STUDENTS AND OUR VISITORS BY VALUING THEIR INPUT AND WELLBEING:
 - BE KIND
 - BE POLITE
 - BE THANKFUL

Respect Our Environment

- PROTECTING THE ENVIRONMENT AND OUR NATURAL RESOURCES TO LEAVE IT THE SAME, IF NOT BETTER FOR THE NEXT GENERATIONS

“We must learn to live together
as brothers (whanau) or
perish together as fools”
Martin Luther King Jr



Whakawhanaungatanga

RELATIONSHIP THROUGH SHARED EXPERIENCES AND
WORKING TOGETHER WHICH PROVIDES PEOPLE WITH A SENSE OF BELONGING

Participation

BE WILLING TO EXTEND YOURSELF TO POSSIBILITIES:

- Participation and applying yourself with all activities will support you to achieve your aims of your Individual Education Plan (IEP)
- We will need Permission from your parent, whānau member or caregiver by phone, email or text instructing ACES AE you are unable to participate in a certain activity

Inclusion

ACKNOWLEDGING DIVERSITY AND DIFFERENCES

- You are encouraged to accept roles of responsibilities, support others to be involved and be a member of your group
- Accept decisions made by adults in charge (often this is for your safety and others around you)

Communication

Every day you are attending is the foundation to learning and achieving and will shape your future pathways

- Your parent, whānau member or caregiver are legally responsible in ensuring you are attending education every day (see the Attendance Education Act 1989)
- Only your parent, whānau member or caregiver can notify ACES by either texting your Key Tutor or ring 0800 020 378 (or send an email) to inform us that:
 - You will be late
 - You are sick (proof of absence in the case of sickness e.g. medical certificate will be required when away for 3 days or more)
 - You need to attend Court or a specific appointment at a certain time or day
 - Attending a funeral
- Due to the relationship you may have with the person when attending a funeral (Tangihanga), you can attend for a number of days and this is done in consultation with your Key Tutor
- If you have not arrived by 9.30am a staff member will text or ring your parent, whānau member or caregiver to confirm your where-about
- You will need permission from your Key Tutor to leave during the school day unless your parent, whānau member or caregiver has notified ACES AE informing us you can leave due to something specific

Keep Up To Date

- You and your parent, whānau member or caregivers can text, email or ring 0800 020 378 to organise a time to visit to discuss your progress with Tutors

WHEN THE VALUES ARE BROKEN

Any INCIDENTS that happen that breach our values, the response will be immediate and urgent based on the seriousness.

Any CONSEQUENCES will be handled fairly, will be consistent and depending on the seriousness of the situation, external people might be contacted (e.g. your Youth Mentor, the Police Youth Aid).

ACES AE will keep parents, whānau members or caregivers informed and based on the seriousness of the situation, a meeting may take place to address the concern.

ACES SOCIAL MEDIA GUIDELINES

(for the managing School Mount Albert Grammar School)

This one page policy applies to anyone using social media that involves ACES and the AE Campuses

EXPECTATIONS

ACES will promote a **Good Digital Citizenship Kaupapa** with students and staff to ensure safe and responsible use of the internet when teaching and learning (or using personal social media that relates to ACES).

NB: *This one page policy applies to anyone using social media that involves ACES and includes students attending Maungawhau or Maungarei Campus. You have the option to refer to the longer version of this policy for further reading before you sign.*

All **ACES** social media accounts will be closely monitored.
All posts will:

1. be polite and represent AE in a positive light
2. be relevant and used to increase communities' awareness of ACES' work and students' achievements
3. seek permission from parents / whānau so the student's photo / videos can be used
4. procedures are consistent with the managing school's Social Media Policy (Includes: ACES Privacy, Digital Technology and Cybersafety, Harassment and Bullying Policies).

"Any Users" who post comments on ACES social media accounts that contain or provide links to:

1. abusive content, bad language, personal attacks, spam or negative content
2. advertising (unless thanking a business for their support)
3. identifiable images of a student's face (not approved by the administrator) **will be deleted and the user may be blocked from ACES social media accounts.**

NO STUDENT PICTURE SHALL BE SHARED IN ANY FORMS OF MEDIA PLATFORMS UNLESS THE STUDENT WITH WHĀNAU / FAMILIES HAVE AGREED TO THE ACES AE SOCIAL MEDIA POLICY.

Whānau Sharing Images of Students

We are happy for parents / whānau to take photos/videos of their child at a specific AE public event they attend. If copyright issues apply to the event that forbid photos or videos to be taken, ACES AE will make this known to you.

People must remember posting photos of other people (without permission) can amount to harassment and they should take care to ensure photos and comments are positive and only relates to the event to ensure everyone at our events are not worrying what ends up on social media.

ACES STAFF

NB: "Good Practice" requires ACES Staff Members to not be friends with any student on their personal social media accounts (when a student is presently enrolled and attending a Campus). ACES staff have permission to create ACES school social media accounts to share school content.

Any Concerns:

We encourage parents / whānau to contact ACES AE (0800 020 378) when any social media issues arise.

INDIVIDUAL EDUCATION PLAN (IEP)

What is an IEP?

- An IEP is an Individual Education Plan written by the student to set in place their goals while attending AE.
- Individual goals are the learning goals needed to support the student's Moving On plan from AE as well as goals that can cover their strengths, interest or a specific need.
- The student's IEP is a collaborative process between them and the Roopū Tutor as well as input from their Project and Elective Tutors.
- Once a week the goals set in place are reviewed and revised.

DRESS CODE

Please wear non-gang affiliated clothing.

HEALTH SERVICES

Public Health Nurses undertake a variety of roles including:

- Providing health education and assessment in schools
- Running immunisation programs in schools
- Organising sexual health classes and clinics in schools – including contraception information and advice
- Organising and running public health campaigns to help prevent disease
- Visiting people in their homes to provide health assessments
- Referring patients to other health professionals
- Providing follow-up care for people with notifiable diseases such as tuberculosis and meningitis – and work to help stop the spread of such diseases
- Working with special groups such as refugees, sexually abused children, or in areas such as low income housing projects

***ATTENDANCE** Enrolled and attend school from age 6 to 16 years old

Children are legally required to be enrolled in and regularly attend school between the ages of six and sixteen. If this doesn't happen then parents, caregivers, whanau, whoever is ultimately responsible for that child can be prosecuted.

All children in New Zealand, except foreign students, are entitled to attend school free after their fifth birthday.

If your child is absent on any given day, where possible you should let the school know. This is especially important where a school operates a system for checking that their students arrive at school safely.

PROJECT BASED LEARNING

Our aim is to create a Learning Environment that supports ākonga to engage and experience success through the delivery medium of Project Based Learning, in which activities will enhance competency and resilience skills development as well as **Identity, Health and Wellbeing**.

- 1: Sustained inquiry that includes the learner's voice
- 2: Feedback and Reflection
- 3: Community involvement
- 4: Technology (different mediums and platforms)
- 5: Curriculum Links (e.g. literacy and numeracy) integrated into the lesson planning
- 6: A Production

CONFIDENTIALITY

Student confidentiality is in place between a student and an ACES staff member when whānau / families discuss any personal matters with an ACES person.

Confidentiality **will be broken** when:

- Someone is hurting the student
- The student is hurting someone and putting themselves as well as their family/whānau at risk
- The student is hurting themselves and putting their family/whānau at risk

HURTING IS DESCRIBED AS MENTAL, SEXUAL AND/OR PHYSICAL HARM or ASSAULT

YOUR PERSONAL RIGHTS AND COMPLAINTS PROCEDURE

In all situations, you as a student have rights. So if:

- You have been the subject of behaviour that is in any way offensive to you
- You have been treated unfairly by people
- Or if there are any concerns in your class

If you have a complaint or problem with a person at the Campus:

1. Talk to your Key Tutor, then the appropriate action will be implemented.
After this if you feel that your needs have not been met then;
2. Talk to your Campus Leader, then the appropriate action will be implemented.
After this if you feel that your needs have not been met then;
3. Talk to a member of the ACES Management team 0800 020 378. The appropriate action will be implemented.
After this if you feel that your needs have not been met then;
4. Talk to the manager of ACES Karyl Puklowski.
The appropriate action will be implemented.
5. If the matter is still not resolved to your satisfaction then you should write to Mr Parickt Drumm, Headmaster of Mount Albert Grammar School and Chairperson of Auckland City Alternative Education. A meeting will be called to which you will be invited.

You may bring a friend, family/whānau or support person if you wish

2025 CALENDAR

TERM 01

Wednesday 29 Jan - Friday 11 April
10 Weeks

TERM 02

Monday 28 April - Friday 27 June
09 Weeks

TERM 03

Monday 14 July - Friday 19 Sept
10 Weeks

TERM 04

Monday 06 Oct - Thursday 19 Dec
11 Weeks

THE PUBLIC HOLIDAYS ARE:

AUCKLAND ANNIVERSARY	Monday 27 January 2025 (During Holidays)
WAITANGI DAY	Thursday 06 February 2025
GOOD FRIDAY	Friday 18 April 2025
EASTER MONDAY AND TUESDAY	Monday 21 and 22 April 2025 (During Holidays)
ANZAC DAY	Friday 25 April 2025 (During Holidays)
KING'S BIRTHDAY	Monday 02 June 2025
MATARIKI	Friday 20 June 2025
LABOUR DAY	Monday 27 October 2025