



TE AROHA COLLEGE

Stationery & Estimated Course Costs

Information Booklet

2026



TE AROHA COLLEGE BOARD FINANCIAL POLICY PAYMENTS/COSTS/DONATIONS

Rationale

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

Policies

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

Procedures

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

The Board of Trustees will review this policy Annually.

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

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

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

Board of Trustees Review of Course Costs and Charges

In the last few years the Ministry of Education have made a number of changes to the way schools can charge parents for school activities and course costs. As a result of this we have fully reviewed our school requirements for 2026 with our external financial provider and have reduced and modified our charges as we are mindful that school expenses are often challenging for parents to meet.

Te Aroha College is fully subsidising the compulsory components of subjects and courses but need parent support for the additional activities that enrich our student learning. For example, many of the camps and trips have become optional but without parent support for these types of activities we will not be able to continue to provide the same level of enrichment currently offered.

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

School Donation

Family \$150.00 Individual \$75.00

The board will not be asking for a school donation for the 2026 school year.

Parent Contribution (PCR)

Where an amount has been charged to support expenses, a Parent Contribution is requested to help cover the costs that are incurred. These are identified in the stationery and course costs year level sheet later in the booklet. These are not compulsory costs.

Trips

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

Payment Options

Payment can be made by cash, direct debit or eftpos through the Front Office, between the hours of 8.30am and 3pm. Automatic payments can be set up through your bank, or by using internet banking. Our bank details are as follows -

Te Aroha College Board of Trustees - BNZ Account Number: 02 0436 0018594 00

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

Eg Joe Bloggs or student ID number - eg 13055

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

Eg Joe Bloggs 2017 Y9 Camp

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

General Stationery requirements

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

Course Costs

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

- Where a difficulty exists in meeting requests for payments or Course Costs, the school can be approached in confidence. Please email or phone the Principal via the Front Office on 884 8625 for an appointment or email finance@tacol.nz
- Invoice/Statements are sent home once a term, but can be requested any time and printed or sent by email. Please contact the Front Office.
- Course Costs will be charged from the students' timetable
- If at any time a copy of a payment receipt is required, it can be printed off or emailed home. Please contact the Front Office.

Sports Course costs

If students have not paid sports costs for a particular year they cannot play any sport the following year. Any outstanding sports costs may be referred for debt collection.

Front Office

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

Uniform Information and Requirements

School Uniform

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

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

Personal Learning Device Requirements for 2026

School Supplied Device Year 9 (SSDD)

In 2026 all Year 9 students will be provided with a digital learning device to support their learning programme. These devices will be issued to each student for both school and home use on orientation day. A bond of \$50 is payable for the device to be used at home. Families will be provided with specific information on the usage and expectations around the devices in the New Year.

School Supplied Device – Year 10 & 11

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

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

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

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

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

TE AROHA COLLEGE UNIFORM

Regulation uniform

Girls White shirt	All year levels	62.50
Girls Grey skirt	All year levels	79.90
Boys White Shirt	All year levels	62.50
Grey Unisex shorts	All year levels	55.00
Black soft shell Jacket Monogrammed	All year levels	85.00
Maroon Jersey Monogrammed	All year levels	individually priced as per size
PE shirt (house colours)	All year levels	25.00
PE shorts black	All year levels	29.90 – 39.90

Supplied by and available from:

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

Students may wear long grey or black pants. **Pants are to be formal dress pants** – no cargo pants, jeans, track pants or leggings are to be worn.

Regulation Footwear

Closed in shoes are to be plain black lace up shoes, worn with plain black socks with no logos

Summer footwear - Black roman sandals or Birkenstock style sandals are to be worn without socks. No crocs or jandals.



YEAR NINE

YEAR 9 2026	Materials, trips & stationery <u>from College</u>	Parental Contribution Requested	Total charges at College
School Supplied Digital Device++	\$50 bond required before student receives device		\$50
English	Trip TBC		\$30
Maths	Workbook	PCR	\$25
Science	\$35 Workbook	PCR	\$35
Social Studies			
PE/Health	PE uniform of house shirt and black shorts		
* Art	\$15 Course Supplies	CC	\$15
* Design			
* Digital Tech			
* Drama	\$2.50 Course Cost	PCR	\$2.50
* Food Tech	\$45 Course Cost	CC	\$45
* Music			NC
* Business	\$20 Subscription		\$20
* Spanish			NC
* RMT	TBC	TBC	\$50
* Te Reo			NC
Y9 Camp	TBC		\$400 est

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

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

PCR - A parental contribution is requested to help cover costs

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

TBC – To be Confirmed

YEAR NINE

YEAR 9 2026	Items to be purchased from retailer <u>outside College</u>
English	1x 1B5 book, pens, pencils, coloured pencils and/or felts, glue stick & ruler
Maths	Science Calculator, 2x 1E8 Quad books
Science	1x 1B8 Book, pencil, ruler, pens
Social Studies	1x 1B8 book
Art	
Design	
Digital Tech	Chromebook
Drama	
Food Tech	Chromebook
Music	1x 1B5 book
Spanish	1x 1B5 book
PE/Health	PE Uniform of house shirt and black shorts
Te Reo	1x 1B8 book

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

YEAR TEN

YEAR 10 2026	Materials, trips & stationery <u>from College</u>	Parental Contribution requested	Total charges at College
English	Trip TBC		TBC
Maths	Workbook	PCR	\$25
Science	Workbook	PCR	\$35
Social Studies			
PE/Health	PE uniform of house shirt and black shorts		
Art (½ year)*	*\$45 Course Supplies	CC	\$45
Business (½ year)*			NC
Design (½ year)*			
Drama (½ year)*	*\$2.50 course cost	PCR	\$2.50
Food Tech (½ year)*	*\$80 course cost	CC	\$80
RMT (½ year)*	Project Cost – take home component	CC	TBC
Music (½ year)*			NC
RMT (½ year)*	TBC		\$50
Spanish (½ year)*			NC
Agriculture (½ year)*	\$25 Course cost	CC	\$25
Te Reo (½ year)*	Possible Field Trip travel contribution may apply		TBC

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

PCR - A parental contribution is requested to help cover costs

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

TBC – To be confirmed

YEAR TEN

YEAR 10 2026	<u>Items to be purchased from retailer outside College</u>
English	1x 1B5 book, pencils, pens, coloured pencils and/or felts, glue stick & Ruler
Maths	Science Calculator; 2x 1E8 quad books
Science	1x 1B8 book, pencil, ruler, pen
Social Studies	1x 1B8 book
PE/Health	PE Uniform of house shirt and black
Art (½ year)	
Business (½ year)	1x 1B8 Book, 10 page clear file
Design (½ year)	
Drama (½ year)	1x 1B8 Book
Agriculture (½ year)	A4 ring binder & refill
Food Tech (½ year)	Chromebook
Multi Tech (½ year)	Chromebook
Music (½ year)	20 page clear file
Spanish	1x 1B5 Book
Te Reo (½ year)	1x 1B8 Book

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

YEAR ELEVEN

YEAR 11 2026	<u>Materials, trips & stationery from College</u>	Parental Contribution requested	Total charges at College
Commerce			
Agriculture	Workbook	PCR	\$25
Art	\$85 Course Supplies, Possible Field trip cost may apply	CC	\$85
Curriculum Class			
Digital Technology			
Design			
Drama	Possible Field Trip travel contribution may apply		TBC
English	NCEA Study Guide, Shakespeare Trip TBC	PCR	\$25
Food	\$105 Course cost	CC	\$105
Geography	Possible Field Trip travel contribution may apply		TBC
History			
Mathematics	Workbook	PCR	\$25
Media Studies	Possible Field Trip travel contribution may apply		TBC
Resistant Materials Tech	Project TBC (specialist materials additional)	CC	TBC
Outdoor Education**	Activity fees to be confirmed	CC	TBC
Physical Education	\$50 Course costs plus any extra entry fees for activities	PCR	\$50
Science	Workbook	PCR	\$30
Spanish			
Te Reo	Possible Field Trip travel contribution may apply		TBC

PCR = A parental contribution is requested to help cover costs

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

TBC – To be confirmed

** Students require a suitable mountain bike and helmet for the Outdoor Education Course.

YEAR ELEVEN

YEAR 11 2026	Items to be purchased from retailer <u>outside College</u>
Commerce	A4 ring binder & refill
Agriculture	1x 1B8 book, pencil, ruler & pens
Art	1x A3 Sketchbook
Classical Studies	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, coloured pencils.
Curriculum class	1B8 book
Computer Applications	
Computer Science	
Design	
Drama	
English	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, coloured pencils.
Food	Chromebook
Geography	A4 ring binder & refill
History	A4 ring binder, refill; file dividers and highlighters,
Mathematics	Calculator (Scientific or Graphics), 2x 1E8 quad books
Media Studies	1x SD memory card (16GB or above), A4 ring binder & refill
Resistant Materials	
Physical Education	
Science	1x 1B8 book, pencil, ruler, pens
Te Reo	1x 1B8, 20 page clear file

*English - Ideally have own dictionary & Thesaurus

YEAR TWELVE

YEAR 12 2026	Materials, trips & stationery <u>from College</u>	Parental Contribution Requested	Total charges at College
Accounting	Workbook	PCR	\$30
Agriculture	Workbook, Field Trip travel contribution may apply	PCR	\$30 + TBC
Art – Painting	\$80 Course Supplies	CC	\$80
Art – Photography/Print**	\$180 Course Supplies	CC	\$80
Biology	Workbook. Field trip travel contribution may apply	PCR	\$30 + TBC
Chemistry	\$35 Workbooks	PCR	\$35
Classical Studies	Possible Field Trip travel contribution may apply		TBC
Computer Science			
English	NCEA Study Guide, Shakespeare Trip TBC	PCR	\$25
Drama	Shakespeare Trip TBC		TBC
Food	\$120 Course Cost all inclusive	CC	\$120
Geography	Possible Field Trip travel contribution may apply		TBC
History	Possible Field Trip travel contribution may apply		TBC
Media Studies	Possible Field Trip travel contribution may apply		TBC
Mathematics	\$30 Workbook	PCR	\$30
Physical Education	\$50 Course costs plus extra entry fees for activities	PCR	\$50
Outdoor Education	Activity Fees to be confirmed	CC	TBC
Physics	Workbook	PCR	\$30
Resistant Materials Tech	Project TBC (Specialist materials additional)	CC	TBC
Spanish		PCR	TBC
Te Reo	Workbook. Possible Field Trip TBC	PCR	\$10

PCR - Parental contribution is requested to help cover costs.

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

TBC – To be confirmed

** Students require a suitable mountain bike and helmet for the Outdoor Education Course.

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

YEAR TWELVE

YEAR 12 2026	Items to be purchased from retailer outside College
Accounting	A4 ring binder; refill
Agriculture	A4 ring binder and refill
Art – Paint, photo, Print	A3 Sketchbook
Biology	A4 ring binder & refill
Chemistry	A4 ring binder & refill
Classical Studies	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, USB, coloured pencils.
Computer Applications	
Computer Science	
Design	
Drama	1B8 book
English	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, coloured pencils.
Food – Technology	Digital Device
Geography	A4 ring binder & refill
Health	60 page Clear file
History	A4 ring binder, refill; file dividers and highlighters,
Mathematics	Graphic Calculator; 2x 1E8 quad books
Media Studies	1x SD Memory Card (16GB or above)
Physical Education	
Physics	A4 ring binder & refill
Spanish	A4 ring binder & refill
Resistant Materials Tech	
Te Reo	A4 ring binder & refill

*English - Ideally have own dictionary & Thesaurus

YEAR THIRTEEN

YEAR 13 2026	Materials, trips & stationery from College	Parental Contribution requested	Total charges at College
Accounting	Workbook	PCR	\$30
Agribusiness	Workbook Field Trip travel contribution may apply		\$30 + TBC
Art – Painting	\$90 Course Supplies	CC	\$90
Art – Photography	\$50 Course supplies***	CC	\$50
Art – Printmaking	\$100 Course supplies****	CC	\$100
Biology	Workbook, Field trip travel contribution may apply	PCR	\$30
Chemistry	Workbook	PCR	\$40
Classical Studies			TBC
Computer Applications			
English	NCEA Study Guide, Shakespeare Trip TBC	PCR	\$25
Food	\$120 Course Materials	CC	\$120
Geography	Possible Field Trip travel costs may apply		TBC
History			
Mathematics - Calculus	Workbook	PCR	\$25
Mathematics - Statistics	Workbook	PCR	\$25
Media Studies	Possible Field Trip travel costs may apply		TBC
Outdoor Education	Activity Fees to be confirmed	CC	TBC
Physics	Workbook	PCR	\$30
Physical Education/Health	\$50 Course costs plus extra entry fees for activities	PCR	\$50 + TBC
Resistant Materials Tech	Project dependent	CC	TBC
Spanish		PCR	TBC
Te Reo	Workbook	PCR	\$10
Leadership Support Camp	Organised end of 2025 for January 2026	CC	\$80

PCR - Parental contribution is requested to help cover costs.

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

TBC – To be confirmed

** Students require a suitable mountain bike and helmet for the Outdoor Education Course

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

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

YEAR THIRTEEN

YEAR 13 2026	Items to be purchased from retailer <u>outside College</u>
Accounting	A4 ring binder; refill
Agriculture	A4 ring binder & refill
Art	A3 Sketchbook
Biology	A4 ring binder & refill
Chemistry	A4 ring binder & refill
Classical Studies	A4 ring binder & refill, 1 set dividers, highlighters, post-it notes, USB, coloured pencils.
Computer Applications	
Computer Science	
Design	
Drama	A4 ring binder & refill
English	A4 ring binder & refill, 1 set dividers; highlighters, post-it notes, coloured pencils
Food – Technology	Digital Device
Geography	A4 ring binder & refill
History	A4 ring binder, refill, file dividers and highlighters
Mathematics – Calculus	Graphic Calculator, 2 quad books
Mathematics - Statistics	Graphic Calculator, 2 quad books
Media Studies	1x SD Memory Card (16GB or above) 1x ring binder & refill
Physics	A4 ring binder & refill
Physical Education/Health	A4 ring binder & refill
Spanish	A4 ring binder & refill
Resistant Materials Tec	
Te Reo	A4 ring binder & refill
Leadership Support Camp	

*English - Ideally have own dictionary & Thesaurus

Kia ora Parent/caregiver

For many years, the Te Aroha College Board of Trustees have prioritized our students access to online learning. This type of learning is a key skill and essential for our students as they progress through school in readiness for future study or employment.

This comes at a great expense. The Board have chosen to fund these devices to ensure equity of access for all students. Many, many other schools ask parents and caregivers to provide these devices as part of their enrolment requirements (you may have seen or heard the term; Bring Your Own Device – BYOD).

In this letter is a clear message regarding our expectations for care and respect that students – and their families – should have for these devices. We are fully committed to support our students, all we ask in return is that students use these devices appropriately and look after them. They should be near perfect, even after three years of use.

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

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

First Incident	\$50.00
Second Incident	\$100.00
Third Incident	\$150.00

Our insurance only covers the first three incidences – after your child has damaged the device three times, our insurance is null and void and you will be charged the full amount to repair the device. Each charge must be paid before the device is returned to your child. If the device is badly damaged and it is not financially viable to be fixed, the device will be replaced with a brand-new device – which also makes the insurance null and void. You will then be liable for all further damage.

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

We consider willful damage as the following –

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

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

The device charger is school property that has been lent for your child's use. A lost or misplaced charger will incur a \$75.00 for a replacement.

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

If you have any queries, please do not hesitate to contact me

Neil Harray
Principal
Te Aroha College