

# Important Dates for 2025 Enrolment

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<b>Monday 1 July</b>	<b>In Zone Enrolments Open</b> <b>Out of Zone Ballot Applications Open</b>
<b>Thursday 25 July</b>	<b>Open Evening</b> Presentations in Te Poho (School Hall) at 4.00pm and 5.30pm, followed by tours of the school led by our prefects All students and families who are interested in enrolling in 2025 are warmly welcomed to attend
<b>Wednesday 14 August</b>	<b>In Zone Enrolment Interviews</b> Appointments necessary – booking details to be advised following submission of enrolment form
<b>Wednesday 4 September</b>	<b>Out of Zone Ballot Applications Closes 4.00pm</b>
<b>Thursday 29 August</b>	<b>In Zone Enrolment Interviews</b> Appointments necessary – booking details to be advised following submission of enrolment form
<b>Wednesday 11 September</b>	<b>Out of Zone Ballot Held</b> Applicants are advised of the outcome by email within two days
<b>Tuesday 17 September</b>	<b>Out of Zone Enrolment Interviews</b> Appointments necessary, booking details to be advised following the ballot
<b>Tuesday 28 January</b>	<b>School reopens for 2025</b>
<b>Thursday 30 January</b>	<b>Year 9 students only - First Day 9.00am to 3.00pm</b> Year 9 students to arrive by 8.45am. Students will be met by Prefects at the front school entrance for a Powhiri at 9.00am Whanau Form Class, Orientation and Peer Support to follow
<b>Friday 31 January</b>	<b>Year 9 students only, 8.40am to 3.05pm</b> 8.40am Assembly in Te Poho, followed by full day of classes  <b>Year 10 – 13 New Student Orientation 9.00am – 11.00am</b> Students meet in the Student Services Courtyard
<b>Monday 3 February</b>	<b>All students, Year 9 to Year 13, 8.40am to 3.05pm</b> 8.40am Whanau Form Class, followed by full day of classes

# Enrolment Application Process for Year 9 2025

## IN ZONE

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All applications are completed online on our website <https://takapuna.school.nz/enrolment/>. The online enrolment form requires you to upload a number of documents which should be prepared prior to completing the form.

To be eligible for entry to Takapuna Grammar students must live within the school zone, be living with a parent or court appointed legal guardian and be able to supply the following documentation:

All students to provide:

- birth certificate/passport and/or relevant visa
- last school report – reports may not be available at the time of applying, the report can be supplied later in the year

If you own your own home:

- land rates bill or if recently purchased the sale and purchase agreement
- broadband or power utility bill

If you rent your home:

- the rental agreement signed through a rental agency with a minimum of one-year tenancy from the student's date of enrolment
- tenancy agreement should include and meet the Healthy Homes standard
- Tenancy Services bond receipt – call 0800 737666 if required
- broadband or power utility bill

If you are on a domestic study or residency visa we will also require a copy of:

- parent/s visa
- parent/s passport
- student's birth certificate or a copy of the family register if no birth certificate available

\*Please be aware that we do not accept house share arrangements including with family, friends, or landlords.

Once the school is satisfied that the enrolment criteria have been met, the student and parent/caregiver will be invited to an enrolment interview with senior management. Interviews will be held on either Wednesday 14 August or Thursday 29 August. Appointments are necessary and further details will be supplied following submission of the enrolment form.

To assist our planning for 2025, we ask that all in zone applicants intending to enrol at Takapuna Grammar School complete their online application by Monday 26 August.

Enrolment at the school is considered to be complete once all pre-enrolment procedures have been completed and the student begins attending the school.

## OUT OF ZONE – YEAR 9 BALLOT

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Students who live with a parent or court appointed legal guardian outside the school zone can apply under the out of zone selective ballot entry process. The ballot is drawn in the presence of a Justice of the Peace. It is a blind ballot and no preference can be given due to special ability.

All applications are completed online on our website <https://takapuna.school.nz/enrolment/>. Applications should include:

- birth certificate/passport and/or relevant visa
- last school report – the report can be supplied later in the year if unavailable at application

Out of zone students must submit their application by 4.00pm on Wednesday 4 September 2024. Late or incomplete applications will not be accepted. The ballot will be held on Wednesday 11 September 2024. Applicants will be advised of the outcome by email within two days.

Out of zone students who are successful in gaining a place will be required to attend an enrolment interview with their parent/caregiver on Tuesday 17 September. Appointments are necessary, further details will be supplied following the ballot.

Applications for enrolments will be processed in the following order of priority:

- First Priority - This priority category is not applicable at this school
- Second Priority will be given to applicants who are siblings of current students
- Third Priority will be given to applicants who are siblings of former students
- Fourth Priority will be given to any applicant who is a child of a former student of the school
- Fifth Priority will be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school
- Sixth Priority will be given to all other applicants

## THE YEAR 9 COURSE

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The Year 9 Programme is an introductory course where students experience all learning areas of the New Zealand Curriculum. Our Junior Course Information Booklet can be found [here](#)

Students will be placed in a teaching group for their core subjects. Students will move to different classes for their option subjects in Arts, Technologies and Languages. During the enrolment interview students will be asked to rank their option subjects in order of preference. Students will also be placed in a Whanau Form Class (WFC) which they will stay in for their duration at TGS. The WFC includes students from Years 9 to 13. Each Whanau Form Class is attached to a school house.

Core Subjects are English, Health & Physical Education, Mathematics, Science, Social Studies and Te toi Tangata – Humanities

Language Options:

French, Japanese, Spanish, Te Reo Māori

Students will select two languages. They will study each for half a term then continue with their choice for the remaining three terms.

Art Options:

Visual Art, Dance, Drama, Music

Technology Options:

Design Thinking, Digital Technologies – one term each

Food Technology, Resistant Materials, Textile Design – students choose two of these

Extension Options:

Students may opt for **only one** of the following if desired:

- Music Extension – two term course – Open entry
- Dance Extension – two term course - Open entry
- Visual Art Extension – two term course - By application only, please indicate interest at the enrolment interview, a follow up application will then be sent
- Sports Institute – full year course - By application only, please indicate interest at the enrolment interview, a follow up application will then be sent

**Please note students who opt to take an extension course will miss a technology or art option. What subject is missed will be based on the timetable availability and cannot be chosen by the student.**

Support Options:

- Learning Services Programme - two term or full year course

By application only - please refer to the Year 9 Course Information booklet for further information and discuss support needs at your enrolment interview.

- English Second Language - two term or full year course

By application/testing only - please refer to the Year 9 Course Information booklet for further information and discuss support needs at your enrolment interview.

Tū Tangata Programme and WFC

Tū Tangata is designed to assist the development of students within a Maori context. Students learn and participate in Maori Tikanga, have opportunities for student leadership, can receive extra academic support through homework clubs and student/staff mentoring. There are opportunities for whānau to work alongside the school to ensure student success. Tū Tangata activities are conducted before school, after school, or during normal school time.

Those interested in joining Tū Tangata should indicate their interest at their enrolment interview, a follow up application will then be sent. **Please note this is by application only and numbers are limited.**

## GENERAL INFORMATION

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### Bring Your Own Device (BYOD)

The school expects all students will have their own digital device for use at home and school as part of their learning programme.

We operate in a blended learning environment, where a computing device is just one of many tools students will use to learn each day. While online and digital learning is important, Takapuna Grammar School students will also learn through paper-based books and resources, handwritten tasks, group discussions, hands-on practical tasks and physical activities.

We are a multi-device school, supporting Mac and PC devices, however it is important to recognise that while tablets or iPads meet our minimum specifications, they are not as effective in the classroom. A laptop/notebook is the recommended device for the secondary school environment.

Please note it is a condition of enrolment that all students and their parent(s)/caregiver(s) read the Responsible Use of ICT Agreement on our website and accept the terms of the Agreement as part of the online application process.

The Responsible Use of ICT Agreement, plus further information about our approach to Digital Citizenship, our BYOD policy and minimum specifications for devices, can be found at <https://takapuna.school.nz/digital-citizenship/>.

### Co-Curricular Opportunities

Information regarding co-curricular opportunities that are available can be found at [https://takapuna.school.nz/sports\\_perart\\_co-curricular/](https://takapuna.school.nz/sports_perart_co-curricular/)

### Course Information

Our Course Information booklets can be found at <https://takapuna.school.nz/curriculum/>

### Entrance Testing

All Year 9 student will sit the CEM entrance test. There are three components English, Reasoning and Maths and there is no study required. A date will be set in early November, more information will be sent once enrolled.

### Houses

Our Houses are IHI, WEHI, MANA, MAIA and KAHA. Each Whanau Form Class (WFC) is attached to a House and students compete for House points during the year in events such as the Haka Challenge, House Chant, Sports Day and Swimming Sports.

## School Bus Timetables

Timetables for the school buses provided by Auckland Transport can be found here: <https://at.govt.nz/bus-train-ferry/timetables/school-timetables/> .

## School Donation and Fees

The annual school donation has been set at \$350.00 per student or \$550.00 per family. During your student's time at the school, there will be activities that will incur a charge. You will be advised of these costs at the time of charging. Costs may include sports or cultural group memberships, field trips in various subjects and school camps.

Payments can be made in person at the Finance Office, via our TGS Online Shop or by direct credit to the school's bank account. Please see our website [www.takapuna.school.nz/fees-uniform-stationery](http://www.takapuna.school.nz/fees-uniform-stationery) for more payment details.

## Timetable and Bell Times

Student timetables operate on a ten-day repeating cycle. The school day begins with Whanau Form Class at 8.35am with the exception of Wednesdays, when school begins with Period 2 at 9.30am.

### Monday, Tuesday, Thursday, Friday

Warning Bell	8.35am
Whanau Form Class	8.40am – 9.00am
Period 1	9.00am – 10.00am
Period 2	10.00am – 11.00am
Interval	11.00am – 11.25am
Period 3	11.25am – 12.25pm
Period 4	12.25pm – 1.25pm
Lunch	1.25pm – 2.10pm
Period 5	2.10pm – 3.05pm

### Wednesday

Warning Bell	9.25am
Period 2	9.30am - 10.30am
House/Whanau	10.30am – 11.00am
Interval	11.00am – 11.25am
Period 3	11.25am – 12.25pm
Period 4	12.25pm – 1.25pm
Lunch	1.25pm – 2.10pm
Period 5	2.10pm – 3.05pm

## Uniform

All items of uniform, with the exception of shoes, are sold at our onsite Uniform and Stationery Shop. Uniform Shop opening hours, uniform regulations and a current pricelist can be found on our website at <https://takapuna.school.nz/fees-uniform-stationery/>.

A link to book a uniform fitting will be sent once enrolment application has been processed

\*Information in this document is subject to change

