

From the Principal



With the year already well underway, we want to take this opportunity to inform you about our people and

the roles they play at school in educating and supporting your child. Please take time to become acquainted with this information.

There are many ways in which you can contact a relevant staff member. Staff that hold leadership and pastoral positions are also teachers, and have timetabled classes to teach. An email or phone call is probably the best way to initially, make contact with most staff (Reception 5420676). While you are very welcome to visit Reception in person, to avoid the disappointment of not being able to meet the relevant staff member, a meeting time needs to be pre-arranged. Staff are more than happy to meet with you and discuss your child's education.

Contacting Staff

One way that you can contact your child's teacher is by using their school email address. A list of staff email addresses is on the school website, under *Our People, Staff Profiles*.

An easy way to work out an email address is to take the first letter of the teacher's first name, followed by their surname, then add to the end @papamoacollege.school.nz
For example; Teacher - John Key email address would be jkey@papamoacollege.school.nz

Kind Regards

Mr Steve Lindsey
Principal

Other emails you may require:

For general enquiries email: enquiries@papamoacollege.school.nz
To contact the Board of Trustees: board@papamoacollege.school.nz
For enquiries regarding fees: accounts@papamoacollege.school.nz

Why can't I walk on to campus at anytime and visit my child?

If you need to contact your child throughout the day, send them a message or drop something off, then we ask you to contact or visit Reception.

All schools are governed by Health and Safety regulations and the expectation that all students, employees and visitors are safe while on campus. We take our responsibility to keep your child safe seriously, and therefore all visitors to campus need to report and sign in at Reception.

In the event of an emergency we also need to ensure we know who is on campus and where. We thank you for your understanding in this matter. The safety of your child, matters.



Mr Jeroen van Wijk
Y9 Dean



Mrs Jenna Mackay
Y10 Dean



Mrs Annaliese Dirkse
Y7 Dean



Ms Kim Remus
Y8 Dean

We have everything to **G.A.I.N** from our Deans:

Guide Students, **Assist** Teachers, **Inform** Parents, **Navigate**: Find a way through

We are dedicated advocates for students and want to help them with: student learning, social issues, opportunities, behaviour, attendance, restorative chats, liaising with outside agencies, subject options and pathways, learning contracts, goal setting, leadership opportunities, social events, camp, assemblies.

email  **Y9/Y10 Deans** jvanwijk@papamoacollege.school.nz
jmackay@papamoacollege.school.nz

email  **Y7/Y8 Deans** adirkse@papamoacollege.school.nz
kremus@papamoacollege.school.nz



Deputy Principals

Mrs Cath McCready



Deputy Principal
Senior School
(Y11 – Y13)

My role is to ensure that all of our seniors progress in their academic achievements so that they are set up to achieve their career aspirations, as well as developing into good global citizens. I have overall responsibility for the leadership of learning in the senior school in consultation with the Senior Staff Leaders. I have particular responsibility overseeing the learning in Technology, Mathematics, Careers and Science across the school and I am also responsible for ICT, timetabling and reporting.



cmccready@papamoacollege.school.nz

Mrs Belinda Develter



Deputy Principal
Upper Middle
School (Y9 – Y10)

Kia ora koutou,
In my role, I work closely with the Learning Commons Leaders and Learning Area Coordinators to ensure that we provide the very best learning opportunities for students within the Upper Middle School. I am also in charge of school wide Pastoral Care systems. In this role, I work alongside the school guidance counsellors, school nurse and doctor, The learning support team, student mentors and outside support agencies to ensure that all students at Papamoa College have access to a wide range of support networks.



bdevelter@papamoacollege.school.nz

Ms Catherine Neidhardt



Deputy Principal
Lower Middle
School (Y7 – Y8)

Kia ora everyone! My main responsibility is to look after the staff, students and programmes of our Year 7 and 8 learning communities. I also have the pleasure of teaching History in our Senior School. Some of my other responsibilities are: professional learning, student and beginning teacher programmes and Education Outside the Classroom. I also love working alongside the other staff members of our Outdoor Pursuits Club to offer students a wide range of outdoor experiences throughout the year.



cneidhardt@papamoacollege.school.nz

My name is Tanya Broomhead and I am the Receptionist. At Reception you can, pay fees, purchase uniform, sign your child out for an appointment, inform me of absences, ask me any questions or enquiries you may have. I can also help with the enrolment process. If you would like a paper copy of the Connect Newsletter, they are available on the counter. Reception is open from 8am to 4pm each day.



Mrs Tanya Broomhead

Receptionist

tbroomhead@papamoacollege.school.nz



The students are an important part of my daily duties and no two days are the same! Student Services is a busy area as we offer a range of services such as: administrative tasks, fees payments, student queries, attending to students in sickbay, lost property and collecting notices. Any information required by students on a daily basis is available at Student Services. I look forward to meeting your child. Student Services is open from 8.00am to 3.45pm each day.



Mrs Liz Oliver

Student Services
Receptionist

loliver@papamoacollege.school.nz



My name is Jenny Hardwicke and I am the Business Manager here at Papamoa College. I have worked in school administration for many years, most of which were spent in Christchurch.



Mrs Jenny Hardwicke

Business
Manager

This role was established at the end of 2014 to manage the school financial aspects, which include – school fees, invoices, hire of facilities and budgeting. This is a busy and challenging role, but one which I enjoy.

accounts@papamoacollege.school.nz



My role is to coordinate the acquisition of equipment and furniture and support teaching staff with relevant property needs. I manage the hygiene and maintenance of our campus as well as the waste and recycling programmes. I ensure all aspects of property requirements are fulfilled.



Mrs Elna Steenkamp

Campus
Coordinator

I am also available to help students with information regarding the running of the school e.g. grey water, electricity supply, solar power etc.

esteenkamp@papamoacollege.school.nz



Pastoral Care Team



Mrs Jane Kay
Guidance Counsellor

Hi my name is Jane Kay and I am a Guidance Counsellor here at Papamoa College.

I grew up in Te Puke, trained to be a teacher in Hamilton and completed my Masters in Counselling and Post Graduate Diploma in Professional Supervision at Auckland University. I am married to Andy and we have three adult children.

My main role is to support the mental health and emotional wellbeing of our students so that they can achieve their best possible educational and social outcomes. This involves providing counselling support and pastoral care for students, families and staff. My team includes Julie Sutton (Counsellor) and Nia Finau (Youth Mentor) and a broad range of outside agencies that we work alongside to provide this support for our students and families.



jkay@papamoacollege.school.nz



Mrs Julie Sutton
Guidance Counsellor

Kia Ora, I am Julie Sutton. I am a Guidance Counsellor working along with Jane Kay here at Papamoa College.

I have a UK - Social Services background but studied for my Bachelor in counselling here in New Zealand. I am married with three children (two of which are teenagers).

My role and passion is to provide counselling and support to our young people and their family/Whanau. Young people may encounter situations and issues that they need support with throughout life at school, home and in other environments. We are here to assist students where we can.



jsutton@papamoacollege.school.nz



Mrs Woody Vahey
School Health Nurse

My name is Woody and I am a registered nurse. I have been at Papamoa College since 2011.

I see students with a range of health concerns, including health education, mental health and sexual health. Our aim is to enhance the wellbeing of students so they can focus on learning and living life safely. This year I will also be focusing on health and wellbeing assessments for year 9 students.

I work every week, Monday to Thursday. We also have a local GP that runs a free clinic each Monday for issues that may need a doctor input.

Students can see me confidentially by booking in at student services for the next available time.



wvahey@papamoacollege.school.nz



Mrs Paula West
SENCO
Learning Support

Kia Ora, my name is Paula West and I am the Special Educational Needs Co-ordinator (SENCO) at Papamoa College. My team of 4 specialist teachers, and 11 teacher aides, work with an array of students with different learning, social, physical, cultural and behavioral needs.

Our role in consultation with teachers, whanau and outside agencies is to:

- modify the curriculum and / or provide an individualised programmes to meet the specific needs of students (IEP's / IBP's).
- refer and/or engage with outside agencies to ensure each student reaches their full potential.
- apply to NZQA for Special Assessment Conditions (SAC).
- provide additional support for students who have English as a Second Language (ESOL).



pwest@papamoacollege.school.nz



Senior School



Mrs Jo Neal
Careers Advisor

As Careers Advisor, I am responsible for a comprehensive careers programme for years 7 to 13 students.

We have set up a Careers Centre in the Senior Learning Commons, which contains materials and information for numerous pathways that students may choose to follow. These materials are available for the whole school community to use.

We operate Gateway and Trades Academy programmes, where senior students can work in a workplace, or study at a tertiary institution one day a week. These students gain credits for both NCEA and industry National Certificates.

I am available by appointment, for one on one careers advice with students and parents, regarding pathway options, while at school and in their future.

email  jneal@papamoacollege.school.nz



Mr Ken Kilkenny
Senior School Staff Leader

I am a Biology trained Science teacher with a passion for my subject area. In my role as a Senior School Staff Leader, I work closely with the year 11 academic mentors and students to promote a positive and productive learning environment. I am promoting best practice for teaching staff, working closely with whanau leaders and working with senior students to achieve success.

email  kkilkenny@papamoacollege.school.nz



Mrs Katy Thorne
Senior School Staff Leader

I am a Mathematics Teacher with experience in both Statistics and Calculus. I have a passion and enthusiasm both for my subject and for teaching in general. As a Senior School Staff Leader, I work closely with year 12 academic mentors and students to promote positive values, academic achievement and further develop the senior school culture. I also regularly work with our year 12 Future Directions students.

email  kthorne@papamoacollege.school.nz



Mrs Rachelle LeRoy
Acting Sports Director

Hi, I'm Richelle LeRoy and I am Acting Sport Director while Caitlin Tarr is away on maternity leave. My role at school involves promoting our extensive Sports Programme and offering the various sporting opportunities for all students.

Our main schoolwide events of the year include: Athletics and Swimming Championships (Term 1), Cross Country (Term 2), AIMS Games (Term 3), Lower Middle School Athletics and our Annual Sports Awards Evening (Term 4). There are also a large number of sporting teams across many codes competing throughout the year.

Students are kept updated everyday via the school notices for information about exciting opportunities for joining sports.

email  rleroy@papamoacollege.school.nz



Mrs Pip Leslie
Senior School Staff Leader

I am passionate about teaching and learning. I feel privileged to be in the position to help our senior students get through their final year of secondary school and prepare for their exciting future beyond Papamo College. As a Senior School Staff Leader, I work closely with year 13 academic mentors and students to promote academic achievement and further develop the senior school culture.

email  pleslie@papamoacollege.school.nz

