

*Whaia te taumata – Deserve Success*

# Apartments Information Booklet

## Outdoor Pursuits Academy



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## OUR OUTDOOR PURSUITS ACADEMY

Thank you for your interest in Cromwell College and in our Outdoor Pursuits and Independent Living Programme. Since 1995 this programme has offered an excellent blend of academic work, extracurricular programmes and outdoor activities to students from around New Zealand and the world. Cromwell College has superb facilities including our Lake Dunstan Aquatic Centre. We are closely located to many major ski fields and numerous other venues for outdoor education.

During a typical year, our Outdoor Pursuits students will –

- undertake kayaking
- abseil and climb on outdoor rock walls
- complete tramping and mountain biking expeditions
- combine the above skills in an adventure race and regular expeditions
- complete a term's skiing or snowboarding course based at the Cardrona Ski Field
- have an opportunity to undertake a Duke of Edinburgh Hillary Award
- enjoy the chance to complete a significant number of NZQA units in outdoor leadership.

The main campus of the school has facilities which would rival almost any large secondary school in the country. Cromwell is compact but very well-equipped and we make extensive use of the town's superb sporting facilities.

Our Apartments complex is located within easy walking and cycling distance from the school and is modern and well-equipped. The Managers are highly skilled and provide an excellent level of student guidance and support.



We offer a wide range of courses at year 12 and year 13 level. Classes at this level tend to be small in number and students can expect a high level of teacher-student interaction. Cromwell College has a strong record of year 12 and 13 successes. Many of our students proceed to further education at universities, polytechnics, or other training institutions. Other students have been readily employed in the local tourism and hospitality industry.

We encourage you to read through our promotional material and visit our website, [www.cromwell.school.nz](http://www.cromwell.school.nz). If you have any further questions or need any clarification please do not hesitate to contact me at the College or via email at [admin@cromwell.school.nz](mailto:admin@cromwell.school.nz).

Thank you for taking the time to consider Cromwell College. We look forward to hearing from you.

**Mason Stretch, Principal**



## FREQUENTLY ASKED QUESTIONS

### ***What does the fee cover?***

- Accommodation
- Food
- Season Pass to Cardrona Ski Field for Outdoor Pursuits students
- All programme fees/transportation/instructor fees

### ***What is the bond?***

- The bond is an additional sum of \$450 which is “on deposit” at school. This covers any damage or cost outstanding at the end of the year. The unspent balance will be refunded at year’s end.

### ***Are there any additional costs?***

- Personal spending and pocket money
- Extra trips out of Cromwell and NCEA exam fees.
- Some school subjects have different course costs – these are covered in the senior course book, e.g. NCEA Physical Education and Hospitality.
- Transport to Cardrona Ski Field – **only if trips are part of the school outdoor education course and not the Outdoor Pursuits Programme** – approximately \$180
- All extra-curricular optional activities, e.g. rugby, learning a musical instrument.
- Students who do not have a suitable mountain bike or their own snow-sport equipment will be charged for rental of these items.



### ***What supervision is there at the Apartments?***

Adult Managers live on site. The Managers assist with all aspects of the supervised flatting programme. They also hold up to date first aid certificates.

### ***What contact is there with the home?***

Cromwell College publishes a fortnightly newsletter which is available on our school website. An electronic version is sent by e-mail to all who wish to be on the mailing list. Parents are also sent a copy of the school’s information calendar at the beginning of the year. This calendar is also updated regularly on our website and lists all the major dates and events which happen during the year. It also contains information about day to day life at Cromwell College. Regular school reports are sent out to parents. In addition, the Managers make a point of contacting parents personally on a regular basis.

***What happens during school holidays?***

Students are not able to stay in the Apartments in the holidays but there are several options during this time. Most students go home, but others may make arrangements to stay with school friends in Cromwell. The school calendar lists the dates of all holidays in the year. This should help in purchasing cheaper airfares, planning family holidays etc.

***When are decisions made about who gets into the programme?***

Applications close in late September each year.

However Cromwell College operates 'rolling entry' programme so that as applications come into the school, decisions are made about acceptance. This gives the College a good idea about future numbers and it gives students a chance to plan for their next year's education. You are encouraged to submit your application as soon as possible.

***Can I talk to students and/or parents of students who have been through the College's Outdoor Pursuits and Independent Living Programme?***

The College has a list of parents who have sent their children to Cromwell College in the past, or are with us this year. Please contact the school office.

***What activities are parts of the Outdoor Pursuits Programme?***

- We make use of the unique Central Otago opportunities by combining aquatic and mountain recreation in the programme.
- Sea Kayaking, Sailing, Skiing, Snowboarding, Tramping, Rock Climbing/Abseiling, Mountain Biking, First Aid, have all been part of our programme in past years.
- Assessments and activities in outdoor leadership.
- Programmes may change from year to year.

***What are the participation requirements for the Outdoor Pursuits Academy?***

A six day week is the bottom line in participation at Cromwell College and we require all students in the Apartments to fully commit to the programme. That means keeping on task for academic goals set at the start of the year, abiding by the rules of Cromwell College and the Apartments, being a useful member of a household and being able to give 100% to all Academy activities.

***What is the difference between NCEA Outdoor Education and the Outdoor Pursuits Programme?***

There are some activities in common with the Outdoor Pursuits and the NCEA Outdoor Leadership programme such as mountain biking, tramping and skiing. There are also several different activities available in the school programme, e.g. windsurfing and white water kayaking. The Outdoor Pursuits Programme is designed to be run independently from the school based physical education/recreation courses. Students in the programme may also take the school based courses.





### ***What level of NZQA credit is available in the Outdoor Pursuits Programme?***

Cromwell College is able to award NZQA credits in many of the outdoor activities. We offer NZQA credits mostly to levels 2 and 3. Where necessary we hire outside instructors/assessors. Skiing and snowboarding are assessed in conjunction with the instructors on Cardrona Ski Field.

### ***How many subjects do I have to do at school?***

Cromwell College expects all students in Year 12 to study 6 subjects and year 13 to study 5 subjects. Suitable course programmes are confirmed at the start of the academic year for Apartments Students. Many students in Years 12 and 13 are doing courses at both NCEA Level 2 and Level 3.

### ***What about Distance Learning options?***

Occasionally, a student may wish to study a subject which is not offered at Cromwell College, and in these situations Distance Learning may be offered. This could involve The Correspondence School, video conferencing or Open Polytechnic. Close and careful watch is kept over all students who are on correspondence, and students have regular and specific deadlines which must be adhered to. There are also opportunities through the Otago Polytechnic to be part of the Central Lakes Trades Academy. Courses include, Primary Sector, Carpentry and Automotive.

### ***What other activities are available in Cromwell?***

Cromwell College offers team sports in basketball, netball, rugby, hockey and soccer. Students may also compete in the individual sports of golf, tennis, swimming, athletics, yachting, skiing, snowboarding, squash etc. Our sports people are very successful and we have had South Island and national champions in many sporting codes. The school also has a highly developed house system where students are assigned to one of the four houses – Pisa, Nevis, Kawarau and Clutha. Interhouse competitions take place in many diverse activities.

### ***What is the maximum number of students you take at the Cromwell College Apartments and Outdoor Pursuits Programme?***

We have room for up to 21 students in the Apartments. We take students who meet our enrolment criteria and can commit to the whole programme.



### ***What are the Apartments like?***

Located about one kilometre from the College campus are the Apartments. The Apartments are set on 1.5 hectares of land with extensive grassy areas. Each apartment houses up to six students and **each student has their own bedroom**. A living room, kitchen and bathroom complete the facilities. The kitchens are fully equipped with appliances. In addition to the individual units the Apartments complex has a large common room, courtyard, computer room with Internet and e-mail access and shared laundry facilities. The adult managers live on site with the students.

### ***What gear do I need for the Outdoor Pursuits programme?***

Please refer to the Clothing and Equipment list on page 17. Skis, snowboards and appropriate boots can be hired for the season from Cardrona. However snow clothing and gloves and goggles are the student's responsibility. A head torch, suitable eating utensils, pack, tramping boots and a seam sealed water proof jacket are essential items also.



## APARTMENTS LIVING INFORMATION

The Cromwell College Apartments were opened in 1995 and expanded in 2004. They are within ten minutes' walk from school and twenty minutes' walk from the town Centre.

The Apartments is a large complex with flats attached by a hallway. They have a current maximum capacity of 21 Year 12 and 13 Cromwell College students and two resident managers.

The programme aims to provide an environment where senior students can learn to flat with up to five other students.

The managers promote and support the students throughout the year, developing their management, decision making, social co-operation and problem solving skills.



The Apartments have defined guidelines and routines and the expected behaviour of students is based on trust, independence, co-operation and concern for others in a monitored, independent flatting situation.

Weekday school work is complemented by a comprehensive Sunday programme for the Outdoor Pursuits Academy. Although each week is a busy one, students are strongly encouraged to participate in school and community activities. By doing so, they will gain the maximum benefit from their stay in Cromwell.

## FACILITIES INCLUDE

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Common Room:	TV, video and DVD Lounge furniture, pool table and foosball table Daily Newspaper Telephone – The phone in the managers flat may be used by students for toll calls. Almost all students use cell phones. Internet -There are internet and e-mail accessible computers in the complex, however the system is networked to the College computer system and is closely monitored. Each student will have an email address which is Christian name and surname run together in lower case i.e. joebloggs@cromwell.school.nz
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Laundry: 2 Washing Machines and 2 Dryers for flats 2, 3, 4 & 5. Flats 7 & 8 have their own laundries.

Six Student Flats: Each with a large modern kitchen and living/dining room area. 5-6 per flat – **all students have single rooms.**

Manager's Flat

Outside Quad garden area with seating and basketball hoop

Indoor lockable storage

BBQ- portable, gas

Large front lawn for sport and leisure

### **Student's rooms are supplied with**

Bed/mattress	Lockable bedside cabinet
Mattress protector	Carpet
Duvet	Towel Rail
Pillow	Chair
Desk	Mirror
Lamp	Rubbish bin
Wardrobe with shelves	

### **Mail**

Mail is delivered each morning Monday to Friday.

### **Address**

Cromwell College Apartments  
38 McNulty Road  
Cromwell 9310

### **Telephone**

Managers: Danny Winstanley 03 445 1895 Holly McDiarmid

Students/parents can use the Manager's phone in the office.

**Fax Number** 03 445 1806

### **Damages**

Students are held responsible for any damage caused by their own actions or that of their guests.



## **STAFF INVOLVED**

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### **Managers**

The Apartments' managers live on the premises in an attached apartment. The managers' role is to help organise students to roster meals, chores and to monitor budgets and student's spending. They also coordinate **compulsory** study time at the College, two nights a week.

The managers are responsible for the day-to-day pastoral welfare of the students.

### **Apartments' Liaison**

Two of our Assistant Principals provide the primary contact for your child and have overall responsibility for the pastoral and academic welfare of Apartments' students. They are supported by their year 13 form teacher and year 13 Dean.

### **Principal**

The Principal meets regularly with the managers to ensure the smooth running of the programme.

## **STUDENTS' DAY-TO-DAY RESPONSIBILITIES**

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Students are responsible for taking full part in the day-to-day running of their own flat and the Apartments as a whole. This includes:-

- communicating with the managers
- cooking on a roster system
- being responsible for keeping their own room tidy and clean
- working with flat-mates on flat chores on a roster system
- helping with jobs around the hostel e.g. Laundry area/Common Room
- doing personal washing and drying
- studying productively during study time
- shopping for their flat at the local supermarket
- attending and contributing to weekly meetings



**Compulsory Study Time** Students will be expected to attend study on at the College on Tuesday and Wednesday nights from 7.00 pm to 8.30 pm. Supervision is by a member of the Cromwell College staff.

### **Travel**

Students are to make their own travel arrangements to and from home and to the airport in Queenstown. The managers will arrange for students to be transported from the airport to Cromwell at the beginning and back at the end of each term. Transportation required to/from Queenstown Airport at any other time will incur a charge for each trip.

### **Sickness**

If students are sick, they are to report to the Manager. Medical appointments will be made at the local Medical Centre and bills will be charged to the parents through the school. The closest hospital for emergencies is Dunstan Hospital, located in Clyde, 20 minutes from Cromwell.

## Permission needed for:

### **Overnight/Weekend Passes**

Students are able to have overnight leave on certain weekend nights. Leave needs to be applied for 3 days in advance and require parental support. Generally speaking overnight leave is not available for any students during the first term. If students are away for the whole weekend it could have a detrimental effect on their Academy programmes i.e. missing safety lessons on rock climbing could jeopardise the balance of the programme. Blanket permission letters cannot be given for the year.



### **Dinner Out**

Students must get permission from the managers if they want to miss dinner. They must also let their flat cook know.

### **Missing Study**

Permission from the manager is needed to miss study. Only sporting, cultural or other official school activities will be accepted as suitable reasons to miss study. Work missed will be expected to be made up from the student's own free time.

### **Vehicles**

Extended or regular travel in another student's vehicle must have parental permission. Students are not allowed to have a vehicle at the Apartments.

## **SAFETY AND SECURITY**

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Safety for yourself and your own personal property is important. For your own protection you should carry **personal property insurance** for your belongings. The school assumes no responsibility or liability and provides no insurance for your personal property. To discourage theft we strongly urge you to take the following precautions:-

- Secure your money and valuables. Do not leave them visible in your room.
- Report anything or anybody suspicious.
- Do not invite strangers onto the premises.
- Make sure your clothes and books are labelled with your name. All outside doors will be locked overnight
- Do not at any time tamper with the fire alarms, fire hoses or extinguishers.

The front door of the Apartments has a security keypad lock.



### **Fire Prevention**

Candles, incense/oil burners are not permitted. Electrical appliances should be used with common sense. Fireworks of any type are totally banned. Electric blankets are **not** permitted. All rooms are fitted with smoke alarms.

### **Fire Drill**

This is necessary from time to time. Vacate the building as quickly as possible whenever the alarm is sounded. Follow the directions displayed in each unit, hallway and common room.

### **Heating**

The entire complex is centrally heated however students should dress for the weather conditions. Hot water bottles are a useful addition for night warmth.

### **Bedclothes**

The provided duvet may be insufficient for our cold winters. A warmer and/or additional bed covering may be required.

### **Maintenance**

Day to day care of the facility is each student's responsibility. As with any flatting situation, willful damage may lead to disciplinary measures, as well as being charged for repair and replacement.

### **Bicycles**

A good quality bike is useful. The Outdoor Education programme includes mountain biking, but access around Cromwell is obviously helped by being mobile. It is recommended that each bike is locked to the bike stands. Bike helmets are compulsory, as are correct lights for any night use. A repair kit is also an advantage.



## **RESPONSIBLE FREEDOM**

For any community to function smoothly, all members are expected to conform to defined standards of behaviour. These include the consideration of others and their property at all times. Your responsibility as a community member is to respond to the needs of others in a reasonable way. A student who participates in abusive or offensive behaviour may lose his/her privilege to reside at the Apartments.

The following are types of misconduct for which a student will face disciplinary action –

Alcohol: Drinking and/or possession of alcohol

Drugs: Manufacture, use, possession, distribution, sale or consumption of illegal and/or dangerous drugs.

Smoking: Smoking in or around the Apartments

Relationships: Inappropriate relationships between students.

Safety Equipment: Misuse or tampering with fire safety equipment and/or failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.

Conduct of Guests: Failure to take responsibility for controlling the conduct of guests. Having visitors after curfew.



End of Day: Failing to be on the premises during the hours required.

Noise: Noise must not unreasonably disrupt others at any time or violates specific quiet hours.

At the discretion of the managers, radios and stereos may be allowed during study time. The volume must be kept low. The same applies at night time.

Weapons: Possession of weapons or dangerous instruments.

Pets: Possession of pets.

Furniture: Unauthorised use or movement of individual room and lounge furniture.

Vandalism: The vandalising or damage of any Apartment facilities.

Explosives: Possession of explosives and flammable substances including fireworks.

Computers: Inappropriate use of internet or e-mail access.

Other: Any other behaviour that brings the College or the Apartments into disrepute.

## CONSEQUENCES FOR MISCONDUCT

Warning: A verbal and/or written warning of further action if repeated violations occur.

<u>Extra Duties:</u>	If the student's responsibilities are not fulfilled extra duties may be assigned at the manager's discretion.
<u>Restitution:</u>	A charge for repair or replacement and associated costs of damaged property.
<u>Probation:</u>	A written reprimand which indicates that continued residence is contingent upon responsible behaviour.
<u>Suspension:</u>	For a stated period of time away from the Apartments.
<u>Expulsion:</u>	On a specified date with no refund of payment as well as denied any future visits to the Apartments.

## GENERAL INFORMATION

<u>Holidays:</u>	Students are to pack up and vacate their rooms at the end of each term. Adequate internal locked storage is available.
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Notices: Parents will receive a communication, in voice, e-mail or letter, from the managers twice a term. Copies of school newsletters will also be sent to parents.

Information: Students **must** read the foyer whiteboard to keep up-to-date with what is going on at the Apartments.

Meetings: Apartment and flat meetings will be held regularly with the managers, usually on Monday evenings.

<u>Complaints:</u>	Should be addressed to the Managers, Principal or Apartments' liaison teacher.
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## DAILY ROUTINES

### Morning Routines

Students will be woken up by 7.30 am. Students must arrive at Cromwell College on time each day.



## **Afternoon Routines**

Monday is usually shopping day and sports practice on other afternoons. Students who are designated cooks need to prepare the evening meal.

## **Evening Routines**

### Monday to Thursday

Students on cooking duty must commence at 4.45 pm. The evening meal should be finished and kitchens cleaned by 6.45 pm, giving students plenty of time to organise themselves for study from 7.00 to 8.30 pm or other activities.

### Thursday Evening

Students must be at the Apartments to complete their cleaning according to the roster before leaving for school on Friday morning.

### Friday

Cleaning is checked and students must return and redo inadequately done jobs before 5.00 pm. Students may be grounded if the standard is not satisfactory. Curfew is usually midnight on Friday.

### Saturday

Students have the day to plan their own activities such as weekend sport and relax. Preparation and lunch for Sunday activities must be done before bed time. Curfew is 11pm or possibly earlier. There are certain times during the year that the Outdoor Pursuits Programme will involve the whole weekend.

### Sunday

Outdoor Pursuit's Academy students take part in their programme. Students are also expected, as a group, to make time on Sunday evenings to plan their budget for the week and have it ready by 6.00 pm. Students must be in their own flats and preparing for bed by 10.00 pm.



## THE ROLE OF APARTMENTS' LIAISON TEACHERS

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It's a big step moving from 'home' to the Cromwell College Apartments. There are a multitude of reasons why students come to the Apartments. In due course you will find out from your fellow Apartments' students why they have come. For most of you it will be a completely different experience. As in any change, you will gain many rewards, but also encounter challenges. The staff will assist you in this journey as you gain life skills, recreational skills and academic knowledge, to enter society as talented well balanced young adults.

Two of our Assistant Principals fulfill the role of the Apartments' Liaison Teachers' and provide a key link between the Apartments and school. The teachers' job encompasses such things as –

- The source of knowledge about school programmes, requirements and activities.
- Assisting with your subject choices and adjustments through the year.
- Regularly liaising with you about how well you are going academically and socially at school. Setting and re-evaluating your goals as the year progresses.
- Working closely with the Apartments Managers, Form Teachers and Academy Directors to ensure you get all the required information and assistance you need to have a successful year.
- Being a good listener when you have questions or concerns (they could be school ones or they could be others ) and trying to be wise counsel or pointing you towards wise counsel
- Being an advocate for Apartments' students to school management,

Apart from seeing you on a regular basis at school, the liaison teachers' will be regular visitors to the Apartments. The liaison teacher will endeavour to be fair, consistent, approachable, understands your needs and be realistic in expectations. This is important, because you and your wider education are important to us.



# **CROMWELL COLLEGE APARTMENTS**

## **CLOTHING AND EQUIPMENT LIST**

**ALL** items should be marked clearly and permanently with the student's name.

**For Year 12 & 13** Full Summer Uniform for Term 1 and 4  
Winter Uniform required for Term 2 and Term 3  
Casual clothes as required for after school and weekends

### **Essential Outdoor Pursuits Equipment**

Day pack  
Tramping Pack (70 liters)  
3 – 4 Polypro or Merino tops  
2 Polypro long johns  
2 wool or polar fleece tops  
Gym shoes  
1 pair and tramping boots or good quality pair of tramping shoes  
Water shoes or an old pair of gym shoes  
6 pairs of wool / polypro socks  
Waterproof seam sealed jacket of good quality (down to thighs)  
Light jacket for mountain biking  
Light weight leggings  
Bike shorts  
Sleeping Bag and Bed mat  
Torch / head lamp  
Woollen/ fleece Hat  
Sun Hat  
Sunglasses  
Wet suit and swim suit  
Sun Screen  
Eating Utensils -plate, knife, fork, spoon and mug (overnight)

### **Necessary Outdoor Pursuits Equipment (can also be hired if you do not wish to purchase)**

Ski equipment , clothing, gloves, goggles, helmet  
Mountain Bike & Helmet & gloves  
Rock climbing harness  
Rock Climbing shoes  
Cooker and billies



## Apartments Gear

Towels - minimum of two

Sports shoes (non-marking soles), minimum of one pair

Personal toilet requirements:

Clothes hangers -four to six

Extra pillow if required -one is supplied

Bed linen -four single sheets, four pillow cases

Extra blanket if required -**no electric blankets allowed**

Duvet cover and items to make room more personal- blue tac only allowed on the walls

Hot Water Bottle

