

**Rationale for the composition of new Plans**  
***Te Hiko***  
**2026**

**Rationale**

The rationale and therefore, justification for composing new plans for *Te Hiko*, firstly, these are needed for a whole host of reasons. From a dually-related concept of 'protecting the sanctity of teaching and learning' and the 'mental wellbeing and safety' of *kaimahi* and *ākonga* here at *Te Hiko*, such as all schools and Boards, we are also required to, from a Health and Safety perspective / obligation.

Currently, there are a small number of plans available to *Te Hiko* staff in circulation. A few amendments have been made to the original iterations based on feedback from staff, with others being progressed as these arise, to then be uploaded onto our *Te Hiko* website to be shared before the start of 2026.

Some of these plans were appropriate and will be added to the *Te Hiko* Provider Toolkit, 2026, while other plans will be placed into a *Te Hiko* folder for reference and ease of access.

**Behavioural Management Plan**  
**Uniform, Personal Belongings, Vaping / Smoking**  
**Attendance and Absences Plan**  
**Transport Plan**  
**Lockdown and Evacuation Plan**  
**Use of Van Plan (Pick up and Drop Offs)**

I would also suggest that for *Te Hiko*, many of these plans are being composed as we find our feet, while also responding to some of the challenges we are facing as a new facility / hub, coined as literally 'hitting the ground running'.

There are also some crossovers from the Aorere College Suite of Flowcharts and Plans, though, notably, the difference of scale and scope of a large secondary school to a hub of humble numbers, means comparing apples with oranges springs to mind, as *Te Hiko* and Aorere College are two different entities. What may work and meet the needs of one, may not transfer comfortably across, while other aspects will and do.

**Behavioural Management Plan**  
*Te Hiko*  
2026

**NOTE: To be read in conjunction with the Transport Plan and the Attendance and Absences Plan.**

**Behavioural Management Plan**  
*Te Hiko*  
2026

**High Level Incident**

**(Acts of continual defiance, violence, harassment, bullying, and intimidation. Inclusive are both the 'Minor' and 'Major' Behaviours list taken from the 'AO Way' flowchart).**

*Kaiako / Kaimahi* set clear and consistent behaviour (patterns), expectations and boundaries so all *ākonga* are clear about their responsibilities to their *Te Hiko* learning environment, themselves, and others.



Should a high level incident transpire at *Te Hiko*, *Kaiako / Kaimahi / Ākonga* safety is paramount, followed immediately with the removal of the offending *ākonga*.



A call to a parent / caregiver / emergency contact to follow immediately with a short message that said *ākonga* needs to be uplifted / request a retrieval / placed in an office until retrieved / dropped off home with parental consent..

<p>Contact is made: Inform parent/s / caregiver that <i>ākonga</i> needs to be uplifted from <i>Te Hiko</i>. Request a retrieval of <i>ākonga</i> in-transit (if possible) or dropped off(see above).</p> <p>Contact with Aorere Support Services (Richard Talbot) for distraught <i>ākonga</i>.</p> <p>In extreme cases (Restraint Concerns), Police will be contacted.</p>	<p>Message left: <i>Ākonga</i> has been asked to leave / agrees to depart <i>Te Hiko</i> premises, and not to return until parent / caregiver comes in to discuss the incident and a possible return via a restorative plan.</p>
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An Incident Report (hard copy) is composed immediately and added to their *Ākonga* file.



*Te Hīkoi* staff (at least 2 *Kaimahi*) anticipate a *hui* to discuss with *Whānau*.

Positive Outcome: Apologies ( <i>Rūrū / Hōngi</i> ) and an agreed plan moving forward after the restorative.	No Agreed Outcome: Schedule an additional <i>hui</i> to find a solution.  <i>Ākonga</i> directed to Aorere College (or Referring School) Board of Trustees.
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**Behavioural Management Plan**  
***Te Hīkoi***  
**2026**

**Low Level Incident**

**(Repeated unacceptable behaviour, not meeting expectations, or not respecting boundaries).**

*Kaiako / Kaimahi* set clear and consistent behaviour (patterns), expectations and boundaries so all *ākonga* are clear about their responsibilities to their *Te Hīkoi* learning environment, themselves, and others.



Should a low level incident transpire at *Te Hīkoi*, *Kaiako / Kaimahi / Ākonga* safety is paramount, followed by a warning, removal to a desk outside the classroom, and a follow-up conversation to reset behaviours, expectations, and boundaries.



A note describing the incident, what details came from the follow-up conversation, and then all documentation to be added to their *Ākonga* file.

**Uniform, Personal Belongings, and Vaping / Smoking**  
***Te Hīkoi***  
**2026**

***Te Hīkoi* Uniform 2026**

All new enrolled *ākonga* will receive two *Te Hīkoi* polo tops after the *Mihi Whakatau*, Tuesday 27th January, 2026. The same applies as new *ākonga* arrive during the term.

Additional expectations are also part of our (black based) uniform: shorts, trousers, trackies, and shoes (as long as the predominant colour is black). On cooler days, *ākonga* may arrive with a warm hoodie or jacket on, but these must be removed in class, around the hub, and stored in the lockers in the gym. The *Te Hīkoi* polo top is the only uniform piece that is worn onsite.

Caps, beanies, bandana's, scarves, jandals, slippers, ugg boots, and crocs are not to be worn at *Te Hīkoi* as appropriate footwear.

**Personal Belongings**

A kind reminder that *ākonga* are responsible for their own personal items while at school. *Te Hīkoi* will not accept responsibility for belongings that are lost, damaged, or misplaced. We strongly encourage *ākonga* to leave phones, portable music devices and other expensive devices at home (this also includes: vapes, smokes, and other drugs or alcohol). If *ākonga* are not tempted to use things they should not, others also will not be tempted. A school bag with personal clothing (hoodies for the cold and raincoat), wallets (hop cards, money cards) should be locked in the lockers.

**Vaping / Smoking**

Vaping and smoking are strictly prohibited on all educational sites, which includes *Te Hīkoi*. *Ākonga* who are seen / identified as bringing and using vapes / smokes / use of drugs or alcohol (found in possession of) will be managed in accordance with our Behaviour Management Plan.

Any confiscated items collected will be destroyed by Police within two-days.

If you have any questions or require further information, please feel free to contact *Te Hīkoi* on: 0800- 270-806. This is also the contact number for reporting absences. Absences must be reported before 8.30am before the pick ups begin.

**Attendance and Absences Plan**  
**Te Hiko**  
**2026**

**NOTE: To be read in conjunction with the Use of Van Plan and our BMP.**

**Mihi Whakatau / Induction Week**

Our starting day is: Tuesday 27th January, 2026 at 9.00am with our *Mihi Whakatau*.

After the *Mihi Whakatau*, *ākonga* will be handed their *Te Hiko* uniform / polo tops. For the rest of the week, please note:

- An opportunity for our *Te Hiko* Staff Introductions
- Tours of the Hub
- *Wānanga* on Values with *Ākonga*
- A daily share and introduction of a range of *Karakia* (Incantations)
- Presentations of our Plans for 2026
- A share from all *Kaiako* (teaching staff) for Literacy, Numeracy, the *Aotearoa* New Zealand Histories Curriculum, *Te Ao Haka* (*Māori* Performing Arts), *Toi Māori* (*Māori* Art), and PE / Health
- Presentation on our adopted Reporting Framework ABA (Achievement, Behaviour, and Attendance), and the why?
- ***Te Hiko Kaimahi*, *Ākonga*, and *Whānau* BBQ: Friday 30th January, 2026 @ midday.**

**Attendance and Absences Plan**  
**Te Hiko**  
**2026**

**Unexplained absences between one day - three days**

Parents are to contact our **0800 270806** number before 8.30am to report any absences. Earlier if *ākonga* are being picked up.

If an *ākonga* has not attended *Te Hiko* for one day without an explanation, phone contact will be made with home via our Administrator.

When an *ākonga* has not attended for three-days in a row without an explanation, contact with home followed by a letter (Ms Huri to track) asking for a *hui* with parents and *ākonga* will be initiated.

If an explanation is given, the KAMAR roll will reflect this unjustified absence.

**Unexplained absences for more than four days**

When an *ākonga* has not attended for four-days or more, a home visit will be initiated through Aorere College (Learning Support Team).

A *hui* with parents and *ākonga* will be scheduled and a letter via the LST (Aorere College) will be dropped off to the home address.

If the scheduled *hui* is not attended, this absence matter will be directed back to Aorere College (Youth Worker).

**Unexplained absences for more than five days and up to fifteen days**

Further to non-attendance (extreme) at a scheduled *hui*, STRIVE via Aorere College will be initiated / the Kōtahi Team (*Te Mahau*).

**Unexplained absences for more than fifteen days (up to 21-days)**

*Ākonga* will be removed from the roll.

**Attendance and Absences Plan**  
**Te Hiko**  
**2026**

**Absenteeism / Truancy / Non-attendance at Hui / Referral back to Referring School**  
**0800 270806**

*Kaiako* set clear and consistent behaviour (patterns), expectations and boundaries so all *ākonga* are clear about their attendance and absence responsibilities.



<p>Attendance Responsibilities:</p> <ul style="list-style-type: none"> <li>● Arrive on time consistently.</li> <li>● Arrive in uniform, secure a locker, and come prepared with the appropriate stationery and gear needed for the lesson.</li> <li>● Adhere to all instructions both inside and outside of the classroom spaces (including Lockdowns and Evacuation Plans).</li> <li>● Tend to the (cleaning and security) jobs that are set for each <i>ākonga</i> at the end of the day.</li> <li>● Cleaning: tables for shared meals and surrounds are wiped down, floors and classrooms are vacuumed where there is clear mess and rubbish, all rubbish into bins, and utensils and dishes removed for washing.</li> <li>● Security: check all doors and windows are closed tight, and all sports gear is packed away into the wheelie bins in the gym.</li> </ul>	<p>Absence (justified and unjustified) Responsibilities:</p> <ul style="list-style-type: none"> <li>● When <i>ākonga</i> are unwell, their parents / caregivers must contact <i>Te Hiko</i> on the day from 8.30am (before the pick up run begins).</li> <li>● Any illness more than two-days, requires a signed note from a parent / caregiver for the days off on return.</li> <li>● If and when an <i>ākonga</i> has been sent home for a High Level Incidence (see: Behavioural Management Plan), <i>ākonga</i> can only return after a <i>hui</i> is arranged by a parent / caregiver to meet with the Director and TiC, Pastoral Care, and a Plan is agreed upon.</li> <li>● Should the parent / caregiver and <i>ākonga</i> fail to attend (with no notice) their arranged <i>hui</i>, a phone call will be made to arrange another <i>hui</i>.</li> <li>● In the event that the parent / caregiver and <i>ākonga</i> fail to attend this second <i>hui</i>, see: <b>Unexplained absences for more than four days / Unexplained absences for more than five days and up to fifteen days, and Unexplained absences for more than fifteen days (up to 21-days) above.</b></li> </ul>
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**Lockdown and Evacuation Plan**  
***Te Hīkoi***  
**2026**

**NOTE: This Lockdown and Evacuation Plan is based purely on the potential of any serious high risk incidents where harm to *kaimahi and ākongā* of *Te Hīkoi* is possible.**

**Lockdown and Evacuation Plan**  
**(Anticipated extreme violence / aggression of another / a Natural Disaster)**  
***Te Hīkoi***  
**2026**

*Kaimahi* and *Ākongā* immediately lock and secure all doors and windows, exit the classroom / space and head directly down the hallway towards the staffroom (our designated safe assembly space).



The Director rings the Police / Emergency Services (where appropriate) while ushering everyone down the hallway, locks the front door, the hallway door, and then the staffroom door is locked also from the inside. No other external calls are to be made.



Three *kaimahi* have our security cameras (new cameras coming online in the new year) loaded onto their phones. We therefore have visuals for the front door, the front carpark, the classrooms, the hallway, and the gym. We can behind the safety of the staffroom doors (front facing doors have been breached) then vacate the staffroom out the rear gate, locking the gate as we depart.

The exception is in a Natural Disaster - everyone remains indoors until cleared by an Emergency Service Practitioner.



Timing becomes essential (both for an anticipated arrival of Police / Emergency Services and our departure). A call will be made whether to stay or vacate.

**Lockdown and Evacuation Plan**  
**(Violence by *ākongā* towards *kaimahi* / *ākongā*)**  
***Te Hīkoi***  
**2026**

All other *Kaimahi* and *Ākongā* immediately exit the classroom / space and head directly down the hallway towards the staffroom (our designated safe assembly space) while the Director protects the *kaimahi* from (any further) risk or harm.



The Director / another *Kaimahi* rings the Police.



The Director (tries to) remove the *ākonga* with applied force out and beyond the front SALTO locking front door, while awaiting the arrival of the Police.

**Lockdown and Evacuation Plan**  
**(Violence by a *whānau* member towards *kaimahi* / *ākonga*)**  
***Te Hīkoi***  
**2026**

All other *Kaimahi* and *Ākonga* stay in the classroom / space (out of harm's way) while the Director protects the *kaimahi* from (any further) risk or harm.



The Director / another *Kaimahi* rings the Police.



The Director (tries to) remove the *whānau* member with applied force out and beyond the front SALTO locking front door, while awaiting the arrival of the Police.

**Use of Van Plan**  
***Te Hiko***  
**2026**

**Context**

The vans to transport (pick up and drop off) *ākonga* from home to *Te Hiko*; to courses, and back home after school are dearly needed. With the purchases of van(s) in early 2026, I offer the following:

- Fully licenced drivers ONLY may drive the vans.
- All documentation needed to satisfy insurance must be completed, sighted, and returned to Aorere College for filing BEFORE driving the vans.
- The *Te Hiko* vans log book must be completed correctly on return after every journey by the driver. The log book is to remain inside the van. All receipts for petrol / diesel are also kept in the folder / pouch, and left in the van.
- The driver is responsible for the removal of rubbish, and the internal care of the van after use.
- The driver reiterates any general safety (seat belts first and foremost) rules, such as: all body parts to remain inside of the van, all windows to be shut on arrival to their destination, and *ākonga* to remove their own rubbish.
- General van knowledge is highly desirable (petrol or diesel filling), manual / automatic transmission, location of typical van (car) equipment and gadgetry (washer refill bottle, oil, radiator refill, tyre pressure, and all safety features).

**General Notes**

- Whoever the driver is on the day, s/he MUST plan well ahead of time to make sure that whenever they depart (*Te Hiko* or residence \*\*) to map a plan of pickups and drop offs (back to *Te Hiko* or *Te Wānanga o Aotearoa* / Target) to arrive back at *Te Hiko* in time for classes (9.00am for those who want breakfast) / to course(s) on time. NOTE: Lessons start at 9.30am daily.
- The same will be applied in reverse at the end of the day / classes (2.30pm) to perform the drop offs. NOTE: A good knowledge of *Papatoetoe*, *Manukau*, *Māngere*, and South Auckland streets and traffic is a necessity to avoid snarl ups where possible.
- On arrival at a residence, the driver beeps once, waits for two-minutes and beeps again. Should the *ākonga* not appear, the driver continues on their planned journey. No driver is to approach the residence to enquire further - stick to your plan.
- A follow up after a no show with our Admin staff on return to *Te Hiko* is to ring and leave a message with parents / caregivers to explain. Should a no show happen twice in a row (with no explanation received from parents for the previous pick up), the *ākonga* will lose the pick up / drop off privilege.
- The responsibility for the *ākonga* to attend *Te Hiko* / Courses after two no shows is now the responsibility of parents to organise how the *ākonga* arrives and is picked up.

- Whoever the main driver is, s/he should carry out a general check of the vans condition every Friday after the drop offs, and report any damage directly to the Director and the college.
- The van should be refuelled / filled up every Friday (Mobil in Ōtara CBD is the closest petrol station) before returning and leaving the van at *Te Hiko*. Leaving the van ready for the following week and the next driver / journey is being courteous and respectful.

\*\* Yet to be decided upon whether drivers can house / park the vans at their residences. For example: if the driver lives in Māngere and *ākonga* live in Māngere, picking them up first makes sense, and then map the rest of their journey as appropriate.