



Zayed College for Girls

Student - ākonga / Family - Whānau Information Handbook 2026

PO BOX 43251, MANGERE 2025. 44 WESTNEY ROAD, MANGERE, AUCKLAND 2022

P 09 255 0904 E admin@zayedcollege.school.nz W zayedcollege.school.nz

INTRODUCTION

All praise is to Allah Almighty, the most Merciful and the most Beneficent.

We dedicate our efforts to Allah Subhana Wa TaÁla. Seeking his pleasure with complete Tawwakul and Taqwa. With His love, guidance and mercy, all our achievements belong to Him first.

(يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ حَقَّ تَقَاتِهِ وَلَا تَمُوتُنَّ إِلَّا وَأَنتُمْ مُسْلِمُونَ)

[آل عمران: 102]

O you who have believed, fear Allah as He should be feared and do not die except as Muslims [in submission to Him]. English translation - Sahih International.

Welcome to Zayed College for Girls

We trust that you will enjoy your time at Zayed College for Girls and encourage you to take full advantage of the wide range of opportunities available.

Zayed College for Girls is an Islamic special character school, dedicated to nurturing the Islamic character of our students so they can thrive both in this world (Dunya) and the Hereafter (Aakhirah). Success at school comes not just from academic achievement, but from actively participating in the life of the school and embracing the opportunities offered.

You have joined a school community that encourages students to strive for excellence and to be the best they can be. We hope you will enjoy being part of our school family and make the most of all the opportunities that come your way.

OUR COMMITMENT TO TE TIRITI O WAITANGI

At our school, we honour and uphold Te Tiriti o Waitangi as a foundation for how we learn, teach, and work together. Te Tiriti guides us to:

- Recognise Māori as tangata whenua and value te reo Māori, tikanga Māori, and mātauranga Māori as taonga.
- Support tino rangatiratanga, enabling students, whānau, and communities to have a voice in decisions that affect them.
- Promote equity for all, ensuring every student has the same rights, opportunities, and access to a high-quality education. Teachers at Zayed College for Girls incorporate all students' cultural backgrounds, experiences and identities into the learning process.
- Build genuine partnerships based on respect, participation, and protection.
- By upholding Te Tiriti, we create a learning environment where everyone belongs, everyone is valued and everyone can thrive.

ZAYED COLLEGE FOR GIRLS CODE OF CONDUCT

Islamic and KARE Values (COMMUNITY, SERVICE, EXCELLENCE AND FAITH)

I will abide by the following, both at school and out of school:

- I will uphold school values and Islamic practices in all settings. (**Islamic Values**)
- I will have pride in Zayed College for Girls as my school. I will wear the Zayed College for Girls uniform correctly and with pride to (and from) school every day, both onsite and offsite. I will follow the Zayed College for Girls dress code. (**Respect**)
- It is important that all students feel safe. I will not bully/tease in any form. If I see bullying (cyber, physical, verbal and social relational), then I will report this to the teacher/dean/counsellor. (**Kindness**)
- I recognise that success in my studies requires hard work. I will engage with my learning to the best of my abilities across all subjects. I will meet the expectations of the teachers and my whanau, and will endeavour to use this knowledge to serve. (**Appreciation**)
- I know that we are all worthy of dignity and respect. I agree to speak to and treat all staff, peers and visitors to Zayed College for Girls with respect and manners at all times. (**Respect/ Equity**)
- By building good habits at school, I'm preparing myself for success both now and in the future. I will be in the right place at the right time classes/assemblies/meetings/sports). I will not use my phone during school hours or use my device inappropriately. I will have correct stationery and equipment/clothing (PE Uniform). BYOD is only for educational purposes (**Integrity**)
- I take responsibility to maintain a clean environment; look after the equipment, furniture and property. (**Respect**)
- I recognise that our school's faith values guide and shape everything we do. I will support the Islamic Character and values of Zayed College for Girls, and will endeavour to apply in practice in all settings. (**Faith**)

COMMENCEMENT OF SCHOOL YEAR 2026

SCHOOL STARTS ON MONDAY 2 FEBRUARY AT 8.30AM

Tuesday 27 January	Office opens and available for enrolments: 9:00am – 3:00pm
Thursday 29 January	Course confirmation for Years 11 to 13: 9am - 3pm Staff Induction
Friday 30 January	Induction Day for all new students commencing school in 2026 9am - 11am Course confirmation for Years 11 to 13: 9am - 3pm Staff Induction
Monday 2 February 8:30am – 3:30pm	First day back for all students Year 7 - 13 Mihi Whakatau (welcome) for new students and their whanau. See inside for the procedure.

2026 Term Dates

Term 1: Monday February 2 - Thursday April 2
Term 2: Monday April 20 - Friday July 3
Term 3: Monday July 20 to Friday September 25
Term 4: Monday October 12 to no later than
Friday 18 December

2026 Islamic Observances

Ramadan - Tuesday 17 Feb - Thursday 19 March
Eid ul Fitr - Thursday 19 March or Friday 20 April
Eid ul Adha - Tuesday 26 May or Wednesday 27
May.

(depending on Moon sightings, dates may vary)

2026 — National public holidays

New Year's Day	Thursday 1 January
Day after NYD	Friday 2 January
Waitangi Day	Friday 6 February
Good Friday	Friday 3 April
Easter Monday	Monday 6 April
Anzac Day	25 April (Observed Monday 27 April)
King's Birthday	Monday 1 June
Matariki	Friday 10 July
Labour Day	Monday 26 October
Christmas Day	Friday 25 December
Boxing Day	26 December (Observed Monday 28 December)

MIHI WHAKATAU

MAORI WELCOME PROTOCOL FOR MANUHIRI (VISITORS)

Assalamu Alaikum wa Rahmatullahi wa Barakatuhu, Tena koutou, tena koutou, tena koutou katoa.

This ceremony is our way of welcoming our new students and families to Zayed College for Girls.

PROCEDURE FOR THE MIHI WHAKATAU

The manuhiri will gather together inside the gym foyer until they are called into the main school building to the atrium with a karanga.

The tangata whenua (staff and students) will be seated facing the manuhiri to welcome them.

A karakia and mihi will be made by representatives and the Principal of Zayed College for Girls. Then the tangata whenua will stand and sing a waiata to tautoko the speaker's message. The group will sit down.

A Representative of Zayed College for Girls will close the mihi and invite the manuhiri to shake hands with the tangata whenua.

This concludes the whakatau and signifies the coming together of the manuhiri and the tangata whenua.

Tea/ coffee and biscuits will be made available to the parents as the children go to their classes.

GLOSSARY OF MIHI WHAKATAU KUPU (WORDS)	
Aotearoa	New Zealand
Tamaki Makaurau	Auckland
Tangata Whenua	Describes the people of a particular locality, or as a whole as the original inhabitants of New Zealand.
Manuhiri	Visitors
Tikanga	Protocols, customs
Whakatau	(a greeting to settle) similar to Pōwhiri but less formal, with the main difference being that Pōwhiri usually occur on a marae whereas Mihi Whakatau may be in other locations such as a school or workplace, and may not feature a karanga (call), response or waiata.
Mihi	Welcome speech
Karanga	Call / summons
Karakia	Prayer
Waiata	song
Tautoko	support

ZAYED COLLEGE FOR GIRLS CONTACT INFORMATION

Zayed College for Girls 44 Westney Road
Mangere
Auckland 2022

P O Box 43215
Mangere Town Centre
Auckland 2025

Phone: 255 0904 Email: admin@zayedcollege.school.nz Website: www.zayedcollege.school.nz

STAFF

If you need to communicate with the school regarding a query or concern, below is a list of key contacts.

SENIOR LEADERSHIP TEAM

Mrs Nazmeen Ahmed	Principal	principal@zayedcollege.school.nz
Mrs Nahla Zaki	Assistant Principal, Pastoral Care	nzaki@zayedcollege.school.nz
Mrs Fawziyyah Rafiq	Assistant Principal, Curriculum	frak@zayedcollege.school.nz

HoLLA

Mrs Shabana Khan	Leader of Learning	skhan@zayedcollege.school.nz
Mrs Suriyya Begum	Leader of Learning	suriyyab@zayedcollege.school.nz
Mrs Rehab Al- Obaidi	Leader of Learning	rehaba@zayedcollege.school.nz

The first point of contact for the students and whanāu is the Form Teacher. Specific concerns about learning within a subject area should be directed to the subject teacher. Appointments must be made when requesting a personal meeting with a staff member.

FORM TEACHERS

Form Teacher	Year Level	E-Mail
Mrs Nazia Jabeen	Y7	naziaj@zayedcollege.school.nz
Mrs Asgari Shaikh	Y8	ashaikh@zayedcollege.school.nz
Mrs Manalia Nekelo	Y9	manalian@zayedcollege.school.nz
Mrs Nor Zakiah Abdul	Y9	norzakiah@zayedcollege.school.nz
Mrs Sajida Khan	Y10	sajidak@zayedcollege.school.nz
Mrs Rehab Alobaidi	Y11	rehaba@zayedcollege.school.nz
Mrs Shana Khan	Y12	shanak@zayedcollege.school.nz
Ms Glen-Anne Brayshaw	Y12	glenanneb@zayedcollege.school.nz
Mrs Marliya Ismail	Y13	marliya@zayedcollege.school.nz

TEACHERS

Mrs Aazmeen Nisha	Dean	aazmeen.nisha@zayedcollege.school.nz
Mrs Hala Khorshid		halak@zayedcollege.school.nz
Mrs Nasirah Cavaney		nasirahc@zayedcollege.school.nz
Mrs Sahar Ali		sahara@zayedcollege.school.nz
Mrs Sandy O'Brien	Counsellor	sandyo@zayedcollege.school.nz

SUPPORT STAFF

Ms Saba Gul	Principal Assistant	paprincipal@zayedcollege.school.nz
Mrs Nafisa Rasheed	Accounts/Property	finance@zayedcollege.school.nz
Mrs Aisha Moorad	Administrator	admin@zayedcollege.school.nz
Ms Lina Toi	Attendance Officer	linat@zayedcollege.school.nz

BELL TIMES

	Mon - Tue- Thurs (Time)	Wed	Time Wednesday	Friday	Time Friday
Form Roll	8:30 - 9:00	Duaa/ Notices	8:30 - 8:40	Al Kahaf	8:30 - 8:50
P1	9:00 - 10:00	P1	8:40 - 9:35	P1	8:50 - 9:40
P2	10:00 - 11:00	P2	9:35 - 10:30	P2	9:40 - 10:30
Interval	11:00 - 11:30	Interval	10:30 - 10:55	Interval	10:30 - 11:00
Warning Bell	11.25	Warning Bell	10:50	Warning Bell	10.55
P3	11:30 - 12:30	P3	10:55 - 11:50	P3	11:00 - 11:50
P4	12:30 - 1:30	P4	11:50-12:45	P4	11:50 - 12:40
Lunch	1:30 - 2:10	Club/ Assembly P5	12:45-1:40	P5	12:40 - 1:30
Warning Bell	2.05	Lunch	1:40 - 2:15	Lunch	1:30 - 2:10
Wudu and Salat	2:10 - 2:30	Warning Bell	2:10	Warning Bell	2:05
P5	2:30 - 3:30	Wudu and Salat	2:15-2:35	Wudu and Salat	2:10 - 2:30
		P6	2:35-3:30		

ATTENDANCE PROTOCOLS FOR ABSENCE, LATENESS AND LEAVE

Attendance at school is crucially important to your child's learning, confidence and sense of belonging. We value the partnership we have with you in helping your child to reach their potential. Here are some important facts about attendance that we would like to bring to your attention.

The school monitors the attendance of all students on a daily basis. We record the reasons for absence and code them according to Ministry directives, for example illness, justified absence due to extenuating circumstances or explained but not approved.

Any student whose attendance drops below 90% is of deep concern to us. This works at 10 days per year, or 2 and half days a term. If your child does indeed have 10 days off every year, when they finish their tenth year at school, this would mean they would have had a whole term off school in this time. 20 days a year or 5 days a term would be two terms or half a year.

We ask that unless your child is unwell or their attendance is impossible due to a family emergency or circumstances outside your control that you **do your utmost to send your child to school**. This is compliance with the law and means that your child can make the most of being at school.

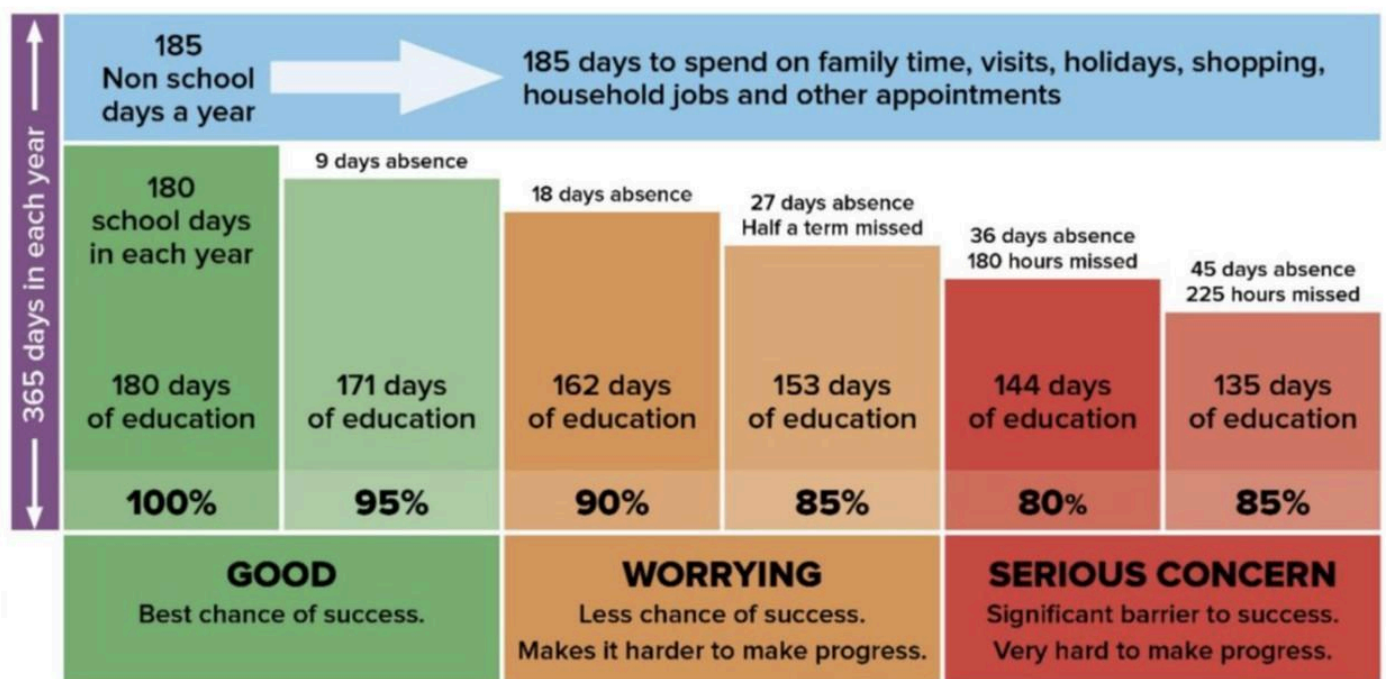
If you do not explain your child's absence, they are recorded as truant. You **MUST** contact us every time your child is not at school and give us the reason.

Some examples of justified absence are:

- Illness
- Funeral/Tangi
- Medical treatment offsite (for example a dentist or doctor visit with appointment card)

Some examples of unjustified absence are:

- having a day off for a birthday
- family holidays
- going shopping.



The Ministry of Education has set an attendance target for all schools of 90%. At Zayed College for Girls, our procedure to ensure we meet this goal is as follows:

Attendance – What we do:

- You will receive a text in the morning if we have not heard from you and your child is absent.
- Code the absence in Kamar. T=truant and will be the code if you do not tell us why your child is away.
- Send a letter home after 3 Truant absences without reason.
- If no improvement is made, we request a meeting to discuss the barriers to attendance.
- If the issue is not resolved we will make an attendance service referral to the Ministry of Education . This is so that the school is compliant with the law.

What we need from you:

- Aim for no more than 10 days off school a year.
- Send your child to school, keeping them home only if they are sick or you have a genuine family emergency.
- Also make sure they are at school on time. Vital learning can be missed when your children are late!
- If for any reason you need to take your child from school during school hours, notify the school in plenty of time.
- Where possible, make appointments outside of school hours.

Thank you for helping us work together to make sure our students are achieving their potential!

BEGINNING OF THE SCHOOL DAY

All students are to be at school by 8.30am ready to attend Form Class or Assembly.

Students are asked not to arrive before 8:00am and are asked to leave the grounds by 4:00pm unless involved in an official school activity with a teacher.

ABSENCE

If a student is going to be absent for the day, a parent / caregiver should let the school office know BEFORE 8.30am on the day of the absence.

It is the parents' / caregiver's responsibility to communicate this absence by either: emailing absence@zayedcollege.school.nz, calling the school (09 255 0904), submitting an absence through our website or using the Skool Loop App to notify the college every day a student is absent.

If a student is absent during the first two classes of the day and no notification has been received by the parent, an automated text message will be sent to parents / caregivers to inform them of their child's unexplained absence.

LATENESS

Students arriving late must report to the Reception to sign in. If lateness persists, parents / caregivers will be contacted.



LEAVE

No student may leave the school grounds during the day including morning tea and lunchtime without a valid reason.

If you wish to take your child out of school during school hours, the student must bring a signed and dated note from a parent/caregiver requesting leave during the day. Students are not allowed to phone or text home without a teacher's permission. Parents/Caregivers are required to come to Reception and sign the student out. No holiday leave during term time will be granted.

All leave requests, including but not limited to representative commitments at regional or national competitions, family bereavements, and extraordinary circumstances, must be written and sent to the Principal at: paprincipal@zayedcollege.school.nz at least two weeks before the event.

SCHOOL ACCESS

If you have anything to drop off to your child during school hours, please report to the Reception. Parents are not permitted on the school grounds without prior arrangement.

PARKING

Parents' can use the visitors' car park outside the staff car park gate. They may also use the parking spaces or the carpark lot (located next to Al Madinah).

If you are picking up your child during the school day or you have business in the school you may use the intercom at the gate to enter the school grounds. Please do not stop to drop or pick up your child at the entrance to the school.

PUBLIC TRANSPORT TO ZAYED COLLEGE FOR GIRLS

If parents wish to find out more about bus services, public transport or fare information, please contact Auckland Transport on 09 366 6400 or view the website <https://at.govt.nz/bus-train-ferry/timetables>

SCHOOL COMMUNICATION

Skool Loop – Our Main Communication Platform

Skool Loop is our primary way of communicating with our school community. Important notices and updates are sent regularly through this platform. If you need any help using it, please contact the school office on **09 255 0904** – we are happy to assist.

Download the App

Make sure you download our school app, **Skool Loop**. It is **FREE** and available on both the **Google Play Store** and the **App Store**.

In the event of an **emergency**, all updates will be posted on the app, so it is essential to have it installed on your phone.



What can the Skool Loop App do?

- **Absentee Messaging:** Quickly and easily report your child's absence using direct dial, email, or text.
- **Notices – Push Notifications:** Receive messages from the school or specific groups within our community. After downloading the app, go to **Notices**, click the icon at the top right of the screen, and select the groups you wish to receive updates from. Remember to update your selections each year as your child's studies or interests change. Make sure you have the **'General' group**, your child's **studio**, and **syndicate** selected.
- **Newsletters:** Access school newsletters anytime through the app.

KAMAR STUDENT & PARENT PORTAL

[KAMAR Portal](https://zayedcollege.school.kiwi/) - at <https://zayedcollege.school.kiwi/>

Student / parent passwords will be sent by email at the start of the year.

Below is a brief overview of the Zayed College for Girls KAMAR Portal that is available to both students and their parents/caregivers. The portal is an important tool that parents and caregivers should use to keep up to date with their child's education at Zayed College for Girls.

The portal gives access to the the following functions:

- Notices and school communications
- School Events
- Checking personal details
- Student Timetables
- Student results including NCEA and school assessments
- Live Student Attendance
- Archived Progress Reports

WEBSITE: www@zayedcollege.school.nz

THE PASTORAL CARE SYSTEM

We are a caring school that meets the needs of individual students. Our fully integrated Pastoral Care System plays a key role in student wellbeing – ensuring that your child is settling into school life and receives all the support and advice they need. We encourage parents to make contact with the school if they have any concerns. Parents are also informed when there are concerns about their child's behaviour or wellbeing.

COUNSELLOR

We aim to support students as learners by brief, skillful interventions that provide strategies to students who are experiencing academic, social, emotional or psychological challenges that may require ongoing attention or referral. Our goal is a happy, settled student who can maximise her potential and go on to lead a fulfilling life.

If there is risk to a young person, a counsellor will always take action of some sort to minimise that risk.

There are many ways for us to give support to the parents of our students. Do ask us for more information or any other forms of support that might be helpful. YOU and your children are our first priority.

Appointments – to make an appointment or refer someone: email sandyo@zayedcollege.school.nz

Students can also self-refer by requesting an appointment in person, by email or email chat.

SOCIAL WORKER

SWiS social workers work with vulnerable tamariki (children) and their families/whānau. I am here to provide timely social work intervention and support where there are concerns about a tamaiti's (child) safety, or where the tamaiti's family circumstances are affecting his/her well being and ability to learn.

Social work services in school are able to access a variety of external agencies to support families and student needs.

LEARNING SUPPORT COORDINATOR

LSCs work to identify and plan with teachers the support required for students with additional needs.

Forms of support may include external agencies like RTLB, or Individual Education Plans (IEP) and Teacher Aides.

Please contact the Learning Support Coordinator regarding any concerns about your daughter's educational or wellbeing needs.

DEANS

Deans provide guidance and support for student well-being, helping students navigate challenges and balance their commitments. They are also involved in managing student discipline and implementing the school's behaviour management system.

At Zayed, we address challenging situations using the PB4L framework and a restorative approach.

Feel free to contact the Deans by calling the office to make an appointment.

BEHAVIOUR MANAGEMENT GUIDELINES

In any community, standards must be established so members can all work together harmoniously. The school believes in discipline that is firm yet just, which is administered with understanding and with the welfare of the whole school community in mind; it looks to parents/caregivers for support in its efforts to provide an environment in which all students feel safe.

Acceptance of the school expectations, standards and discipline is a condition of enrolment.

STAND DOWNS AND SUSPENSIONS

A student involved in continued disobedience (repeated misbehaviours) or gross misconduct (unacceptable / serious behaviour that is a dangerous or harmful example or could cause harm to themselves or others) may be stood down or suspended by the Principal (or person with delegated authority). (Section 14(1) / 14(2) of the Education Act 2020).

1. A Stand-down is the formal removal of a student from school for a specified period, not exceeding 5 school days in any one term and 10 days in total that year.
2. A Suspension: should a student either exhaust their 5 days in one Term or 10 days of stand-down in a year and/or engage in serious misbehaviour, the student may be suspended from College. A suspension is also the formal removal of a student from school until the Board of Trustees decides the outcome at a suspension hearing that must be held within 7 school days.

The Board of Trustees Disciplinary Committee considers the misconduct and can make one of four decisions: reinstate, reinstate with conditions, extend the suspension conditionally or exclude the student (if under 16 years), or expel the student (if over 16 years of age). Students who are stood down or suspended may be required to attend College for counselling or to access an individual educational programme being provided during the period of stand-down or suspension, where appropriate.

MEDICAL ATTENTION

Location – Sick Bay, Main Reception.

OBTAINING AND STORING STUDENT MEDICAL INFORMATION

Essential information relating to a student's health will be obtained on enrolment and will be requested regularly e.g. going on camp or EOTC (Education Outside the Classroom). It is the parent's responsibility to keep the school informed of changing or new medical needs.

- The school does not provide Paracetamol or any pain relief medication.
- Student are NOT to share medication
- Any students requiring special medical attention, the parents will need to meet with the Pastoral Care Team to devise a medical plan and approach.

PARENTAL CONTACT

Every effort will be made to contact parents in the event of any injuries or illness that requires outside medical attention or situations that cause concern. However, the first priority of the College will always be to ensure that the student receives prompt and effective medical care.

RECORDING INJURIES

Any injuries that require treatment, except for minor cuts and grazes, will be recorded through the school's Student Management System. Injuries that are deemed more serious will have an accident report form completed by the staff member who attended the injured or ill student.

TREATING INJURIES OUTSIDE SCHOOL

Staff with EOTC responsibilities will receive Level 1 First Aid training. This is organised by the School. Appropriate medical and safety equipment will be available for treatment and use by staff.

ILLNESS DURING THE SCHOOL DAY

If your child becomes ill during the school day then they must report to Reception. The Administrator will make an assessment and if required the Administrator will contact the parent/caregiver to organise a pick up from school. Students are not allowed to directly phone or text home. Parents/Caregivers are required to come to Reception and sign the student out.

GENERAL

Children who are sick should be kept at home until they are well enough to attend school.

Ideally, medication should be timed to be administered at home before or after school, where practicable. No child will be sent home without the knowledge of a parent / caregiver.

UNIFORM REGULATIONS

We ask parents to support the College by ensuring your daughters have the correct uniform and help them take responsibility for their appearance by wearing the uniform correctly. These regulations apply when students are at school, representing the school or commuting to and from school. The uniform is only available from NZ Uniforms.

STORE: NZ Uniforms, 4/531 Great South Road, Penrose, Auckland 1061

EMAIL: penrose@nzuniforms.com

PHONE: 09 950 6747

STORE HOURS: Weekdays 9am-5pm
Saturday 9am- 4pm &
Sunday CLOSED

Pictured is the school uniform of Zayed College for Girls available at NZ Uniform. Uniform excluding PE, have our logo on them and are school regulation. All such uniform shall be kept clean, tidy and in good repair and worn correctly at all times. Socks must be pulled up. Shoes need to be kept clean and polished.

PAYMENT OPTIONS

NZ Uniforms accepts Cash, Eftpos, Credit Cards (2% surcharge), WINZ and Charitable Trust payments. We also have a 'Uniform Club' which is a great way to save for your school uniform purchases – ask in store for more details. Click [NZ Uniforms](#) to order online.

UNIFORM

- (i) White long sleeved blouse with a black skirt, long black socks, black tights, plain black shoes (no sports shoes), maroon cardigan (discontinued), maroon polar fleece jacket and/or light rain jacket.
- (ii) Formal Uniform
Blazer is optional. Senior students may wear the school blazer on special occasions.



(iii) Physical Education

White T-shirt and black track pants, sport shoes from home. For swimming you will need a swimming cap, goggles, rash top and rash pants. Islamic swimwear is preferred.

Non-regulation uniforms are not to be worn including jackets. The exceptions are white skivvies or white singlets under the school blouse. Regulation refers to items with the school logo.

School scarves are available from the school office.

Year 7 to Year 10: Regulation white pull-on scarf - \$25.00

Year 11 to Year 13: Regulation black pull-on scarf - \$25.00

SHOES

- Plain Black leather school shoes. Suede shoes, sports shoes, slip-on shoes, boots or shoes with heels are not permitted.
- Closed footwear must be worn by students, when directed by teachers to do so, in potentially hazardous areas, such as Science Laboratories and Technology workshops.
- Sports shoes are only to be worn for PE.

JEWELLERY AND MAKEUP

- Students are not permitted to wear make-up, nail varnish or jewellery, apart from a watch however connected wearable watches are not permitted.
- Any student wearing makeup will be asked to remove it.
- No body piercing other than one plain gold or silver nose stud or small slim sleeper in each ear.
- Any non regulation jewellery or makeup that is found will be confiscated.

School has the right to exclude students from school trips and events due to continual disobedience and behavioural matters.

HEALTH & PHYSICAL EDUCATION

Physical Education is compulsory for all students from Year 7 to Year 10. Students are expected to provide and change into the following gear at the start of each lesson:

- * black tracksuit pants
- * plain white T-shirt
- * Sports shoes

On completion of the lesson the students will change back into their full school uniform.

We seek your cooperation in ensuring that the students bring the correct gear and participate as best they can. PE gear is also required on mufti days.

*Students will need to keep their PE gear in a sports bag, this is separate from their school bag along with a towel and deodorant.

If a student cannot participate in a lesson due to illness or injury, then a note must be supplied by a parent /guardian before the lesson commences. A note must also be presented to the teacher if the student does not have the correct PE gear. ALL items of PE gear must be named.

We encourage students to participate to the best of their ability in all lessons.

EOTC

EOTC stands for Education Outside the Classroom, which refers to all curriculum, sporting, and cultural activities that take place on and off-site and away from the traditional classroom environment.

At Zayed College for Girls, our education outside the classroom (EOTC) refer to all events that occur outside the classroom, both on- and off-site, including all curriculum-based activities (e.g. field trips) and extra-curricular activities (e.g. camps, voluntary sports, activities or cultural events) which are designed to enhance learning through real-world experiences.

We aim to support students to participate in EOTC events as part of our commitment to reducing barriers to education for all students and ensuring learning is safe and inclusive. We ensure that all students have the opportunity to participate in EOTC activities, and we take into account individual needs and tailor activities as appropriate. We encourage all students to participate in EOTC.

HYGIENE

There are about a million ways your child can feel self-conscious during her school years so it is important to maintain good personal hygiene for body image and social reasons. Teach your child good personal hygiene habits that will help them feel good about themselves and stay healthy.

*If the weather is very hot your child may need to change their clothes every day – especially her shirt. It is recommended to have a spare set of uniform.

*Encourage your child to take off their school uniform as soon as they get home and to hang it up to air before she has to wear it the next day.



FOOD AND NUTRITION

At Zayed College, we are committed to promoting a healthy lifestyle for our entire school community – students, staff, and families. This commitment aligns with our responsibility to provide a safe, inclusive environment and to uphold the National Administration Guidelines. Educating students about nutrition and encouraging healthy, active learning contributes to their wellbeing, academic success, and lifelong healthy habits.

We also ensure our school follows all recommended food safety standards.

PROMOTING A HEALTHY FOOD AND DRINK ENVIRONMENT

A healthy food and drink environment supports student hauora (wellbeing), including physical health, mental development, and positive lifelong habits.

At Zayed College, we:

- Ensure any food or drink provided by or through the school (e.g., in class or sold at school) aligns with national nutrition guidelines, including the [Ministry of Health's Healthy Food and Drink Guidance – Schools](#).
- Include nutrition education across the curriculum, especially through the Health programme.
- Encourage staff to model healthy food and drink choices.
- Acknowledge the diversity of our community and consider students with special dietary needs (including allergies and intolerances) in our nutrition messaging and when providing or selling food.
- Consider our nutrition principles when planning class rewards, celebrations, student prizes, special events, fundraising, and school camp menus.
- Actively promote physical activity as an essential partner to good nutrition.
- Encourage students participating in physical activity (e.g., sports teams, PE classes) to drink water to stay hydrated and refuel with healthy snacks.

FOOD SAFETY

Food may be provided at school during lessons, as part of special events, or occasionally as treats. Any food provided by Zayed College is prepared and handled safely.

We meet food safety standards by:

- Following recommended guidelines for proper handwashing.
Applying the **3 Cs** of food safety:
 - **Clean:** Preparing food in hygienic environments
 - **Cook:** Ensuring food is thoroughly cooked
 - **Chill:** Storing and transporting food correctly
- Taking extra care during hot weather or when handling high-risk foods.

Where food is sold, the school may be required to register under a **national programme** or maintain a **Food Control Plan** as per the **Food Act 2014**.

For fundraising events involving food, we follow all food safety requirements and complete registrations when necessary.

SUNSMART GUIDELINES

Excessive exposure to the sun's ultraviolet radiation (UVR) can cause sunburn, skin and eye damage, and increase the likelihood of skin cancer. Adolescence is a particularly vulnerable period, as UVR exposure during these years significantly influences long-term skin health.

Students spend extended periods outdoors during school hours—often during peak UVR times—so sun protection is essential.

When to Apply Sun Protection

Sun protection should be used whenever the **Ultraviolet Index (UVI) is 3 or higher**.

In most parts of New Zealand, this is typically from **September to April**, especially between **10am and 4pm**. (You can check daily UVI levels on the NIWA or MetService website.) [here](#)

Recommended Sun Protection Measures

We recommend all students and staff use:

- A **water-resistant, broad-spectrum sunscreen** of at least **SPF 30**, meeting the **AS/NZ 2604** standard
- Cream, lotion, or gel sunscreen (aerosol sprays should be avoided, as coverage is often uneven)
- Sun protection even on cloudy days, as UVR can still cause damage

SCHOOL FEES AND COSTS

Attendance Dues are compulsory fees charged by the Proprietors of Zayed College for Girls to cover essential operational costs and responsibilities. These funds are critical for:

- Maintaining and upgrading school buildings and facilities
- Covering building insurance
- Funding major capital works projects (e.g., new classrooms, playgrounds)
- Supporting administrative costs
- Covering school infrastructure projects

Attendance Dues Structure

Total Annual Attendance Dues: \$300.00 per student

Payment Terms

Attendance Dues must be paid in full upon enrolment, or the full **\$300.00** must be paid by the end of **Term 1** for all students.

Online Bank Payment

Account Name: Zayed College for Girls

Account Number: 02-0124-0100679-00

Reference: Child's Name

Code: Year Level

Particulars: Dues

Cash/EFTPOS Payment

Payments can be made at the school reception during office hours: Monday – Friday: 8:00am – 4:00pm

Automatic Payment

To set up an automatic payment arrangement, please email Nafisah at finance@zayedcollege.school.nz
Include your child's name and request for a payment plan.

Legal And Enrolment Considerations

Key Points

- Attendance Dues are a **condition of enrolment**
- Mandatory for all students
- Essential for maintaining school quality and infrastructure
- Non-payment may impact a student's continued enrolment

Potential Actions & Consequences Of Non-Payment

- Possible referral to debt collection processes
- Review of a student's enrolment status

Acknowledgment And Agreement

By enrolling a student at Zayed College for Girls, parents/guardians agree to:

- Pay the full annual Attendance Dues of **\$300.00**
- Comply with payment terms and conditions
- Communicate proactively regarding any payment challenges
- Acknowledge the importance of these dues to the school community

Contact For Payment Arrangements

We encourage open communication and are committed to working collaboratively to address any payment challenges.

Please contact: Nafisah Rasheed, Executive Officer

Email: finance@zayedcollege.school.nz

Note: These fees apply to **New Zealand domestic students only**.

STUDENT ID CARDS

Student ID Cards cost **\$20**. This charge is added to each student's account and can be paid at the **Accounts Office** or via **online banking**.

School Bank Account: 02-0124-0100679-00

Reference: *Student's Name, Year Level, ID Card*

Each card will have **\$5 automatically loaded** for student printing. Once this credit is used, students must top up their card (minimum top-up is \$5).

All students at Zayed College for Girls are issued with a Student ID Card. These cards are accepted as valid Student ID on all **Auckland Transport buses and trains** for concession fares. They may also be used as identification when purchasing student concession tickets at many recreational facilities (e.g., cinemas, MOTAT).

Photolife Studios Ltd will come into school to take ID photos. Students who are absent on photo day, or who enrol later in the year, will need to have their photo taken at the **school's main office**, after which an ID card will be ordered.

MATERIALS FEE

These are paid in those subjects where materials are used such as **Senior Art Boards**.

Subject fees vary depending on the subjects your child takes and the various contemporary teaching and learning and activities or trips they are involved in. Details will be available in the subject overview in the first week of Term One.

SPORTS FEE

A fee may be charged for extracurricular involvement in sports. This fee may cover part of the cost of ground hire, transport to and from venues, affiliation entry fees and equipment.

LOCKER INFORMATION

Lockers are the property of Zayed College for Girls and are assigned to students for their use for approved purposes only. Students are to provide their own lock. Lockers may be subject to inspection periodically by school officials only. Security of a locker and its contents is the responsibility of the student assigned to the locker. It is recommended students do not keep valuables in their locker.

DIGITAL TECHNOLOGY

As we continue to strengthen digital learning at Zayed College for Girls, all students must have access to devices in 2026 that fully support the teaching and learning tools used across the school.

From the 2026 academic year, our BYOD specifications will be changing.

These changes ensure that every student can participate effectively in class, complete online work, and access all the Google and Microsoft-based learning platforms used at school.

2026 Minimum Device Requirements

The most effective device for learning is a Laptop that meets the following minimum specifications:

- Minimum 4GB RAM
- Minimum 128GB SSD storage
- Microsoft Windows 11
- Wireless capability
- Battery life of at least 6 hours
- Lightweight and durable for daily school use
- Software: Office 365 / Google Workspace; access to Google Classroom / Microsoft Teams
- Accessories: Charger, headphones, and a protective case

Can my child bring a device we already own?

Yes, as long as the device meets all the minimum requirements listed above.

Chromebooks, tablets and IPADS are NOT suitable for our learning environment. These devices cannot run essential software and are difficult to support on our network.

Students using Chromebooks/tablets will be at a significant disadvantage in class. The school is NOT responsible for providing your child with a suitable device for classwork, exams etc.

Device Purchase Options

Suppliers such as PB TECH, Noel Leemings, Office Max, and The Warehouse offer competitive pricing, payment options, extended warranties, and options designed specifically for school use.

We appreciate your support as we continue to equip our students with the tools they need to succeed.

Software

Students are provided with a login and password that allows them to access google docs as well as classroom pages so no extra software is required. No VPNs are permitted.

If you have any questions around BYOD, please contact us at school.

Access To The School Wi-Fi Network

Connecting to the school wifi is only possible on a device such as a Chromebook or laptop. There will be no school wifi connectivity for mobile phones.

Zayed College for Girls is a BYOD (Bring Your Own Device) environment for students. Students are requested to bring a digital device suitable for learning to school each day when required. They will be given access to the school WiFi. VPN is not permitted at all times.

Please note: Students are encouraged to have their own laptop or chromebook. Access to the internet will be managed at school through Familyzone. For more information please go to

<https://www.familyzone.com/zayedcollege-nz>

Zayed College for Girls has developed and will maintain procedures around the safe and responsible use of the internet and related technologies.

We aim to minimise and manage the challenges that may be experienced by students, teachers and the wider school community. Incidents that arise will be dealt with in accordance with the school's Behaviour Management Plan as the focus will be on the behaviour rather than the technology itself.

Family Zone

We have partnered with Family Zone to roll out changes to our cyber safety measures at school to ensure that all students are protected on the internet, no matter what device they are on or what network they are using to access it.

Any device a student brings to school needs to be protected by Family Zone's Mobile Zone application. This ensures that the devices will comply with the school's expectations for internet usage during school hours, regardless of internet connection.

Visit this special website to learn more about how this software is being made available to families and the school's expectations regarding devices being brought to school: familyzone.com/zayedcollege-nz

MOBILE PHONES USE

Recent international research along with feedback from staff and students clearly indicates that cell phones at school are a major distraction for our students.

- Students are prohibited from using or accessing mobile phones at all times while they are attending school unless approved by the subject teacher for educational purposes.

- The principal can determine if there are special circumstances that make it necessary for a student to use or access a mobile phone (for example, health, disability or transport issues). If permission is granted, then the phone must be handed to the office upon arrival and collected at the end of the day.
- Phones not handed in to the office will be confiscated, parents will have to pick it up. If this is repeated, the phone will be kept for a longer period of time.
- Please be consistent in implementing these guidelines, keeping in line with [YouthLaw](#) . [Please, refer to ZCG's Digital Technology & Communication Student User Agreement for more details.]

In an emergency, parents should contact the main office who will convey a message to students. Process of communication:

- Students are not to call home from personal devices during school hours
- Students falling ill during the day must report to the office, who will contact parents
- Parents are not to contact their children on personal devices during school hours
- All communication is to go through the school office or staff member.

INAPPROPRIATE USE

Inappropriate use of a cell phone (or any other similar functioning devices such us: lpads) includes:

- Any sort of bullying
- Taking photos or videos of students or staff without their permission
- Accessing social media sites during class
- Producing disrespectful messages to or about staff or other students
- Uploading, sharing ,Airdropping, forwarding ,storing photos or videos taken illegally (as above)

Students breaching this will be dealt with as per the behavioural guidelines.

RESPONSIBILITY FOR MOBILE PHONES AND OTHER DEVICES

Please note, if students do make the decision to bring a mobile phone, a media device or any other personal items to the College, they do so at their own risk. This includes when the device is handed in to the office. Zayed College for Girls is not responsible for any loss or damage caused to any mobile phone or device.

PARENT TEACHER ASSOCIATION (PT.A)

Most schools have a parent teacher association (PTA) you can join. These are groups parents just like yourself who want to support the running of school in practical ways. They coordinate parent helpers, organise school events, fundraise and help create a strong school community.

We would like to invite you to join our PTA Facebook page to be able to communicate with other parents, ask questions and get updates on school news and events. Find us on Facebook on: (Zayed College for Girls PTA) or scan the QR code:



If you would like to be an active member of the PTA and lend a helping hand or have a voice, please send an email to: zayed.college.pta@gmail.com

Fathers can join us too!

PTA meetings can take place anywhere! We want you all to participate!

Remember involved parents understand the challenges schools face and become part of the solution! Join us now!

STATIONERY LIST

Students may use previous years exercise books if they are in good condition and they have plenty of pages. Reusing existing exercise books from the previous year will show progression of learning.

Students may use previous years exercise books if they are in good condition and they have plenty of pages. Reusing existing exercise books from the previous year will show progression of learning.

BYOD & Stationery Requirements

To support learning, students are required to bring their **own device** and basic stationery.

A Laptop is the most effective device for learning. To ensure students can fully participate in all digital learning activities, devices must meet the **minimum specifications** below:

- Minimum 4GB RAM
Minimum 128GB SSD storage
- Microsoft Windows 11
- Wireless capability
- Battery life of at least 6 hours
- Lightweight and durable for daily use
- Software: Office 365 / Google Workspace; access to Google Classroom/Teams
- Accessories: Charger, headphones, protective case

Can my child bring a device we already own?

Yes—students may bring an existing device **as long as it meets the minimum requirements listed above.**

Please note:

We are a **Microsoft school**, and **Chromebooks/tablets are NOT suitable**. They are difficult to support on our network and will limit your child's ability to access required learning tools. Students using a Chromebook/tablet are at a **distinct disadvantage**.

Stationery Essentials (a must for every classroom especially Science)

- Pens, pencils, erasers, ruler, pencil sharpener, highlighters, scissors, glue stick
- Colouring pencils,
- Geometry set (if required by subject)

It is preferred students use previous years exercise books to show progression of learning if in good condition and lots of pages.

Please ensure your child brings these items to school **daily** to support learning and participation.

JUNIOR CLASSES Y7 - Y10

Subject	Year 7	Year 8	Year 9	Year 10
Quran	1 x 1B8 1 x Display folder [clear file book] 1 x 3B1 notebook	1 x 1B8 1 x Display folder [clear file book] 1 x 3B1 notebook	1 x 1B8 1 x Display folder [clear file book] 1 x 3B1 notebook	1 x 1B8 1 x Display folder [clear file book] 1 x 3B1 notebook
Arabic	BYOD 1 x LWB 1 x 3B1 Document Envelope Single Dome Clear A4	BYOD 1 x 1B8 Document Envelope Single Dome Clear A4	BYOD 1 x 1B8 Document Envelope Single Dome Clear A4	BYOD 1 x 1B8 Document Envelope Single Dome Clear A4
Islamic Studies	BYOD 1 x 2B8 1 x 4B1	BYOD 1 x 2B8 1 x 4B1	BYOD 1 x 2B8 1 x 4B1	BYOD 1 x 2B8 1 x 4B1
Islamic Studies: students may use previous year's Islamiyat notebook if it is in good condition and has a lot of empty pages				
English	1 x 2B8 1x3B1 BYOD	1 x 2B8 1x3B1 BYOD	1 x 2B8 1x Clear File (40) BYOD	1 x 2B8 1x Clear File (60) BYOD
Mathematics	2 x 1E8 Ruler Math Set (compass and protractor) Scientific Calculator	2 x 1E8 Ruler Math Set (compass and protractor) Scientific Calculator	2 x 1J5 Ruler Math Set (compass and protractor) Scientific Calculator or Graphic Calculator <i>[Casio fx - graphic calculator preferred]</i>	2 x 1J5 Ruler Math Set (compass and protractor) Scientific Calculator or Graphic Calculator <i>[Casio fx - graphic calculator preferred]</i>
Science	BYOD 1 x 1B8	BYOD 1 x 1B8	BYOD 1 x 1B8	BYOD 1 x 1B8
Social Studies	BYOD 1 x 1B8 with folder holes 1 x Folder Textbook/Workbook \$20 purchase from office	BYOD 1 x 1B8 with folder holes 1 x Folder Textbook/Workbook \$20 purchase from office	BYOD 1 x 1B8 with folder holes 1 x Folder Textbook/Workbook History / Geography/Civics / Economics \$8.50 per term	BYOD 1 x 1B8 with folder holes 1 x Folder Textbook/Workbook History / Geography/Civics / Economics \$8.50 per term

Subject	Year 7	Year 8	Year 9	Year 10
Art	A4 Sketchbook (blank pages) Visual Diary Coloured Pencils Pencil 4B and 2B Eraser Ruler Pencil Sharpener BYO device	A4 Sketchbook (blank pages) Visual Diary Coloured Pencils Pencil 4B and 2B Eraser Ruler Pencil sharpener BYO Device	A4 Sketchbook (blank pages) Visual Diary pencil 4B and 2B Coloured pencils Eraser Ruler Pencil sharpener BYO Device	A4 Sketchbook (blank pages) Visual Diary pencil 4B and 2B Coloured pencils Eraser Ruler Pencil sharpener BYO device
Technology	1 x 1B8 BYO device	1 x 1B8 BYO device	1 x 1B8 BYO device	1 x 1B8 BYO device
PE	Sports gear/sports bag Facecloth, small Towel/plastic bag/deodorant Swimming togs 1 x 1B8	Sports gear/sports bag Facecloth, small Towel/plastic bag/deodorant Swimming togs 1 x 1B8	Sports gear/sports bag Facecloth, small Towel/plastic bag/deodorant Swimming togs 1 x 1B8	Sports gear/sports bag Facecloth, small Towel/plastic bag/deodorant Swimming togs 1 x 1B8
Hauora/Wellness	1 x 1L4 Exercise Book (alternate ruled and unruled pages)			
ESOL	1 x 1B8	1 x 1B8	1 x 1B8	1 x 1B8

SENIOR CLASSES 11 - 13

Subject	Year 11	Year 12	Year 13
Quran	1 x Refill Pad 1 x page Display folder [clear file] 1 x 1B8	1 x Refill Pad 1 x Display folder [clear file] 1 x 1B8	1 x Refill Pad 1 x Display folder [clear file] 1 x 1B8
Arabic	BYOD 1 x 1B8	BYOD 1 x 1B8	
English	1x 2B8 20 Leaf Clear File USB	1 x 2B8 Refill Pad Clear Sleeves Ring binder USB	Refill Pad Clear Sleeves Ring binder USB

<p>Mathematics</p>	<p>Refill Graph Paper Ruler Math Set (compass and protractor) Graphic Calculator Casio fx</p>	<p>Refill Graph Paper Ruler Math Set (compass and protractor) Graphic Calculator Casio fx</p>	<p>Refill Graph Paper Ruler Math Set (compass and protractor) Graphic Calculator Casio fx</p>
<p>All Sciences: Science, Biology, Chemistry, Physics [1 refill for all sciences is sufficient] BYOD required</p>	<p><u>Science</u> 1 x 1B8 Scientific Calculator or Graphic Calculator Casio fx</p>	<p><u>Biology/Chem/Phys</u> Biology 1 x 1B8 Chemistry - 1 x 1B8 Physics Refill Pad 1 x 2B8 Hardcover Scientific Calculator or Graphic Calculator Casio fx</p>	<p><u>Biology/chem/phys</u> Biology 1 x 1B8 Chemistry - 1 x 1B8 Physics Refill Pad 1 x 2B8 Hardcover Scientific Calculator or Graphic Calculator Casio fx</p>
<p>Art</p>	<p>Paints acrylic for homework Coloured pencils Pencils 2B 4B, 6B 8B Eraser Ruler Pencil sharpener Visual Diary A3 paper BYO device</p>	<p>Laptop with photoshop and in-design apps if taking design or photography Acrylic paints for homework Coloured pencils 1 x A3 Visual Diary Eraser 4B and 6B pencil ruler Pay your own printing of portfolios</p>	<p>Laptop with photoshop and in-design apps if taking photography or design. Acrylic paints for home work. Coloured pencils 1 x A3 Visual Diary blank pages Eraser, 4B 6B pencil, ruler Pay your own printing of portfolios</p>
<p>PE</p>	<p>1 x 1B8 1 x A4 clear file book 10 pages Sports gear/sports bag Facecloth, small Towel/plastic bag/deodorant BYOD - laptop</p>	<p>1 x 1B8 1 x A4 clear file book 10 pages Sports gear/sports bag Facecloth, small Towel/plastic bag/deodorant BYOD -laptop</p>	<p>1 x 1B8 1 x A4 clear file book 10 pages Sports gear/sports bag Facecloth, small Towel/plastic bag/deodorant BYOD -laptop</p>

History	BYOD 1 x Refill Pad 1 x Organising Folder (any type) History Skills For Senior \$30	BYOD 1 x Refill Pad 1 x Organising Folder (any type)	BYOD 1 x Refill Pad 1 x Organising Folder (any type)
Geography	BYOD 1 x Refill Pad Geography Skills Workbook Level 1 Year 11 \$30	NA	NA
Religious Studies	BYOD or 1 x 2B8	BYOD or 1 x 2B8	BYOD or 1 x 2B8
Business Studies	BYOD or 1 x 2B8		
MPT- Materials and Processing Technology	BYOD- Clear sleeve File (10 pockets)		

GENERAL

This handbook is a guide only and is not intended to be a comprehensive statement or exhaustive list. The School reserves the right to amend/replace these Rules from time to time at its discretion and all students are expected to know the rules and comply with them at all times.

BREACHES

Breaches of the School Rules will not be tolerated and will be treated seriously by the School's Leadership Team and Principal.

Any breach of the Fundamental Rules will be referred to the Principal. The Principal will review all the circumstances and where appropriate consider a stand- down period and/or suspension as disciplinary options.

Serious and/or sustained breaches of any of the School Rules will be referred to the Discipline Sub-Committee of the Board of Trustees. The Board will consider the Principal's report on the matter and the parents/guardians of the student and any representative (if required) will be invited to a hearing.