

**Wintec****WAIKATO TRADES ACADEMY**

**CONGRATULATIONS** and welcome, you have been accepted into the Waikato Trades Academy

### Integrated Engineering

### STUDENT AND PARENT INFORMATION

#### Your First Day - 1 Day Induction

Date:	Time:	Location:	Queries:
<b>Thursday 15<sup>th</sup> February 2018</b>	Arrive 8.45am Start 9.00am - 2.30pm	<b>G Block Rotokauri Campus; Hamilton</b>	Please contact Vicky Riley, WTA Coordinator <a href="mailto:vicky.riley@wintec.ac.nz">vicky.riley@wintec.ac.nz</a> 07 834 8800 ext. 3123
<b>Transport:</b> <ul style="list-style-type: none"> <li>Please make your <u>own way</u> to the Academy today.</li> <li>You will be provided with a Buslt card during the day for WTA use throughout the year.</li> </ul>			

#### Induction Day Information

- You do not need to wear your school uniform to WTA (or induction)
- You will be provided with steel cap safety boots to be used at WTA, it is recommended you wear thick work or sports sock for comfort
- Parents/caregivers are not required to attend induction or WTA, however are welcome to come
- We do have an onsite café at Rotokauri campus; however, it is recommended you bring your lunch/drink to WTA.

#### Course Detail

Weekly Compulsory Class:	Block:	Location:
Your programme will start the week after induction: <b>FRASER HIGH SCHOOL</b> start 20 <sup>th</sup> Feb and every Tuesday AND Wednesday <b>FAIRFIELD HIGH SCHOOL</b> start 22 <sup>nd</sup> Feb and every Thursday AND Friday Note: there is <b>no</b> class during school holidays.	<i>Potential</i> of a 3 day block course dates to be confirmed	Rotokauri Campus; Hamilton
While at WTA, students will cover Mechanical Engineering, Electrical Engineer and Civil Engineering throughout the year.		

#### Class Hours

Class is from **8.30am and 3pm** on your scheduled day.

#### Reporting an Absence

Attendance is one of the greatest influences on learning and as a result, all students need to be present in class to fully participate and engage.

- If you are unable to attend class or if you know of an absence in advance (e.g. a school trip, sports day, planned surgery etc) it is important you let your WTA Student Advisor know immediately
- As we work in close partnership with your secondary school, we will be in touch with them to report daily absence.

Meet our Student Advisor:

- Rotokauri Campus; Leeana Kukutai; 021 531 754 or [leeana.kukutai@wintec.ac.nz](mailto:leeana.kukutai@wintec.ac.nz)**

## Withdrawals

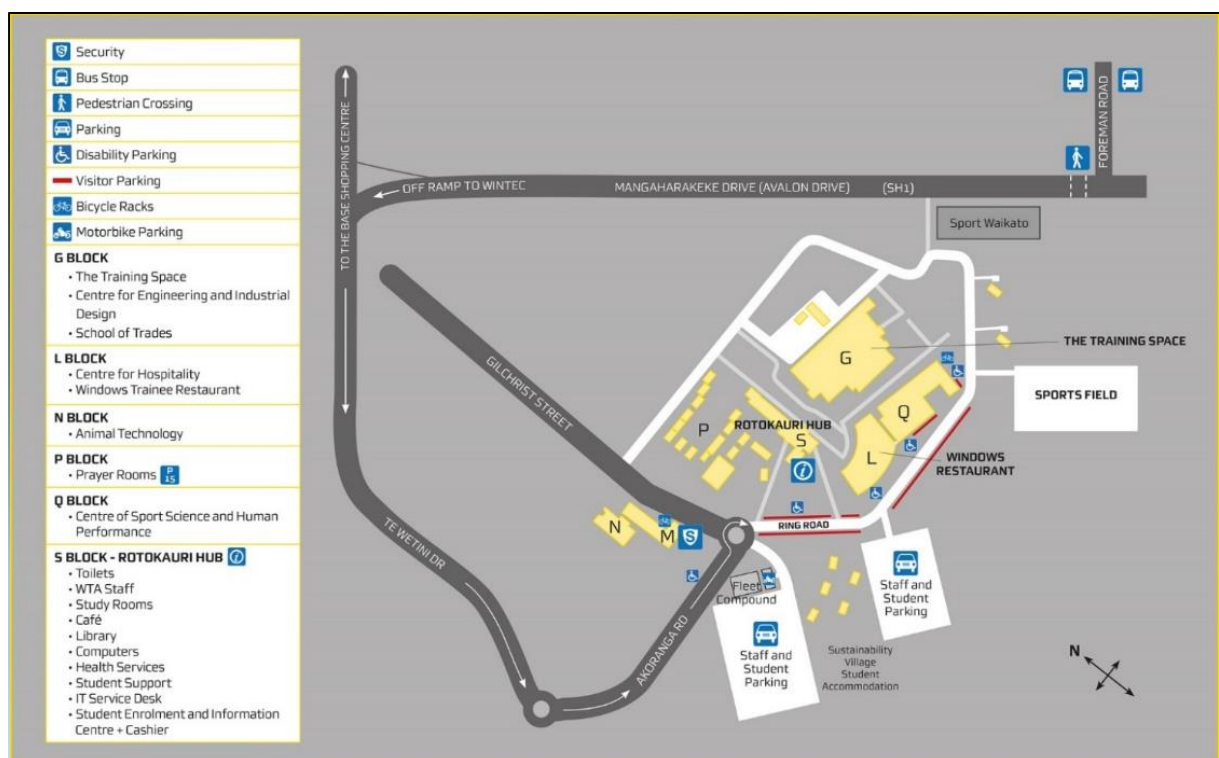
**Early confirmation of withdrawals will allow wait listed students the opportunity to participate in the course:**

- Please monitor your son/daughter during the initial days of the programme. If they do not wish to continue with the Trades Academy programme, we ask that they withdraw **on or before Friday 9<sup>th</sup> March**. This is three weeks after the commencement of the programme.
- Please contact your secondary school if you wish to withdraw.

## Transport for the Year

- If public transport is available this will be your first preference.
- You will be provided with a Buslt card on induction day, please note this is for WTA use ONLY.
- If you live out of town and need assistance getting to your closest regional bus on a regular basis, please discuss with your career advisor at school.

## How to find your way around our Rotokauri Campus



For all the information you need in the lead up to your first day at Wintec check out [www.wintec.ac.nz/welcome](http://www.wintec.ac.nz/welcome)