

**Wintec**

WAIKATO

TRADES ACADEMY**CONGRATULATIONS** - you have been accepted into the Waikato Trades Academy**Level 3 Building and Construction Programme****Your First Day**

| Date: | Time: | Location: | Queries: |
|--|--------------|---------------|---|
| KOPU Tuesday 20 th February 2018 | 8.30am - 3pm | Kopu Workshop | Please contact Bevan Morgan bevan.morgan@wintec.ac.nz 07 834 8800 ext. 3715 |
| FRANKLIN Thursday 22 nd February 2018 | | | |

Course Detail

| Weekly Compulsory Class: | Location: |
|---|--|
| KOPU - Every Tuesday 20 th February to 30 th October FRANKLIN – Every Thursday from 22 nd February to 25 th October (excluding school holidays) | KOPU WORKSHOP WESLEY COLLEGE (801 State Highway 22, Paerata) |

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 Advisors:

- **Kopu Workshop**; Jackie Uerata; 021 511 375 or jackie.uerata@wintec.ac.nz
- **Wesley College**; Jo Mould; 021 795 881 or waikatotradesacademy@gmail.com

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 10th March**. This is three weeks after the commencement of the programme. Please contact your secondary school if you wish to withdraw.

Personal Protective Equipment (PPE)

- Please bring your PPE gear (steel cap boots) with you from last year as you will be using them again.
- If you have outgrown your gear, please bring it and they will be replaced.

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

Transport for the Year

KOPU Students Only;

- Unless you have moved, your transport will be the same as last year
- You **MUST** be at your pick up point 10 minutes prior
- See your career advisor if you have any further questions regarding your nearest pick up point
- Note; any changes to this schedule will be notified by your school or WTA Student Advisor.

| Route – Murphy/Turley Bus pick up locations | | |
|--|----------------|----------------|
| Meeting point | Pick up time | Drop off time |
| Murphy Buses <i>Coromandel - Manaia - Thames - Kopu Workshop (and return)</i> | | |
| Coromandel Area School | 7:05 am | 4:25 pm |
| Te Wharekura o Manaia | 7:25 am | 4:05 pm |
| Thames High School | 8:15 am | 3:15 pm |
| Kopu Workshop | 8:25 am | 3:05 pm |
| Turley Buses <i>Te Aroha - Paeroa College - Kopu Workshop (and return)</i> | | |
| Te Aroha College | 7:40 am | 3:50 pm |
| Paeroa College | 8:00 am | 3:30 pm |
| Kopu Workshop | 8:25 am | 3:05 pm |

FRANKLIN; DISTRICT Students Only (travelling to Wesley College);

- Unless you have moved, your transport will be the same as last year
- You **MUST** be at your pick up point 10 minutes prior
- See your career advisor if you have any further questions regarding your nearest pick up point