



**Wintec**

# WAIKATO TRADES ACADEMY

CONGRATULATIONS - you have been accepted into the Waikato Trades Academy

## Year 2 Building and Construction Programme

### Your First Day

| Date:   | Time:        | Location:                    | For any queries:  |
|---|--------------|------------------------------|---|
| <b><u>HAMILTON GROUP B</u></b><br>Friday 24 <sup>th</sup> February 2017 | 8.30am - 3pm | G Block,<br>Rotokauri Campus | Please contact Vicky Riley,<br>WTA Coordinator<br>vicky.riley@wintec.ac.nz<br>07 834 8800 ext. 3123 |

### Course Detail

| Weekly Compulsory Class:   | Block:  | Location:        |
|--|---|------------------|
| Every Friday from 24 <sup>th</sup> February to 27 <sup>th</sup> October<br>Note, there is <b>no</b> class during school holidays | <i>Potential</i> of a 1 week block<br>dates to be confirmed | Rotokauri Campus |

### 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. Meet your Youth Advisor:

- **Celeste Slatter; Rotokauri Campus; 021 712-593 or email celeste.slatter@wintec.ac.nz**
- 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) please contact your above WTA Youth Advisor
- As we work in partnership with secondary schools, we will be in touch with them to report daily absence.

### 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 10<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

Hamilton based students; please make your own way to the academy on your first day:

- If you are eligible for transport funding, you will be provided with a Busit card before you leave on your first day (this would have been discussed with your secondary school in advance).
- If public transport is available this will be your first preference.
- If you live out of town and need assistance getting yourself to your closest regional bus on a regular basis, please discuss with your career advisor at school.

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)