

**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:
<u>HAMILTON GROUP B</u> Friday 24 th February 2017	8.30am - 3pm	G Block, Rotokauri Campus	Please contact Vicky Riley, WTA Coordinator vicky.riley@wintec.ac.nz 07 834 8800 ext. 3123

Course Detail

Weekly Compulsory Class:	Block:	Location:
Every Friday from 24 th February to 27 th October Note, there is no class during school holidays	<i>Potential</i> of a 1 week block 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 10th 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