



2026

Student and Whānau Guide



**LONG BAY
COLLEGE**

Care, create, excel

Care
Respect
Creativity
Community



Details

Name:		ID Number:
Year group:		
House:		
Atawhai Leader:		
Code:	Email:	
Dean:		
Code:	Email:	
Senior Leadership Team teacher:		
Code:	Email:	

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Contact details

Phone: (09) 477 9009
Email: office@lbc.school.nz
Website: longbaycollege.com

Physical Address

Ashley Ave
 Long Bay
 Auckland 0630

Postal Address

PO Box 89007
 Torbay
 Auckland 0742



LONG BAY COLLEGE
Care, create, excel

Haere Mai, Welcome

Dear students and whānau,

Long Bay College proudly provides a dynamic and flexible environment where we are constantly driven to meet the changing educational and social needs of our community. Our students succeed in Academia, the Arts, Culture, Sports, and through Service to others, thanks to our strong culture of care, which underpins these five key pillars of our school.

One of our greatest privileges is partnering with whānau to support and guide our students through their college years, to not only help them reach their own levels of personal excellence but to also support them to become confident, respectful, responsible global citizens.

This book provides students, parents, and caregivers with a guide to key college information,



contacts, and expectations. Please read it thoroughly and keep it to hand.

I wish you the absolute best for a successful 2026.

Ngā mihi

CJ Healey, Principal

E: principal@lbc.school.nz

Senior Leadership



Senior Leadership Team

Back row: Mr James Heneghan (Associate Principal), Mrs Sarah Bicknell (Deputy Principal), Mr Richard Beechey (Business Manager), Mrs Liese Strong (Assistant Principal), Mr Mike Lewis (Deputy Principal)

Front row: Mrs Jacqueline Beasleigh (Assistant Principal), Mr CJ Healey (Principal), Mrs Jayne Jones (Assistant Principal), Miss Lauren Wing (Deputy Principal)

Culture of Care

At Long Bay College, we are proud to foster a learning and social environment based on our core values of Care, Respect, Creativity and Community, which supports our students as they navigate the teenage years and beyond. We offer a network of capable, dedicated and caring adults who are available to our students and their family members to reach out to at any time.

Atawhai

'Atawhai' is Māori for 'Kindness'. Every student is welcomed as a member of our school family and belongs to an Atawhai group. Throughout their years at college, they are led by a dedicated member of staff who is the group's Atawhai Leader. Regular Atawhai sessions offer an important space outside the curriculum, where students are motivated, challenged and supported to become personally driven to succeed.

Atawhai Leader

The leader is an important first point of contact and guide for students and their family members to discuss all aspects of school life and will support and guide students through their Long Bay College journey.

Peer Support

Senior students are trained as peer support leaders to assist Year 9 students as they transition to College. New students complete a programme that encourages class discussions, bonding, games and activities. Leaders offer their support during Atawhai sessions and are a familiar face around the school.

Year Level Deans

Dedicated to ensuring students benefit from their College experience through academic management and positive social interactions with peers.

Senior Leadership Team

Senior leaders work with students, staff and the wider community to provide an environment that supports our students and changing needs of our school.

Learning Support

The team is committed to the academic and social success of students who may need extra support with their learning.

Careers Team

The team offers recommendations for course planning, career and employment information, work and Gateway placements, and more.

Wellbeing Team

Guidance Team

Three Guidance Counsellors are available to students to confidentially discuss any issues they may need assistance with resolving.

Youth Workers

Our Youth Workers are available to offer students a listening ear, and a space for connection and support. Our Youth Workers help provide students with the tools required to work through any concerns.

Nurse and Medical Attendant

Students should visit the Wellbeing area and medical room for first aid treatment, illness and injury management, medication management and assistance with health issues and anxiety. The nurse and medical attendant are there to support students, provide care with the delivery of health services to support students to take responsibility for their own health care.

Physiotherapist

Available daily for the provision of on site physiotherapy treatment for those students who have an ACC injury claim.

Student Centre

Staff provide assistance with uniform requirements, absences, late passes, lost property and more.

For contact details, please see page 6.



House System

Every student is assigned to a House which they belong to throughout their College years. There are five houses, each named after native birds of New Zealand; Takahē, Tīeke, Tara iti, Kea and Kōkako.

Student House Leaders and staff members are responsible for each house which has a mix of students from all year levels. Our house system plays an ever-evolving role in our school, strengthening our sense of community, teamwork, involvement and of course, the fierce rivalry between the houses.

The house system provides opportunities for students, facilitating events that bring our diverse

school together, encourages involvement and engagement of our wider community. Events such as the Relay for Life, Pink Shirt Day, Daffodil Day, Top House Challenges, Gumboot Friday and Matariki are just a few of the many house events that establish school spirit, teamwork, collaboration, awareness, and leadership.

Students complete initiatives as groups or individuals to earn personal excellence or koru badges and points for their house, which count towards the end of year house trophy.



Which House will soar on top of the leaderboard in 2026?



Ray from the Bay

Long Bay College has officially welcomed a new legend to its shores – Ray from the Bay! More than just a mascot, Ray is one of us! He represents the strength, agility, and unity, that define our school spirit. As the guardian of the Bay, Ray represents our commitment to resilience, leadership, and camaraderie, ensuring that every student feels supported on their journey.



Student Information & Key Contacts

Atawhai Leader

The students' Atawhai Leader is an important first point of contact, a key support person and a guide throughout the College years, not only for the students but for family members. Please contact the Atawhai Leader in the first instance to discuss all aspects of school life.

Contacting your child at school

Please telephone or email the Student Centre if you need to contact your child during school hours. **Please do not contact your child directly** as this can cause disruption to lessons.

Student use of school telephone

If a student needs to make an urgent telephone call, please consult a Teacher, the Student Centre or Reception.

Office/Reception

Hours: 8am–4pm

Please contact our office administration team if you change your physical address, email address or phone number.

office@lbc.school.nz
09 477 9009

Student Centre

Hours: 8am–3.30pm

Please visit the Student Centre for:

- Timetables.
- ID Cards.
- Medical Certificates.
- Late passes – if you are late to school you will need a pass. Visit the Student Centre with a signed note from a parent/caregiver or report through [SchoolBridge](#).
- Yearbooks.

- Uniform – if you do not have the correct uniform, go to the Deans before school to obtain a pass. Please show a note from a parent/caregiver explaining the reason and the date when you will be back in correct uniform.
- Lost/found/stolen property – report to the Student Centre at interval and lunchtime.
- Damaged property – report to the Student Centre at interval and lunchtime, or let your teacher know as soon as possible.

Student Centre Manager

Mrs Maryann Denny Ext: 896
studentcentre@lbc.school.nz

International Department

The International Department assists international students by providing pastoral support, administration, help with visa renewals and trips.

Homestay Coordinators

Mrs Jayne Jones Ext: 816
jjones@lbc.school.nz

Mrs Tian Yang Ext: 874
tyang@lbc.school.nz

24hr Emergency Contact 0800 528 2555

Learning Support

The Learning Support Faculty assists students and parents with additional learning needs.

Head of Learning Support

learningsupport@lbc.school.nz

Guidance Counsellors

Our counselling team aims to help students explore any difficulties and concerns and to develop their capabilities and resilience. They offer leadership and expertise that promotes positive relationships through awareness of and respect for other's differences. Students can request appointments on TEAMS during school hours.

Guidance Counsellors

wellbeing@lbc.school.nz

Head of Wellbeing

Hiltrud Egle Ext: 840
hegle@lbc.school.nz

Burnedette Oosthuizen Ext: 835
boosthuizen@lbc.school.nz

Jemma Cavell Ext: 820
jcavell@lbc.school.nz

Kirsten Jongsma Ext: 820
kjongsma@lbc.school.nz

Youthworker

Jackson Roach youthworkers@lbc.school.nz

Careers

The Careers Centre assists students and parents at all levels:

- Career information.
- Finding work experience opportunities.
- Preparing for job interviews and CVs.
- Linking to short polytech courses.
- Advice on appropriate courses leading towards particular careers.
- Gateway work placements.

Careers Advisor

Mrs Katherine Thomas Ext: 839
ktomas@lbc.school.nz
careers@lbc.school.nz

Gateway / STAR / Work Experience Coordinator

Mrs Kelly Rose Ext: 811
kruse@lbc.school.nz

Careers Office Administrator

Mrs Hayley Noom Ext: 837
hnoom@lbc.school.nz

IT Assistance

School software and connectivity support can be provided by the school IT technician. To find more information on IT assistance please visit our school website: longbaycollege.com/school-information/stationery-and-byod/

Medical Room

Hours: 8.30am–4.30pm

If a student requires urgent assistance outside of these hours, please see Reception.

For students' medical needs, the Medical Room offers:

- First aid treatment for illness, injury, anxiety or ongoing needs.
- Medication storage – Long Bay College does not provide any medication. Please bring it in from home and it will be stored in the locked medical cupboard under your name. If you take regular medication, please bring it in.

Medical Attendant

Medical Attendant/Nurse Ext: 444
nurse@lbc.school.nz

Unwell during the day

Students should not be sent to school when they are unwell and not able to function properly or are contagious. Guidance for parents/caregivers to help you decide whether your child is well enough to attend school can be found on the [Health New Zealand](#) website.

Students who become sick, or injured, during school hours **must report to the medical room**.

Only when a parent or caregiver has been contacted by the Nurse or administrative staff, will the student be released. Students are NOT to text parents/caregivers to collect them from school, without following the correct procedures.

Student Information & Key Contacts

On site Physiotherapists

Our college Physiotherapists will see students who have an ACC injury. This could be from an injury at home or at school. An appointment must be made to see the Physiotherapists.

Physiotherapists

Bobby Varinder Dosanjh

Physio in Schools physio@lbc.school.nz

Reporting, school news, information and events

Please check:

- The Kamar Parent Portal – please login to view results, timetables, attendance records, reports and more.
- Student Information – information about student progress is available through the Kamar Parent Portal, parent evenings, digital reports and contact with the student's Atawhai Leader, subject teachers and Deans.
- The school news website: lbcnews.co.nz. Which provides the latest news and notices.

- The school website: longbaycollege.com
- Facebook page: facebook.com/LongBayCollege
- Instagram: [@LongBayCollege](https://www.instagram.com/LongBayCollege)
- Student Centre notices.

Library

Hours: 8.15am–4.15pm

Library Manager

Miss Riley McDowall Ext: 898
library@lbc.school.nz

Teachers and Support Staff

Email addresses for all staff are available on the school website:
longbaycollege.com/contact-us

NZQA Matters

Principal's Nominee:
Mrs Jacqueline Beasleigh Ext: 861
jbeasleigh@lbc.school.nz



Senior Leadership Team



Year 9

Miss Lauren Wing
lwing@lbc.school.nz



Year 10

Mrs Sarah Bicknell
sbicknell@lbc.school.nz



Year 11

Mrs Liese Strong
lstrong@lbc.school.nz



Year 12

Mr James Heneghan
jheneghan@lbc.school.nz



Year 13

Mr Mike Lewis
mlewis@lbc.school.nz

International Students

Mrs Jayne Jones
jjones@lbc.school.nz

Careers Advisor

Ms Katherine Thomas
kthomas@lbc.school.nz
careers@lbc.school.nz

Deans



Year 9

Mr Coby Delle Donne
Mrs Aimee Gale
year9deans@lbc.school.nz



Year 10

Mrs Christina Ganivatu
Mrs Liz Bailey
year10deans@lbc.school.nz



Year 11

Mrs Ashley De Bruin
Mr Mark Carroll
year11deans@lbc.school.nz



Year 12

Mr Vinicius Scofield
Miss Tian Zhang
year12deans@lbc.school.nz



Year 13

Mrs Lisa Lehan
Mr Martyn Longstaff
year13deans@lbc.school.nz

International Student Coordinators

Jemma Jones Ext: 810
jmjones@lbc.school.nz

Xiaoman Shao Ext: 810
xshao@lbc.school.nz



Student Information & Key Contacts

Sports, Arts and Clubs

Sport

The Sport Centre will assist students and parents at all levels with sporting information such as fixtures, uniform and equipment.

sport@lbc.school.nz

Latitude 36 Fitness Hub

Hours: Open every day until 4pm

The College Fitness Centre is a great facility and can be accessed by all students.

Director of Sport

Mr Andy Mobberley Ext: 876
amobberley@lbc.school.nz

Sports Coordinators

Mrs Sarah Phoenix Ext: 864
sphoenix@lbc.school.nz

Miss Ella Rutten Ext: 864
erutten@lbc.school.nz

Arts and Clubs

Please visit the Long Bay College website for more information and contacts about the co-curricular activities we offer:

longbaycollege.com/get-involved/get-involved-home/

To discuss opportunities or for advice or guidance about choosing co-curricular activities, students are requested to contact their Atawhai Leader.



Term Dates & Bell Times

Term dates for 2026

Term 1

Wednesday, 28 January – new students start
 Thursday, 29 January – all students at school
 Thursday, 02 April – last day of term
 School Closed during term for Waitangi Day.

Term 2

Monday, 20 April – first day of term
 Friday, 03 July – last day of term
 School closed during term for ANZAC Day, and King's Birthday.

Term 3

Monday, 20 July – first day of term
 Friday, 25 September – last day of term

Term 4

Monday, 12 October – first day of term
 Thursday, 10 December – last day of term
 School closed during term for Labour Day.

Teacher Only Days

Please see school communications for notices.

Study Planner

Visit our college website and download a study planner:
longbaycollege.com/student-study-planner/

Bell times

Mon, Tues, Thurs, Fri

Period 1: 8:45am
 Transition: 9:45am
 Period 2: 9:50am
 Interval: 10:50am
 Period 3: 11:20am
 Transition: 12:20pm
 Period 4: 12:25pm
 Lunch: 1:25pm
 Period 5: 2:15pm
 End of school: 3:15pm

Wed

Period 1: 9:10am
 Transition: 10:05am
 Period 2: 10:10am
 Interval: 11:05am
 Period 3 (Atawhai): 11:35am
 Transition: 12:30pm
 Period 4: 12:35pm
 Lunch: 1:30pm
 Period 5: 2:20pm
 End of school: 3:15pm

Public Holidays

Waitangi Day: Friday, 6 February
 Good Friday: Friday, 3 April
 Easter Monday: Monday, 6 April
 ANZAC Day: Monday, 27 April
 King's Birthday: Monday, 1 June
 Matariki: Friday, 10 July
 Labour Day: Monday, 26 October

Expectations

Long Bay College's school values are: Care, Respect, Creativity and Community

Our values are based on creating a culture of care for our students and community, which allows our students to achieve in all aspects of school life; Academia, the Arts, Community, Innovation, Leadership and Sport. We support our students to achieve their own levels of personal excellence and become positive and valued members of a global society. By modelling our values, our students are enabled to make solid progress in the classroom, have rewarding experiences in co-curricular activities and develop acceptable social skills. Our desire is for all students to feel a strong sense of belonging at Long Bay College.

Classroom and community conduct

We show Care and Respect within the Long Bay College community by:

1. Being courteous and polite to others through kindness, care and good manners.
2. Students and teachers both take responsibility for the routines of working in a learning environment. Each teacher or class may have different routines (e.g. entering the room, use of the space or equipment, the need to remain seated or to move about).
3. Students follow instructions from teachers or leaders in a cooperative and respectful manner.
4. Speaking and listening respectfully to the person leading the lesson or to whoever is speaking during the lesson, whether that be a teacher, visitor or other student.
5. Displaying behaviour, verbal language and written content that is non-violent and non-threatening, not only in the classroom but in online spaces e.g. social media and digital communications. Physical violence, swearing, verbal abuse or verbal harassment are regarded as very serious offences.
6. Being punctual, and if late to class, apologising and showing a late slip from the Student Centre.
7. Asking for permission to leave a classroom or learning environment.
8. Behaving appropriately in the learning environment; for example, using digital devices

only when approved by the teacher and ensuring behaviour doesn't disrupt learning for self and others.

9. Coming to each class prepared and ready to learn with the correct equipment.
10. Showing respect for all school property and the property of other students.

Building Positive Learning Relationships

Restorative Practices

Key Restorative Principals

- Misconduct is a violation of people and relationships
- Violations create obligations and liabilities
- Restorative practice seeks to heal and put things right

Restorative practice is a relational approach to school life grounded in beliefs about equality, dignity, mana and the potential of all people. The Restorative Positive model focuses on building and maintaining positive relationships across the school community and offers school practice tools and techniques to restore relationships when things go wrong. The Restorative Positive approach to problem solving recognises that misconduct harms people and relationships and that those involved in the problem also need to be involved in finding a solution.

Restorative conversations

- Tell the story.
- Tell me what has happened.
- What has led us to needing to have this conversation?
- What were you thinking when you did that?
- What have you thought about since?
- How does that fit with our values here?

Explore the harm

- Who do you think has been affected? Who else?
- In what ways?
- What do you think it must have been like for them?
- Was that a fair or unfair thing to do? The right or the wrong thing to do?

Repair the harm

- What needs to happen to put things right?
- What do you think (person's name) needs to hear/see from you now?
- Is there anything else that you can think of that might help?
- What will sorry look like in the action from here?

Reach an agreement

- What do you need to stop doing, stay doing, start doing?
- If this happens again, what could/will you do differently?
- From now on, how will you demonstrate the school values?
- What do you need from me/us to support you?

Plan follow up

- When shall we check in with you to see how you are going?
- What will happen if our agreed outcomes haven't been reached?

Source: Institute of Professional Learning,
The University of Waikato

Consequences of unacceptable behaviour

Long Bay College takes a restorative approach to resolving unacceptable behaviour. Clear consequences, relevant to the behaviour, will be outlined and put into place.

- A verbal warning.
- Sent to the Faculty Referral Room.
- A lunchtime detention/an after school detention.
- Parents contacted.
- A conduct or attendance report may need to be carried by the student and signed by each class teacher and/or parents/caregivers to monitor progress.
- Referral to a member of the College's Senior Leadership Team or Year Level Dean.
- A stand-down of up to five days per Term, or 10 days per year.
- A suspension and referral to the Board of Trustees (BOT). A BOT Disciplinary Sub Committee interview with parents/caregivers and student is sometimes required for persistent or serious offenders.

After school detention

After school detentions are held at 3.20pm for one hour. They take precedence over any other activity: work, sports practice or leisure/family activity. All students and parents/caregivers are emailed advising of the detention. If a student is unable to attend for good reason, they need to see the Dean in advance.

Any student who has had multiple after-school detentions for the same offence may be required to attend an interview with the Dean, accompanied by their parents/caregivers.

Important note:

1. All incidents of unacceptable behaviour are considered on their own merits.
2. Other rules exist for aspects of school life. These are publicised in a variety of ways, as appropriate, for example: the proper use of private student vehicles; the specific behaviours expected in laboratories and workshops; and the behaviours expected on school field trips.



Expectations

Attendance

Long Bay College is committed to ensuring all students maximise their educational opportunities. Regular attendance at school is important in helping get young people closer to their goals.

Regular attendance at school is important to your child's success and there is a clear connection between going to school regularly and doing well in the classroom. Making sure students attend and engage in learning is a shared responsibility.

Students who attend school regularly learn more and achieve better results. It is an important role of parents/caregivers to ensure their child is regularly attending school.

- Students must attend and be punctual to school and all classes.
- Students must remain on the premises during the school day unless permission to leave is granted by the school, and they have signed out with the Student Centre. After 4.00pm, students may remain at school only under supervision.
- Parents/Caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent. A reason for absence must be provided no later than 3 days from the start of the absence.
- If a student is absent for 3 days of medical absence, attendance will be marked as "M" (Medical). Subsequent consecutive days are marked "E" (Unjustified Absence) until a Medical Certificate can be provided. Please submit the medical certificate through [SchoolBridge](#) – report student absence.
- If a student has 9 non-consecutive days within a term for medical reasons, a Medical Certificate is required. The first three days will be marked as "M" (Medical), and the additional

6 days will be changed to "E" (Unjustified Absence) until one can be provided. Please submit the medical certificate through [SchoolBridge](#) – report student absence.

As a parent, you are responsible for making sure your child attends school every day. If your child is going to be absent for any reason it is essential that you let us know as soon as possible. It is important that you **use the [SchoolBridge web portal or App](#)** to confirm your child's absence and provide us with the reason. Further details can be found below.

We acknowledge that there are genuine reasons students may occasionally be absent. However, without regular attendance your child will struggle to make progress. If your child is absent regularly, or for extended periods, we will reach out to you to discuss the situation. We are committed to supporting your child to attend school. If you're having difficulty getting your child to school, you can ask for support by:

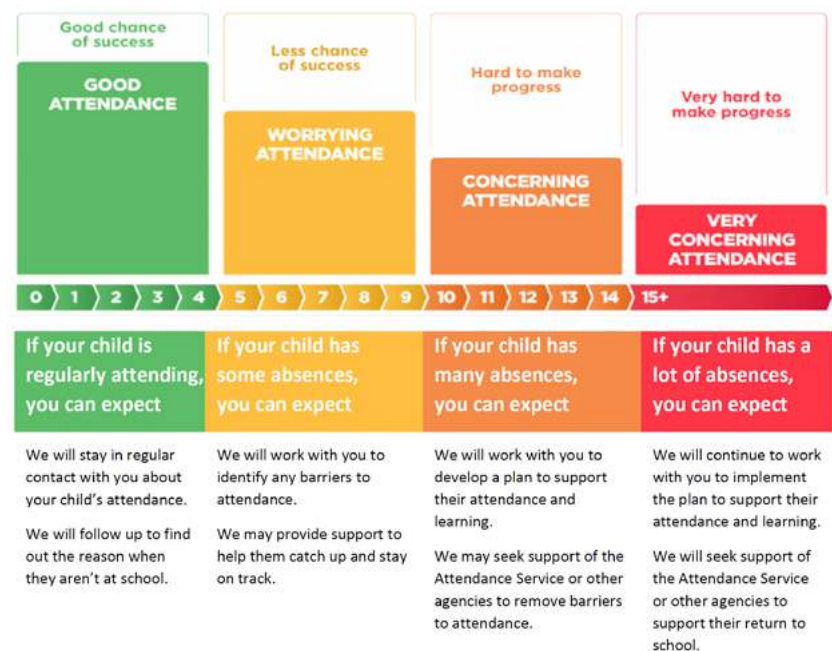
- Speaking with your child's **Atawhai Leader or Year Level Deans**
- Sending us a message on [SchoolBridge App](#), or
- Calling us on **09 477 9009** and ask to speak to your child's **Year Level Deans**

We can work with you to develop a support plan that addresses any barriers to regular attendance.

- If students frequently miss school without an explanation provided, the school will contact the student's parents/caregivers to request a meeting and to discuss ways to support the student's attendance. If unexplained absences persist, a formal letter will be sent to parents/caregivers and external agencies may be contacted to follow up on the reason for absences. This will follow our Stepped Attendance Response (STAR).

Stepped Attendance Response – STAR

Responding to all absences



Expectations

Student absences

New Zealand law requires children from the age of 6 to be present at school except in special circumstances such as illness etc. Parents must notify the school if their child is absent from school.

SchoolBridge Parent Portal

It is our preference at Long Bay College that parents/caregivers use the [SchoolBridge](#) web portal or App to notify us of student absences, lateness or if they have a scheduled appointment. Instructions on how to access [SchoolBridge](#) can be found on the sign in page: www.longbaycollege.com/portal

If parents/caregivers are unable to access the [SchoolBridge](#) web portal or App, they can email or phone the Student Centre ensuring that they include the student's first and last names, date of absence and reason for absence or lateness. studentcentre@lbc.school.nz

Please Note: Reporting an absence/lateness must come from a parent/caregiver recorded on your child's profile, not from the student themselves. The [SchoolBridge](#) portal is a secure way of ensuring only parents/caregivers are sending through the reports and it also keeps a track of what you have sent through. Therefore, it is essential for parents/caregivers to keep login information private. Sharing login details with your child may compromise the integrity of the absence system. Should you have a query regarding your child's attendance please contact their year level Dean.

Daily absences

It is a Ministry requirement to have caregiver notification of a student's absence in order for the correct attendance code to be assigned and to ensure good records are maintained. Parents/caregivers should contact the school using [SchoolBridge](#) before 8.45am if their child is absent.

If a student has been marked absent and the Student Centre have not received notification from a parent/caregiver, then a message will be sent to parents/caregivers regarding the whereabouts of their child. The reason for notifications is to let parents/caregivers know if their child has made it to school on time for the day.

This message may cause concern for some parents/caregivers which is understandable however, please note this does not necessarily mean they have not arrived at all. If you receive a notification text message you can reply "Y" followed by an explanation for the absence, or "N" if you are unaware of absence or disregard the message if you have already informed the school of your child's absence.

If your child arrives late and does not sign in via the student center, it is highly likely they will be marked absent, and you will receive a text message/email.

Signing in or out during a school day

Please make specialist and other essential appointments at times which allow students to attend school for the majority of the day. Parents/caregivers can request an Exit Pass for their child using [SchoolBridge](#) prior to 9.00am on the day of the appointment. Please include the reason that your child will be signing out and whether you expect them to return during school that day.

Students can then collect a pass from the Student Centre during interval or lunchtime which will allow the teacher to release the student from their class at the designated time. The student must then report to the Student Centre to sign out before leaving the school grounds.

If parents/caregivers are unable to access [SchoolBridge](#), they can email or phone the Student Centre ensuring that they include the student's first and last names, the reason your child will be signing out and whether you expect them to return during school that day.

Collecting your child at short notice

We appreciate that occasionally emergency appointments need to be made at the last minute; however, parents/caregivers should be aware that it is not always possible to find students in class promptly. While staff will do everything they can to help, it may take a little while.

If you anticipate needing to get your child out urgently it would be helpful to give at least half an hour notice. You can phone the school office on 09 477 9009 extn 878. Please do not turn up at the school and expect to be able to get your child out of class immediately.

Parents/caregivers should also note that the school gates are shut for safety reasons between 3.05pm and 3.25pm.

Please provide appointment slip through [SchoolBridge](#).

Late passes

Whenever a student arrives late to school for any reason, or they are late to their class during the day, they must report to the Student Centre. The student will receive a late slip which they must hand to their classroom teacher.

Parents/caregivers should notify the Student Centre if their child will be late by using [SchoolBridge](#). Please include the reason for being

late. If there is no justified reason provided by a caregiver, a lunchtime detention will be issued to the student.

If parents/caregivers are unable to access [SchoolBridge](#), they can email or phone the Student Centre or provide a written note signed by a caregiver ensuring that they include the student's first and last names, and the reason for being late.

Prolonged leave

(more than three consecutive school days)

Extended periods of absence disadvantage students. Holidays and similar reasons are considered 'unapproved absence' and are actively discouraged. Therefore, please avoid taking students for holidays or other non-approved reasons during term time.

If the absence simply cannot be avoided and the planned absence is for more than three consecutive school days, parents/caregivers are requested to notify the Student Centre and the Principal in writing at least two weeks prior to the leave using the Prolonged Absence icon on your [SchoolBridge](#) dashboard. If the prolonged absence is due to medical reasons, then please ensure that a medical certificate is provided.

Year 13 Period 1 Study

Some Year 13 students will have a timetabled study period. When this occurs during Period 1, they may choose to arrive at school later than 8.45am. For Health and Safety purposes, it is important to sign in at the Student Centre if arriving at school after 8.45am and before Period 2.



Expectations

Valuables

- Items, such as large sums of money or electronic equipment, are only allowed at school for school related activities.
- Students are discouraged from bringing valuable items to school. They do so at their own risk and must ensure their safekeeping.
- The safekeeping of personal belongings is each student's individual responsibility.

Confiscated items

Any items confiscated from students at school, such as non-uniform clothing, jewellery or can be collected on **Fridays from the Student Centre, 3:15pm**. Phones, if confiscated, can be collected at the end of the school day, 3:15pm from the Student Centre. Alternatively, a parent/caregiver may visit the school via the reception to collect the items.

A healthy school environment

Our community respects our environment by behaving appropriately and respectfully within the work and social spaces of our school and while representing the college.

- Long Bay College is a drug, alcohol and smoke-free zone (including vaping and e-cigarettes). Students may not be in possession of, using, or dealing in the above items at school, on the way to and from school or during school activities. Any infringements of these rules are regarded as a major breach of school conduct and carry serious consequences.
- Medication prescribed for use during the day must be left at the Medical Centre and collected as required.
- Damage to school buildings or any other school property must be reported promptly to the Property Manager, any Deputy Principal or Teacher.
- Dangerous items are not permitted at school or to be in the possession of any student. These items could include but are not limited to drugs,

matches, cigarette lighters, aerosol cans, any potential weapon, and materials or implements commonly associated with the use/misuse of illegal or dangerous substances.

- Chewing gum is not permitted while at school.
- There are signs and markings around the school to identify out-of-bounds areas to students. The Auditorium and Gymnasium are available for student use only if a supervisor is present. Please see online student guide for out-of-bounds map.
- Students are not to park on the school site during the school day, and must not interfere with parked cars or bikes or use parking areas as access ways.
- The staffroom is private to the staff.
- No student may be on the roof of any school building at any time.
- Students must not leave the school grounds unless they have obtained an official exit pass from the Student Centre. A note, email or telephone call from a parent/caregiver to the Student Centre explaining a valid reason for the exit pass is required before one will be issued. This is so all parties know the safe whereabouts of the students.

Uniform

Long Bay College is a school with high standards and values. There is an expectation that all students will wear their uniform with pride. This means wearing the uniform correctly at all times and taking personal presentation seriously. The school requires that correct uniform is worn in the correct manner when students are at school, travelling to and from school and representing the school at events.

Uniform Stockists

The Uniform Shoppe, 83 Te Oneroa Way, Long Bay (below Jetts Gym)
Phone: 027 303 8087

- Price lists are available through the College website:
longbaycollege.com/enrolment/uniform
- Second hand uniforms – for purchase and sale of second hand uniforms, search the local Facebook community pages.

Uniform passes

As a general rule, no non uniform items are permitted. Students may not wear non uniform unless a school-wide non uniform day is declared. In exceptional cases, each of which is treated on its merits, students may be given a uniform pass. In these instances, contact from home is required explaining the reason for the incorrect uniform via our [SchoolBridge](#) uniform request process. This should be received by the school by 8am on the day the pass is required. On arrival at school, the student must collect this uniform pass from the Student Centre and carry the pass throughout the duration of the school day.

Students may not wear Long Bay College hoodies and sports clothing in place of a school jersey or jacket.

Wearing our uniform with pride

- The school uniform must be clean, in good repair and worn correctly. It is recommended school clothing is clearly named. No garments other than approved items may be visible including undershirts (white V neck undershirts available from the Uniform Shoppe).
- Non-regulation uniform or jewellery will be confiscated and returned after school on Fridays.
- Students who arrive at school incorrectly dressed should have valid reason and should have had a uniform pass request already pending in [SchoolBridge](#). These students should report immediately to the Student Centre before school to receive their pass.
- Students without an acceptable reason for being incorrectly dressed may be withdrawn from class to work on an individual programme

for the day and may receive consequences such as a lunchtime detention.

- When in a public place, students in Long Bay College uniform are representing the College and school expectations apply. This includes on the way to and from school.
- In all matters relating to uniform, a Senior Leader will determine what is and what is not appropriate, taking into account students' safety, community expectations and any other factors deemed relevant.



Expectations

Junior uniform (Years 9 and 10)

- The junior uniform consists of the Mykonos blue shirt in either the non-pocket, pocketed, short or long sleeve designs.
- Students have the option of the school skirts, shorts or trousers to be worn as part of their core uniform requirements.
- Short school skirts are designed to sit just above the knee - this is best described as approximately 6cm, or a student ID card width from the top of the knee to the bottom of the hemline.
- Rolling of the school skirt waistline is NOT permitted.
- Only the Long Bay College jacket is permitted to, from and at school. It is to be worn over shirt and/or jersey.
- Long Bay College jersey to be worn over the school shirt.
- Blazer and tie option is available to all junior and senior students and is an expectation for all students representing Long Bay College.
- Tie is to be knotted at the collar and worn only with trousers (shirt tucked in) or skirts.
- School scarf and/or beanie to be worn Term 2 and 3 only. For outdoor wear only.
- Only school cap to be worn.
- Lace-up or slip on shoes must have a closed heel. **They are to be plain black, with an all leather/leather look surface.** No boots (or shoes with logos) sneakers, canvas shoes or jandals. Please visit the school website or see over the page for more detail in approved designs.
- LBC uniform ankle socks, black or flesh coloured stockings/tights are to be worn with the school skirts.
- LBC uniform calf socks are to be worn with shorts or trousers.
- Plain black sandals may be worn with no socks.



Senior uniform (Years 11 to 13)

- The senior uniform consists of the senior white striped shirt in either the non-pocket, pocketed, short or long sleeve designs.
- Students have the option of the school skirts, shorts or trousers to be worn as part of their core uniform requirements.
- Short school skirts are designed to sit just above the knee - this is best described as approximately 6cm, or a student ID card width from the top of the knee to the bottom of the hemline.
- Rolling of the school skirt waistline is NOT permitted.
- Only the Long Bay College jacket is permitted to, from and at school. It is to be worn over the shirt and/or jersey.
- Long Bay College jersey to be worn over school shirt.
- Blazer and tie option is available to all junior and senior students and is an expectation for all students representing Long Bay College.
- Tie is to be knotted at the collar and worn only with trousers (shirt tucked in) or skirts.
- School scarf and/or beanie to be worn Term 2 and 3 only. For outdoor wear only.
- Only school cap to be worn.
- Lace-up or slip on shoes must have a closed heel. They are to be plain black, with an all leather/leather look surface. No boots (or shoes with logos) sneakers, canvas shoes or jandals. Please visit the school website or see adjacent image for more detail in approved designs.
- LBC uniform ankle socks, black or flesh coloured stockings/tights are to be worn with the school skirts.
- LBC uniform calf socks are to be worn with shorts or trousers.
- Plain black sandals may be worn with no socks.



Expectations

School Footwear Guidelines



- Only one small silver or gold (no more than 3mm) plain stud (without gemstone) or small plain sleeper hoop (no more than 10mm in diameter) may be worn in each earlobe.
- No other jewellery is permitted (including face, nose, or body piercing ornamentation, including clear inserts).
- Makeup is not to be worn, including false eyelashes.
- Tattoos must be covered and not visible when wearing school uniform.



Hair

- Moderate styles and 'natural' colours are expected (any exceptions are at the discretion of the Year Level Senior Leader).
- Students must be clean shaven while attending College.
- There are occasions when hair must be tied back for safety reasons.
- One plain thin black hair tie.

Nails

- Students must keep their nails natural looking and should be no longer than fingertip in length. Nail polish or artificial nails (acrylic, wraps, gel or press-on) are not permitted.

School bags

- No advertising other than the maker's name.
- No graffiti.

In all matters relating to the uniform and student presentation, the relevant year level Senior Leader will determine what is and what is not appropriate, taking into account students' safety, community expectations and any other factors deemed relevant.

Other uniform items

- School hoodies are available as part of the College's sporting uniform but are not to be worn as part of the main school uniform.
- The PE uniform is compulsory to all students participating in PE throughout all year levels.

Sports uniform

Students that are representing the school at sporting occasions are required to wear their sport uniform. The sports uniform should not be worn at any time with the main school uniform or as a replacement to the PE uniform.

Hair, jewellery, tattoos and makeup

Jewellery, makeup, tattoos

- Any request to wear non-regulation items on an ongoing basis must be made in writing to the Year Level Senior Leader.
- Pounamu and Bone Taonga necklaces ARE permitted.

BYOD

Digital technologies are an important part of your world as you use them to connect with each other, to learn new skills and pursue interests. Technology also offers new opportunities for teachers and leaders, as well as new ways for you, your whānau, iwi and community to contribute to your learning.

From 2024, BYOD laptop is compulsory for years 9-12 students and is expected for year 13. It is our philosophy that a laptop brought to school is for education purposes and sits alongside the many other teaching and learning tools we provide. It is important the laptop brought to school meets specifications, which are outlined below.

School software and connectivity support can be provided by the school IT technician.

Specifications

Please read through the BYOD specifications, prior to buying a new device. Be sure you understand the processes surrounding warranty, replacement, and repair through your chosen retailer.

Long Bay College requires students to work on a laptop, which is robust enough to run the various digital technologies that allow the best range of opportunities for learning. This allows students to be able to use the device's hard drive. Chrome books do not have this capacity which means they are not appropriate for use.

The operating platform we use is Microsoft 365, which includes Microsoft Teams.

Providing equitable access to students to procure a device is important. Long Bay College has partnered with Noel Leeming to bring you exclusive offers. We also have several support systems in place.

Specifications

Operating System

Processor

Main Memory/RAM

SSD

Graphics Card

External Ports

Wireless Adapter

Security

Battery life

Screen size

Laptop (Note: Ipad / Chromebooks not recommended)

Recommend Windows 11 Laptop

Intel Core ULTRA 5 / Ryzen 5 9600X or equivalent
Ultra 7 / Ryzen 7 9700X recommended or equivalent for Digital Technology, Media, Visual Art – Senior Digital, DVC

8 GB or higher
16 GB for Digital Technology, Media, Visual Art – Senior Digital, DVC

256 GB
512GB or higher recommended for Digital Technology, Media, Visual Art, DVC

Dedicated Graphics recommended for Digital Technology, Media, Visual Art – Senior Digital, DVC

2 (or more) x USB 3.0 & HDMI port

Wi-Fi compatible – Wi-Fi 6 Minimum
Wi-Fi 7 recommended
Wi-Fi compatible – Update to 802.11n/ac/ax standard

Antivirus Software (Windows Defender is highly recommended)

Needs to last the school day i.e. 7 hours

Minimum 13" + Recommended

Expectations

Other considerations

- Weight and portability, especially for juniors. Students carry their device from class to class throughout the day.
- Long battery life (7 hours +). Students may not be able to charge their device at school.
- Robustness – an excellent quality build with robust hinges and a rugged hard shell to provide durability.
- Headphones may be necessary for listening to sound. The device needs a headphone port.
- Warranty – students using the device will want faults fixed quickly, having a 2 or 3 year warranty is recommended. The college does not offer repair services.
- Insurance – the college insurance does not cover personal property. You will need to ensure you are covered for replacement should the device become lost, stolen or damaged.

Support for a BYOD purchase

To ensure students reach their full potential in the face of financial hardship, Long Bay College will endeavour to assist families with a laptop purchase through the school or through links to support agencies.

There are a number of avenues open for support, ranging from BYOD pricing for Long Bay College Students at Noel Leeming, Interest Free Loans, in association with Noel Leeming and Good Shepherd NZ's NILS (No Interest Loan Scheme), through to loan laptops direct through the College (limited number available).



Do I qualify for NILS?

You will need to be:

- Entitled to a Community Services Card.
- Reside in your current premises for more than three months.
- Show a willingness and capacity to repay.

Long Bay College Support

Who is the individual support for?

Children and young people who attend Long Bay College as a domestic student, whose families are in financial hardship.

What can I get help for?

The support is to provide a laptop for schoolwork, for at school and completion of work at home. For enquiries please email byodfinaid@lbc.school.nz

When will my application be reviewed?

This laptop remains the property of the school and its allocation will be reviewed annually.

What information do I need to submit an individual grant?

A copy of your child's birth certificate OR passport OR resident visa.

Your valid Community Services card OR two months of bank statements for all accounts.

How are individual applications assessed?

Each application is considered on its merits and allocation of a laptop is at the discretion of Long Bay College. Please include as much information about you and your children's circumstances to assist in making their decision by emailing us on: byodfinaid@lbc.school.nz

School owned devices have an insurance excess of \$100. A refundable bond of \$100 is required.

There may also be a leasing charge. The school can also supply a supporting letter for WINZ application if eligible.

Digital devices and communications

We expect all members of the Long Bay College community to use digital devices with respect.

Digital devices are permitted at school but students are discouraged from bringing them unless for educational purposes. Classroom use of devices, such as mobile phones, laptops and tablets as tools for learning is increasing. However, use of these in the classroom is at the discretion of the teacher and must be appropriate to the purpose of the lesson.

The school will not be held responsible for any lost, damaged or stolen devices.



Netsafe New Zealand provides some excellent resources to help manage the complexities of cyberspace. We strongly encourage students and their caregivers to visit Netsafe's website: netsafe.org.nz

Expectations

Mobile phones

Mobile phones are to be turned off and placed in bags before entry on to the school grounds. Phones will not be used by students on site between 8:00am and 3:15pm (exit bell for the day signals the use of mobile phones for students). Mobile phones to remain off and in bags at all times. If phones are brought to school, they must be kept in a student's own school bag. If appropriate, permission may be given by teachers for phones to be used as a tool for learning, eg to take a photo, video record an experiment, or to access information. At all times, during class time, assemblies and between classes, mobile phones and headphones are to be switched off and in bags.

Phones 'away for the day' exemptions

- Purchasing school based goods – Students can use payWave on their phones to pay for school based goods and services for example, at the canteen. But after the purchase phone should then be switched off and placed back in their bag.
- Learning activities – If phones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member. Guidelines on appropriate usage still apply.
- Health and emergency situations – There may be a small number of students with particular learning or physical/mental health needs which will require some access to phones. These cases will be dealt with on an individual basis to find a solution that meets the needs of the student and the objectives of these rules. Students or Parents who believe there needs to be an allowance made to meet the student's needs, should discuss the situation with their Year Level Deputy Principal.

In matters related to a student's immediate health and safety concerns, a parent or caregiver can apply at any time to the Principal or Year Level Deputy Principal for a period of exemption (e.g., medical conditions or protection issues).

The school upholds and expects students, staff and parents/caregivers to uphold the principles of the Harmful Digital Communications Act:

What are harmful digital communications?

Under the Act, harmful digital communications can be private messages or public content where someone uses the internet, email, apps, social media or mobile phones to send or publish harmful content.

For a communication to be considered harmful under the Act, the content needs to:

- Affect an individual; and
- Cause (or is likely to cause) that individual serious emotional distress; and
- Seriously breach one or more of the 10 communication principles outlined in the Act.

The 10 communication principles

The 10 principles say that a digital communication should not:

- disclose sensitive personal facts about a person;
- be threatening, intimidating, or menacing;
- be grossly offensive;
- be indecent or obscene;
- be used to harass a person;
- make a false allegation;
- breach confidences;
- incite or encourage anyone to send a deliberately harmful message;
- incite or encourage a person to commit suicide; and
- denigrate a person's colour, race, ethnic or national origins, religion, gender, sexual orientation or disability.

The inappropriate use of any electronic device may result in serious consequences.



Buses

Where to catch buses

- All school buses arrive and leave from school in the bus stop area outside the school main gates.
- In the afternoon, school buses load on both sides of Ashley Avenue outside the school boundary in the bus bays on both sides of the school gates.
- Those catching public (not school) buses stop at various locations close to the school, as identified on the map under the Journey Planner on the Auckland Transport website Journey planner (at.govt.nz).

Free buses

- Some students are entitled to free bus transport. These students mostly live in Okura and north of Bawden Road. Contact the teacher in charge of buses to check your eligibility.

Bus travel expectations

When travelling by bus, we show Care and Respect within the Long Bay College Community by:

- Wearing our full school uniform with pride while on the bus.
- Using the pedestrian crossings to cross the road in front of the school.

- Promptly entering the school grounds after arrival at school on the bus and not lingering in front of the school or in surrounding streets.
- Lining up in a single line BEHIND THE CONES on the footpath while waiting to board a bus after school.
- Students must behave in a way that reflects the school's values. All instructions from the bus driver must be followed without question to ensure all passengers are safe. Behaviour which does not comply with school expectations may result in the students concerned being denied access to bus services for a period of time.

Complaints and queries

- Complaints about bus services, or about the behaviour of students on the buses, should be addressed to office@lbc.school.nz

For further information, including details of school routes, timetables and costs, please go to: at.govt.nz/bus-train-ferry/journey-planner

Further information can be found on the school website: longbaycollege.com/school-information/getting-to-school/

Assessments & Qualifications

Student NZQA information can be accessed via the NZQA channel in the Student Services Team. Please refer to this information for helpful information about NCEA.

How to access the student NZQA information

1. Log into Office 365.
2. Go to Teams.
3. Select the Student Services Team.
4. Select the NZQA Channel.

Checking of NZQA entries

1. Go to the NZQA website at <http://nzqa.govt.nz>
2. Click on the "login" at the top of the main page.
3. Scroll down and select "Learner log in" to access an existing account, or "Create or activate an account" if you do not have an account.
4. You will need your National Student Number (this will be on your Student ID). *For any issues with your NZQA login please contact the NZQA helpline 0800697296.*

NCEA and NZ scholarship examinations

The NCEA and NZ scholarship examination period for 2026 starts on 10 November and ends on 4 December. The examination timetable can be downloaded from the NZQA website.

School examinations

Year 9, 10: Exams are held in Term 4.

Year 11, 12, 13: Two or three hour exams or workshops are held for most subjects in Term 3.

TO FIND OUT ABOUT:	CONTACT
Course Outline – standard included in your course	Your Teacher
Changing course/subject	Your Dean
NZQA Entries (Always check this information on Student Portal or NZQA website)	Mrs Beasleigh
Withdrawal from Achievement Standards or Unit Standards	Teacher/HOF/Dean
Missed Assessment Application – please find an application form in NZQA channel and submit electronically.	Mrs Beasleigh
Appeal Internal Assessment Grade – see Student NZQA Information File in Teams.	HOF then Mrs Beasleigh
Derived Grade applications for missed external examinations	Mrs Beasleigh
Special Assessment conditions (Reader/Writer assistance etc.)	Learning Support



Homework

All students are expected to complete homework regularly. It assists in developing the practice of individual work and creativity. If learning and development is to progress, regular revision of work in all subjects should be part of each evening's homework. Recommended homework times are:

Year 9	1 hour
Year 10	1 hour–1½ hours
Year 11	1 hour–1½ hours
Level 2	1½ hour–2 hours
Level 3	1½ hour–2 hours

Homework can include completing unfinished tasks or looking ahead to prepare for upcoming topics.

Parents can assist by:

- Ensuring that conditions in the home allow for concentration without distraction.
- Regularly checking that homework is being completed.
- Maintaining a fixed daily slot for homework to develop good study habits.

Tutoring

Senior students are available to assist others in all year groups with English, Maths and Science through Long Bay College's after school tutoring service. For more information or to sign up for support, please email: tutoring@lbc.school.nz

Learning & Exam Strategies

What is the best way to learn?

Write and rewrite information

For example:

- Key ideas and questions
- Mind maps
- Diagrams
- Coloured pens
- Revision cards
- Summary cards
- Definition cards
- Mnemonics
- Jingles

Go over your notes, the more times the better.

Mental imagery

This helps to visualise an image or picture connected with the information you are trying to remember. Think about a familiar walk with landmarks. Then connect the information to be remembered with various points or things along the walkway. When you need to remember the information, think about the route and you should be able to remember the connected bits of information.

Diagrams, pictures and mindmaps

- By changing information into a different form, it helps you to organise your thoughts, visualise information and assists you to remember it.
- Mind-map – select a topic. Draw branches out from the topic which represent main ideas. Use only key words.
- Add further branches to break the idea down into finer detail.
- Give yourself plenty of space, i.e. use a large piece of paper.
- Practise the mind-map several times.

Exam strategies

Have you planned your study schedule?

Have you read the course description and know exactly what you are required to know?

Have you written a brief list of the major topic areas you need to cover for each subject?

Study schedule

A well planned study schedule should be:

- Detailed – you should have a good idea of what you are going to cover every time you sit down to study.
- Realistic – don't try to do too much (or too little!).
- Plan for some time off to recharge your batteries.
- Flexible – be prepared to modify your schedule once you get a better idea of how much you can do each day and what works best for you.
- Varied – plan on mixing your study up to make it more interesting.

Some more hints

- As we go through the year subject teachers and Atawhai Leaders will also provide study tips and strategies.
- Use old exam papers to practise answering questions. See "Past Exams" link on the NZQA homepage (nzqa.govt.nz).
- Understand the words 'discuss', 'compare', 'illustrate' and 'explain'.
- Begin revision for exams early – do not leave it to the last minute.
- A very useful link on the NZQA website when preparing for senior examinations is the Student Assessment Hub.
- The Careers Centre has a range of pamphlets, publications and guides with more information to help you plan for success in examinations. Please visit: longbaycollege.com/learning/careers-centre/

Timetable

Students are required to be at school and ready to start the day by 8.40am. Period 1 commences at 8.45am on Mon, Tues, Thurs, Fri. On Wednesdays, students are required to be at school at 9.05am for Period 1.

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	8.45am – 9.45am		9.10am – 10.05am	8.45am – 9.45am	
2	9.50am – 10.50am		10.10am – 11.05am	9.50am – 10.50am	
Interval	10.50am – 11.20am		11.05am – 11.35am	10.50am – 11.20am	
3	11.20am – 12.20pm		11.35am – 12.30pm Atawhai	11.20am – 12.20pm	
4	12.25pm – 1.25pm		12.35pm – 1.30pm	12.25pm – 1.25pm	
Lunch	1.25pm – 2.15pm		1.30pm – 2.20pm	1.25pm – 2.15pm	
5	2.15pm – 3.15pm		2.20pm – 3.15pm	2.15pm – 3.15pm	
School finishes 3.15pm					

Period 3 on a Wednesday will be allocated to your Atawhai group.

Campus Map

MAP KEY

1. Reception
2. Principal
3. Principal & SLT PA
4. Deputy Principals
5. Business Manager
6. Deans
7. Information Systems
8. Payroll, Marketing & Communications
9. Wellbeing Centre
Medical Room, Counsellors, Physiotherapist
10. Student Centre
11. Accounts/Cashier
12. International
13. Photocopying
14. Staffroom
15. I.T. Support
16. Library
17. Tuckr Canteen
18. Auditorium
19. Whare
20. Property Services
21. Netball/Tennis Courts
22. Youthworkers
23. Sports Change Rooms and Storage
24. Gymnasium
25. Rock Climbing Wall
26. Old Dance Studio
27. Fitness Centre Latitude 36
28. Sports Office
29. Bus Shelter
30. Staff Carpark
31. Visitor Parking
32. Long Jump Pit
33. Sports Fields and Evacuation Zone
34. Athletics Shed
35. Cricket Nets
- A1. Function Room
- A3. Careers
- L. Lift Locations

Emergency Communication

Should an emergency occur at the school, we will communicate with the community as soon as the safest conditions are in place for students, staff and any visitors on-site, through updates on the school website. We will then send through further communications through School Bridge, text or email as appropriate.



ORANGE TEXT INDICATES UPPER FLOOR LEVEL
BLUE LINES INDICATE OUT OF BOUNDS

Postal Address:

PO Box 89007, Torbay, Auckland 0742, New Zealand

Physical Address:

Ashley Avenue, Long Bay, Auckland 0630, New Zealand

Telephone: +64 9 477 9009 | Email: office@lbc.school.nz

www.longbaycollege.com



LONG BAY COLLEGE

Care, create, excel