



GISBORNE GIRLS' HIGH SCHOOL

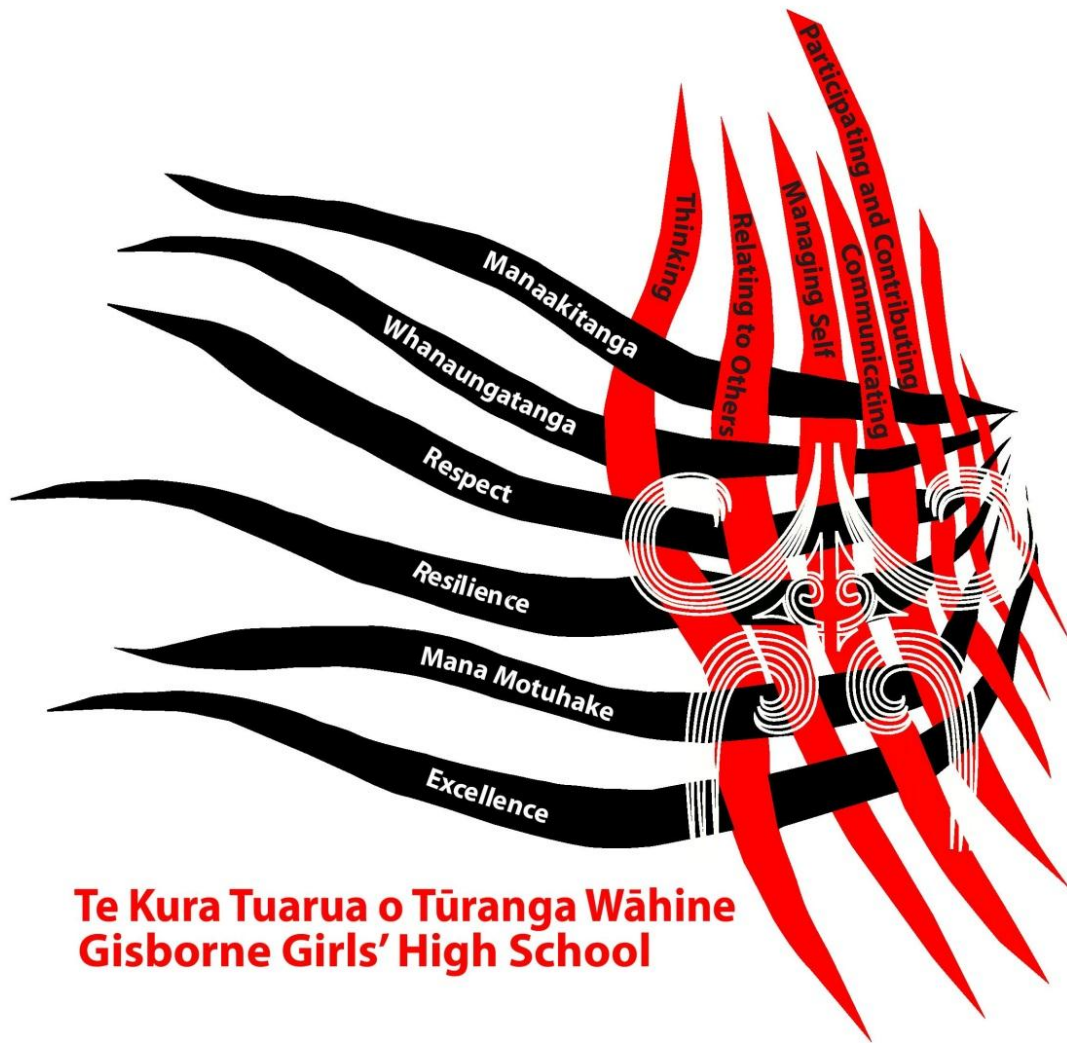
*Te pukapuka-a-matua o Te
Kura Tuarua o Turanga
Wahine*

**PARENT HANDBOOK
2018**

Hinetu Profile:

Gisborne Girls' High School students, Turanga Wahine, are our Hinetu: they will be confident, culturally connected, actively involved, successful lifelong learners. They will achieve academic success for their future pathways. They will be young women of integrity, self-reliant, yet able to relate effectively with others and eager to take individual and collective responsibility as citizens of their local, national and global communities.

Angitu te katoa – Everyone succeeding. Tutuki ai o hiahia – Realise your aspirations. Eke panuku! Eke angitu!



Te Kura Tuarua o Tūranga Wāhine Gisborne Girls' High School

Our Definitions:

- Manaakitanga: *The act of giving and making people feel welcome.*
- Respect: *To show consideration or regard for someone else and yourself.*
- Excellence: *Striving for the best possible.*
- Resilience: *The ability to manage change.*
- Mana Motuhake: *Self-determination and independence.*
- Whanaungatanga: *Working together to form relationships to create a sense of belonging.*

'These represent the guiding values that are the foundation of our school operations'

WELCOME

*He Kura Ao
He Ao Kura
Ko Turanga Wahine*

**Learning lifelong is a treasured world
That's Gisborne Girls'**

Nga mihi nui ki nga matua, tipuna hoki o nga kotiro o Te Kura Tuarua o Turanga Wahine. He pukapuka tenei hei whakamohio atu, hei awhina, hoki, I nga kotiro e ako ana ki tou matou kura.

This booklet is to provide the parents and caregivers of students at Gisborne Girls' High School with relevant information so that they can fully support their students in gaining the maximum education from their time at the school. Our school is a very large and complex organisation but we hope that you will find it a welcoming place to come to.

Included in this booklet is general information about the various systems that operate at the school as well as information about our pastoral care system. We hope that by having a greater understanding of how our school operates you will be able to assist your child to gain the best out of her time with us.

Included are the names of the various staff members at the school and the roles that they have. Please feel free to contact us about any issue that concerns you. The best method of contact is usually to ring the office and ask for the specific person but as they may be teaching you will be asked to leave a message and they will contact you when they are able to.

The first point of contact regarding student issues is usually the Form Teacher. They can then direct you if necessary to other staff members. If you have a concern about a particular subject then you are best to contact the teacher of that subject or the Head of Faculty. If you are unsure who to talk to then just call the office and they will be able to advise you and refer you on.

Our School Vision is "Success for All" and we will do everything we can to support every student to gain the best educational outcomes so they can leave school with real choices for their future.

Jan Kumar
Principal

WHO'S WHO AT SCHOOL?

Ko wai ma nga rangatira o Te Kura?

PRINCIPAL	<i>Tumuaki</i>	Mrs Jan Kumar
DEPUTY PRINCIPAL	<i>Tumuaki Tuarua</i>	Mrs Bindy Hannah
ASSISTANT PRINCIPAL	<i>Tumuaki Tuatoru</i>	Ms Victoria West
ASSISTANT PRINCIPAL	<i>Tumuaki Tuatoru</i>	Ms Kristin McGill

DEANS:

Year 9:	Ms Rita Halley
Year 10:	Ms Justine Ward
Year 11:	Ms Ingrid Meister
Year 12:	Mrs Christine Bevan-Hutana
Year 13:	Mrs Debbie Tallott

HOF Student Support / Guidance:	Ms Sue Andrew
Acting Manager of Learning Support:	Mrs Tralee Butler
International Students:	Ms Wendy Kirkwood

Principal's PA and Office Manager:	Mrs Jude Conway
Business Manager:	Mrs Chris McLeod
Office Administrators:	Mrs Sandy Birch
	Ms Kira Larsson

TERM DATES

<u>Term 1</u>	<u>Tuesday 30 January to Friday 13 April</u>
<u>Term 2</u>	<u>Monday 30 April to Friday 6 July</u>
<u>Term 3</u>	<u>Monday 23 July to Friday 28 September</u>
<u>Term 4</u>	<u>Monday 15 October to Tuesday 11 December</u>

Public Holidays during term time

Tuesday 6 February	Waitangi Day
Friday 30 March	Good Friday
Monday 2 April	Easter Monday
Tuesday 3 April	Easter Tuesday
Monday 4 June	Queen's Birthday
Monday 22 October	Labour Day

TEACHING STAFF

Nga Mahita o Te Kura

CAREERS
Jo Graham (HOF), Christine Bevan-Hutana, Justine Ward
ENGLISH
Steve Webb (HOF), Liz Brown (Asst HOF), Annie Egan, Fiona Glengarry, Rita Halley, Bethany Kennedy, Wendy Kirkwood, Bev McDonnell, Sarah Olliver
HEALTH, PHYSICAL EDUCATION and OUTDOOR EDUCATION
Shelley Hunt (HOF), Carolyn Rofe (Asst. HOF) Ingrid Meister (HOD Outdoor Ed), Arna Majstrovic (HOD Sport), Hana Crawford-Bowden, Bindy Hannah, Kristin McGill
MATHEMATICS
Jess Williams (Acting HOF), Jo Turton (Asst HOF), Dave Coldham, Grace Davidson, Jo Dagger, Jarrah Dawson, Mark Karalus, Victoria West
SCIENCE
Sam Mottart (HOF), Mark Langford (Asst HOF), Sarah Boyle, Barbara Hepburn, Alice Houkamau, Brett Johnstone, Stavros Rekatsinas
SOCIAL SCIENCES
Nic Taewa (HOF), Mike Tallott (Asst HOF), Laurie Harrison, Michelle Kokkosis, Ian Loffler
TAIRAWHITI SERVICES ACADEMY
Rayner Jahnke (Director), Pikirangi Jahnke
TE REO MAORI
Morehu Nikora (HOF), Lisa Panapa, Trish Tangaroa
TECHNOLOGY
Sue Bristow (HOF), Debbie Tallott (Asst HOF), Lina Cleland-Pottie, Stacey Hulls, Sarah Myers, Cleo Thorpe-Ngata
VISUAL & PERFORMING ARTS
Anna Logue (HOF), Dick Calcott (HOD Art), Jane Egan (HOD Music), Rowan Belcher, Anna Marie Fenn, Vicky Mottart, Justine Ward, Tamsin Wilson

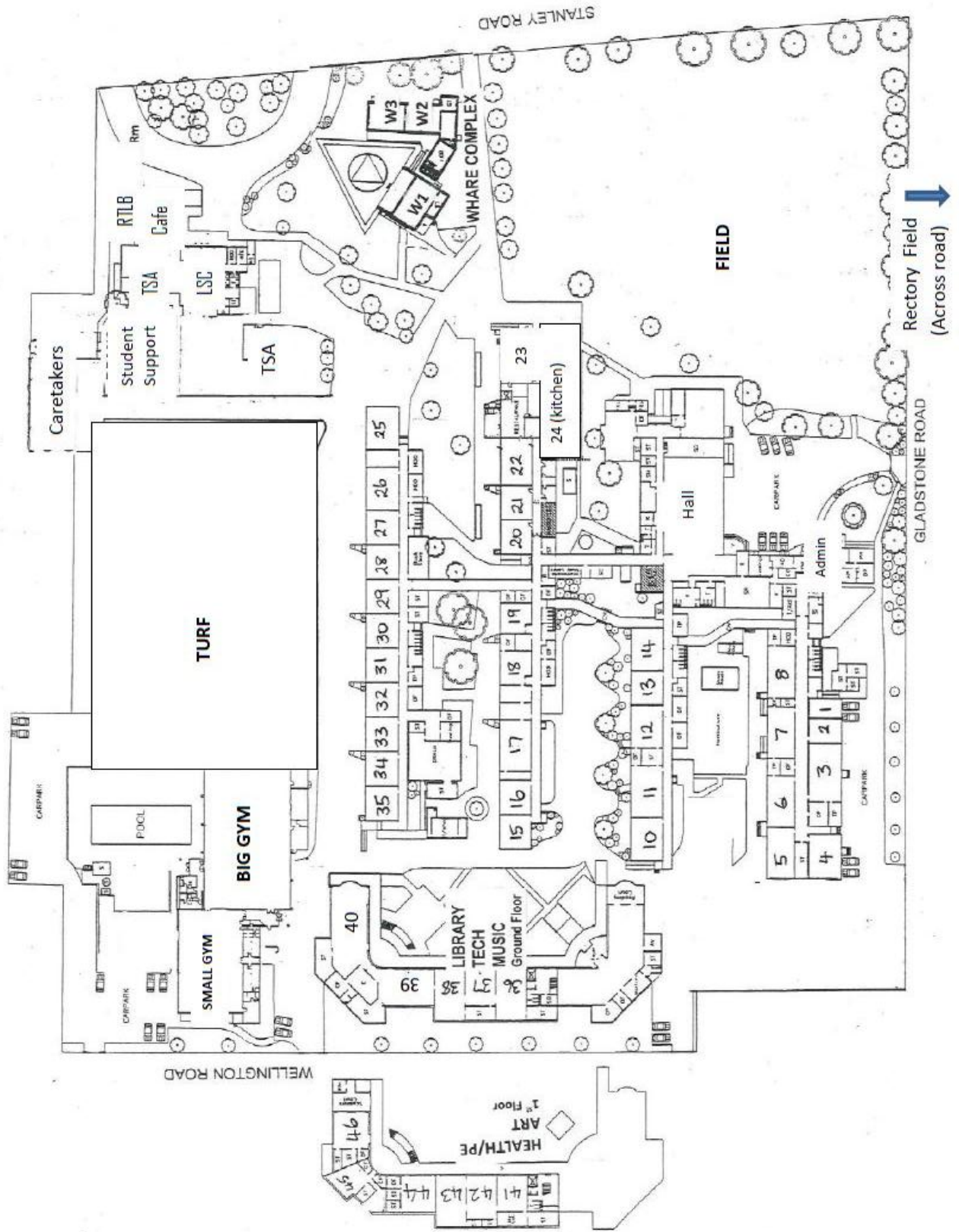
SHAPE OF THE DAY

Te Wātaka o Te Rā

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Form Class 8:25 – 8:40	Staff PLD 8:15 – 9:00	Form Class 8:25 – 8:40	Assembly 8:25 – 8:40	Form Class 8:25 – 8:40
Period 1 8:40 – 9:40 1	Period 1 9:00 – 10:00 6	Period 1 8:40 – 9:40 1	Period 1 8:40 – 9:40 4	Period 1 8:40 – 9:40 3
Period 2 9:40 – 10:40 2	Period 2 10:00 – 11:00 1	Period 2 9:40 – 10:40 2	Period 2 9:40 – 10:40 5	Period 2 9:40 – 10:40 4
Interval 10:40 – 11:00	Interval 11:00 – 11:20	Interval 10:40 – 11:00	Interval 10:40 – 11:00	Interval 10:40 – 11:00
Period 3 11:00 – 12:00 3	Period 3 11:20 – 12:20 2	Period 3 11:00 – 12:00 3	Period 3 11:00 – 12:00 6	Period 3 11:00 – 12:00 5
Period 4 12:00 – 1:00 4	Period 4 12:20 – 1:20 3	Period 4 12:00 – 1:00 4	Period 4 12:00 – 1:00 1	Period 4 12:00 – 1:00 6
LUNCH 1:00 – 2:00	LUNCH 1:20 – 2:00	LUNCH 1:00 – 2:00	LUNCH 1:00 – 2:00	LUNCH 1:00 – 1:30
Period 5 2:00 – 3:00 5	Period 5 2:00 – 3:00 4	Period 5 2:00 – 3:00 5	Period 5 2:00 – 3:00 2	Period 5 1:30 – 2:30 Juniors only 6f

SCHOOL MAP

Te mahere o Te Kura



GGHS SCHOOL UNIFORM

Ngā kākahu ā kura o Tūranga Wāhine

School skirt, shorts or trousers

School black cardigan

School polo shirt (years 9 and 10) or School senior blouses (years 11 - 13)

Black sandals with backstraps or Black flat soled shoes

Short white or black socks or black pantyhose or tights

Scarfs – must be red, black or white only.

School jacket or plain black jacket

For P.E.: Black school t-shirt and black shorts

Only School shorts can be used for swimming

Non-uniform articles of clothing will be replaced with loan regulation uniform. This will be attended to by the Student Receptionist.

Other uniform rules:

- 2 studs/earrings are the only acceptable piercings allowed. Any other piercing must have only a clear plastic pin-sized keeper.
- There is no seasonal distinction, students may select clothing from the list above appropriate to the weather conditions

Tairawhiti Services Academy has a separate uniform, please see TSA teachers or the office for details.

Purchase of uniform items during the year can be done through the office.

“Take pride in your school and show it by the way you dress”

GENERAL INFORMATION

Ngā kōrero whakamōhio

ADVICE AND GUIDANCE *Ngā Kaitautoko*

The first point of contact for any student or caregiver, with any concerns, should be the FORM TEACHER.

Other people with particular responsibility for the physical and emotional wellbeing of students are:

- Academic Deans (one at each year level)
- Guidance Counsellor
- Careers Education Team
- Senior Leadership Team

Please feel free to approach the person with whom you feel most comfortable.

APPLICATION FOR LEAVE *Te tono mō te haere*

If a student knows they are going to be away for less than 5 days, a note from their parents should be given to their form teacher at least a week before the event if possible. If the absence will be 5 days or more you will need to apply in writing to the Principal.

ASSEMBLIES *Hui ā kura*

Assemblies are an important part in the life of the school. We expect students to show respect and behave in a dignified manner at all times.

Assembly time: Thursday 8.25 – 8.40am.

ATTENDANCE *Te putanga mai ki te kura ia rā*

If your child is absent from school you must contact the school office and notify them of the absence. Absences of three days or more due to medical reasons require a medical certificate.

GGHS subscribes to Txtstream. Parents/caregivers will receive a text if your child is absent from school without explanation. Parents/caregivers will be able to text or phone in their response.

BUSES *Ngā pahi*

All students must show respect at all times and be considerate of others. They must respect the authority of the Driver. If you have any queries concerning the buses please contact the office.

CAFETERIA *Te whare kai*

The school cafe is open at interval and lunchtime. A wide variety of food items are available at reasonable prices. Students are not permitted to visit the local shops during school time.

CLASSROOMS AND FURNITURE *Ngā whare ākongā me ngā taonga*

Students are asked to help keep the classrooms as attractive as possible. This includes not writing or drawing on the desktops and respecting the work of other students on display.

COURSE COST CONTRIBUTIONS

As a school we are trying to keep costs as low as possible but still provide the opportunities that students require to get the most out of their courses.

The Course Cost Contributions listed for the Art and Technology courses are for the purchase of the 'take-home' product(s) that students complete during the courses. It is not compulsory to take home the finished product however, should the student wish to take the item(s) then the charge will apply.

For Outdoor Education and Physical Education the Course Cost Contribution is towards the trip costs which enable the students to experience activities offsite to enrich the course. As this is a donation, no students will be prevented from attending these trips however, the ability of the school to provide these opportunities will be dependent on the payment of this contribution.

If you are not going to pay any Course Cost Contribution(s) we would appreciate you notifying the school office and it will be removed from your account.

For subjects that require workbooks or manuals (eg Maths and Science courses) these are treated as stationary items. The student can purchase these items through school and then write on them during class time. If a student does not want to purchase these manuals they will be supplied by the school. In this case the student cannot write on the book and must treat it as a textbook.

Account statements are sent out each term.

DAILY NOTICES *Ngā kōrero o te rā*

Notices are published every day and will be read out at form time. They are also displayed on the noticeboard at the school office. This is one way that students can keep up-to-date with what is happening at school.

DOCTOR'S SERVICE AT SCHOOL *Te wātaka tākuta*

A doctor provides a free medical service Tuesday - Thursday 8.30 am –10.30 am. Students can make appointments at the Student Support Centre.

Other services available include:

- A physiotherapist is available to students and staff Mondays and Wednesdays 11am-1pm.
- Youth workers and other community helping agencies as needs arise.

DOCTOR, DENTIST AND OTHER APPOINTMENTS

Ngā mahi anō a ngā kōtiro

We ask that every effort is made to make appointments out of school hours. However, if this is not possible, students must sign out at the Office and show the appointment card or permission note from home. Students must sign in upon their return to school.

FEELING SICK? *Te māuiuitanga o ngā kōtiro*

Students who feel unwell during school time must report to their teacher for permission to go to the Student Counter at the office. They will be assessed and arrangements made as appropriate.

FORM TIME *Te wāhanga poutu*

Students are required to report to their Form Teacher at 8.25 am Mondays, Wednesdays, Thursdays and Fridays. Their form teacher will check their attendance and give important information and direction. The Form Teacher is there to help students while they are at Gisborne Girls' High School. Students must account for every class period and/or days that they were absent. The school must be notified to a student absence at the earliest time possible.

HOMEWORK *Mahi kāinga*

Homework is an integral part of school life and students cannot expect to realise their full potential unless they complete all set homework. Homework may be assignments, exercises, projects, or preparing for assessments. Students are encouraged to do homework by themselves to allow them to develop their study skills, and become a more independent learner. Given below is a guide to the amount of homework you can expect at each year level.

Years 9 and 10 approximately one hour per week night

Year 11 at least 1.5 hours per week night

Years 12 and 13 at least 2 hours per week night

INTERNET USE *Ngā mahi ipurangi*

The Internet is a great place to be, but there are risks. Some of the people students may meet may not be who they seem to be. Students may also come across things that are against the law. The school has rules for the use of the Internet that are designed to keep students safe. Students are required to agree to the school internet use policy (Cybersafety Agreement). Abuse of the internet code may result in removal of internet/computer access privileges.

LEAVING THE SCHOOL GROUNDS *Te putanga kei waho o te kura*

Students must stay in the school grounds unless they have permission to leave. Any student wishing to go to their own home for lunch can apply for a permanent lunch pass.

LOOK AFTER PROPERTY *Te tīaki taonga*

Sometimes property is reported stolen when in fact the owner has been careless with it. Please make sure that all of your child's clothing is named in a way that is difficult to remove. Name all their exercise books, pencil cases, etc. The school is not responsible for the loss of expensive items such as cell phones and music players.

SCHOOL ACTIVITY DONATION

The School Activity Donation is a voluntary payment. The funds are used to purchase equipment or pay for activities not provided by the Ministry, such as sports tournament fees, school prize-giving, newsletters. Individual student donation is \$70 and for a family it is \$100. If your student is selected to represent the school in a sports tournament team the school will pay the tournament fees however the School Activity Donation must be paid.

VEHICLES AT SCHOOL *Ngā waka i te kura*

Students who bring a vehicle to school must adhere to all road rules and regulations and are to park in the student car parks. We ask that you monitor your student's use of a vehicle especially if they are on a restricted driver's license.

WHAT HAPPENS IF STUDENTS ARRIVE LATE TO SCHOOL?***Ngā kōtiro e tae tureiti ana ki te kura***

If they arrive late at the beginning of the day students are to report to the office and obtain an admission slip to be handed to their class teacher. If they are late to class immediately after the Interval or Lunch, their class teacher will address their lateness.

HINETU

Hinetu is a shared pathway from who we are to who we might be.

The dignity and strength of the term 'Hinetu' comes from its association with our school marae ātea entitled *Te Takapau o Hinetu*. When the girls are formally called on to our school grounds at the powhiri, they traverse the "great woven mat of Hinetu" before entering the wharenuī – *Te Raukura*. This welcome is a traditional process that forges connections between the past, present and future whereby the fabric of humanity is strengthened. It marks the beginning of the Hinetu pathway.

Hinetu is a philosophy of Gisborne Girls' High School. It reflects our understanding of the range of opportunities and connections that allow our students to develop into women "standing tall". Hinetu encompasses the living nature of the school values, school events, links between whanau and school, and connections to local and wider communities.

The school embraces the collective partnership with whanau and community to foster and embed the values identified in our school charter. The connections developed will strengthen the wairua of the students as they grow from girls into women.

RESTORATIVE PRACTICES

Gisborne Girls' High School uses Restorative Practices to develop and enhance respectful relationships between students, teachers, whanau and the wider community.

- At Gisborne Girls' High School we engage in Restorative Practices where all participants take responsibility for whanaungatanga and connections that nurture relationships.
- Restorative Practices operates as a continuum within Gisborne Girls' High School from very high end conferencing around serious misconduct and harm through to the very low level everyday interactions that students, teachers and wider staff have with one another.
- Restorative Practices encourage students to appreciate the consequences of their actions for others. It enables students to make amends where their actions have harmed others and it requires students to be accountable for their actions.

BEHAVIOUR

Te whanonga o ngā kōtiro

In line with our school values, especially Respect, we expect all students to behave with COMMONSENSE, COURTESY and CONSIDERATION for others.

COMMUNICATION WITH HOME

NEWSLETTERS *Ngā pānui ā kura*

School newsletters are published two times each term. They are e-mailed or posted home and are also available on the school website (www.gghs.school.nz).

REPORTS *Ngā rīpoata*

Junior students will receive an Interim Report in Term One that will give parents information about how the student has settled into the new school year. They will then receive reports at the end of each term to show progress towards their JCEA (Junior Certificate of Education Achievement).

Senior students will receive reports 2 times each year.

PARENT TEACHER INTERVIEWS *Ngā mahi whakawhiti kōrero*

There will be one formal opportunity to meet with the teachers of your child during the year. After the Interim Reports in Term One there will be student-whanau conferences with the form teacher for all students. In the senior school the focus will be on career planning and goal setting.

If you have questions or concerns at other times please contact the subject teacher or relevant Head of Department / Faculty. A call to the school office is the first step to make contact.

HINETU EVENINGS

These will be at all levels with a variety of purposes and we encourage all parents to attend to support the home – school partnership.

Later in the year there will be other focus evenings.

WEBSITE, PARENT PORTAL and FACEBOOK PAGE

On our website www.gghs.school.nz you will find a great deal of useful information such as staff e-mail contacts, the school calendar and newsletters. You, as a caregiver, can also log in to the Parent Portal where you will find your child's timetable, attendance, accounts and more. The login details for the Parent Portal are sent out during Term One.

Another way to keep in touch with school events is by following our Facebook page. Just follow the link from our website.

We hope that all our students have a very successful and enjoyable year at Gisborne Girls' High School. By working in partnership with our whanau and community we can support our young women to become our Hinetu.