



GISBORNE GIRLS' HIGH SCHOOL

STUDENT 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'

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 |

TIMETABLE

TERM ONE:

| Period | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

TERM TWO:

| Period | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

TERM THREE:

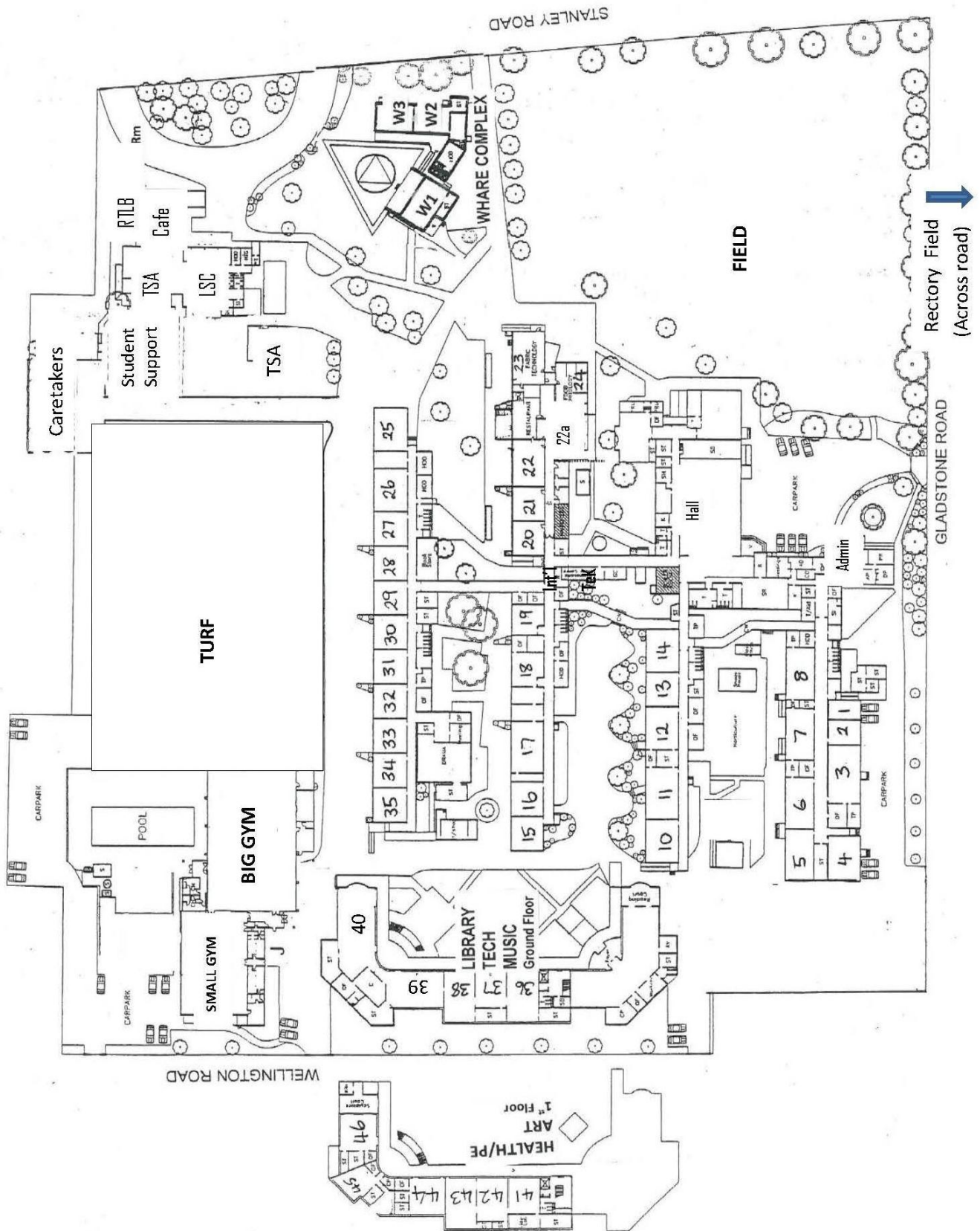
| Period | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

TERM FOUR:

| Period | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

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 korero 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 you know that you are going to be away, a note from your parents should be given to your form teacher at least a week before the event if possible.

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 you are absent from school, your parent or guardian must **advise the office** to give a reason for your absence. Absences of three days or more due to a medical reason require a medical certificate.

GGHS subscribes to TxtStream. Parents/caregivers will receive a text if you are 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. You must respect the authority of the Driver. If you have any queries concerning the buses, see the school 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. You are not permitted to visit the local shops during school time. If it is raining you may eat your lunch in the hall. Wherever you eat, please make sure to leave the area clean and free from litter.

CLASSROOMS AND FURNITURE *Ngā whare ākongā me ngā taonga*

Please help keep the classrooms as attractive as possible. Please don't write or draw on the desktops. Enjoy looking at displays and at students' work on the walls. Show respect for the work of others.

DAILY NOTICES *Ngā korero o te rā*

Notices are published every day and will be read out at form time. They are also displayed on noticeboards. This is one way that you can keep up-to-date with what is happening at school. Make sure you read the daily notices every day.

DOCTOR'S SERVICE AT SCHOOL *Te wātaka tākuta*

A doctor provide a free medical service.

Tuesday - Thursday 8.30 am –10.45 am

Students can make appointments at the Student Support Centre.

DOCTOR, DENTIST AND OTHER APPOINTMENTS

Ngā mahi anō a ngā kōtiro

For appointments out of school every effort must be made to make appointments out of school hours. However, if this is not possible, students must sign-out at the Office. An appointment card or permission note from home is to be sighted by the office staff. Alternatively your parent/caregiver can ring the office to confirm your appointment. Students must sign in upon return to school.

FEELING SICK? *Te māuiuitanga o ngā kotiro*

Report to your teacher and ask for permission to go to the Student Counter at the office. We have trained First Aid staff available for assistance.

FIRE ALARM *Whakapāohotanga Ahi*

The EVACUATION ALARM is a LONG, CONTINUOUS BELL. Follow the directions of your teacher and assemble out on the field in the correct place according to your form class.

FORM TIME *Te wāhanga poutu*

You will report to your Form Class at 8.25am Mondays, Wednesdays, Thursdays and Fridays. Your form teacher will be your connection with home and will give important information and direction. Your form teacher is there to support you while you are at Gisborne Girls' High School.

GROUNDS *Ngā Papa Kura*

You will notice that great efforts have been made to make the grounds attractive. Please ensure we keep them like that.

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. Your homework may be assignments, exercises, projects, or preparing for tests. Doing homework by yourself allows you to develop your 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: | at least 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 |

ID CARDS *Kāri Tuakiri*

Each student can request an ID card at the start of the year. There is a \$5 charge for this. The ID card can be used for identification, issuing library books and accessing the photocopier. Print credit can be paid at the office and accessed using the ID card. Some businesses in town offer student discount on presentation of the card.

INTERNET USE *Ngā mahi ipurangi*

The Internet is a great place to be, but there are risks. Some of the people you meet may not be who they seem to be. You 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 you safe. Students will be 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 to the Office for a permanent lunch pass.

LOOK AFTER YOUR PROPERTY *Te tīaki taonga*

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

POSSESSION OR USE OF TOBACCO, ALCOHOL or HARMFUL DRUGS or SUBSTANCES IS PROHIBITED.

In a partnership with the NZ Police this school has a zero tolerance of drugs. The Police will be notified for any instances of possession or use of drugs at school.

SCHOOL NEWSLETTERS *Ngā pānui ā kura*

School newsletters are published two times each term. They are posted home, emailed and are also available on the school website.

TRAFFIC *Terenga Tangata*

More than 1800 feet tramp around the place several times every day. To avoid traffic jams, keep doorways clear, **keep left in corridors**, don't run and wherever possible use outside routes.

VEHICLES AT SCHOOL *Ngā waka i te kura*

Students who bring a vehicle to school must park in the student car parks. Parking on the side of the road is not acceptable except in the designated parking in Wellington Street. Please avoid parking in Gladstone Road.

WHAT HAPPENS IF YOU ARRIVE LATE TO SCHOOL?

Ngā kōtiro e tae tureiti ana ki te kura

If you arrive late at the beginning of the day: Report to the Student Counter at the offer to sign in. If you are late to class immediately after the Interval or Lunch bell has gone, your class teacher will address your 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 whareniui – *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.

SCHOOL OFFICE:

Phone: 868 6092, Fax: 868 4226

Email: info@gghs.school.nz

Website: www.gghs.school.nz

YOUR NOTES: