



# GISBORNE GIRLS' HIGH SCHOOL

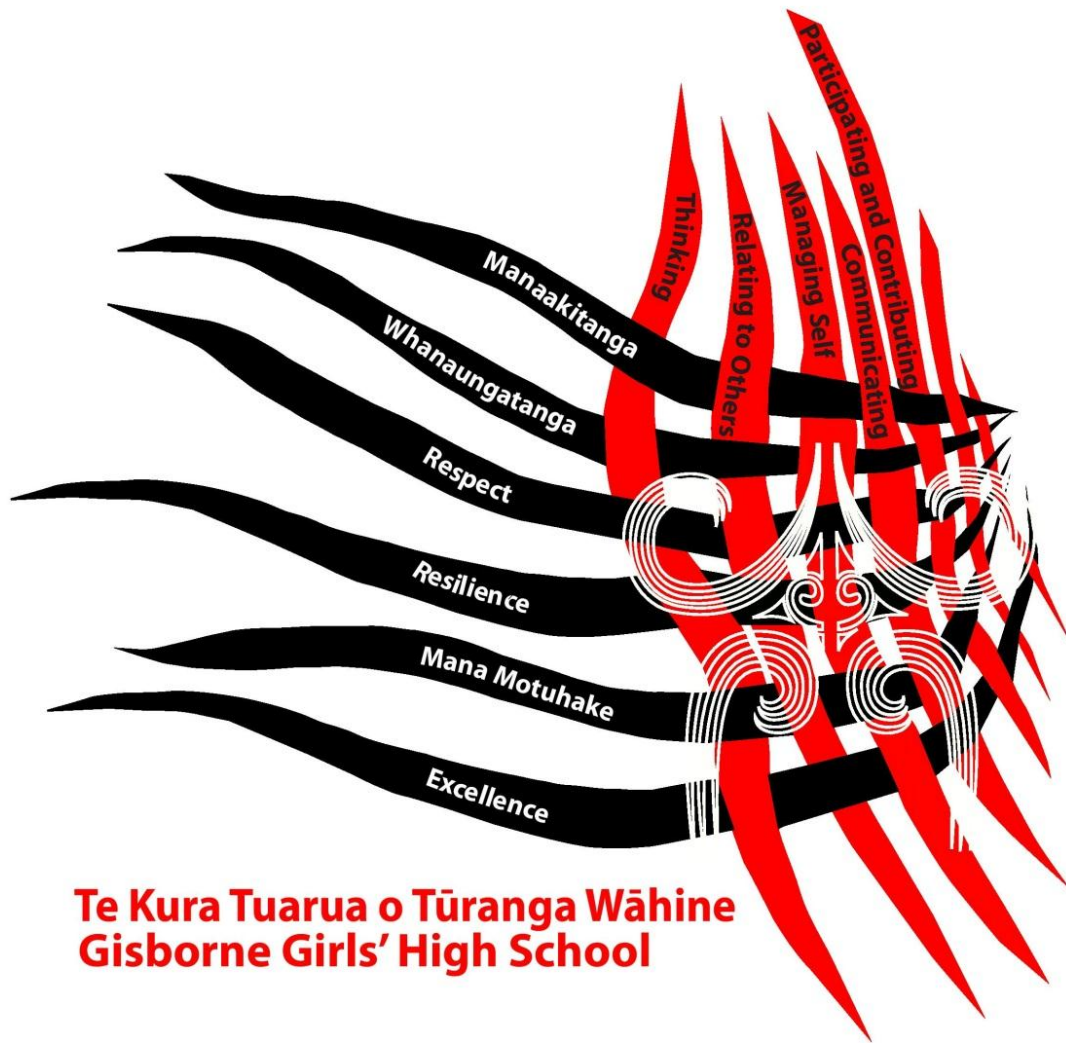
*Te pukapuka-a-matua o Te Kura  
Tuarua o Turanga Wahine*

## PARENT HANDBOOK 2019

### ***Hinetu Profile:***

*Gisborne Girls' High School students, Turanga Wahine are our hinetu: they are confident, culturally connected, actively involved, successful lifelong learners. They achieve academic success for their future pathways. They are young women of integrity, self-reliant, yet be 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**

## ***Nau Mai Haere Mai***

***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 their 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 e-mail or 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 by e-mail, or the Head of Faculty. All teacher e-mail addresses can be found on our website [www.gghs.school.nz](http://www.gghs.school.nz).

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?*

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

### **DEANS:**

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

HOF Student Support / Guidance:	Ms Sue Andrew
Manager of Learning Support:	Ms Tineille Charteris
International Students:	Ms Wendy Kirkwood

Principal's PA:	Ms Kira Larsson
Business Manager:	Ms Chris McLeod
Office Administrators:	Ms Sandy Birch
	Ms Tanya Harding

### **TERM DATES**

Term 1	Tuesday 29 January to Friday 12 April
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 14 October to Friday 6 December

### **Public Holidays during term time**

Wednesday 6 February	Waitangi Day
Monday 3 June	Queen's Birthday
Monday 28 October	Labour Day

# TEACHING STAFF

## *Nga Mahita o Te Kura*

<b>CAREERS</b>
Jo Graham (HOF), Christine Bevan-Hutana
<b>ENGLISH</b>
Steve Webb (HOF), Sarah Olliver (Asst HOF), Annie Egan, Fiona Glengarry, Rita Halley, Bethany Kennedy, Wendy Kirkwood, Bev McDonnell, Victoria West
<b>HEALTH, PHYSICAL EDUCATION and OUTDOOR EDUCATION</b>
Shelley Hunt (HOF), Kelly Warren (Asst HOF), Arna Majstrovic (HOD Sport), Carolyn Rofe (HOD OED), Hana Crawford-Bowden, Kristin McGill, Ingrid Meister
<b>MATHEMATICS</b>
Jayde Carroll (HOF), Jess Williams (Asst HOF), Jo Dagger, Grace Davidson, Jarrah Dawson, Mark Karalus, Jo Turton
<b>SCIENCE</b>
Sam Mottart (HOF), Mark Langford (Asst HOF), Sarah Boyle, Barbara Hepburn, Alice Houkamau, Ron James, Brett Johnstone
<b>SOCIAL SCIENCES</b>
Nic Taewa (HOF), Mike Tallott (Asst HOF), Laurie Harrison, Stacey Hulls, Michelle Kokkosis, Ian Loffler
<b>TAIRAWHITI SERVICES ACADEMY</b>
Rayner Jahnke (Director), Pikirangi Jahnke
<b>TE REO MAORI</b>
Morehu Nikora (HOF), Lisa Panapa, Trish Tangaroa
<b>TECHNOLOGY</b>
Sue Bristow (HOF), Lina Cleland-Pottie Sarah Myers, Cleo Thorpe-Ngata
<b>VISUAL &amp; PERFORMING ARTS</b>
Anna Logue (HOF), Dick Calcott (HOD Art), Jane Egan (HOD Music), 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 10:40 – 11:00	Interval 10:40 – 11:00	Interval 10:40 – 11:00
Period 3 11:00 – 12:00 3	Interval 11:00 – 11:20	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 3 11:20 – 12:20 2	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	Period 4 12:20 – 1:20 3	LUNCH 1:00 – 2:00	LUNCH 1:00 – 2:00	LUNCH 1:00 – 1:30
	LUNCH 1:20 – 2:00			Period 5 1:30 – 2:30 Juniors only 6f
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	

# SCHOOL MAP

## Te mahere o Te Kura

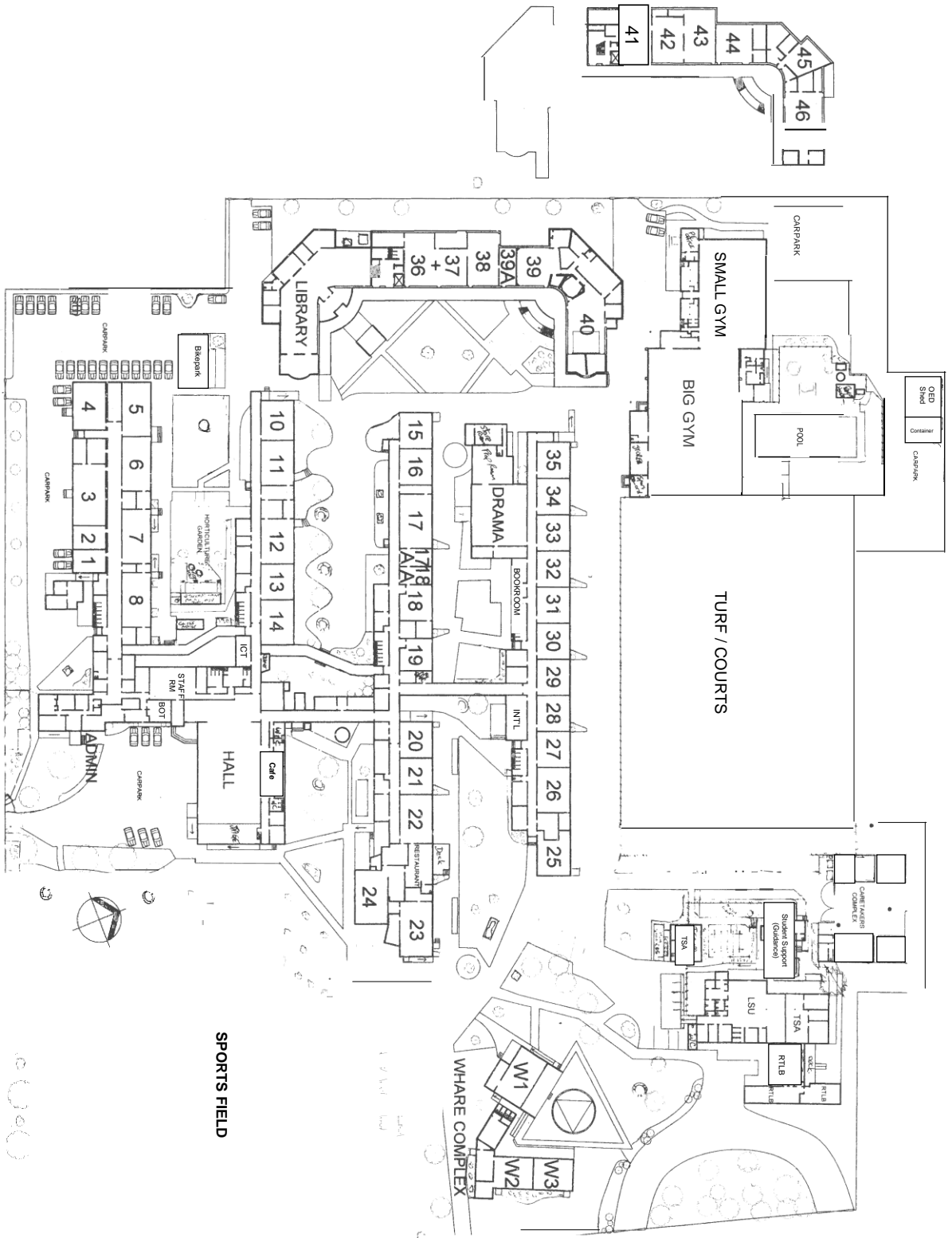
WELLINGTON STREET

GLADSTONE ROAD

SPORTS FIELD

RECTORY FIELD  
(Across Road)

STANLEY ROAD



# GGHS SCHOOL UNIFORM

## *Ngā kākahu ā kura o Tūranga Wāhine*

School skirt, School shorts or trousers

School black cardigan, School jacket or plain, black jacket

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 PE: Black school t-shirt and black shorts

Only School shorts (Canterbury) 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

### **GGHS Uniform Prices:**

#### All year levels

Black pleated Skirt	\$59
Black shorts	\$50
Black GGHS Jacket	\$110
Black cardigan	\$94
<i>(any plain black jacket is allowed)</i>	

#### Years 11-13

Blouse - short sleeve	\$40
Blouse - long sleeve	\$63

#### Optional for Years 11-13 only

Black straight skirt	\$66
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#### Years 9-10

White polo shirt	\$35
Physical Education T-shirt	\$25
Physical Education shorts	\$41

#### Optional for Year 13 only

Striped blouse	\$50
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### **Tairawhiti Services Academy Uniform Prices:**

Polo shirt	\$34	PE t-shirt	\$25
Long-sleeved shirt	\$38	PE shorts	\$27
Shorts	\$50		

*Prices include GST.*

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.

### **ASSEMBLIES *Hui ā kura***

Assemblies are an important part in the formal 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 their 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 “Star Café” is open at interval and lunchtime. A wide variety of food items are available at reasonable prices. Please note that 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 *Ngā utu ā-akoranga***

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.

For some courses we are asking for Course Cost Contributions. These will be on the stationery lists. 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 the Course Cost Contribution is towards the trip costs which enable the students to experience activities offsite to enrich the course. As this is voluntary, no students will be prevented from attending these trips however, the ability of the school to provide **all** of 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. GST is not payable on Course Cost Contributions. The course cost contributions are tax deductible.

### **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 and on the website Portal. 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 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 Student Counter and show the appointment card or verification 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

## **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 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.

## **LEAVE APPLICATION *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.

## **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 at the Student Counter.

## **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.

## **POSSESSION OR USE OF TOBACCO, ALCOHOL, HARMFUL DRUGS or SUBSTANCES IS PROHIBITED *Kua tino kore nei i whakaaetia te tūpeka, te waipiro, te tarutaru rānei***

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

### **SCHOOL ACTIVITY DONATION *Koha māhi ā-kura***

The School Activity Donation for 2019 will remain at \$70 per student or \$100 per family, and can be paid to the school office. Payment of the school activity donation is important to the school. The funds are used to purchase equipment or pay for activities not provided by the Ministry of Education, such as: sports tournament fees and cultural events, sports uniforms, cultural groups, school prize-giving and newsletters. These activities are an essential part of the complete educational package that is important for our students. The school donation is tax deductible.

### **STATIONERY AND WORKBOOKS *Ngā taputapu ā-kura***

The school does not sell stationery, but the various outlets in town offer good deals throughout the first weeks of school. Our lists are also found on <https://www.myschool.co.nz/Gghs>. Students are requested to have their stationery by week two.

Some senior subjects require workbooks. These are treated as stationery 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 the workbook they **will** still be supplied by the school, but the student cannot write on the book and must treat it as a textbook which remains the property of the school.

Senior Visual Art courses require Art Folio Boards and may require additional oil paints. The school purchases at wholesale prices and offers these paint packs and Art Folio Boards to the students to purchase. This is an option we provide but you can purchase these items yourself. GST is payable on stationery items.

### **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 students arrive late at the beginning of the day students are to report to the Student Counter at 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 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 operate 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](http://www.gghs.school.nz)).

## **REPORTS *Ngā rīpoata***

Students will receive regular reports throughout the 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. In Term Two 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.

## **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.

## **WEBSITE, KAMAR PORTAL and FACEBOOK PAGE**

On our website [www.gghs.school.nz](http://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 website Portal where you will find your child's timetable, attendance, accounts and more. The login details for the website Portal are e-mailed 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.**