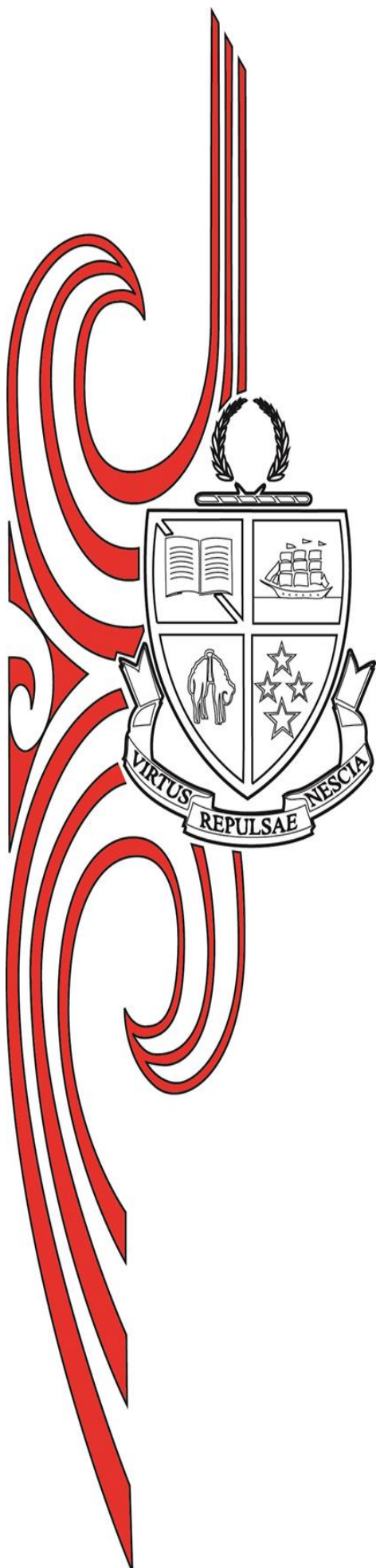


# **GISBORNE GIRLS' HIGH SCHOOL**

*Te pukapuka-a-matua o Te Kura Tuarua  
o Tūranga Wāhine*



## **PARENT HANDBOOK 2021**

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

*Gisborne Girls' High School students, Tūranga Wāhine 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!*



### 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 Tūranga Wāhine. 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 trust 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 student 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 Kristin McGill
<b>ASSISTANT PRINCIPAL</b> (Acting 2021)	<i>Tumuaki Tuatoru</i>	Ms Tineille Charteris

### DEANS:

Year 9	Ms Alice Houkamau
Year 10	Mrs Debbie Tallott
Year 11	Ms Grace Davidson
Year 12	Ms Rita Halley
Year 13	Ms Justine Ward

HOF Student Support / Guidance	Mrs Sue Andrew
Learning Support Co-ordinator (Acting 2021)	Ms Sheree Sims
International Students	Ms Wendy Kirkwood

Principal's PA	Mrs Lizelle Flamwell
Business Manager	Mrs Chris McLeod
Office Administrators	Mrs Sandy Birch
	Mrs Tanya Harding

### TERM DATES

Term 1	Tuesday 2 February to Friday 16 April
Term 2	Monday 3 May to Friday 9 July
Term 3	Monday 26 July to Friday 1 October
Term 4	Monday 18 October to Tuesday 14 December

### Public Holidays during term time

Monday 8 February	Waitangi Day (observed)
Friday 2 April	Good Friday
Monday 5 April	Easter Monday
Tuesday 6 April	Easter Tuesday
Monday 7 June	Queen's Birthday
Monday 25 October	Labour Day

# GGHS Calendar

## Calendar for Year 2021 (New Zealand)



### January

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### February

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### March

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### June

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### July

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### September

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### October

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Jan	• New Year's Day	25 Apr	• ANZAC Day	25 Oct	• Labour Day
4 Jan	• Day after New Year's Day	26 Apr	• 'ANZAC Day' observed	14 Dec	• Term Four ends
2 Feb	• Term One starts	3 May	• Term Two starts	25 Dec	• Christmas Day
6 Feb	• Waitangi Day	7 Jun	• Queen's Birthday	26 Dec	• Boxing Day
8 Feb	• 'Waitangi Day' observed	9 Jul	• Term Two ends	27 Dec	• Christmas Day Observed
2 Apr	• Good Friday	26 Jul	• Term Three starts	28 Dec	• Boxing Day Observed
5 Apr	• Easter Monday	1 Oct	• Term Three ends		
16 Apr	• Term One ends	18 Oct	• Term Four starts		

# 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), Claire Davies , Mikaela Davies, Annie Egan, Rita Halley, Stacey Hulls, Bethany Kennedy, Wendy Kirkwood, Marek Pipi, Trish Tangaroa
<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, Bindy Hannah, Kristin McGill, Ingrid Meister
<b>MATHEMATICS</b>
Jayde Carroll (HOF), Jess Williams (Asst HOF), Jo Dagger, Grace Davidson, Claire Davies, Jarrah Dawson, Patricia Fee, Jo Turton
<b>SCIENCE</b>
Sam Mottart (HOF), Mark Langford (Asst HOF), Sarah Boyle, Barbara Hepburn, Alice Houkamau, Brett Johnstone, Adrianne McLeod, Marise van Heerden
<b>SOCIAL SCIENCES</b>
Nic Taewa (HOF), Mike Tallott (Asst HOF), Claire Davies, Mikaela Davies, Stacey Hulls, Michelle Kokkosis, Ian Loffler, Sam Millar, Lisa Panapa
<b>TAIRAWHITI SERVICES ACADEMY</b>
Rayner Jahnke (Director), Pikirangi Jahnke
<b>TE REO MAORI</b>
Morehu Nikora (HOF), Te Hurutea Hapi, Lisa Panapa, Trish Tangaroa,
<b>TECHNOLOGY</b>
Sue Bristow (HOF), Lina Cleland-Pottie, Sarah Moore, Debbie Tallott
<b>VISUAL &amp; PERFORMING ARTS</b>
Vicky Mottart (HOF), Dick Calcott (HOD Art), Jane Egan (HOD Music), Sam Millar (HOD Drama), Anna Marie Fenn, Justine Ward, Tamsin Wilson
<b>LANGUAGES</b>
Vicky Mottart(TIC)

# SHAPE OF THE DAY

## *Te Wātaka o Te Rā*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1 8:30 – 9:30	Period 1 8:30 – 9:30	Period 1 8:30 – 9:30	Period 1 8:30 – 9:30	Period 1 8:30 – 9:30
Period 2 9:30 – 10:30	Period 2 9:30 – 10:30	Period 2 9:30 – 10:30	Period 2 9:30 – 10:30	Period 2 9:30 – 10:30
Interval 10:30 – 10:50	Interval 10:30 – 10:50	Interval 10:30 – 10:50	Interval 10:30 – 10:50	Interval 10:30 – 10:50
Period 3 10:50 – 11:50	Period 3 10:50 – 11:50	Period 3 10:50 – 11:50	Period 3 10:50 – 11:50	Period 3 10:50 – 11:50
Period 4 11:50 – 12:50	Period 4 11:50 – 12:50	Period 4 11:50 – 12:50	Period 4 11:50 – 12:50	Period 4 11:50 – 12:50
Form Class/Lunch 12:50 – 1:10	Form Class/Lunch 12:50 – 1:10	Form Class/Lunch 12:50 – 1:10	Form Class/Lunch 12:50 – 1:10	Form Class/Lunch 12:50 – 1:00
LUNCH BREAK 1:10 – 1:50	LUNCH BREAK 1:10 – 1:50	LUNCH BREAK 1:10 – 1:50	LUNCH BREAK 1:10 – 1:50	LUNCH BREAK 1:00 – 1:30
Period 5 1:50 – 2:50	Period 5 1:50 – 2:50	Period 5 1:50 – 2:50	Period 5 1:50 – 2:50	Period 5 1:30 – 2:30 Juniors only







# GGHS SCHOOL UNIFORM

## *Ngā kākahu ā kura o Tūranga Wāhine*

- School black skirt, School black shorts or black dress trousers
- School black cardigan
- School polo shirt (years 9 and 10) or School senior blouses (years 11 - 13)
- Black sandals with back straps 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: School black 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.**

Other uniform rules:

- 2 studs/earrings are the only acceptable piercings allowed. Any other piercing must have only a pin-sized stud.
- 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

#### Years 11-13

Blouse - short sleeve	\$40
-----------------------	------

#### Optional for Years 11-13 only

Black straight skirt	\$66
----------------------	------

#### Years 9-10

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

#### Optional for Year 13 only

Striped blouse	\$50
----------------	------

### **Tairawhiti Services Academy Uniform Prices:**

Polo shirt	\$34	PE t-shirt	\$25
Black Shorts	\$50	PE shorts	\$27

*Prices include GST.*

Purchase of uniform items during the year can be done through the office. We do not want any student to miss out due to financial reasons. Hardship grants are available. Please see Sandy at the office if you would like to apply.

***“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 Counsellors
- Careers Education Team
- Senior Leadership Team
- Learning Support Co-ordinator

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.

### **ATTENDANCE** *Te putanga mai ki te kura ia rā*

If your child is absent from school you are asked to please 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.

### **CHROMEBOOKS**

The school is able to provide a chromebook to all students who need one for learning. If a student has their own device they are asked to bring this to school everyday. If a student does not have a device there will be a process managed in the first 2 weeks of school to request a school chromebook to loan for the year. The student is responsible to take care of this device and bring it to school fully charged everyday.

### **CLASSROOMS AND FURNITURE** *Ngā whare ākonga 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 our school has adopted the Donations Scheme, we will not be requesting Course Cost Contributions except in the case of some overnight Senior Outdoor Ed courses.

### **DAILY NOTICES *Ngā kōrero o te rā***

Notices are published every day on the school websites and Kamar portal. 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, 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 12:50pm Mondays to 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 if a student absence at the earliest time possible. During Form Time the lunches will be distributed and students will enjoy their free lunch alongside their form class mates.

### **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 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. Students who need to leave during the school day must sign out at the office.

### **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 or devices.

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

Gisborne Girls' High School is a smoke and vape free environment. This includes any tobacco product and vaping device. 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.

### **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 three.

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.

### **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 park in Wellington Street. 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 to school, they are to report to the Student Counter at the office and obtain an admission slip to be handed to their class teacher.

# 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.

## RELATIONAL PRACTICES

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

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

## **STUDENT-WHANAU-FORM TEACHER CONFERENCE**

There will be one formal opportunity to meet with the form teacher of your child during the year. This will be an opportunity to discuss student progress in a student led process. 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 different times of the year 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 Kamar 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.**