



**Te Kura Tuarua o Tūranga Wāhine**  
**Gisborne Girls' High School**

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16 December 2020

Dear Parents, Caregivers and students of Gisborne Girls' High School and the Tairawhiti Services Academy.

*Kia ora koutou e nga matua me nga tauira o Tūranga Wāhine, o Te Tairawhiti Services Academy hoki.*

Welcome to all students and their whanau who will be attending Gisborne Girls' High School and the Tairawhiti Services Academy in 2021 either as a new enrolment or as a returning student. We are looking forward to a productive and successful year. This letter is to inform you of some important information concerning the start of the school year. If you have any questions that are not answered by this letter please don't hesitate to contact the school. The school office will re-open **Monday, 25 January from 9:00am to 2:30pm.**

**A. School Year Commencement**

**1) Tuesday 2 February: Year 9 and any new enrolments at any level**

All Year 9 students and any new enrolments at other levels, along with their whanau, are invited to attend the official powhiri and welcome to the school. As this is the important first event for our Hinetu Programme, which involves a collective partnership with whanau and community to foster and embed our school values, it is expected that all new students and whanau will attend. At this welcome, students will meet their form teacher, receive their timetable and visit their form room. A barbeque will be provided, and we hope that all new enrolments and their whanau will take this opportunity to meet the people who will be their important support network for the new school year. Students are to attend in correct school uniform. Please assemble at the bus bay on Stanley Road at 5:15pm.

**2) Wednesday 3 February & Thursday 4 February: Year 9 students and Prefects only**

School starts at 8:30am and students are to report their Form Class. Year 9 students are asked to bring a pen, drink bottle, lunch and their swimming gear. School will finish at 2:00pm. The Kaiti buses will be available to take students home at this time; other bus students can remain at school until the country buses depart at their usual time.

**3) Friday 5 February: Year 10 students only**

School starts at 8:30am. Year 10 students are to report to their Form Class. School will finish at 2:00pm. The Kaiti buses will be available to take students home at this time; other bus students can remain at school until the country buses depart at their usual time.

**4) Monday 8 February: Waitangi Day observed**

School will be closed.

**5) Tuesday 9 February: Full school**

School starts at 8:30am. All students will attend a special Form class at 8:30am.

**6) Timetable issues Year 11-13 Students only**

All 2021 Year 11-13 students will receive an e-mail in the new year outlining their timetable. Only those students who want, or need, to discuss their timetable are to come to the school office on Wednesday 3 February 2021 or Thursday 4 February 2021 between 10:00am and 2:00pm. **If no changes are needed then students are not required to attend on this day.**

## **B. New Shape of the Day**

To allow for the distribution of the free healthy school lunches to all students, our form time has been moved. All students will join their form class to share lunch before a lunch break. The new shape of the school day can be found in the enclosed Parent Handbook. The most important detail is that the school day will begin at 8:30am **every** day with the start of Period One. All students are expected to be on time every day so valuable learning time is not lost. School will finish at 2:50pm daily except for Friday. (Seniors 1:05pm & Juniors 2:30pm).

## **C. Uniform**

All students are expected to come to school every day in correct uniform. Students must wear the regulation uniform items appropriate to their year level. The school uniform requirements are outlined in the enclosed Parent Handbook. The prices for items sold at school are included here.

The uniform shop is open **Monday 25 January - Friday 29 January from 9:00am - 2:00pm and Tuesday 2 February from 9:00am – 2:00pm**. The office and uniform shop will be closed **Monday 1 February** for Anniversary Day.

## **D. Stationery**

Stationery lists will be issued to students when they receive their timetable on their first day at school. As the stationery requirements are subject specific it is best to issue the lists once timetables are finalised to avoid purchasing items that may then not be needed. 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.

## **E. Chromebooks**

Next year 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.

## **F. Bank Information**

Enclosed with this letter is the form to set up automatic payments to the school. Many parents find this a very convenient way to cover school expenses. If you would like to set up an automatic payment for 2021 you simply need to complete the details on the form and take it in to your current bank or you can complete this process online. **Please ensure that the student's full name is recorded in the 'Particulars' and 'Reference' part of the form. Please take note that the school can no longer accept cheque payments.**

## **G. Important Contact Information: Academic Deans**

Our Academic Deans oversee the progress of a particular year level and follow that group through their school journey.

Year 9	Alice Houkamau	email: <a href="mailto:alice.houkamau@gghs.school.nz">alice.houkamau@gghs.school.nz</a>
Year 10	Debbie Tallott	email: <a href="mailto:debbie.tallott@gghs.school.nz">debbie.tallott@gghs.school.nz</a>
Year 11	Grace Davidson	email: <a href="mailto:grace.davidson@gghs.school.nz">grace.davidson@gghs.school.nz</a>
Year 12	Rita Halley	email: <a href="mailto:rita.halley@gghs.school.nz">rita.halley@gghs.school.nz</a>
Year 13	Justine Ward	email: <a href="mailto:justine.ward@gghs.school.nz">justine.ward@gghs.school.nz</a>

## **H. School lunches**

GGHS has joined the Free and Healthy School Lunch programme. We signed up and lunches to all junior students have been provided in Term 4. As of Term 1, 2021 all students will be provided with a lunch. So that we can safely provide lunches to all students who have allergies and specific dietary requirements it is essential that we have accurate information. Please complete the attached Allergen Form and return it to the office. This includes vegetarian, vegan, Gluten Free and allergen requirements such as peanut allergies. Please note this is not about food preferences but specific requirements. If you have any queries please contact the school.

If your student does not want to receive a lunch please also let the school know as we need to provide the supplier with accurate information. There will be no cafe operating at school so any student who does not wish to receive a free lunch will need to bring their own lunch. As it is lunch that we are providing, students will need to be responsible for their own morning tea. Students will not be able to leave the school grounds at any time during the school day unless they sign out at the office.

### **I. Final Comments**

The first term is always a busy one and Term One, 2021 promises to be no exception. The **Athletics Sports** will be held on **Thursday 18 February** and the **Swimming Sports** on **Wednesday 3 March**. Further details will be announced later. Parents and caregivers are very welcome to attend both of these events. An overnight noho for all Year 9 students will be held at a local marae at the end of February. This noho provides an opportunity for the Year 9 students to come together and interact with teaching staff and senior students in a relaxed environment. Details and a consent form will be given out early in Term One. There is no cost and this is considered a compulsory part of our curriculum.

We look forward to working with you in 2021 and hope your student will take advantage of all that Gisborne Girls' High School has to offer. We wish you and your whanau a happy Christmas and all the best for the start of the new year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jan Kumar', written in a cursive style.

Jan Kumar  
Principal