



Waiheke High School

A – Z HANDBOOK

2008



ABSENCE, LATENESS & LEAVE

Absence from school for family or medical reasons must be accounted for by caregivers in advance (where appropriate): or with written explanation, medical certificate, or other communication within 24 hours of the student returning to school.

If your child is going to be absent please get your caregiver to phone the school on 372 8938 before 8:45am. A written note is required on return to school.

Students who are late to school or to any class during the school day may be subject to disciplinary action.

Students are not permitted to leave the school grounds during the school day (including interval and lunchtime) except:

- In the case of sickness, dental or medical appointments, provided prior approval has been obtained from the Deputy Principal or School Nurse. Students must sign out at the office.
- For any other reason with the prior approval of the Deputy Principal who will have issued a pass.

ASSEMBLY

Whole school assemblies are held regularly and parents and caregivers are welcome to attend. Assemblies are an important occasion for the School to come together and celebrate student success, recognise important calendar events and to disseminate matters/information of School wide importance. These are formal occasions.

Under the Education Act, attendance at school is compulsory unless the student is unable to attend because of sickness, danger of infection, sudden or serious illness of a parent. It is therefore outside of the school's power to approve absence for shopping, holidays in school time, looking after younger members of the family, or sports and cultural fixtures arranged by clubs or outside organisations unless for regional or national representation. Student's requests for leave from the school, except dentists or doctor's appointments, must be made through the Principal at least one week in advance of the event. Students who are granted leave are expected to make up some of the missed time after school in supervised study.

CELL PHONES

- All cell phones must be turned off in all lessons and meetings
- Cell phone use is also prohibited in toilets and changing areas
- Cell phones are prohibited in any examination or assessment. Using cell phones in an NCEA exam/assessment, internal or external, may result in disqualification
- Taking photographs by cell phones without authority on the school site is prohibited for privacy reasons.

Students abusing this policy and using cell phones in class, for whatever reason are likely to have the phone confiscated. If the policy is broken by a student on a regular basis or in an improper way then disciplinary action may follow. Cell phones have become more costly items and are attractive to thieves. Students should be aware of their own cell phone security if they wish to bring one to school. If it is necessary to bring a cell phone to school they may be left at the office for safe keeping. Parents and students are reminded that the school does have a phone for student use in the school office. There is a charge of 50c per call except for emergency contacts.

COMMUNICATION WITH SCHOOL

1. If there are matters with which you need assistance, guidance or any form of help, please do not hesitate to contact the School. If you know the name of the person who can help, please ring the office. If the person concerned is available then contact can be made immediately. Often, however, staff will be in the classroom or not readily available. In such cases please leave a message and a contact number and the person concerned will get back to you.

Please do not ring staff at home.

If you have concerns or worries and wish to discuss them or advise the School of them, then please contact the person concerned so that these matters can be addressed.

In general the following staff should be contacted:

- For classroom matters, the teacher concerned or the subject HOD
- For general pastoral student matters the form teacher or dean
- For student personal guidance, Guidance Counsellor or Senior Management staff

If you are unsure who you should contact please ring the School office and outline the general issue you wish to raise and Office staff will transfer you accordingly.

Contact the School if your son/daughter –

Says they have no homework or assignment work on a consistent basis.

Appears to be having genuine difficulty with a subject or level of a subject.

Mentions other factors which may be affecting their learning.

Creating a Learning Environment for Students

Several parents have asked what could assist students to learn effectively and achieve well with their studies.

Some suggestions are:

- Assign a specific area where homework and study can take place without distractions (eg a desk or table in a quiet room) with good lighting.
- Establish a routine where homework, assignment work, study etc, occurs regularly. It is suggested that study should occur each night with some time during the weekend also assigned to study (particularly for senior students).
- Parents should check diaries or homework programmes and encourage students to discuss their work with them. This should ensure that deadlines are met.
- Ensure that students are aware of deadlines for work completion. It is very important in Years 11-13 where late work will not be assessed.
- Establish routines to ensure enough time is given to schoolwork and that a balance occurs between school demands, sport and cultural activities, social activities and any work commitments.
- Perhaps some limits could be placed on the use of the telephone, and/or use of the computer for games.
- Ensure that students get sufficient sleep each night.
- Maintain a regular attendance pattern. Where possible avoid missing school and if this does occur catch up missed work immediately.



EXPECTATIONS OF STUDENTS AT WAIHEKE HIGH SCHOOL

Students are to be **polite** and **well mannered**, 'please' and 'thank you' are important words at Waiheke High School. *Swearing is not acceptable.*

Students to act in a way which supports the **rights of all to learn and celebrates success.**

Behaviour which prevents teachers from teaching or other students from learning is not acceptable.

Students to **demonstrate respect** and **obedience** to all Waiheke High School staff.

Students to arrive **on time.**

With periods being 60 minutes long it is essential that minimal time is taken moving between classes. There is no excuse for lateness following interval and lunchtime.

Students to wear the **correct uniform** well and with pride.

Students to be **fully prepared** for each class.

Students should have all learning materials (texts, stationery, equipment) required for each class. Completing homework is also essential preparation for classes.

Students to leave the **room clean** and **tidy** and not to exit until directed by the teacher.

Students to take **responsibility** and **pride** in our **school.**

Litter is not acceptable. Dropping, sitting by or walking past litter is not acceptable.

Students to **give their best** always.

All that any parent or teacher can ask for is for students to do their best. This is the key to achieving to potential.

Choosing to be a student at Waiheke High School is choosing to be a **leader in educational excellence and endeavour** in our community.

HOMework

The amount of homework set will be at the discretion of the teacher, but in general terms will not exceed the following:

Year 7 and 8	10-15 minutes per night per subject
Year 9 and 10	20 minutes per night per subject
Year 11 and 12	25 minutes per subject
Year 13	30 minutes per night per subject

Homework may constitute a review of lesson content and skills, meta-cognitive thinking about each lesson, preparation for the next lesson or extension work that builds on key lesson ideas. Students may also be reading set texts, completing long term assignments as well as completing unfinished class work.

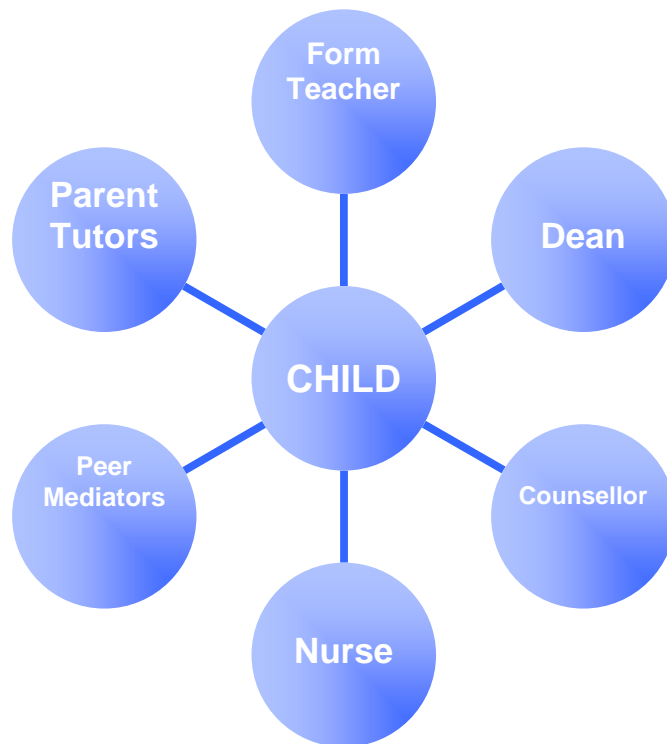
ICT

Each Student will be issued with a unique network ID or username and password which will allow them to log onto the school's network when at school. This log in identity is used to track the movements of each student across the network and keeps a trace of their internet activity and their use of network printers. Consequently, it is vital that their username and password is kept confidential. If a student feels that at any time their log on details are known by anyone else, they should contact the Head of ICT immediately to avoid the possibility of others using their identity to engage in unauthorised activity.



LEARNING SUPPORT

The School provides a variety of support for students in their learning. The Learning Support Department is led by Claire Mahaki. Please contact her if you would like extra support for your child.



M**MOTOR VEHICLES** - Students may bring motor vehicles (cars and motor-cycles) to school provided that:

- the student has an appropriate driver's license and the permission of parents/caregivers
- the student complies with any legal restrictions that apply to their license
- students obey the speed limit as posted on the School grounds
- students registers the vehicle with the Deputy Principal
- the vehicle is used only for the purpose of travelling to and from the School
- only drivers with a full license may carry passengers.

Application forms are available from the Deputy Principal. The school reserves the right to restrict the use of a student's motor vehicle for transport if any breach is made on the school's regulation on motor vehicle use.

MUSIC TUITION

Tuition is offered at the school for a range of musical instruments. There is a variety of musical groups in the school that students can choose belong to. Musical groups at the College and tuition by itinerant teachers are coordinated by the Teacher in Charge of Music

NEWSPLETTERS

Newsletters are posted out at the start of each term. The school also makes use of the local newspapers and the website for communicating with parents. If you would like information sent to you by email please register at www.waihekehigh.school.nz

PARENT INTERVIEWS

Interviews between parents, teachers and students are an important part of developing a strong learning culture.

PARENTAL INVOLVEMENT

As a school we actively encourage parental involvement. Parents are involved in coaching sports teams, tutoring students in reading, and helping with drama productions. The school is looking to expand parental involvement further. If you are able to help, please contact the School office.

Reporting

The school believes that it is important that student progress is reported on closely, subsequently the following reporting schedule will be followed:

- Term One Progress reports issued
- Term Two Mid term comments based report focused on the end of term exams
- Term Two End of Term results summary
- Term Three Results summary for Senior students
- Term Four Full reports for both Senior and Junior students

Dates for reports can be found on our website. If you want to know how your child is doing at any time please contact their Form Teacher or Dean.

SCHOOL HOURS

Students are expected to be at school and ready to learn at 8:30am. The normal school day finishes at 3:10pm. Often students will be involved in practises and rehearsals before and after school and bus students will need to arrange alternative.

Activity	Monday	Tuesday	Wednesday	Thursday	Friday
Assembly /RollCheck	8:30 - 8:40		8:30 - 8:40	8:30 - 8:40	8:30 - 8:40
Period 1	8:40 - 9:40	8:30 - 9:30	8:40 - 9:40	8:40 - 9:40	8:40 - 9:40
Period 2	9:40 - 10:40	9:30 - 10:30	9:40 - 10:40	9:40 - 10:40	9:40 - 10:40
Interval	10:40 - 11:10	10:30 - 11:00	10:40 - 11:10	10:40 - 11:10	10:40 - 11:10
Period 3	11:10 - 12:10	11:00 - 12:00	11:10 - 12:10	11:10 - 12:10	11:10 - 12:10
Period 4	12:10 - 1:10	12:00 - 1:00	12:10 - 1:10	12:10 - 1:10	12:10 - 1:10
Lunch	1:10 - 1:50	1:00 - 1:40	1:10 - 2:10	1:10 - 1:50	1:10 - 1:50
SSR/Mentoring	1:50 - 2:10	1:40 - 2:10		1:50 - 2:10	1:50 - 2:10
Period 5	2:10 - 3:10	2:10 - 3:10	2:10 - 3:10	2:10 - 3:10	2:10 - 3:10

STUDENT DIARY

All students will be issued with a Student Diary by their form teachers. This book is ruled up with spaces for homework and comments by teachers and parents. In the front is a year planner, a place to record marks, and notes on how to study effectively, as well as other vital information about Waiheke High School .

All students are required to take this book with them to each class. Parents are asked to look at it at least once a week, and to sign it. It provides a clear record of homework set and is an important means of communication between teachers and parents.

T RACKING OF STUDENTS

All students are assessed regularly both formally and informally. This assessment allows the school to track students' achievement and effort. When areas of concern are identified the school will contact home and institute a program of support.

UNIFORM

Every student will wear correct school uniform. This applies to students who are:

- Attending school
- Travelling to or from school
- Attending school functions
- Representing the school
- Identifiable as Waiheke High School students in a public place.

The school is judged in public by the uniform standards shown by students. Parents are requested to help the school by ensuring the rules are conformed to.

The uniform is to be worn appropriately, eg no bare midriffs, no 'low riders'. No visible jewellery (including piercings), other than one stud in each ear, a wristwatch and a taonga worn by students where this is culturally appropriate. Hair must be clean and well groomed, with no extremes of styles or colour. As a guideline, we expect the degree of formality that would be acceptable in a workplace environment, eg shop, office, profession. Make-up (including nail polish) should not be noticeable. Hats are not to be worn in class. The Senior Management Team are authorised to make all judgements about the appropriateness of dress code issues.

The styles are a unified mix and match, all styles are purchased direct from 'Postie Plus' Downtown Auckland store. A small stock of the most popular sizes is available from the school uniform shop.

The choice of garments is as follows:

Navy inverted pleat skirt
Navy side tab shorts
Pale blue Girls blouse with logo
Pale blue Boys short sleeved shirt with logo
Pale blue unisex short sleeved polo with logo
Pale blue long sleeved shirt with logo
Navy long pants college pants
Navy sweatshirt with logo
Navy polar fleece sleeveless vest with logo
Navy polar fleece jacket with logo
School Jacket with logo
Navy Cap or sunhat with logo

Footwear – EITHER: Black leather sandals with a heel strap OR black 'school shoes' (lace-ups or other firm fastenings) with black socks, any length.

Physical Education Uniform – new in 2008

- Regulation PE shorts
- Regulation PE Sport shirt

Equity funding is available to assist families who have difficulty in meeting uniform requirements. Contact the school office for further information.



WEB PAGE

The school web page is a vehicle where students, parents and the community can find out what is happening at the school. The page is regularly updated and features photos of current activities, classes and groups. The address is:

www.waihekehigh.school.nz

Waiheke High School Senior Boundaries

