



# WELLINGTON HIGH SCHOOL

## CAREGIVERS' GUIDE

### ***MISSION STATEMENT***

*Wellington High School strives to achieve excellence in all activities through a supportive and coeducational environment which promotes individual achievement and mutual respect.*

*This document is designed to assist caregivers understand and use the school organisations.  
I hope you will find it useful.*

## Absences

**Planned** - A letter requesting leave should be submitted to the Principal detailing dates and reasons for the absence. The caregiver will be notified in writing of the Principal's decision.

**Unplanned** - If absence is due to sickness, a note of explanation is written in the student diary, and shown to the roopu and subject teachers when the student returns to school. Also the parent/caregiver MUST phone the absence line on 802 7673 or 3858911 extension 873 before 10am each day the student is away. See Attendance below.

## Accidents

May occur at school. It is vital that we have correct contact numbers of caregivers and an extra emergency contact. All accidents must be reported to the first-aider and recorded in the accident register at Student Services on level 5.

## Adult Students

Adults wishing to enrol should contact the school office for an appointment with a Deputy Principal.

## Appointments In School Time

Students are expected to arrange appointments out of school hours. If this is not possible, a note or card confirming the appointment must be presented to the Roopu teacher for endorsement before the appointment time.

## Assessment

Formal assessments' are held during the year to evaluate student progress. The school runs assessments from Year 9 onwards. Students are prepared for NCEA and Scholarship and fulfil all assessment requirements. An Assessment Calendar is available at <http://moodle.whs.school.nz/>.

## Attendance

Is compulsory for all students. Caregivers have a major role in establishing expectation and attendance patterns.

Adequate attendance is a prerequisite for admittance to senior classes.

We use an early notification system that will text or email the parent/caregiver when their student is not in class. Please ensure that you notify the school of changes to your email address and/or cell phone.

## Behaviour/Code of Conduct/Tikanga

Each classroom has our code on display.

## Our beliefs

1. We are here to learn and to teach.
2. We strive to reach our personal best.
3. We support and respect each other.
4. We respect individual differences.
5. We respect individual achievement.

## Our responsibilities

1. We attend class and are on time.

2. We have the right equipment and attitude.
3. We do our work.
4. We behave in a way that promotes our own learning and learning of others.

Indicative school rules are listed under **School Rules**.

## Bicycles

Students may ride bikes to school. They should be parked in the stands provided near the caretakers room. Students provide own locks.

## Board of Trustees

The school's governing body is responsible for ensuring the school complies with relevant legislation and meets the community's requirements. The Board meets in the Staffroom usually on the last Monday of each month. Dates are advertised in the newsletter and in the school calendar at <http://moodle.whs.school.nz/>. Parents are invited to attend and are asked to ring the school to say they are coming.

## Buses

StageCoach runs buses for all schools - there are NO special buses for Wellington High School - all buses travel either up/down Taranaki Street past the school, cross Taranaki Street at Buckle Street or circle the Basin. The buses pick up students from across the road at Tasman Street or at the school bus stop in the main driveway. Bus tickets may be purchased from the school office.

## Calendar

The school year is divided into four terms and all important dates are printed in the newsletter. The first newsletter of the year contains a year calendar listing important school events. There is a calendar of events available at <http://moodle.whs.school.nz/>.

## Camps

The Education Outside The Classroom programme includes camps which we try to keep to a minimum cost - all students are expected to attend when their course of study includes a camp. Payment may be made by credit card or to arrange automatic payments, contact our Accounts department on 3858911 extension 872.

## Café

The café is open during the school day for lunches, drinks and snacks and offers a wide range of food at reasonable prices. The cafeteria is open from 8.15am to 3.00pm each day.

## Careers

Information and guidance related to career choice is available from the careers teacher found in M410. Up-to-date information can be found in the careers office, or library. Appointments may be made to discuss courses at school or other education institutions. Caregivers are welcome to make interviews with their students.

### **Cars**

Students' cars are not permitted in the school grounds as the school has limited parking bays.

Parking places numbered 1-6 are reserved for visitors. All visitors must notify reception on Level 5 of their registration number to avoid being ticketed or towed away.

### **Clearance Forms**

All Year 11/12/13 students must complete clearance forms at the end of the year to ensure that all school equipment has been returned and all fees have been paid. If the student leaves during the year, the student must speak to the dean before they leave.

### **Community Education**

The school has a large Community Education programme which operates from 5.30pm - 10.00pm most week nights and Saturdays. Information on the wide range of courses is available on 385 8919. The office is open 9.00am to 8.00pm Mon - Thurs and 9.00am to 1.00pm Fridays.

### **Competitions**

Students are prepared for external subject competitions and are encouraged to enter them. Enquiries to the relevant Heads of Faculty.

### **Confiscations**

On rare occasions staff may remove cellphones, iPods and other student belongings if these items are interfering with learning. These items may be picked up from teachers at the end of the day. Confiscated tobacco products will be thrown out.

### **Curriculum**

The school follows the national curriculum and has a policy of students keeping a broad general education for as long as possible.

### **Contacting the School**

Parents are welcome to ring the school any time during school hours (8.15am to 4.30pm). If the person you wish to contact is not immediately available, then leave a message on their voice mail and your call should be answered within one working day or sooner if you indicate urgency. All staff have voice mail and can be contacted by email using the following formula;  
firstname.surname@whs.school.nz  
(e.g. tom.smith@whs.school.nz)

### **Daily Notices**

If a student or teacher has information for the school relating to a school function they fill out a notice form and hand it to the office before 4.00pm the day before the day of the notice. Notices are entered into the school's student management system (KAMAR), copied and placed in teachers pigeon holes to read to their classes at roopu time. The Daily Notices sheet is enlarged and placed on the level notice boards each day so that students can also read the information for themselves.

### **Daily Report**

The Daily Report system is intended to help students establish better patterns of work, behaviour, attendance and punctuality. The system is seen as a means of positive reinforcement rather than punishment. Students on report are issued with a report form which is signed by each subject teacher. It is then brought to the Dean, Deputy Principals or Principal for checking. The report is to be taken home each night to be signed by a caregiver.

### **Damage to Property**

Any damage to school property is to be reported to Senior Management Team. Where there is evidence of a student's irresponsible behaviour or deliberate damage the school may require the student to pay for part or all of the costs of repairs.

### **Deans**

Each year level has a dean who oversees the academic progress and general welfare of that year's students. The dean will move with the students through the school. Deans give advice to students and parents on courses of study and monitor academic achievement.

### **Detention**

May be set by roopu teachers, class teachers, deans or Senior Management staff. 24 hours notice is given for after school detentions longer than ½ an hour. Students are required to be at detention if they receive one. Refusal to attend detention can lead to serious consequences.

### **Donations**

An activity donation is requested for each student. The money goes to a fund that is solely for the benefit of students eg: sports, library, magazine. The Activity Donation is \$150.00 per year for which prompt payment at the beginning of the year is appreciated. (Two or more students are \$220.00).

### **Drug-free**

Staff and BoT are committed to a drug-free school. All students know drug use is inappropriate and unlawful at school.

### **Enrolments**

Are taken throughout the year. Year 9 enrolments for the following academic year occur in Term 3. Other enrolments take place on Tuesdays. For appointments ring the Enrolment Officer.

### **Emergency Evacuations**

The school has emergency evacuation procedures and practises these regularly. It is important that any disability your student may have which could hinder his or her prompt evacuation of the buildings is known. Please tell the office staff.

### **Extra-Curricular Activities**

A wide range of opportunities is offered. All major sports, a number of minor and a wide range of

drama, musical and other cultural activities operate within the extracurricular program. Students should read the daily notices for up-to-date information. The school employs a Sports coordinator and an Arts coordinator.

## **Fees**

Year 9 Option Fees of \$80.00 are compulsory and pay for the 'take home' component in Food and Nutrition, Fabrics and all technical subjects. Invoices are posted out in March and we request payment be made as soon as possible. Individual fee information can also be viewed through the student parent portal (see Portal). There are a number of methods available for the payment of these fees: cash, cheque, EFPOS, credit card or an automatic payment can be set up. Donations attract a tax rebate. All fees should be paid to the student services office. Families experiencing hardship may seek exemption by contacting the Principal.

## **Field Trips**

Some subjects have curriculum requirements that entail field trips. These are essential for internal assessment and must be attended. Where activities involve costs to families and interruption to other classes a notice will be sent home. It is the responsibility of students to inform other teachers that teach them, when they are going on a field trip. The school encourages the use of the resources the city offers. Classes may go on short one-or two-hour trips. We do not normally seek caregiver permission for these trips.

## **French Pass – WHS Outdoor Education Centre**

All students have enthusiastically embraced the wonderful resource available to us and home to all of our year 9 students for one week each year. Students have the opportunity to swim, fish, kayak, tramp, swim with seals, construct a bivouac and get to know their classmates better. Parents are welcome to attend with their Year 9 student.

## **Guidance**

There are full time Guidance Counsellors available for individual counselling. Discussions with students are confidential. Parents are also welcome to contact the Guidance Counsellors for advice and guidance with any problems causing them or their students concern. Appointments may be made by ringing the Guidance Counsellors

## **Hardship**

The school receives some income from the Alfred George East Trust some of which is used to alleviate student financial difficulties. Families experiencing hardship should approach the Principal for assistance. Applications for AGE scholarships are invited each September. Please notify the dean.

## **Heads of Faculty**

Heads of Faculty are teachers with responsibility for the staff and curriculum and assessment in their subject areas.

## **Home/School Communications**

Parents receive a regular newsletter twice a term. The school welcomes calls from parents at any time. If you wish to visit the school and speak to a staff member please phone and make an appointment.

## **Homework**

Students are expected to do work at home to reinforce and extend their learning. It is important junior students have a regular time and place to do homework to develop good study habits. Parents can expect juniors to have work which includes completing class exercises, extension of class work, some assignment work or revision for up to one/one and half hours a week night. Students are provided with a diary in which homework and absences notes are recorded.

Seniors will all have homework and regular revision programmes that may take up to three hours per school day.

If parents have concerns about homework, they should communicate with the subject teacher or Head of Faculty.

## **ID Cards**

Students are issued with ID cards in March which permit them to borrow from the Library and get reduced rates on the buses, movies etc. The ID cards cost \$10.00. Replacement of lost/stolen cards is arranged by Student Services and costs \$10.00. ID/Snapper cards cost \$20. Replacement is \$20.

## **Internal Assessment**

Many senior classes have internal assessment programmes which require assessment tasks to be completed and returned according to a set schedule. All students are issued with these schedules and they must be adhered to. If a deadline is missed, caregivers should offer a medical certificate or a written explanation to the subject teacher who in consultation with the Head of Faculty will decide the fairest course of action for the student and the rest of the class. In some circumstances students may negotiate an extension to a deadline before the due date. In some situations a missed assessment can't be taken at a later date.

## **Keeping Up-To-Date**

The school should be notified of any alterations in student details such as change of address, email, home or emergency phone numbers. Either phone 385 8911 or best email [admin@whs.school.nz](mailto:admin@whs.school.nz) changes to address/cell numbers/home/work etc

## **Laminating**

This facility is available on request and is at very competitive prices. Anybody with any laminating requirements should enquire at the student services.

### **Lateness To School**

Students are to be at school on time.

### **Learning Conversations**

These occur twice a year for all year 9 and 10 students and parents / caregivers. They are the opportunity to discuss your student's learning, set appropriate goals and view portfolios of work.

### **Leaving Procedures**

Students intending to leave the school during the course of the year should consult their Dean well in advance of their departure to ensure they understand the procedures.

They will be required to produce a letter of permission from their caregivers. All students are required to complete clearance procedures with subject teachers, library, sports coaches and the office to ensure all school equipment and fees have been paid or returned.

### **Leaver's Certificate**

Students who complete leaving procedures and have settled all debts may request a Leaver's Certificate. A simple statement of attendance at Wellington High School is completed and given to the student.

### **Library**

The school library is open from 8.15am to 4.00pm for student use. It offers a wide range of books for all reading abilities. In addition there are papers, and online computer research facilities.

The Library is staffed by a full time librarian, full time teacher librarian, library assistants and student helpers. All borrowers are expected to return books promptly and in good order. Students may expect to contribute towards the cost of lost books. Donations of books for the library are welcomed and appreciated.

### **Lost Property**

All personal property should be clearly named. Named lost property will be promptly returned to the student concerned. Unidentifiable lost property is claimable from the office on Level 5.

If property goes missing students should retrace their steps and check where the item was last seen, check at the office and finally, if gear is still missing, report it to the student services.

### **Lunchtime**

Lunchtime is from 12.20pm to 1.20pm. Year 9 and 10 students are required to stay in the school grounds at lunchtime. There are many activities to occupy them.

Senior students may leave the grounds but are expected to act in a manner that does not bring the school or themselves into disrepute, and to ensure they are not late to period 4 classes.

### **Magazine**

Each year we publish a school magazine. The magazine acts as the official record of the school

year with academic results and cultural reports, accounts of trips and other important events. It also has photographs of classes and teams. The magazine price is included in the Activities fees or may be purchased at the end of the year.

### **Medical**

The school has a qualified first-aider available for first aid and care of sick students. She also assists with students who need regular medication. Please contact the dean if your student has special medical needs.

### **Moodle**

Moodle is the school's learning management system and contains a wealth of resources and links for all students' courses. WHS moodle is located at: <http://moodle.whs.school.nz/>. Students log in using their network username and password. Some courses allow parental access. There is a parents / caregivers link on the moodle home page.

### **Messages**

Only emergency messages from caregivers will be conveyed to students. Please text or phone your student on their cellphone during interval or lunch break only.

### **Music Lessons**

Tuition in a wide range of instruments is available through the Ministry of Education's itinerant music scheme. Lessons are taken during school time by expert tutors. Some instruments are available for hire at a reasonable rental. Further details can be obtained from Kristine Twigley (email [kristine.twigley@whs.school.nz](mailto:kristine.twigley@whs.school.nz))

### **Newsletter**

Twice a term a newsletter is posted to caregivers. This is a vital channel of communication between the school and home. The dates of the year's newsletters are published in the first newsletter of the year.

### **Orientation Programme**

New students undergo an orientation programme. Year 9 take an extensive programme organised by their dean during the first week of their Year 9 year. Students enrolling during the year are introduced to the school by the Guidance Staff.

### **Outdoor Education**

Students at all levels have opportunities for outdoor education. Camps include outdoor pursuits and planned curriculum studies. All eligible students may join the annual expedition, ski trips and weekend tramps.

### **Parent Helpers/Friends of the School**

The school needs help from caregivers in a wide range of roles - sports, drama, music, even covering books. If you would like to help please contact the Principal's PA.

## Photographs

As a record of the life of school, class and team photographs are taken in February each year by a professional photographer. These may be ordered through the students' roopu teachers.

## Portal

Our student portal is a chance for you to view some of the data we have in our student management system (KAMAR) for your student. You can view your student's details, timetable, activities they're involved in (groups) as well as live attendance data, fees information, pastoral information, results of assessments and reports. You can get to the portal through the link on our moodle home page (under Parents / Caregivers).

## Prospectus

Copies of the school prospectus and enrolment forms are sent out to all contributing schools in Term 2 each year. The Prospectus is also on our website. [www.whs.school.nz](http://www.whs.school.nz)

## Physical Education

Appropriate clothing must be worn. No jeans or skirts. Students should change before and after PE lessons.

## Questions

If you have any questions at all about anything to do with your student and school, don't hesitate to contact the Principal or someone at the school.

## Qualifications

We prepare students for the National Certificate in Educational Achievement (NCEA) at Levels 1, 2 and 3 and Scholarship. We also offer special qualifications for speakers for whom English is not their first language.

## Reports

Reports are issued at regular intervals during the year. These are placed in an envelope addressed to caregivers or handed to students to take home. They are also made available through the student-parent portal.

This year reports will occur as follows:

*Term 1* last day – credit reports for Yrs 9 & 10;  
progress reports for Yrs 9-13

*Term 2* last day – credit reports for Yrs 9 & 10;  
Progress reports for Yrs 11-13;

*Term 3* last day – credit reports for Yrs 9 & 10;  
Progress reports for Yrs 11-13

*Term 4* last day – credit reports for Yrs 9 & 10;  
Full curriculum reports for Yrs 9 & 10.

## Report Evening

Soon after the issue of reports arrangements are made for caregivers to discuss students' progress with classroom teachers. Notification of these arrangements is given in the newsletter. We have an online booking system for parent interviews. A

link to this will be given in the newsletter and through moodle.

## Roopu

Is the name given to form classes for Year 9-13 students. Roopu are named according to the level of the students and the name of their teacher eg: a Year 9 (Form 3) class with a teacher called Ben Britton is 9BNB. Many roopu have a roopu room where they may socialise and eat their lunch. Students are expected to care for their room. Year 9-11 roopu classes meet Mon, Wed, Thurs, Fri at 8.45am and Tues at 11am. Year 12-13 roopu classes also meet on Tuesdays at 11am. All students must attend.

## School Rules

The school attempts to keep rules to a minimum. Students are expected to act with care and consideration and respect themselves and other people and their property. Students share the responsibility to care for the school and its resources. In keeping with the care for the well-being of all members the school forbids the use of cigarettes, matches, lighters, alcohol or drugs at school. The school does not tolerate violent behaviour. Anything that could be a weapon must not be brought to school.

## Student Responsibilities

Students know and accept the classroom rules

Students are punctual

Students accept that teacher is in charge of the entry and exit of the class

Students enter class quietly

Students have required equipment and are ready to work

Students take bags off desks

Students place skateboards in designated areas

Students take the work seriously

Students do not eat or drink in classrooms or library

Students help to care for the environment. This includes clearing the mess created by others

Students accept that the teacher is the final arbiter of appropriateness and acceptability

If rules are broken students are made to accept responsibility for their actions. Punishment is timely and appropriate and each case is treated on its merits.

## Skateboards & Scooters

If students bring skateboards / scooters to school they must name them clearly and abide by staff instructions for their storage during class. We do not take responsibility for the safekeeping of skateboards / scooters. They may be used only at breaktimes. Students are not permitted to skate or scoot by the main entrance and inside the buildings.

## Smoking

Is forbidden in and near the school. We are a smoke-free school.

## School Day

<b>Yrs 9 –11</b> <b>Mon, Wed, Thu &amp; Fri</b>	<b>Yrs 12-13</b> <b>Mon, Wed, Thurs &amp; Fri</b>	<b>ALL STUDENTS</b> <b>Tuesdays</b>
<b>Roopu time</b> 8.45 – 9.00 am		
<b>Period 1</b> 9.05 – 10.00 am		
<b>Interval</b> 10.00– 10.20 am		<b>Period 2</b> 10.00 – 11.00 am
<b>Period 2</b> 10.20– 11.20 am	<b>Period 2</b> 10.20 – 11.20 am	<b>Roopu time</b> 11.00 - 11.20 am
<b>Period 3</b> 11.25 -12.20 pm	<b>Period 3</b> 11.25– 12.20 pm	<b>Period 3</b> 11.20 - 12.20 pm
<b>Period 4</b> 1.20 – 2.20 pm	<b>Period 4</b> 1.20 – 2.20 pm	<b>Period 4</b> 1.20– 2.20 pm
<b>Period 5</b> 2.25 – 3.20 pm	<b>Period 5</b> 2.25 – 3.20 pm	<b>Period 5</b> 2.25– 3.20 pm

### Sickness at School

Any student feeling ill at school should report to the first-aider at Student Services who will assess the student's condition and either treat the student and send him or her back to class, keep the student in sick bay or notify parents to arrange for the student to return home. The first-aider will report the student's absence from class.

### Sports

A full range of sports is offered by the school. The school employs a sports co-ordinator to organise sports in the school. The school has been accredited as Sports Fit by the Hillary Commission and honours the Fair Play Charter. The school has a range of school sports uniforms which are loaned to students. These must be returned at the end of a season. School colours are green, yellow and red.

### Stationery

A limited range of stationery is available at Student Services from Term Two. At the start of each school year parents are encouraged to purchase stationery online from School Supplies or an independent retailer. Only workbooks from individual departments will be available from the school.

### Suspensions and Stand Downs

A student may be suspended or stood down from school if, in the opinion of the Principal, *the student's gross misconduct/disobedience is harmful or a dangerous example to other students at the school or the student's behaviour is likely to seriously harm him/herself or other students.*

Students are never suspended or stood down without a great deal of thought and discussion. Parents are always notified by phone and in writing. The Board of Trustees and Ministry of Education is also informed. The Principal may stand down a student for a maximum of five days per term. Suspensions for a longer period are decided by the Board of Trustees. Caregivers are always invited to participate in the Board suspension meetings and make representation on behalf of their student. In

addition the Board of Trustees wish to hear what the student has to say about the incident.

### Text Books

Are issued on loan to students. They are to be returned in good condition. Lost or damaged books must be paid for by the student.

### Texting

If a student is absent from class for 1 or more periods in a day, we will endeavour to contact you by text message, or failing that, by email (see attendance).

### Timetable

The timetable is created every year to suit the students' subject choices. The process begins in Term 3 when students make their initial subject choices for the following year.

### Taraika

Is the name of the school whare manaaki (meeting house). Those identifying with Taraika and its philosophy are known as Te Whanau o Taraika.

### Truancy

Each student is expected to be at school for the whole time school is open. Normally the student's home will be contacted if an absence is unexplained for 3 days. Where truancy is established parents will be notified and should such absences persist, parents will be requested to come to school to discuss the problem. Persistent truants will be referred to the Ministry of Education Truancy Service.

## Uniform

The school has no uniform but does expect students to be clean and non-offensive in their presentation. Clothes are required to be appropriate for school.

## Use of School Facilities

Many of the school facilities are available for the community to hire. Arrangements may be made through the Property Manager.

## Website [www.whs.school.nz](http://www.whs.school.nz)

The school web-site contains a wealth of information including up coming events, weekly highs (students achieving amazing things) to general information about various areas of the school. Check it out

Although the school does not have a formal withdrawal room a disruptive student may be withdrawn from class for a cooling-down period. The student will usually work under the supervision of a senior teacher. Parents will be notified if withdrawals are extended.

## Worries

If you have any, ring the Principal. Phone 385 8911.

## Xeroxing

Yes we can do any photocopying you want. Please see the school office

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### Important Phone Numbers

#### **Absence line**

Account Enquires  
Community Education Centre  
Reception/Enrolments  
Sports Co-ordinator  
School Facsimile



#### **385 8911 ext 873**

385 8911 ext 872  
385 8919  
385 8911  
8027677 or ext 882  
802 7670

### email

**absences@whs.school.nz**

admin@whs.school.nz  
sport@whs.school.nz

### **Senior Management Team**

Principal	Prue Kelly	Ext 825
Deputy Principals	Denise Johnson	822
	Dominic Killalea	898
	Karen Goodall	823
Finance/Business Manager	John Wilkinson	834
ACE Manager	Colin Wharton	889

### **Heads of Faculty**

The Arts	Jania Bates	852
Languages	Caitlin Reilly	883
Learning Services	Brian Cast	855
	Ann MacGregor	855
Mathematics	Caroline Lewis	854
Physical Education	Carl Condliffe	865
Science	Joan Hinton	836
Social Sciences	Henry Hollis	853
Technology	Barry Boothby	858
Head of Maori Language	Ben Tangaere	874

### **Student Support**

Guidance Counsellors	Kirsty Ferguson	861
	Mark Pope	820
Careers	Anne Grimmer	827
ESOL/IFP	Julia Beresford	843

### **Deans**

Year 9	Dean Sheppard	821
Year 10	Denis Wright	850
Year 11	Steven Mouldey	866
Year 12	Laurie Steel	830
Year 13	Anya Satyanand	862
International Students	Julia Beresford	843

### **Principal's PA**

Jill Pettis	824
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