

25 January 2018

Dear Year 12 and 13 Students and Parents/Caregivers

Welcome back to the 2018 Academic Year!

We hope you have had an enjoyable and safe holiday and have now accessed your 2017 NCEA results either via your NZQA logon or the Kamar portal, as well as checking your timetable (Kamar portal, details/attendance).

The start of year arrangements are as follows:

### **Course Confirmation**

If you have not met the prerequisite for a subject or have a gap on your timetable you will need to attend school on Tuesday 30 January. You will receive an email notifying you of the details of this day if you are required to attend.

If you would like to discuss your proposed course for 2018, or there are some changes that you wish to make then you are welcome to come into school on Tuesday 30 January. There is no requirement to attend if you are happy with your current subject allocations.

### **First Day of School for Year 13: Wednesday 31 January**

All Year 13 students must be at school by 8.40am for our powhiri to welcome new students and staff. This will be followed by time with your mentor teacher and timetabled classes. Full school uniform is to be worn.

### **First Day of School for Year 12: Friday 2 February**

All Year 12 students must be at school by 8.30 am. Please check the mentor class lists in the Technology Block and report to your mentor class at 8.35 am. Full school uniform is to be worn.

Other information:

### **Absences, lateness and signing in/out**

Absences must be explained by a parent/caregiver. This can be done by calling 0800 GREYHIGH (0800 473944), a student bringing in a note from home or by emailing [attendance@greyhigh.school.nz](mailto:attendance@greyhigh.school.nz).

All students are required to attend mentor time on a Monday, Wednesday and Friday at 8.40 am. Students are therefore expected to be onsite by the first bell at 8.35 am. If for any reason you are late to school you need to sign in at the school office before proceeding to any class.

Students who need to leave school during the day also need to go via the school office to sign out. We will need proof of appointments before students will be allowed to leave.

Please note that Year 13 students may sign out during a study period if they have completed and returned the required form which is available from the mentor teacher.

### **Driving to school**

Year 12 and 13 students with restricted or full licences may drive to school **only** if they have registered with the school office. The registration form should be returned to the school office before your son/daughter begins driving to school. The form must be signed by a parent or guardian before we will grant permission for a student to drive to school. Please note the passenger consent requirements that are also detailed.

### **Lunch Passes**

Year 12 students can apply for a lunch pass which allows them to go to either the High Street shops or Parky's, or to go home. Students are expected to have the pass with them and present it when asked.

Year 13 students are permitted off site during interval and lunch time and will be issued with a pass. Students are expected to have the pass with them and present it when asked.

### **Times of the school day**

Event	Time
<b>Warning bell</b>	8.35 am
<b>Mentor time</b>	8.40
<b>P1</b>	8.50
<b>P2</b>	9.50
<b>Break</b>	10.50
<b>Warning bell</b>	11.10
<b>P3</b>	11.15
<b>P4</b>	12.15
<b>Lunch</b>	1.15
<b>Warning bell</b>	2pm

<b>P5</b>	2.05
<b>End of day</b>	3.05pm

### Uniform

Year 13 must be in correct school uniform from Wednesday 31 January.

All students in Year 12 are expected to be in the correct school uniform from Friday 2 February 2018.

### The Board of Trustees has set the following rules for uniform in 2018:

- Only school uniform items as defined in the table below may be worn on the school grounds
- Uniform items should be clean, tidy and worn with respect

Year 9-11 Female	Year 9-11 Male
Charcoal GHS Macpac softshell optional. Navy GHS jacket (pre-2017) accepted for years 11 -13	Charcoal GHS Macpac softshell optional. Navy GHS jacket (pre-2017) accepted for years 11 -13
Navy V-neck jersey optional. 2017 or earlier acceptable for years 11 -13.	Navy V-neck jersey optional. 2017 or earlier acceptable for years 11 -13.
Navy V-neck cardigan optional.	
Pale blue short sleeve blouse. Pre-2017 white blouse acceptable for years 11 -13.	Pale blue short sleeve shirt. Pre-2017 white polo or dress shirt acceptable for years 11 -13
Optional tartan (blue-green with yellow fine line) skirt to be worn at top of knee. Pre-2017 Blackwatch tartan skirts and kilts acceptable OR	Optional long trouser in dark navy (pre-2017 grey trousers accepted for years 11 -13)
Optional navy school shorts OR	Optional navy school shorts OR
Optional long trouser in dark navy	
Plain black tights or plain black socks	Plain black socks
Plain black shoes (any material) with flat or low heel. Note, covered-toe shoes must be work in science and technology areas.	Plain black shoes (any material) with flat or low heel. Note, covered-toe shoes must be work in science and technology areas.

We look forward to seeing you.

Ms R Stuart  
Deputy Principal