

# Greymouth High School

Te Kura Tuarua o Mawhera



## Parents' Guide 2012



### **Vision / Arahura**

Greymouth High School will grow and nurture adolescents who will emerge as skilled responsible young adults.

**“Strive for Success”**

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## Term Dates 2012

Term One	Tuesday 31 January	to	Thursday 5 April
Term Two	Monday 23 April	to	Friday 29 June
Term Three	Monday 16 July	to	Friday 28 September
Term Four	Monday 15 October	to	Friday 14 December *

\* or to a day in December which ensures that the school has been open for instruction for 380 half days in 2011.

### 2012 Holidays

Waitangi Day	Monday 6 February
Good Friday	6 April (in holiday break)
Easter Monday	9 April (in holiday break)
Easter Tuesday	10 April (in holiday break)
Anzac Day	Wednesday 25 April
Queen's Birthday	Monday 4 June
Labour Day	Monday 22 October
Westland Anniversary Day	TBC.

# Welcome to Greymouth High School

E nga matua, E nga minenga.  
Haere mai ki te Kura Tuarua O Mawhera

This booklet has been prepared to help you better understand how the school works. It sets out the services we provide and our expectations of your children in their learning and behaviour when they are in our care. Please keep it and refer to it during the year.

We aim to have a school culture which builds self esteem, encourages achievement and is purposeful and enjoyable. Our overall goal is for every student to leave with a qualification. We wish to involve students as active participants in their own learning and for staff and parents to support childrens' learning and engage in the wider life of the school.

We encourage you to get involved with your child's education. This school belongs to you and your community and we are here to serve you and your children to the best of our ability. It is governed by Trustees elected by you. We always value any opportunity to talk with members of the families and whanau of our students.



Whaia te iti Kahurangi  
**Strive for Success**

**Office Hours:** 8.00 am - 5.00 pm  
**Telephone:** (03) 768 0472    **Facsimile:** (03) 768 6293  
**E-mail:** [office@greyhigh.school.nz](mailto:office@greyhigh.school.nz)  
**Website:** [www.greyhigh.school.nz](http://www.greyhigh.school.nz)

# Greymouth High School Interim Strategic Plan 2011-2012

“The child is the heart of the matter” – Education Review Office.

<b>Purpose</b>	<b>Principles / Values</b>
<p><b>Motto:</b> ‘Strive for Success’ Whaia te iti kahurangi</p> <p><b>Vision / Kaupapa</b> Greymouth High School will grow and nurture adolescents who will emerge as skilled, responsible young adults.</p>	<ul style="list-style-type: none"> <li>• Respect.</li> <li>• Learning.</li> <li>• Responsibility.</li> <li>• Safety.</li> </ul>
<p><b>Strategic Objective</b> Greymouth High School will grow and nurture adolescents who will emerge as skilled, responsible young adults. We will achieve this through:</p> <ul style="list-style-type: none"> <li>• providing pathways and opportunities to meet a wide diversity of needs. <b>Coherence.</b></li> <li>• having a positive and professional teaching and learning environment which values learning and achievement. <b>High expectations, Learning to learn.</b></li> <li>• nurturing and modelling respect for ourselves, our community, our school, and our cultures. <b>Inclusion; Cultural Diversity; TOW; Community engagement.</b></li> <li>• a culture of inquiry and accountability. <b>Future focus.</b></li> </ul>	
<p><b>Strategic Goals</b></p>	
<p><b>Pride</b> To engender pride in being at Greymouth High School and a valued member of the community.</p> <p><b>Raising Student Achievement</b> We will actively work to lift achievement at all levels. All students will leave Greymouth High School with a minimum of National Certificate at Level 2 <u>or</u>, they will be in further education and/or employment with prospects of gaining qualifications.</p> <p><b>Effective Teaching</b> Effective and professional teaching practices will be developed and used by teachers using best practice evidence synthesis.</p> <p><b>Engagement in Learning</b> A responsive curriculum will seek to ensure maximum engagement through alignment to student needs. Students will be successful at learning, through a teaching and learning environment which values life-long learning, positive and respectful relationships, appropriate behaviour and social responsibility.</p> <p><b>Self Review</b> Using shared understandings to inform our practice by Having tools and systems to gather clear data. Using this evidence to inform planning and practice on a continuing cycle.</p>	<p><b>Māori Student Outcomes</b> Greymouth High School takes responsibility for raising all Māori student achievement by: Developing Māori students who are successful at learning. Improving retention rates for Māori students. Regular hui with whanau to awahi the kaupapa.</p> <p><b>Career Pathways</b> Greymouth High School will facilitate tertiary programmes, distance learning opportunities and workplace training. It will foster partnerships with other organisations, eg via Trades Academy Gateway STAR Mawhera Services Academy Karoro Learning WestNet</p> <p><b>Family/Whānau Communication</b> Effective and open communication between school and home will occur.</p> <p><b>Resource Management for Effective Teaching and Successful Learning</b> The 10 Year Property Plan and Annual Budget will allocate resources to support the achievement of the school’s strategic objective, and strategic goals.</p>

# Staff

**Principal:** Mr J Luders

**Deputy Principals:** Mrs M Melse, Ms R Stuart, Mr A England

**Karoro Learning Director:** Mr R Nimmo

## Heads of Departments

Miss A Seyb	Mathematics
Mr W Cooper	Physical Education/Health/OEd
Ms J Cameron	English/Languages (Acting 2011)
Mrs J Driver	Library
Mrs Y Apanui	Te Tari Māori
Mrs A Krakosky	Technology
Mrs M Kelly	Futures/Careers
Mrs P Roney	Social Sciences
Mr R Roney	Science
Mr B Rowlands	Computer Network
Mr A Dempster	The Arts
Ms C Donovan	Assisted Learning Programmes
Mr D Rapley	Property
Mrs T Henderson	English (O/L 2011)
Ms S Thompson	Business Administration (O/L 2011)
Mrs C Rodden	Guidance Counsellor
Miss G Walton	Administration Manager

## Assistant Heads of Departments

Mr K Gallagher	Junior Science (Acting 2011)
Mr J Gamiao	Mathematics
Mr D Neufeld	Mathematics/Student Leadership
Mr J Hopkinson	English (Acting 2011)
Mr B Robertson	Social Science

## Deans

To be appointed for 2012

Mrs T Singer	Kaiarahi
Mr J De Goldi	Gateway Co-ordinator
Mr N McKinley	Specialist Classroom Teacher
Mr B Bousfield	Fresh Start Programme

## Assistant Teachers

Mr P Chand	Mrs E Connolly	Miss N Croft	Mrs F Cropp	Mrs M Gibson
Mr J Haapu	Ms L He	Mr C Junca	Mr D Keenan	Mrs J McKinley
Miss V Nixon	Ms N Osborn	Ms S Quick	Ms H Reij	Mr A Sayed
Mr P Steyn				

## Office Staff

Mrs C Beirne	Mrs J Nicol	Mrs E Bruce (Principal's Assistant)
Mr M Belcher	Miss M Rissman	

## Mawhera Services Academy

Mr J Wentworth (Director)	Ms L Mellish (Assistant Director)
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## Karoro Learning

Wayne Aitken	Jan Blair	Tanya Dunn	Sharon Flemming	Susan Hartigan
Margaret Lindbom	Eric Martini	Kerry (Tuck) Millar	Trevor Morrison	Miriam Rees
Robert Stanger	Raewyn Tailby	Julie Tarling	Leanne Todd	
Eddie Van der Westhuisen		<b>Casual:</b> Kurt Gurden	Jim O'Donnell	

## Curriculum Support Staff

Mr M Bruce (Teacher Support)	Mrs H Cain (Special Education)	Ms S Calder (Library)
Ms S Evans (ORRs Tutor)	Mrs J Oliver (Special Education)	Mrs B Shearer (Special Education)
Mrs J Russell (Futures)	Mrs M Robbins (Special Education)	Mr H Escott (Special Education)
Mrs L Rothery (Science/Correspondence)	Ms J Quinn (Fresh Start)	

## Property Staff

Miss A Cawley	Mrs S Dixon	Mrs M Gilmore	Mrs J Hume	Mrs D Symmers
Mr S Greenman	Mr G Ferguson			

## Student Café

Mr T McCauley (Manager)	Miss N Payn
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## Uniform Shop

Mrs T Nickerson

# Staff and Facilities

All of our staff are specialist teachers with University degrees or equivalent. Teaching takes place in purpose built areas.

These purpose built areas include four science (+ biotechnology) laboratories, two computer suites, a video conferencing room and our Technology Facility with specialist computer, design, food, visual arts, craft and hard materials areas.

For the Arts we have specialist music facilities including a recording studio and practice rooms; the Thelma Eakin Theatre and outdoor Drama courtyard, and in the Technology facility there is a specialist Art Room.

Our Library is very modern with computer facilities and a reading room for the students. We also work with the National Library to bring library services to the whole West Coast.

The Maths Block has been upgraded and rooms are equipped with up to date technology including interactive whiteboards.

Physical activities are catered for with two gyms, one of them new in 2010, an indoor swimming pool, a newly upgraded playing field and access to the West Turf. The school owns two minibuses to help us access the community's facilities and to deliver outdoor education programmes.

For quieter forms of leisure the students have several quiet outdoor areas and courtyards they can use. They also have a student café.

Over the years the environment of the school has been improved considerably. We are proud of our modern facilities and work hard to maintain these to a high standard.

The classrooms are regularly modernised to meet the needs of specialist areas and includes the Transition/Careers room.

We also have a Whare kura, accessed through the carved gateway by the main entrance to the school.

## **Library**

The hours for student use are 8.45 am – 5.00 pm each school day and notified holiday times.

## **Computer Centre**

This is open from 8.30 am – 5.00 pm each school day.

# Parent Services

## Partnership

A good partnership between school and parents/caregivers/whanau helps students to be successful. We know that parents/caregivers/ whanau care about the education their children receive. The school aims to serve its students and their families/whanau as well as it can. We recommend strongly that parents, whanau and caregivers communicate with the school if they need information on their child's progress or if they have any concerns.

## Communication

We communicate within the school with daily notices and we hold regular assemblies at which the achievements of students are publicly acknowledged.

Regular Parents' Newsletters are available from the school office, by email or on the school website, [www.greyhigh.school.nz](http://www.greyhigh.school.nz) . There are usually two each term.

All students are provided with a Student Handbook. This is a very important document which explains school routines and provides a means for staff and parents/whanau or caregivers to communicate and share information.

Families of all students are contacted early in the year by their Whanau Class Mentors and this sets a pattern for regular communication. Absences are notified to parents/caregivers by the Attendance Officer through email, text and direct phone contact.

Our annual school magazine has been produced since 1923.

## Reporting

We report on student achievement and progress in writing three times a year for juniors and twice a year for seniors. Parent/Teacher meetings are scheduled four times a year. We are very happy to organise meetings with teachers or Senior Staff for individual parents/ caregivers or whanau at any time.

## Parents' Association

Our Parents' Association has the aims of supporting the school and helping to spread information. This is an important way of being involved and informed. Watch school newsletters for meeting details. Many interesting topics are discussed at these meetings. This is a valuable organisation and deserves full support from all our parents. The Parents' Association makes an active contribution towards fund-raising every year. They also request a donation of \$20.00 from all families each year to help them support student activities at school.

## **Supporting Learning**

All of the Parent Services are designed to help parents/whanau/caregivers in their very important role of supporting their child's learning. The intention is to develop further the ways parents and the school can work together to support student learning.

## **Enrolment Process**

We invite students and parents to enrolment meetings. Enrolment forms and information packages will be sent out to parents and are available at these meetings. These can also be obtained from the school office.

The Principal will meet with as many new students and their families as possible. This is to ensure that we provide for each child in the best possible way.

At these meetings parents will have the opportunity to indicate any preferences or needs they have for their child.



# Student Services

## Guidance

We have a guidance team consisting of a Guidance Counsellor, a Careers Advisor, and Year Level Academic Deans. The Student Support Centre is pivotal in using restorative practices to support students and teachers. We endeavour to offer a comprehensive guidance service to support our students. All Guidance staff are happy to meet with parents and caregivers at any time.

## Student Leadership

Student leaders are selected each year from Year 13 students nominated by the student body. This includes - Head Students, Pūmanawa, Arts Leader, a Student Board of Trustees Representative, Chairperson of the Student Council and Sports Leader. Their job is to support students and the school.

## Student Council

The Student Council, representing all students, provides an important opportunity for every student to participate in the running and improving of the school. It also provides leadership opportunities for students. The Council organises and carries out projects and campaigns to improve student welfare, safety and entertainment.

## Whanau Classes

Each student is allocated to a Whanau class with two Whanau Class Mentors. The Whanau Class Mentor role is a pastoral role with the aim of guiding and supporting students. The student will stay in this class right through their schooling to build strong bonds.

## Peer Support

Within the form class structure there will be specially selected and trained senior students who will take all Year 9 students through a 'Peer Support' programme designed to help them settle in well and to get the best from their opportunities at Greymouth High School.

## Health

The school has a Nurse Aide and we have regular visits from a Public Health Nurse to help us deal with any special medical needs your child may have. The enrolment form asks for known health problems to be identified and we rely on parents to keep us informed of changes.

## Deans

Year 9	Year 10	Year 11	Year 12	Year 13
TBA 2012	TBA 2012	TBA 2012	TBA 2012	TBA 2012

Deans have been appointed for all year levels and their job is to support students. Deans have as their main focus the success and progress in learning in their year groups.

## **Sport and Recreation**

All students can take part in a wide-range of sporting and recreational activities. We have exchanges each year with other schools and over 15 different activities are included in these. Many students will compete in team or individual sports at local, regional and national levels.

A Sportfit programme offers activity and sports equipment during the lunch-hour each day. We offer Physical Education and Outdoor Education classes at senior level and Outdoor Education or Sport Fitness at junior levels.



## **Culture**

Drama, Dance, Music and Art are offered as full subjects at every level and students are encouraged to take part in choirs, bands, school shows and productions. Individual music tutoring is available, as is Debating. We are very proud of our Kapa Haka Group, which has performed, to wide acclaim, at many events around the Coast. In most years there is a musical and drama production, either large or small.

## **Student Transitions**

Year 9 students are all now involved in preparing a Learning Career Plan (LCP) which is updated in Year 10 and beyond. The plans enable students to gain the relevant information to make good career choices, give them personal support with their career planning and provide them with a tailored career plan that is relevant to their needs.

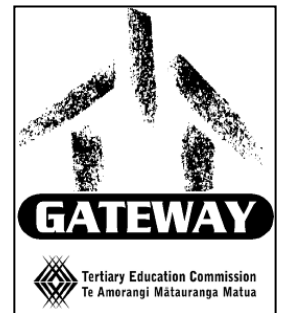
Year 10 students are involved in preparing a more specific Learning Career Plan (LCP) which involves updating the LCP and having additional advice and guidance as senior course choices are made.

### **Work Experience and Work Exploration**

Work Exploration is a programme run by the Future/Careers Department, in which secondary school students are placed in an actual work situation for short periods of time so that they can learn about the world of work. This programme relies upon community support and participation. Students are not paid – it is regarded as part of their educational programme.

### **Gateway Programme**

The Gateway programme offers senior students structured workplace learning which complements their courses at school. Instead of classroom teachers, industry-based trainers provide tutoring and assessment in the workplace. Students taking part in the programme can begin nationally recognised qualifications that are not normally available to secondary school students.



We have had students learning in a wide range of industry-based placements including, agriculture, mechanical and motor engineering, equine, baking, hospitality and tourism and building and construction. For some students this programme has represented the beginning of an apprenticeship. This programme is an exciting new direction in education that can lead your child directly from school into employment and further training.



# Curriculum and Courses

## Curriculum

Greymouth High School offers a broad range of courses and we pride ourselves on being innovative in setting up opportunities and pathways for students.

At Year 9 and 10 we deliver a broad curriculum in keeping with New Zealand's Curriculum Framework. From Year 11 onwards we offer a wide range of subjects and courses. All of our courses are accredited on the National Qualifications Framework. The main qualification we offer is NCEA, both through achievement and unit standards. There are also a number of alternative pathways for students that offer National Certificate qualifications.



Adult students are welcome at our school and have access to the full range of qualifications we can offer.

Our main focus is on student achievement at Greymouth High School, and as a minimum we aim to have every student leave school with a qualification.



# Year Level Curriculum at a Glance

## **Year 9**

All Year 9 students study the core subjects.

English            Science            Mathematics            Social Studies            Creative Technologies  
Physical Education & Health

**Year 9 students may also choose short courses which may include:**

Visual Arts            Dance            Drama            Te Reo Māori  
Music            Spanish            Japanese  
Economics & Accounting            Sport, Fitness & Recreation  
Keyboarding & Computer Operations            ESOL (English as a Second Language)

## **Year 10**

Year 10 continue studying the basic core course:

English            Science            Mathematics            Social Studies  
Physical Education & Health

**Year 10 students all study 4 short courses (2 in first semester and 2 in second semester).**

Food Technology            Sustainability            Visual Arts            Te Reo Māori  
Graphics            Kapa Haka            Outdoor Education            Dance  
Drama            ESOL            Music            Japanese  
Design Technology (Wood)            Spanish  
Computer & Information Management            Economics & Accounting  
Soft Materials Technology            Design Technology (Metal)

## **Year 11**

Year 11 students will usually study NCEA or a range of National Certificate qualifications at Level 1. Some students could also be studying at higher levels of NCEA.

All students must enrol in a full time programme of 25 periods per week. In their course they must study: English or Te Reo Māori, Mathematics and Science.

**They must also choose two full year options.**

Students wishing to take six subjects need to apply to the Dean of Year 11 or the Careers Advisor.

## **Year 12**

Year 12 students will usually study towards NCEA Level 2 but could also be studying at Levels 1, 2 and 3. A wide range of National Certificate qualifications are also available for students. Students wishing to take six subjects need to apply to the Year 12 Dean or the Careers Advisor. All students must enrol in a full time programme of 25 periods per week.

## **Year 13**

Year 13 students will usually study towards NCEA Level 3 but are also able to study at NCEA Levels 1 and 2. A wide range of National Certificate qualifications are also available for students. **Students must choose 5 subjects.** (A full time course).

**Each student will receive advice and guidance to help them choose their course.**

## Where Does Your Learning Lead?

<b>Learning Area</b>	<b>Year 9 Courses</b>	<b>Year 10 Courses</b>
<b>Language</b>	<b>English</b> Te Reo Māori Spanish Japanese ESOL	<b>English</b> Te Reo Māori Spanish Japanese ESOL
<b>Māori</b>	Te Reo Māori Kāpāhaka	Te Reo Māori Kāpāhaka
<b>Mathematics</b>	<b>Mathematics</b>	<b>Mathematics</b>
<b>Science</b>	<b>Science</b>	<b>Science</b> Sustainability
<b>Social Studies</b>	<b>Social Studies</b> Accounting & Economics	<b>Social Studies</b> Accounting & Economics
<b>Health &amp; Physical Well-being</b>	<b>Physical Education/Health</b> Sport, Fitness & Recreation	<b>Physical Education/Health</b> Outdoor Education
<b>Technology</b>	<b>Creative Technologies</b> Keyboarding & Computer Operations	Design Technology Wood Design Technology Metal Graphics Soft Materials Technology Food Technology Computer & Information Management
<b>Arts</b>	<b>Creative Technologies</b> Visual Art Music Drama Dance	Visual Art Music Kapa Haka Drama Dance
<b>Alternative Studies</b>		Correspondence

**Bold type** indicates subjects students have to take. Other subjects are Options that students may choose to take. Our Course Handbook "Choices" gives further details. Some subjects may not run due to numbers. **Correspondence courses may be available where we are unable to offer subjects but are subject to strict criteria set by the Correspondence School.**

<b>Level 1 Courses</b>	<b>Level 2 Courses</b>	<b>Level 3 Courses</b>
<b>English</b> Te Reo Māori	<b>English</b> Te Reo Māori	English
<b>Mathematics</b>	Mathematics	Statistics & Modelling Calculus Mathematics
<b>Science</b> Agriculture	Agriculture Biology Chemistry Physics	Biology Chemistry Physics
Economics & Accounting Geography History	Accounting Economics Business Education Geography History Tourism	Economics Geography History
Outdoor Education Physical Education	Outdoor Education Physical Education	Outdoor Education Physical Education
Technology Soft Materials Tools 4 Work - Engineering Carpentry & Furniture Graphics Hospitality Design Technology Text & Information Management Digital Media	Computer Graphics Technology Tools 4 Work - Engineering Graphics Hospitality Design Technology Technology Soft Materials Text & Information Management Digital Media	Computer Graphics Technology Graphics Technology Soft Materials Text & Information Management
Drama Music Visual Arts Dance	Drama Music Visual Arts Practical Photography	Drama Music Visual Arts Practical Photography
Study via Distance Learning (Correspondence, VC, STAR etc) Gateway Mawhera Services Academy	Study via Distance Learning (Correspondence, VC, STAR etc) CISCO Gateway Mawhera Services Academy	Study via Distance Learning (Correspondence, VC, STAR etc) CISCO Gateway Mawhera Services Academy

**This diagram is only a guide as students are encouraged to study at various levels to suit their interest and ability.**

## **Mawhera Services Academy**

This highly successful programme was established by Greymouth High School during 2002 in conjunction with the NZ Army. Initially for students interested in the Armed Forces, Police, Fire Service, Customs or related industries, the course has since evolved to include students with a wider range of interests. The Academy is supported by the NZ Army with a range of activities, courses and exercises run by the Army.

The course includes NCEA Level 1 or 2 Mathematics and English, National Certificate in Computing and National Certificate in Employment Skills. The remaining time is spent on "Services Training" including adventure-based learning, sport, physical education, field exercises, leadership development, confidence building, military drill and survival training.

Whilst it is desirable that students have an interest in pursuing a career in the Armed Forces, Police, Fire Service, Customs or a related industry, this is not essential, and as such, any application would be considered. Applicants must, however be willing to 'buy into' the programme and be prepared to conform to the disciplined environment.



## **International Students**

There are students from a variety of cultures attending the school through exchanges, overseas fee paying and short-term stays. Overseas students are fully integrated into mainstream classes and some enjoy the specialist Outdoor Education programme (ODENZ) Outdoor Education New Zealand.

<b>Director of International Students</b>	Mr J Luders
<b>International Manager</b>	Mrs S McIntosh
<b>Home Stay Co-ordinator</b>	Mrs I Dugand

# Student Management

## Schoolwide Expectations

The four schoolwide expectations for Greymouth High School are:

What these expectations look like, sound like and feel like in classrooms and non-classroom settings form the basis of the teaching programme for the school expectations.



## Rewards for Expectations

To acknowledge students who are demonstrating the school wide expectations and to reinforce positive behaviour we have the following rewards:

1. Caught in the Act cards (in class)
2. Duty Strips (out of class)

For more information about positive behaviour for learning:

[www.minedu.govt.nz/theMinistry/EducationInitiatives/PositiveBehaviourForLearning](http://www.minedu.govt.nz/theMinistry/EducationInitiatives/PositiveBehaviourForLearning)

## Academic Rewards

Student achievement and success is regularly recognised by the award of 'Well Done' certificates, Tohu Kahurangi's and Principal Awards. Students receiving three 'Well Dones' receive a Tohu Kahurangi and students receiving two Tohu Kahurangi awards receive a Principal's Award.

## Detention

As a restorative school we try to avoid detentions as punishment but do at times need the clear consequence.

The Deputy Principal's detention is held daily at lunchtime to back up school routines and systems for out of class behaviour. Where necessary in repetitive situations, after school and Saturday detentions may be issued by a Deputy Principal.

Class teachers may set class detentions as they deem necessary to remind students of class expectations.

### **Stand-downs/Suspensions**

The Principal may stand-down or suspend a student should the misbehaviour be extreme, continual or a dangerous example to others. A stand-down involves the Principal deciding a student is not to attend school for up to five days. A suspension involves a student being referred to the Board of Trustees (Commissioner) for a decision about his/her future at the school.

Where possible we may use a Grounds Duty to defer or avoid a Stand down and a Pre-board meeting to defer/avoid a Suspension.

### **Student Handbook**

*We would like students:*

- To take the handbook to all classes.
- Record all homework in it.
- If it is lost, replace it immediately. They are available from the school office.

*For Parents the Handbook has two purposes:*

- To encourage students to record their homework systematically
- To be a means of communication between school and home

Messages or questions for the subject or form teacher can be written in the Handbook. Your child should draw such messages to the attention of the teacher concerned.

### **School Rules**

The school has rules designed to ensure each student's learning needs are met, to promote their welfare and safety and to promote co-operation between students and between students and teachers. The specific rules are detailed in the Student Diary and below. It is important to the Board that the School has a good image in its community.

1. Physical and/or emotional violence is unacceptable (this includes verbal and physical harassment, bullying and intimidation).
2. *Follow instructions from staff.*
3. *Respect others' property.*
4. *Offensive and/or abusive language is unacceptable.*
5. *Do not possess or use alcohol, tobacco, illegal drugs or harmful substances.*
6. *Attendance at all classes is essential. (When absent, a note or phone contact from parents/caregivers is required).*

7. *Stay in the school grounds unless you have (written) permission to leave and have signed out at the office at any time during the school day.*
8. *Look after our school environment (grounds and buildings).*
9. *Follow the uniform/dress code.*
10. *Glass bottles and large (over 300ml) soft drinks bottles are not permitted.*

### **Smoking, Drinking, Illegal Drugs**

No pupil is allowed to smoke, consume or be in the possession of tobacco, illegal drugs, alcohol, or other harmful substances while they are under the control of the school.

This also applies to all students at any school function or on any school camp or trip or at weekends and holidays if the students are under the control of the school at the time.

The Board of Trustees requires the school to take a strong and consequences approach on these issues. This involves making every effort to prevent the use of harmful substances and ensuring strong support for students identified consuming or in possession of these.

### **Cellphones**

**The use of cellphones is not permitted in classrooms.**

They should be turned off and left in students' bags. Teachers have the right to confiscate cell phones should that be necessary. It is expected that cellphones will be used appropriately at all times. Each student has to sign and adhere to an Acceptable Use Agreement to be allowed to have a cellphone at school.

### **Leaving the School Grounds**

As a general rule, no student must leave the school grounds.

Students are not permitted to be off the school grounds during the day unless they have written permission. Students in uniform will not be served at the supermarket before school, at interval or lunchtime.

Lunch Passes **may** be issued to students in response to a request from a parent/ caregiver for students in Years 9, 10, 11 & 12. The pass will only permit them **to go home** for lunch – the address will be shown on the pass. Year 11 and 12 students can request a Lunch Pass enabling them to go to the High Street shops.

## **Student Café**

There is a café on site for students to use. This is located in the Technology Building in the Library Quad. It is open from 8.00 am – 2.10 pm daily. Unless it is a wet day, students eat outside or in the Student Café. Students are not allowed to eat in the classrooms.

## **Jewellery and Make Up**

The Board has set the following rules with regard to jewellery and light make up.

1. *Extreme Hairstyles/Untidy Facial Hair, nail polish or excessive jewellery, make up and offensive piercings are not permitted at school.* Common sense applies in manner of presentation that could bring discredit to the school. The discretion of the Senior Leadership Team will apply. It is expected that students express their individuality tastefully and in a manner that does not cause offence or bring negative comment.
2. *Jewellery.* Not to be excessive. It must be removed in Workshop/ PE/sport situations.
3. Any exemption or variation from these rules is at the discretion of the Principal after an approach from parents or caregivers of the student concerned.

## **Dress Code for Mufti**

Mufti is an option for students in Year 13. The appearance of students is expected to be a credit to the school at all times.

The following dress code will apply to the wearing of mufti:

1. The standard of dress is tidy, casual clothing. Please bring a change of clothes for Outdoor Education and Physical Education classes where appropriate.
2. Footwear is to be safe, clean and worn at all times. Covered shoes must be worn in workshops and labs. Non marking shoes must be worn in the gym.
3. Clothing which is offensive, abusive, drug, alcohol or tobacco-related is not to be worn.
4. Hats and hoods must be removed in the classroom.
5. Extreme hairstyles, untidy facial hair, excessive jewellery and make up and offensive piercing are not permitted at school. Common sense applies in manner of presentation.
6. Any student is free to wear formal school uniform. The mixing of uniform and mufti is not acceptable.

## **School Mufti Days**

Mufti days are usually held to raise funds for a particular cause. Students will be advised of a mufti day by staff and are required to make a gold coin donation if they wear mufti. Year 13 is also expected to make a donation on a mufti day. The above dress code applies to all students.

## Uniform Shop

The Uniform Shop is located in the Gym Quad in the old Canteen building. The shop hours are Tuesday & Thursday 2.00 – 5.00 pm or by appointment. It is also open in the last two weeks of January and the first week of school from 10.00 am to 5.00 pm, weekdays. If you have any queries about any school uniform item, please contact the school office or Roz Stuart, Deputy Principal.

- **LAYBY.** You are welcome to use our layby system for all your uniform requirements.

## Uniform Notes

### Our Expectations:

All students in Years 9-12 are expected to wear correct school uniform from when they leave home in the morning until they return home at the end of the day. Where there is a genuine reason for a student not wearing correct school uniform the parent/caregiver needs to provide an explanatory note and the student is to see his/her whanau class mentor at whanau time to collect a temporary uniform pass.

Where there is an ongoing issue, students will be asked to wear a clean uniform item provided by the school for that day. Parents and students are reminded that non-uniform items will be confiscated as a last resort to deliberate and ongoing uniform breach.



# Greymouth High School Uniform

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

- Uniform is **compulsory** for all students in Years 9-12.
- The items may be worn at any time of the year but summer and winter suggestions are made. (**Winter suggestions are marked with a \* and Summer with a +**).
- The uniform should be clean, tidy and worn with respect.
- Any exceptions or alternatives can only be worn at the discretion of the Principal.
- Only school uniform items (including jackets) may be worn to and from school.

## **Girls**

- \* Black Watch tartan kilt (poly/wool or poly/viscose) to be worn at mid-calf length.
- + Navy shorts.
- \* Navy tights (wool/lycra or cotton/lycra) or navy knee highs with the kilt. White blouse or white polo shirts (short or long-sleeved).
- + Plain navy knee highs or no socks with the shorts.

## **Boys**

- \* Charcoal grey dress trousers (poly/viscose).
- + Navy shorts (long leg, fully lined, poly/viscose)  
White shirts or white polo shirts (short or long-sleeved)
- + Plain navy walk socks, black ankle socks or no socks with the shorts.

## **Physical Education Uniform – Year 9 & 10**

Black shorts (PostiePlus Schooltex style 33734), or similar plain black sport shorts. Schooltex polo shirt (PostiePlus styles 6608, 8597, or similar); colours: red, bottle, royal, burgundy only. White school shirts **may not** be worn for PE. Plain t-shirts in the same colour as listed will be acceptable. Non-marking gym shoes or trainers must be used for Phys Ed.

## **Common Items**

- Navy blue (Cathedral) pullover jersey with school logo.
- Non-marking gym shoes or trainers must be used for Phys Ed.

**School scarf:** Navy blue, black or black watch tartan.

**School hats:** To be advised.

**School Jacket:** Navy blue with logo. This can be purchased at the school Uniform Shop.

**Shoes:** Plain black leather low-heeled and flat soled shoes. The shoes must be plain with no visible colours, logos, buttons, buckles or 'bling'. Shoes with laces must be laced with black laces. Roman or t-bar sandals are the only acceptable sandals. Boots, slippers, slip-ons and sandals (other than t-bar or roman) are not acceptable uniform items. Covered shoes must be worn in workshops and labs.

**There is an approved list of shoes/sandals available from the school office.**

**If you have any doubt about what constitutes school uniform please contact the school before purchasing items.**

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# Greymouth High School Uniform Price List - May 2011

**Shop Hours: Tuesday and Thursday - 2.00 to 5.00**

Girls	Price
Kilt (Poly viscose/wool)	\$162.00*
Shorts – Deane Polyester	\$59.50 *
Blouse	\$28.00
Socks	\$9.90
Kilt Pins	\$3.00

Boys	Price
Shorts	\$53.10 *
Trousers – CSP 606/03 (Canterbury)	\$60.00
Shirt	\$31.70
Boys Polo shirt -short sleeved (Size 14-16)	\$23.00
“ “ “ “ (Size SM or XXL)	\$26.00
Socks – CSP School socks	\$11.00

Unisex	Price
Jersey 12-14-16/ 92 cm (includes Logo) Kairangi	\$80.00 *
18/97 cm	\$82.00 *
20/102 cm	\$85.50 *
22/107 cm	\$87.50 *
24/112 cm	\$90.00 *
26/117 cm	\$93.00 *
28/122 cm	\$96.50 *
30/127 cm	\$98.50 *
Jacket Fitted or Non-Fitted options available	\$145.00
Scarf (an optional item)	\$27.00 *
Sweatshirts (Only available with Medical Certificate)	\$44.50 *

**These prices are subject to increases by suppliers.  
EFTPOS is available.**

## Physical Education Uniform – Year 9 & 10

Black shorts (PostiePlus Schooltex style) or similar plain black sport shorts. Schooltex polo shirt (PostiePlus styles 6608, 8597, or similar); colours red, bottle, royal, burgundy only. White school shirts may not be worn for PE. Plain t-shirts and appropriate tracksuit pants in the same colours as listed will be acceptable.

If you have any enquiries, please contact the school office.

\* The main regulation items as indicated will only be available from the School Uniform Shop. The other items will also be available from the Uniform Shop but can be purchased elsewhere.

# School Charges

## School Donation

The Board of Trustees sets a school donation each year of \$85.00 for one student and \$115.00 per family. You will be sent a request for payment in Term 1 or if you wish you may pay at enrolment time. Many extra activities such as sports and cultural activities are subsidised by this donation.

## Charges for Activities and Materials

In many subjects, pupils pay for materials they take home. For example, an item made in Technology would have to be paid for. Another example would be Homework Workbooks specifically purchased for our students. Unfortunately a wide range of activities and learning materials that would not otherwise be available are funded through these curriculum charges.

It is our deliberate policy that pupils do not pay for those activities that are essential to their education. Thus, you should not forward money to school unless you receive a written request explaining why a charge is being made.

## Fundraising

The Board of Trustees supports the idea of fundraising in principle, for special projects. The School may have fundraising projects from time to time involving staff and students.

Students are not permitted to be on raffle tables during school time.



# Complaints Policy

## How To Get Help (Advice to Students)

Greymouth High School believes everyone has the right to have concerns or problems heard and dealt with fairly. Problems are always best dealt with as early as possible.

### **A. If you have a concern or problem you wish to have addressed.**

It is important to seek help with a problem sooner rather than later. Problems do not go away by themselves.

The teachers are approachable – all you have to do is ask.

Personal Problem	Subject Problem	School Problem	Careers Problem
Share your problem with someone you respect:	If you are having trouble with your work ask:	Take the matter to one of the following:	Teachers have special knowledge in their subject areas – and know the needs of some careers
Parent	Subject Teacher (first)	Whanau Teacher	Several teachers have special knowledge of you
Fellow student	Counsellor	Counsellor	
Teacher	Head of Department	Senior Staff	
Counsellor	Senior Students	Student Council	Careers Advisor
Senior Staff		Dean	
Dean	Dean		

It is school policy that any pupil can see the Principal on any matter. If his door is open, knock and go in. If the door is shut, make an appointment through his assistant.

### **B. If you are not satisfied with the outcome of your concern or problem, you can make a formal complaint to the Principal or Deputy Principals or Chairperson of the Board of Trustees.**

## **How To Get Help**

(Advice to parents, members of the community and staff).

Greymouth High School believes everyone has the right to have concerns or problems heard and dealt with fairly. Problems are always best dealt with as early as possible.

### **A. If you have a concern or problem you wish to have addressed.**

Please either write directly to or telephone the staff member through the school office. You may need to leave a message with a contact telephone number, and times when you can be contacted. The staff member will reply to you as soon as possible. The office staff can help you identify the person you need to make contact with.

### **B. If you are not satisfied with the outcome of your concern or problem, you can make a formal complaint to the Principal or Deputy Principals or Chairperson of the Board of Trustees.**

## **How To Make A Complaint**

1. Please approach the Principal or Deputy Principal in the first instance. Should you wish to complain about the Principal please approach the Chairperson of the Board of Trustees.
2. You should make this in writing and include all relevant details (or in person by interview where a signed statement will be made).
3. The Principal will discuss the issue with you before deciding what action to take. You are welcome to have someone with you for support if you wish.
4. Whilst your complaint will be treated in confidence, any other people concerned will have the opportunity to hear all the details and to reply to them.
5. The school office can forward letters to the Board of Trustees for you.
6. The Board of Trustees will investigate any complaints in consultation with the Principal and any other people involved.
7. You are welcome to have a support person(s) with you at any discussions.
8. You will get a written acknowledgement of your letter when it is received, and a full written response when the matter is resolved.
9. If after using the school's complaint process you are not satisfied with the outcome of your complaint, you may make a complaint to the Ministry of Education.

# NOTES