



PALMERSTON NORTH GIRLS' HIGH SCHOOL



Handbook for Parents and Students 2017

VISION

Inspiring young women who are successful learners and act with integrity.
He manu hiringa, he manu ariki, he manu rere ki te rangi

MOTTO

Semper Sursum – Ever upwards
Tikarohia ngā whetū

WE VALUE

| | |
|-----------------------|--------------|
| Respect | Whakaute |
| Resilience | Whakamana |
| Social Responsibility | Whakatangata |

Palmerston North Girls' High School seeks to provide students with challenging academic, sporting and cultural opportunities that will equip them with the required knowledge, attitudes, skills and values to enable them to succeed in their lives.

The school aims to raise the active engagement and achievement of all students to attain their personal best in a safe, structured and challenging environment. The school seeks to provide students with an individualised programme through a broad curriculum of academic, sporting and cultural opportunities.

The school will achieve its aims by:

- *Explicitly teaching students behavioural and academic expectations*
- *Actively developing and fostering positive relationships with students and their whānau*
- *Offering students a range of academic, sporting, cultural and vocational experiences.*
- *Emphasising the successful development of the skills of literacy and numeracy.*
- *Preparing students for examinations, NCEA assessments and future career opportunities.*
- *Actively encouraging and developing the qualities of respect for ourselves, others and the environment, developing resilient learners, being prepared to give back to the community through service opportunities and focusing on building on success.*
- *Creating an environment where there is respect for, and understanding of, cultural and individual differences.*
- *Fostering Māori language and culture, consistent with the principles of the Treaty of Waitangi;*

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NAMES OF STAFF with whom you will have the most contact

Deans

| | | |
|-------------------------------------|--|---|
| • Year 13 students Extension 860 | Mrs K Georgel k.georgel@pnghs.school.nz | Ms K Sheridan k.sheridan@pnghs.school.nz |
| • Year 12 students Extension 873 | Mr T Cuttle t.cuttle@pnghs.school.nz | Mrs D Manley d.manley@pnghs.school.nz |
| • Year 11 students Extension 877 | tbc | Ms L Mohekey-Johnston l.mohekey-johnston@pnghs.school.nz |
| • Year 10 students Extension 852 | tbc | Mrs E Milne e.milne@pnghs.school.nz |
| • Year 9 students Extension 866 | Mrs A Peacock a.peacock@pnghs.school.nz | tbc |

Guidance Counsellors

Ms B Pomana-Whale
Ms P Paki
Ms J Atley

Director of International Students

Mrs C Prasitdamrong

Executive Officer

Mrs M Pink

Financial Assistants

Mrs K Redpath
Mrs C Bailey

Principal's Personal Assistant

Mrs S Alchin

Reception

Mrs F Rowell

Office Manager

Ms A Stom

Student Centre (Attendance)

Mrs T Tichbon
attendance@pnghs.school.nz 3538062

Sports

Mrs K Gibbs
Mrs V Sampson
Mr B Tivers
Director of Sport
Sports Coordinator
High Performance Sport

Senior Leaders

| | |
|--------------------------|----------------------|
| Principal | Mrs K Biggs |
| Deputy Principal | Ms H Kinsey-Wightman |
| Assistant Principal | Mrs S Andrews |
| Assistant Principal | Ms A Brookie |
| Senior Manager eLearning | Mr S Milne |

NB: Staff members and information correct as at September 2016.

ACCELERATION

Where students demonstrate excellent work ethic, social maturity and intellectual capability, there is an opportunity to be accelerated by one year level in selected subjects. This usually occurs from Year 9 into Year 11, although we continue to develop suitable pathways for accelerated students through to Year 13 and University.

YEAR 9 ACADEMIC PROMOTION TO YEAR 11

Early in Term 4, following completion of internal examinations, Heads of Department are asked to make recommendations for acceleration.

The proposed learning pathway for accelerated students leads to one of three opportunities at Year 13:

- to study university papers, or
- to enter for scholarship in the accelerated subject, or
- to take a different NCEA Level 3 subject.

Letters of invitation for acceleration are sent to successful students before the end of Term 4 - these are conditional on end of year results being at the standard required.

YEAR 13 ADVANCED OPTIONS

Year 12 students who have completed one (or two) NCEA Level 3 papers may apply for one of three options:

- study two (or four) university semester papers selected from the schedule of papers being offered;
- or, return to the same Year 13 subject and study for the award of scholarship;
- or, select a different NCEA Level 3 subject.

1. Concurrent university study

A student will be allowed to apply for admission to university papers whilst still at school if:

- she has 80 Level 2 credits in up to five university approved subjects, with 90% of credits at excellence and merit;
- she has achieved at least 18 credits in NCEA level 3, with 90% at excellence or merit level;
- she has a rank score of at least 48 from her best three NCEA Level 2 or 3 subjects (based on the NCEA ranking of 4 points for excellence, 3 for merit, 2 for achieved);
- she has achieved the literacy and numeracy requirement for University Entrance;
- the school confirms she is expected to gain University Entrance without difficulty and that she shows how the proposed university papers fit with her proposed academic plans;
- the school confirms that she demonstrates the ability to manage her own learning and will effectively operate in an on-line “stream” learning environment; and
- the school confirms that the student participates widely in school activities beyond the classroom.

Students will be approved into Massey papers on an individual basis at the discretion of the University. Enrolment will be confirmed in late January.

University Tuition and Fees

This will be provided through Massey University Distance Learning programme via the “Stream” online learning environment”. Students’ timetables will assign them to a university class at school (subject to resolving any timetable clashes) along with a teacher whose role is to mentor students to manage their university learning. Subject expertise is available through Massey. A laptop computer is required.

Each paper attracts a tertiary fee of \$550.00 to be confirmed each year by Massey University and paid through our school’s accounts. On provision of evidence that a student has passed a subject, the school will reimburse \$200 per paper.

2. The Scholarship Option

The award of scholarship is a prestigious award offered as a Level 4 qualification. Some students will enter for scholarship concurrently with NCEA Level 3. For many students, having the time dedicated to preparing for the scholarship examination, will be a preferred option.

With this in mind, students could return to the subject in which they already have satisfied the NCEA Level 3 requirements and focus on preparing for Scholarship.

3. The NCEA Level 3 Option

Students may prefer to take up a different NCEA Level 3 subject providing them with six UE approved subjects over their time at school. Subjects studied at NCEA Level 3 over two years all count towards a Level 3 endorsement.

Students who wish to discuss or clarify this opportunity, should contact the Deputy Principal who oversees the acceleration programme.

ACCOUNT PAYMENTS

From time to time you will be sent an invoice detailing payments made and fees owing. There are various methods of payments available.

- **Drop Box.** Payment by cheque or cash can be made by completing an envelope with the student’s name, class and purpose of payment and placing this in the drop box located in the Accounts Office.
- **Eftpos** is available at the Accounts Office.
- **Post cheque along** with details of student’s name and activity being paid for to: Palmerston North Girls’ High School, Fitzherbert Avenue, Palmerston North 4410.
- **Automatic Payment:** To assist parents in paying the school donations and fees owing an automatic payment facility is available. Contact the Financial Assistant for details 3579194 extension 832.
- **On-line Payment:** the school’s bank details are on the invoice.

ALUMNI

The Alumni Association for past students is the official organisation representing all former students of Palmerston North Girls’ High School. Refer to the school’s website for further information.

ANNUAL AWARDS

A student’s success is recognised at various prizegiving occasions during the year.

Academic Distinction: is presented to a student who has achieved in the top 5% in their subject in the year level that they are working.

Academic Honours: is presented to a student who has achieved academic distinction.

Commendation Certificate: is presented to a student who is nominated by most of their teachers for consistent effort and achievement to the very best of that student's ability. Criteria that is applied: managing self (correct uniform, prepared for class, consistent effort, reliable), relating to others (co-operative, helpful, listening to and respecting others), participating and contributing, (completing work and homework, regular attendance, constructive contribution to lessons, focused).

High Commendation Certificate: is presented to a student who is nominated by all their teachers for a commendation award.

Service Award: is presented to a student for sustained effort throughout the duration of a specific activity/committee. The criteria applied includes membership, attendance, participation, contribution and task completion.

Bars: are presented for Arts and Sports to students who attend, contribute, participate fully and achieve at a high standard in co-curricular activities.

Blues: are presented to a student who represents New Zealand in their chosen sport.

Arts Laureates: are presented to a student who has achieved to an elite level in the Arts.

APP

Palmerston North Girls' High School has a free app that can be downloaded from both the Apple Store or Google Play. The app gives easy access to:

- the absence phone number
- calendar of upcoming events
- recent Update newsletters
- Daily Notices
- alerts for school groups



APPOINTMENTS (Out of School)

When students leave school during the day for an appointment or any other reason, they must sign out at the Student Centre. Students are required to bring an explanatory note or an appointment card. We recommend that appointments are made out of school hours where possible. Students are expected to return to school promptly and sign in, unless the appointment is late in the day.

ASSEMBLY

An assembly is scheduled for students each week. Student leaders assist with the programme and use the opportunity to promote activities, recognise achievements and inform students.

During Term 1, seniors meet in the Huia Centre on Thursday and juniors on Friday at form time. During Terms 2-4, assembly is on Wednesday. Form classes sit together with their form teacher. Scarves and coats are removed and bags, books, and drink bottles are placed under the seats.

ASSESSMENT

Achievement in one year sets the foundation for future years. Assessment leads to qualifications - the door to your daughter's future. Assessments for all year levels are scheduled regularly throughout the year making attendance every day all the more important. Once an assessment deadline is set, it has the same effect as sitting an examination – neither should be missed.

Assessments occur at regular intervals throughout the year in all subjects. Assessment dates are set in advance and cannot be rescheduled because of absence.

At the beginning of the school year, a summary of major assessment activities is provided for students for every subject. Queries about specific assessments should be raised with subject teachers. General assessment questions can be raised with the Dean. Queries about assessment for national qualifications should be directed to Mrs Brookie 357 9194 extension 829 or a.brookie@pnghs.school.nz

Specific information on assessment is contained in the curriculum handbook for each year level issued in Term 3 for the following year, and the course outlines issued at the beginning of Term 1 as well as the National Qualifications Framework School Procedures issued at the beginning of each year.

ATTENDANCE

Why is it important for students not to miss school?

Most parents want their daughters to get on well in life. Nowadays, it is more important than ever to have a good education behind you if you want opportunities in adult life. Students only get one chance at school, and your daughter's chances of a successful future may be affected by not attending school regularly.

If students do not attend school regularly they may:

- struggle to keep up with schoolwork. In a busy school day it is difficult for schools to find the extra time to help a student catch up.
- miss out on the social side of school life - poor attendance can affect children's ability to make and keep friendships; a vital part of growing up.
- miss out on information that is shared in a sequential way by teachers. Students will struggle to understand instructions given later because they have missed the foundational knowledge through absence.

Setting good attendance patterns will also help your daughter once they leave school. Employers want to recruit people who are reliable. Students who have a poor school attendance record may have less chance of getting a good job.

Being on time is also vital. Arriving late at school can be very disruptive for your daughter, the teacher, and the other students in the class. Some parents may be trying but finding it hard to get their daughter to attend school. If you have having problems, please make contact with your daughter's Dean as soon as possible. They will be able to support you in getting any issues resolved early.

Some useful statistics

| Weekly Attendance | Percentage | Weeks missed per year |
|-------------------|------------|--|
| Every day | 100% | None |
| 4.5 days | 90% | 4 weeks |
| 4 days | 80% | 8 weeks (<i>1 full year missed over the course of their school career</i>) |
| 3.5 days | 70% | 12 weeks (<i>more than one term a year</i>) |
| 3 days | 60% | 16 weeks (<i>nearly half of the school year</i>) |

Being late for school reduces learning time

If your daughter is 5 minutes late every day they will miss three days of learning each year.

If your daughter is 15 minutes late every day they will miss 2 weeks of learning each year.

If your daughter is absent from school or has an appointment during the school day, we ask that you phone or email the school before 9am, stating your daughter's name, her form class, and the reason for her absence. We require all absences to be accounted for. If your daughter is not at school we will send a text to your cellphone number. Please reply as soon as possible.

There is a twenty-four hour answer phone.
Telephone attendance - 353 8062
or email - attendance@pnghs.school.nz
or call via the PNGHS app

Occasionally, text messages may be sent in error for students who are at school but out of class. We work hard to minimise this, however we do understand the concern this may cause. Attendance and student safety are very important to us.

Absences of more than three days require a medical certificate from a doctor or health professional.

Longterm Absence

- For long-term illness contact the Dean to discuss details and the possibility of work arrangements.
- If the absence is due to representative sporting events, please supply a copy of the selection letter (with relevant dates) to the Student Centre at least two weeks before the event. This provides sufficient time prior to the event to meet with teachers to discuss management of workload.
- Arranging family holidays during school time compromises your daughter's learning and assessment. We do not approve leave for holidays. Your daughter may hand in assignments early, however, any assessments scheduled during her absence will be missed with no opportunity to sit them on return to school. Teachers are not expected to provide work to the student for the holiday. It is the student's responsibility to catch this work up. Please notify the Student Centre if your daughter is going away on holiday.
- If you are going away on holiday and your daughter is remaining at school, please advise the Student Centre who the temporary caregiver is for emergency purposes.

AUTHENTICITY

"Authenticity is the assurance that the evidence for achievement by the learner is their own" NZQA.

All students are issued with the Palmerston North Girls' High School APA Referencing Guidelines. Copies of these guidelines are also available on Moodle and at the school library. Students are required to reference their work. NCEA students (as well as their parents) are also required to sign the National Qualifications Authenticity Form.

B

BADGES

Students earn badges for a variety of achievements and service awards at school. Lost badges can be replaced by contacting the office who will arrange for replacement fees to be charged and a replacement badge issued.

BOARD OF TRUSTEES

The Board of Trustees is responsible for ensuring that Palmerston North Girls' High School provides high quality education for all students and complies with all relevant laws and regulations. The Principal is responsible to the Board for implementing and reporting on policy and leading and managing an effective school.

Board meetings are open to the public and held at 5.30pm on the fourth Tuesday of the month in the school Board Room. The Board of Trustees consists of parent representatives and co-opted members plus the Principal, one elected student representative and one elected staff representative. Elections for parent representatives are held every three years and all parents and caregivers of students are entitled to vote. Further information can be obtained from the Board Secretary.

The present Board members are:

Mr Brian Holmes (Chairperson)

(chairperson@pnghs.school.nz)

Committee:

Mr Brett Calkin (Deputy Chairperson)

Mrs Robyn Boyd

Mrs Wiki Mulholland

Mrs Fealofani Tini-Brown

Mrs Vanessa Taylor (Staff Representative)

Miss Tafaogalupe Muliaga (Student Representative)

Mrs Karene Biggs (Principal)

Mrs Sue Alchin (Secretary)

(secretary@pnghs.school.nz)

BULLYING

Bullying is defined as having the following characteristics. It is:

- deliberate – there is intention to cause harm
- repetitive
- involves a power imbalance

There are four types of bullying

- **verbal** bullying – repeated mocking, name-calling, unwanted teasing, homophobic or racist remarks
- **physical** bullying – repeated hitting or kicking, taking or threatening to take possessions
- **social or relational** bullying – repeated exclusion, spreading rumours or gossiping, withholding friendship, pulling faces
- **cyber** bullying – repeated threats, criticism, unkind comments or images sent by text, email, or posted on social networking sites.

Not all acts of aggression or relationship problems are bullying. For example, a one off physical fight between two people of similar size or strength is not bullying. Likewise, the end of a friendship is not bullying. However, we realise that such incidents can be very upsetting and require support from our Deans.

If you are aware of bullying concerns please contact the deans, senior leaders or school counsellors so that they are able to intervene to keep students safe.

Students are given opportunities to identify bullying through surveying and/or access to deans or counsellors. Students are encouraged to tell a trusted adult about bullying. This might include a parent, teacher, dean or counsellor.

In the past, Palmerston North Girls' High School has had infrequent bullying situations but does have a number of relational difficulties with girls ending and changing friendships. This can be very upsetting and a difficult time for the individuals involved. To prevent these situations developing into bullying scenarios mediation is offered with one of the counsellors if requested by the deans or students.

Cyberbullying

Your daughter may experience cyberbullying via social media. This is now covered by the Harmful Digital Communications Act 2015. There is excellent advice on how to deal with instances of cyberbullying on the netsafe website. <https://www.netsafe.org.nz/cyberbullyingandonlineharassment>

Palmerston North Girls' High School will follow bullying procedures when dealing with cyberbullying.

CALENDAR 2017

The academic year is divided into four terms

| | | |
|--------|---|---|
| Term 1 | : | Tuesday 31 January to Thursday 15 April |
| Term 2 | : | Monday 1 May to Friday 7 July |
| Term 3 | : | Monday 24 July to Friday 29 September |
| Term 4 | : | Monday 16 October to Thursday 14 December |

Two weeks holiday will be taken at the end of Term 1, Term 2 and Term 3.

The following public holidays will be observed:

| | |
|-------------------------|-------------------|
| Wellington Anniversary, | Monday 23 January |
| Waitangi Day | Monday 6 February |
| Good Friday | Friday 14 April |
| Easter Monday | Monday 17 April |
| Easter Tuesday | Tuesday 18 April |
| ANZAC Day | Tuesday 25 April |
| Queen's Birthday | Monday 5 June |
| Labour Day | Monday 23 October |

The school's calendar of dates and activities is regularly updated on our website at www.pnghs.school.nz and on our school APP. The school office will be open from Wednesday 18 January 2017.

Term One establishes academic and assessment programmes, inter-house activities, summer sports competitions, student councils and their committees. Students are invited to enrol in winter sports teams. Year 10 students attend camp.

Term Two continues the rigour of curriculum and assessments. Student Council activities commence with their various prefects' events and competitions. Winter sport competitions commence.

Term Three continues these activities, including various subject-related field trips, until school examination time in September. Winter sports season ends with many teams competing during the NZSS tournament week late in the term.

Term 4 leads into preparation for external assessments and events to celebrate achievement. Junior school examinations and NZQA examinations both commence in November.

CAFE

The cafe is open before school, at interval and at lunchtime. It offers a wide range of tasty and nutritious food at reasonable prices. EFTPOS is available. At lunchtime students may not leave the school grounds. If a student has forgotten their lunch parents/caregivers may drop off their lunch to the Main Office. Food orders may not be delivered directly to students at school from a company, friends or family.

CAREERS ADVICE

The Career Services Department offers support for students in making transition from school to the workplace or tertiary study. Students can visit the Careers Services Department for information and to make an appointment with the careers adviser, Ms Crowhurst. Careers advice is important in assisting students plan their destination and focus their school achievement on ensuring they gain the appropriate entry qualifications. Other career advice is delivered in class, and is also available through the www.careers.govt.nz website.

CELLPHONES

Cellphones are brought to school at a student's own risk. These must be turned off during school time and can only be used at interval and lunchtimes unless the teacher instructs otherwise. Cellphones used without permission in class time may be confiscated. Confiscated items may be collected on Friday at the end of school.

CHARTER

The Charter outlines the educational purpose, general goals and strategic direction of the school. It contains School Policies, guidelines and procedures.

The Board publishes its annual plan and report, showing progress in achieving our goals.

A copy of Palmerston North Girls' High School's Charter and Strategic Plan is available on our website at www.pnghs.school.nz

CLASSROOM BEHAVIOUR: CHOICES AND CHALLENGES CARD (Red Card)

Students have clearly advised us that they want and need to have uninterrupted learning. We also promote the philosophy that students choose their actions and responses to situations. They will be assisted to develop strategies to respond appropriately as they learn to remedy problems. However, if a student is unwilling to meet our expectations, she risks being issued a Choices and Challenges card and removed from class for the lesson. Removed students report to the Student Centre to have the issue logged on their record and are asked to meet with a Senior Leader to explain the situation. They will be issued an after school detention and a phone call will be made home. The matter is resolved between the student and teacher before the student returns to class. Refer to the section on Discipline and Detentions.

COMPUTERS/BYOD

- **BYOD (Bring your own device)**

Students are allowed to bring electronic devices for use within the classroom. These include - but are not limited to - laptops, tablets, ipads and e-readers. Students are expected to comply with the responsible use policy when using these devices at school and are responsible for their security.

Teachers will indicate whether it is appropriate to be using the device in class. Devices need to be brought to school fully charged.

- **Cybersafety Agreement**

The school has a comprehensive Responsible Use Agreement for students and parents to sign. This covers using technology responsibly and good digital citizenship. It includes research, communications, use of social media, file sharing and any other activity carried out in the context of learning. Actions that could potentially breach the law include threats or abusive messages via text, email or messaging applications. As well as other applicable laws, these now are covered by the Harmful Digital Communications Act 2015. A copy of the Responsible Use Agreement is included at the back of this handbook.

- **School Computers**

All students have access to Palmerston North Girls' High School's computer network. This access includes email, internet, the school's intranet and printing facilities. Students must follow the Student Responsible Use Agreement to protect Palmerston North Girls' High School's security.

Computers are available for:

- * Subject requiring regular timetable time
- * Subjects requiring access for a particular project
- * Students at lunchtime and interval access
- * Library Search
- * Career Search
- * Print, email and storage

- **Printing**

Printing vouchers are available at the Accounts Office.

CONCERNS AND COMPLAINTS

All concerns will be dealt with in the first instance:

- By the most appropriate person
- In the most informal way
- At the earliest opportunity

1. For students

Students are encouraged to talk directly to their teachers whenever a problem arises. They should approach the teacher at a suitable time (e.g. at the end of the lesson) or make an appointment. If the concern is not resolved a student should approach their form teacher, or the Head of Department of the subject area, or their year level dean for assistance.

Students may write about their problem using an incident form, which is available at the Student Centre.

2. For Parents

Parents who have a concern about any matter should contact their daughter's Dean who will ensure the parent is directed to the most appropriate person, or will proceed to investigate and resolve the concern.

3. Contacting the School

Telephone the school office (06) 357 9194 and leave a message for the person you wish to speak with, requesting them to return your call. Staff are unlikely to be immediately available but will aim to return your call by at least the end of the following day.

CONTACT DETAILS

Please ensure your day-time contact number, mobile and email address are kept up to date with the school office.
(Email details to office@pnghs.school.nz).

D

DETENTIONS

A discipline system is necessary for our school to ensure good teaching and learning. Rules are necessary for our community to function effectively. Students choose their behaviour and need to remember that their choice always has personal consequences. Good choices lead to good consequences.

School detentions are held on Tuesday and Thursday afternoons from 3.30pm – 4.30pm. For a more serious incident, a Senior Leadership detention is held on Friday afternoon 3.30pm – 5.00pm. Students are informed prior to the day of the detention.

DIARY

Students need a diary and should establish the habit of using it to keep track of commitments, homework, deadlines for assignments, activities and a record of their achievements. Managing a diary is an essential workplace practice.

DISCIPLINE

The school's role in social responsibility requires the school to address issues brought to its attention where the issue impacts on students and their learning at school or the reputation of the school, regardless of where or when the incident occurs. Families and the school rely on each other to assist young people to learn appropriate responses to issues they face.

Discipline: four steps to getting it right

Step 1 : mediation, contract or sanction with Deans

Step 2 : referral to Senior Leader for discipline and/or development programme

Step 3 : referral to Principal

Step 4 : referral to the Board of Trustees through a suspension

Where deemed appropriate to do so, the Principal will refer any breach of school expectations to the Board of Trustees through a suspension without progressing steps 1 to 3.

At all stages Deans and Senior Leaders will maintain contact with home.

DONATIONS

Parents and caregivers invest in their daughter's future through making a valuable contribution by way of a donation to Palmerston North Girls' High School. The money received from donations enables us to provide equipment and resources which are not covered by state funding, but which are vital to providing the level of education expected of us. The donation is \$200 for one student, \$300 for two students, and \$350 for three or more students. These donations are tax deductible. The Parent Teachers' Association donation is \$25.00 per family.

E

EDUCATION OUTSIDE THE CLASSROOM

Excursions away from school are organised from time to time for experiences related to learning and/or competition. Well in advance, parents will receive a letter or email explaining the trip and its costs, if any, and will be asked to return an approval slip. The Ministry of Education Guidelines for Education Outside The Classroom are applied in all activities outside of the school. School uniform is worn unless special exemption is given by the Principal to the teacher in charge.

EMERGENCY CONTACT

Parents may contact students in an emergency during school time by phoning and leaving a message with Reception – phone 357 9194. It is important to remember that every message or delivery to your daughter during the school day creates an interruption to the classroom. Messages to your daughter's classroom are for emergency reasons only.

EMERGENCY EVACUATION PROCEDURES

Palmerston North Girls' High School has established procedures in the event of fire, earthquake, lockdown or other civil emergency. We practice these procedures with our students periodically throughout the year.

Emergency evacuation is signalled by a siren. The evacuation zone is located on Manawaroa Park at the back of Palmerston North Girls' High School.

In the event of a fire, a siren and speaker instructions indicate that the whole school must evacuate to Manawaroa Park.

In the event of an earthquake, the students take cover under desks, turn their backs to windows and on the instruction of their teachers make their way to the evacuation zone on Manawaroa Park.

Your daughter will be cared for by our staff. It is natural that you want to be certain about your daughter's safety. If you need to collect your daughter, please wait at the Park Road side of Manawaroa Park. Do not use Huia Street, as it becomes a pedestrian only space. In the event of a civil emergency involving the wider community (or any emergency carried on over a long period of time particularly in inclement weather) students will be accommodated at school.

EXAMINATIONS

School examinations are scheduled for all year levels in most subjects. For years 11-13, these are held towards the end of Term 3. For Years 9-10, these are held in November or towards the end of Term 2 for Year 9 half year options. NCEA and scholarship exams begin in November. Study is the key to success in exams with a direct link between the quantity and quality of study and the level of achievement. Teachers provide students with study skills and techniques, with similar advice published in Update. The regular habit of daily homework should enable all students to manage their exams with success.

EXPECTATIONS

Palmerston North Girls' High School expectations are that we act with integrity:

- We will respect ourselves, others and our environment
- Become resilient learners
- Develop social responsibility and be active participants in the school community

EXTENSION

Students may apply to Dr Meikle h.meikle@pnghs.school.nz for inclusion in the extension programme. Commitment and self-management are necessary for success. Once established, the student's project is monitored through regular scheduled meetings with Dr Meikle.

EXTRA CURRICULAR ACTIVITIES

A wide range of music, drama, sports and other cultural and recreational activities is offered through the school's extra curricular programme.

Parents, staff and other members of our community willingly give of their time and expertise to support extra curricular activities. Such assistance is greatly appreciated. Any parents with interest and expertise who are willing to coach or support a particular sport are asked to contact the Director of Sports, Mrs Kirsten Gibbs, 3579194 extension 867 or reception, 357 9194. Those interested in other activities, contact reception who will ask the appropriate person to call you.

All students are encouraged to join an activity and commit to it for a season or longer. Parents have a most important role to play in supporting their daughter and the team she is participating in. Adults are role models for our young women so appropriate sideline behaviour is important. Where you observe otherwise, you have our support to intervene at the earliest opportunity.

F

FEES

There is a wide range of activities in which your daughter can be involved. Where your daughter indicates her participation, we write to you well in advance with the details seeking your permission and advising of costs. Subjects that have a take home component that incur a cost, are advertised in the curriculum handbook and made available to you at the time of selecting subjects for the following year.

FINANCIAL SUPPORT

Equity Fund - parents may apply to the equity fund to enable their daughter to access the curriculum. Contact Ms B Pomana Whale (HOD Guidance) 3579194 ext 846.

NCEA - if parents receive a Work and Income Benefit or have a Community Services Card they may apply for a reduction in the NCEA fee. Contact Ms Brookie 35791294 ext. 829.

Year 10 Camp - PTA funding may be available.

FORM CLASS

All students are assigned a form class on entry to school. In Years 9 and 10, students will attend some subjects as a form class, but not in Years 11-13. Form classes meet daily with their form teacher to check absences, receive daily notices, attend special assemblies, discuss learning strategies and plans for schooling. It is our intention that students remain with the same form teacher for 5 years, although this is not always possible.

H

HEALTH SERVICES

The health nurse holds a clinic at school once a week, usually Tuesday. These will be advertised on the school notices and students obtain an APPOINTMENT CARD through the Guidance Counsellor.

The mobile dental unit visits the school once or twice a year. Students enrolled with this service will be notified of their appointment from the main office.

Refer also to 'Sick Bay'.

HIREAGE OF SCHOOL FACILITIES

The school facilities are available to the community for hire. Anyone wishing to take advantage of this should contact Mrs Pink our Executive Officer, 357 9194 extension 822.

HOMEWORK

Homework enhances successful learning. It is important that students adopt a habit of homework and use a diary to assist their organisation and forward planning.

Year 9 and Year 10 students should plan to do about 1 to 1½ hours homework each night, increasing to 2-3 hours per night in the senior school. Students should not wait to be given homework, rather set aside a regular time at home and find work to do, establishing the homework habit from day one.

Students with any homework problems should speak with their subject teacher. Parents are asked to support their daughter's learning by providing a suitable place for homework to be done, by encouraging a regular routine of 'homework time' and by taking an interest in what they are studying.

HOUSES

The school is divided into four houses – Mills (red), Hodges (yellow), Stephens (blue), Rhodes (green). Each form class is assigned to a House. Every effort is made to maintain sibling connections to the same house. The student councils organise events, many of which contribute to our inter-house competition and points towards the award of the Nash Cup.

I

IDENTIFICATION CARDS

ID cards are processed at the beginning of the year. They enable students to travel to school by bus, allow them to borrow from the school library and to use the photocopier. Other discounts and opportunities may be available. The cost is \$5.00.

INTERNATIONAL STUDENTS

Palmerston North Girls' High School values the contribution made by its international students. We enrol students who have recently relocated to New Zealand, fee-paying students and exchange students.

Students spend time at our school for various reasons – for an experience, to develop English Language prior to returning home, or to gain University Entrance.

International and domestic new migrant students are assessed and timetabled for English Language classes. Assistance in other subjects is assigned according to need. The international students are “buddied” with other students to act as guides when they join Palmerston North Girls' High School. Students can volunteer to join this support network.

Mrs Prasitdamrong is our Director of International Students, and Mrs Nash is the Homestay Manager.

KAMAR PORTAL

At the beginning of the year, Palmerston North Girls' High School sends an email to parents and caregivers with a username and password to enable you to access the portal on our student management system - KAMAR.

Parents (and students) will be able to access the following information:

- Attendance (for the previous week)
- Timetable
- Daily school notices
- Current year's results
- Previous year's results
- NCEA summary (if applicable)
- Report comments
- Fees

L

LATE TO SCHOOL

The school day commences at 8.40am with Period One commencing at 8.45am. Students late to school sign in at the Student Centre with a note and are referred to a Dean or Senior Leader to discuss their situation. From time to time, lateness to school is unavoidable; however, we have little tolerance for regular lateness unless caused by circumstances out of your daughter's control in which case parents are required to write a note or make a phone call to the attendance office, phone 353 8062. There is no need to bring your daughter into school if she is late.

LEARNING CONVERSATIONS

These meetings provide an opportunity for parents to discuss student progress with classroom teachers. Appointments are made on line. Instructions are mailed home for this. If you are unable to come to the organised meeting or if you have concerns at other times during the year, please phone 357 9194 or email the subject teacher.

LEAVING SCHOOL

School leavers need to report to the school office well in advance to obtain a leaver's form. All the staff listed on the form need to sign and note any items to be returned. Students are expected to return textbooks and sports uniforms prior to signing out of school. The form is then returned to the school office, lost items added to the student's invoice, and a leaving certificate is issued by the Principal. This leaving certificate is required by some agencies and training providers your daughter may want to access. Keep it safe.

LIBRARY

The Library has a wide range of books, periodicals and DVDs as well as career information. Students are instructed in the procedures for finding, borrowing, taking care of and returning books. Arrangements can be made for information to be obtained from any outside sources. The student ID card allows books to be withdrawn. Lost or late books incur a cost to the student including no borrowing and/or invoicing. The Library is usually open until 4.30pm for study by students.

LOCKERS

Lockers are issued by form teachers at the beginning of the year to students who request one. Lockers can be shared with permission from the Form Teacher. Students give form teachers a duplicate key or a record of the combination number of the lock for emergency access. The school reserves the right to access any locker at any time should there be cause to do so.

LOST PROPERTY

All personal property and equipment brought to school must be named. Expensive personal property items are best left at home. Students must take full responsibility for the security of these items. Lost property is taken to the Student Centre. Every effort is made to return students' property but it is essential that articles are clearly named.

If property is lost or stolen it should be reported to the Student Centre as soon as possible. This will increase the chances of recovery.

LUNCH PASSES

Students are expected to remain at school over the lunch hour. Year 13, however, may leave at the beginning or end of lunchtime if they have a non-contact last period. In special circumstances permission will be given after taking a note from parent or caregiver to one of the Senior Leaders.

M

MAGAZINE

Palmerston North Girls' High School publishes The Pinnacle at the end of each year. It is a record of the year's activities and is designed as a memento of school life. Students who have paid school donations automatically receive a magazine. Other students may purchase a copy.

MUSIC LESSONS

Music lessons are available during school hours for a large range of orchestral and contemporary instruments including voice. Places are limited and girls need to enrol by the end of the second week of school. School owns a number of instruments which may be hired.

Students are timetabled into small groups and lesson times rotate during the school day. All students enrolled must participate in at least one related music activity during the year once the basics of an instrument are mastered eg. a beginner clarinet student plays in training orchestra, a student in voice lessons sings in choir.

Once scheduled, students are issued a pass and are expected to attend every appointment.

N

NEWSLETTER

Our Update newsletter is posted or emailed home in the first week of each month. Update celebrates student achievement, provides information for parents and announces events. It is also available on the school's website at www.pnghs.school.nz

NOTICES

The Daily Notices contain information of importance to students about activities in the school, coming events, practices, etc. A paper copy of these notices is available in each classroom from the beginning of the school day. Students are responsible for finding out what is on and for noting in their diary any events and practices they are required to attend. Students may access notices electronically (Kamar Portal and school app).

P

PTA (Parent Teachers' Association)

Parents automatically become a member of the PTA if they are a parent or caregiver of a student at Palmerston North Girls' High School. You can be involved by being on the mailing list to receive notices and minutes, by attending meetings, and leading or helping with events. A PTA donation is included in your invoice statement. For more information go to: www.pnghs.school.nz

PHOTOCOPYING

Students may establish a photocopy account by making a payment of any amount from \$1.00 or more at the accounts office. When students log on to the school network, their account balance is shown and any documents or internet information can be printed provided the copy account is in credit.

PHOTOGRAPHS

Class photographs are taken each year. Teams and groups also have photographs. Students purchase copies by placing orders at the appropriate time. The date of photographs is advertised on the calendar.

PREREQUISITES

A level of achievement is required in order to advance in a subject, in the same way that a level of achievement is required to gain NCEA qualifications and entry to tertiary study. Prerequisites are set in all subjects at all levels in our school. These are advertised in the Curriculum Handbook. Students need to remember that prerequisites are always set as a minimum to be achieved. It is insufficient for any student to aspire to achieve the minimum, rather they should always set out to achieve the very best they can.

R

REPORTS

Reports are available for parents to view online through the Kamar Portal. Parents and students are invited to attend learning conversations focused on discussing student progress and goals with teachers.

S

SEMPER SURSUM AGNITIO

The Student Council operates a recognition programme through which students gain credits over time for sustained school engagement relating to three categories – participation, service and work ethic. Students are issued an award passport in which they progressively get their activities signed off and apply in Week 3 of any term to the Student Council for their bronze, silver or gold award.

All Year 9 students receive a Bronze Semper Sursum booklet from their Deans after an introductory assembly at the beginning of Term 2.

Students hand completed booklets to the office by the end of Week 3 in Terms 1-3 and by the end of Term 3 for Term 4. The Head Girl checks each booklet and badges are given out in assemblies with a booklet for the next level. After Year 9 Bronze Awards are given at year level assemblies, silver awards at the relevant whole school assemblies and gold awards are recognised at both assemblies.

If girls lose books/badges there is a charge of \$1 for a new book and \$5 for a replacement badge. They should bring a note to the office with their name and form class and pay at the accounts office.

SICKBAY

Students who are unwell during the day report to the Student Centre for attention at the sickbay. Where a student needs medical attention or a long-term stay, a parent will be called.

Medication is not given to students. Parents and caregivers must provide a written request if they want the school office to store any form of medication for their daughter. It is unwise for your daughter to carry medication other than an inhaler.

SOCIAL FUNCTIONS

Social events are held periodically during the school year. These dances are a privilege, not a right, and are the responsibility of the Deans, Senior Leaders and Student Social Committee. Parents are responsible for ensuring the safe transport of their daughters to and from these events and assisting their daughter to comply with standards set.

For social events organised by the school, students must have a permission slip signed by their parent/caregiver before they can buy a ticket.

All function facilities have limits on the number of tickets available. In the interests of safety and equity, we will ballot tickets and create a waiting list where necessary well in advance to provide certainty for students' planning.

As with all school organised events, school standards, expectations, guidelines and discipline apply.

SPORTS EXCHANGES

Palmerston North Girls' High School has inter-school sports exchanges throughout the year. Traditional exchanges are with Wellington Girls' College, New Plymouth Girls' High School, Wairarapa College and Napier Girls' High School. Students taking part in an exchange receive details in the month before a visit takes place.

SPORTS PARTICIPATION

Palmerston North Girls' High School offers over 30 different sports. The Sports Department holds two expos during Term 1 to inform students of the sports offered, the cost, the uniform required and when and where the sport is played. Expo dates are advertised in the Daily Notices and on the New Gymnasium noticeboard during Term 1. The Sports Office is located in Wallace Block opposite W2.

STATIONERY

Students are issued with a list of required stationery at the end of every year. Families can plan their purchases over the summer holidays and all students should arrive at school on the first day of term with everything they need.

Stationery is available from any retailer or can be purchased online at www.officemax.co.nz

Most workbooks can be purchased via officemax.co.nz

Workbooks that are supplied through the school are purchased by making a payment too the school accounts office and the receipt taken to the subject teacher to obtain the books.

STUDENT LEADERSHIP

Palmerston North Girls' High School is a vibrant community where every student is encouraged to participate in sports, arts, clubs, and charitable activities. Every term, students are given the opportunity to organise activities through our leadership structures. These provide fun, entertainment and the opportunity to support charities, as well as scope to showcase the many talented students, whether it be in dance, debating, and theatre sports or inter-house competitions. All students are encouraged to develop their leadership skills through service and participation.

Councils

Each school council is led by one of the five executive prefects who are selected by the Principal in consultation with staff and students. Each council meets regularly with senior staff and has the responsibility for establishing goals and co-ordinating any student-led events in Palmerston North Girls' High School.

The Student Council is comprised of: Head of Council (Head Girl) and Board of Trustees Representative and voted form class representatives.

The Arts Council is comprised of: Head of Arts Council and Prefects for Music, Art, Dance, Drama, Multicultural, Pasifika, Pikikotuku, Languages, Library, Magazine.

The Humanities and Sciences Council is comprised of: Head of Humanities and Sciences Council and Prefects for Mathematics, Science, Social Science, Health and Physical Education, Applied Consumer Technology, Computing, Commerce, Extension, English, Guidance.

The Community Council is comprised of: Head of Community Council and House Prefects for Mills, Rhodes, Stephens and Hodges, as well as the Social Committee.

The Sports Council is comprised of: Head of Council and Prefects for Sport – high performance, events management, leadership, coach and umpire development, and junior development.

Each Head of Council meets regularly with the Principal and Senior Leaders, establishes leadership goals and is responsible for chairing council meetings and co-ordinating action plans to achieve goals. Other prefects are responsible for leading committees linked to major areas of learning, cultural, sporting or community based interests. Students of all year levels are encouraged to join a committee.

Activities

There are a vast number of established groups and clubs in Palmerston North Girls' High School across the Arts, Sport and other interest groups. All students are encouraged to participate. These groups and activities are a good starting point for students to demonstrate their potential for service and leadership.

STUDENT SUPPORT

The Student Support Team aims to provide support and direction for students so that their time at school is happy and profitable, and they leave school with confidence and a sense of purpose.

Deans

The Deans have the responsibility for monitoring the wellbeing and progress of students at a year level. They meet regularly with Form Teachers and work closely with senior staff, the Guidance Counsellors, the Careers staff and Te Whare Poutama Achievement Centre staff.

Student Support is offered in the following areas:

- health and well-being; personal problems
- confidence and motivation
- setting and attaining academic goals; course selection
- career education and vocational guidance;
- courses with other training providers
- work placement
- English Language and Literacy development
- study organisation and time management

Parental contact with Palmerston North Girls' High School is always welcome. If you have any concerns about your daughter's progress, behaviour or about any incident which happens at school, please do not hesitate to make contact with the school to discuss the problem. Your daughter's Dean or Senior Leader are the staff to speak to in the first instance. Refer to the staff section at the front of the book.

Form Time

The Form Teacher is the first and most important point of contact for our students. Form time is used for administrative purposes and to assist form members to participate in the wider aspects of school life. Students attend form time every day to ensure they have an accurate and explained attendance record, to receive information about activities to sign up for, and to obtain assistance with their educational goals. The best way to contact your daughter's form teacher is by a phone message at the office or by email.

Guidance Counsellors

Students access our counselling service by appointment only. Request slips are available at the counsellor's office door. Appointment times are returned via text message or a note. Our counsellors are qualified and experienced in working with youth.

Connections

A programme of support operates for Year 9 students in the first term. Year 13 students are trained to act as guides and mentors and meet weekly with their Year 9 students in the first term. The programme is monitored by Connections staff and Form Teachers.

Senior Leaders

A Senior Leader has oversight of each year level and works closely with their deans. Mrs Andrews, looks after Year 9; Ms Kinsey-Wightman Year 10; and Ms Brookie, Years 12 and 13. Year 11 is to be confirmed.

Career Services

Information in areas related to career choice and tertiary providers is available from the Career Services Office. They are also available to assist students with subject choice and in transition from school to work.

Students can make an appointment to see a team member during school time by visiting the Careers Service Office. The Careers Service Receptionist/Administrator, Mrs Wood, can assist students and parents to make appointments. Parents are also welcome to contact the staff if further information is required.

SUNSMART SAFETY

We are currently reviewing our sunsmart policy and considering the introduction of a hat which can be worn in summer terms.

T

TE WHARE POUTAMA ACHIEVEMENT CENTRE

Learning support is provided through Te Whare Poutama Achievement Centre. The Centre provides support for students who need additional and individual tuition to progress their learning.

English Language

Students from a non-English speaking background come as either domestic or fee-paying students and are assessed prior to enrolment and timetable allocation to ensure they are assigned a correct English Language Learning class. The school offers English Language Learning: Basic, Proficient and Advanced with the former being for those students with very little English language experience. Teacher Aides are assigned to students based on need to work with the students in small groups or in mainstream classes.

Reduced Size Class Year 9

Students are selected for this form class, capped at 18 students, that focuses on accelerating progress in literacy and numeracy in Year 9. Students have a combined humanities course taught by the HoD of Te Whare Poutama Achievement Centre. Students who remain in this class in Year 10 may begin working on achievement standards to give them an accelerated start to Year 11 NCEA.

English Enrichment

Students are assessed at Year 8 to identify those requiring additional support with their literacy. An English Enrichment class operates each half year as a Year 9 option for identified students. Individual tuition will continue for some students in Year 10. Teacher Aide support may be assigned for students with higher needs in mainstream classes.

Maths Extra

Students are assessed at Year 8 to identify those requiring additional support with their numeracy. A Maths Extra class operates each half year as a Year 9 option for identified students.

The Correspondence School

Applications are furnished through Ms Raeleen McLaughlin for students who meet TCS criteria. Enrolment is not available for most students.

The Health School

Students are enrolled on advice of medical practitioners and we are advised of such enrolments. Referrals do not come from the school. Students remain on our school roll although tuition is provided by the Health School, not us. Requests from the Health School tutors must be done through Ms Raeleen McLaughlin. Such requests enable Health school programmes to align with ours to enable potential transition back to school.

Vocational Learning Opportunities

There is a wide range of vocational opportunities available at this school for senior students with practical strengths and career interests, and who are not aiming for university. They can develop vocational career pathways at school while gaining credits towards NCEA and National Certificates at no cost. Students will need individualised advice.

TEXTBOOKS

Textbooks are issued on loan to students in some subjects. At the end of each year all text books will need to be returned to the school in preparation for re-issuing the following year. Books lost or damaged must be paid for.

TIMETABLE

The school operates a ten-day timetable with five one-hour periods per day with the exception of Wednesdays when there are four periods.

The school day begins at 8.45am, with lunch scheduled at 1.25pm. The school day ends at 3.20pm. With a late lunch break, students are advised to eat a snack at interval.

Monday, Tuesday, Thursday, Friday

Wednesday (Term 1)

Wednesday (Term 2)

| Period | Bell Times | | Period | Bell Times | Period | Bell Times |
|--------------------|-----------------|--|---|------------|-------------------|------------|
| Period 1 | 8.45 - 9.45am | | Period 1 | 8.45am | Period 1 | 8.45am |
| Period 2 | 9.45 - 10.45am | | Form Time (Connections programme Yr 9 and Yr13) | 10.00am | Interval/Assembly | 10.00am |
| Form Time/Assembly | 10.45 - 11.05am | | INTERVAL | 10.30am | | |
| Interval | 11.05 - 11.25am | | Period 2 | 10.50am | Period 2 | 10.50am |
| Period 3 | 11.25 - 12.25pm | | Period 3 | 12.05pm | Period 3 | 12.05pm |
| Period 4 | 12.25 - 1.25pm | | LUNCH | 1.20pm | LUNCH | 1.20pm |
| LUNCH | 1.25 - 2.20pm | | Period 4 | 2.20pm | Period 4 | 2.20pm |
| Period 5 | 2.20 - 3.20pm | | END OF DAY | 3.20pm | END OF DAY | 3.20pm |

TRANSPORT

We encourage students to bus, bike or walk to school.

Buses

Students need to obtain and use the school identification card as proof of their enrolment to receive discounted or free travel. Students eligible for Ministry of Education free bus transport must live at least 4.8 kilometers from their nearest school. Students are expected to display school values when travelling to and from school. For example: to stand up for full fare paying passengers.

To make enquiries about school buses, contact reception to ask to speak to the Bus Co-ordinator.

For departure from home, please contact:

- Woodville/Dannevirke - Roses Bus Company - 06 374 6654
- Bulls/Marton - Tranzit - 06 355 4955
- All Others - Madge - 06 356 4896

Vehicles

May be used for personal transport to and from school by Year 12 and 13 students. Students are required to fill in a car pass form only with prior permission of the parent and Senior Leader. Drivers are required to comply with:

- licensing restrictions and road code rules
- no passengers
- no use on school trips
- school parking restrictions
- speed restrictions
- pedestrians have right-of-way from Huia Street entrance

Pedestrians

Pedestrians must use controlled pedestrian crossings and give way to vehicles in driveways and car park areas.

Cycling

We encourage girls to cycle to school. There is a bike rack at the rear of the administration block – please ensure bikes are locked and helmets are worn.

Since school kilts are not practical for biking, girls are permitted to wear trackpants to school during Terms 2 and 3 when winter uniform is worn, and are able to change in the gym changing rooms.

Parent Taxi

If you deliver and collect your daughter to/from school, please arrange to wait for her on Park Road or Manawaroa Street. Yellow lines do mean no stopping/waiting/parking. Huia driveway provides access to the school's parking precinct as well as access to tennis courts, the scout hall and the Park Road Playcentre. Carparks are dangerous and we do not wish for any students to be injured.

TUTORING

Every subject provides tutoring opportunities at lunchtime. Tutors are a mix of senior students and staff. Often, regular weekly sessions are scheduled and advertised in the daily notices. Students wanting to achieve the very best they can make good use of this service; others find volunteering as a tutor a worthwhile activity to engage in and this can also provide an opportunity to meet others.

U

UNIFORM

The manner in which our young women present themselves for daily work reflects their sense of pride and engagement with the workplace. Our standard of dress contributes to the reputation of our school, to which every student has a responsibility.

Exceptions are not permitted. If students are poorly or incorrectly dressed their parents may be asked to collect their daughters and take them home.

* Summer Uniform Years 9-11

- Regulation navy blue dress, mid calf length
- Regulation red wool cardigan jacket, with navy stripe, monogram and zip front
- Regulation plain black leather McKinlay shoes, either Kristen 'T' Bar or Molly ankle strap, or Delta lace- up or McKinlay black sandals (optional)
- White ankle socks

* Winter Uniform Years 9-11

- Regulation kilt, mid calf length
- Regulation white blouse with Peter Pan collar
- Regulation red wool cardigan jacket, with navy stripe, monogram and zip front
- Regulation plain black leather McKinlay shoes, either Kristen 'T' Bar or Molly ankle strap, or Delta lace-up
- Black opaque tights
- Anorak or Raincoat, regulation blue Fairydown or Exeat brands
- Regulation red scarf (optional)
- Black gloves (optional) - not fingerless
- White scoop/v-neck thermal under blouse (optional)

* Year 12-13

Navy, front pleat skirt, mid calf length

White shirt with school logo

Red cardigan jacket from Year 11 (optional), worn under the navy striped blazer

Navy striped blazer

Red school tie

School regulation shoes from Year 11

White ankle socks in summer and black opaque tights in winter

Black gloves (optional)

- * *Summer:* Labour Weekend to Term 2
Winter: Term 2 to Labour Weekend

- * **Physical Education**

Students must change into suitable clothing and footwear for physical activity.

- * **Sports Teams**

- Black skirt or shorts as required by the particular sport
- Regulation polo shirt or sleeveless top as required by the particular sport
- Regulation school sweatshirt can be purchased from the Sports Department

- * **General**

Natural hair colouring. No nail polish, or make-up and no facial piercings. Girls may wear **one** small stud in each ear and one watch. No other **visible** jewellery can be worn. The stud earring can be worn anywhere in the ear. For complete clarity - the studs do not need to be matching and girls can wear only one if they wish.

Articles of school uniform must be marked clearly with the owner's name. Refer to Lost Property.

- * **Stockists**

1. Gillespies Value House Ltd: 769 Main Street, Terrace End, Palmerston North
2. Kelly's Shoes: 507 Main Street, Palmerston North

Advice on Uniform Care

- Summer dress - mild short cold wash, dry inside out in the shade to avoid colour loss
- Kilt - dry clean only. Washing removes the permanent crease treatment. Hang it up when not being worn.
- Jersey - hand wash or mild machine on wool cycle. Lay flat to dry.
- White shirt - do not mix with coloured clothes in the wash. Use fabric whitener periodically.
- Shoes - nugget makes them more waterproof and lengthens life.
- Blazer - dry clean only. Washing will destroy the garment's construction.

Headscarfs and long sleeves are permitted for religious reasons. These should be black, white or navy blue without decoration and opaque white stockings may be worn in summer.

Taonga

Taonga may be worn as long as it is not visible.

Uniform Infringement

If a student is unable to wear the correct uniform she reports to the Dean who is on duty during Period 1. A satisfactory reason must be given in writing to the Dean. Where possible Palmerston North Girls' High School will try to solve the problem and assist the student by loaning them correct uniform items. The Dean will issue the student with a uniform infringement slip.

The uniform infringement slip:

- Will specify the time period the student may wear the incorrect uniform
- Needs to be carried by the student for the time she is wearing incorrect uniform
- Will need to be 'cancelled' on the first day the student returns to school in correct uniform. This process will occur when she reports to the period one duty Dean at the start of the day.

- * **Secondhand Uniform Shop**

The secondhand uniform shop is operated by the PTA. At the end of December and January a sale of used uniforms is held in the Old Gym. The date and time of the sale is advertised.



Palmerston North Girls' High School Earring Policy

Girls may wear one **small** stud in each ear and one watch. No other **visible** jewellery can be worn. The stud earring can be worn anywhere in the ear. For complete clarity - the studs do not need to be matching and girls can wear only one if they wish.



Yes



Yes



Yes



Yes

Girls may not wear : sleepers (ie hoops), large studs, cuffs or dangling earrings.



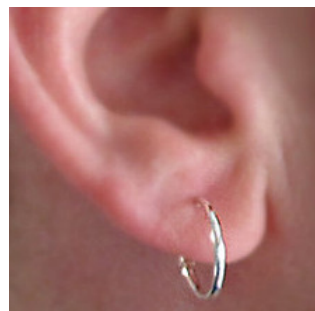
No



No

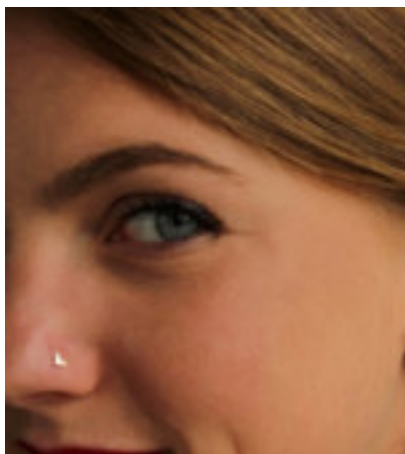


No



No

Girls may not wear jewellery (or plastic retainers) in facial piercings



No

VEHICLES (see transport)

VIDEO AND PHOTOGRAPHS

From time to time we may make videos and take photographs of students for the purpose of either teacher education or school publicity. If you do not wish your daughter's image to be used, please notify the school by emailing office@pnghs.school.nz

VISITORS

Students do not invite visitors to school or arrange to meet someone in the carpark. All parents and visitors must report to reception at the main office on arrival to Palmerston North Girls' High School if they have come to a pre-arranged meeting or to collect their daughter.

VOLUNTEERS

The school always seeks volunteers to assist our work from the parent community and amongst our students. For sport, contact Mrs Gibbs in our sports office; for international contact Ms Nguyen in our international office. Volunteers, who are not students, require a clear police vet record.

WELLBEING

Student wellbeing is vital to student success. Wellbeing encompasses all aspects of the student including their physical, social, emotional, spiritual, academic and cultural needs.

"Student wellbeing is strongly linked to learning. A student's level of wellbeing at school is indicated by their satisfaction with life at school, their engagement with learning and their social-emotional behaviour. It is enhanced when evidence-informed practices are adopted by schools in partnership with families and community. Optimal student wellbeing is a sustainable state characterised by predominantly positive feelings and attitude, positive relationships at school, self-optimisation and a high level of satisfaction with learning experience." (Noble et al, 2008 p.30 in Wellbeing for Success ERO).

Palmerston North Girls' High School joined the Wellbeing @ School initiative in 2014 and is responding to data gathered in surveys, which will inform a strategic direction for the school to improve the overall wellbeing of students and staff in our school community.

WINTER LUNCH ROOMS

We expect students to be outside at break times and during Terms 1 and 4 when the weather is fine. However, all students' sign up for a lunch-room for use during Terms 2 and 3. Some specialist rooms are not available for this purpose. Students are expected to leave the room tidy at the end of lunch or lose access to the room for a period of time.



Palmerston North Girls' High School Student Responsible Use Agreement

Name: _____ Form Class: _____

When using information & communications technologies (ICT) at Palmerston North Girls' High School I will always be a good digital citizen. This means that:

Student
Initials

I will help others to become better digital citizens.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

I will always communicate with others in positive, meaningful ways when using ICT.

I will always talk politely and with respect to people online. I know that it is possible to bully, hurt or offend people with what I say and do on the Internet. I will think about the effect that my actions have on other people.

I will be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites or networks that I use. When I am not sure about what I am doing I will ask for help.

I will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of myself. I will take reasonable steps to keep my passwords secure. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

I will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

I understand that I may experience problems when I use technology and that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are acceptable and appropriate ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

I will take steps to protect my privacy and dignity.

I understand that material I share or access on the internet or by phone could be distributed by others or seen by a wide audience. I will endeavour to learn about and use the privacy settings on social media sites I use, and choose carefully the material I share with others.

Student Declaration

Student
Initials

I understand that these guidelines for responsible use are to be followed when using any digital technology while at school or away on any school activity.

I am aware that this may include the use of a device that the school does not own.

I understand that it is every individual's responsibility to ensure that when using ICT their actions are within the law.

This includes research, communications, use of social media, file sharing and any other activity carried out in the context of learning. Actions that could potentially breach the law include:

- Threats or abusive messages via text, email or messaging applications. As well as other applicable laws, these are now covered by the Harmful Digital Communications Act 2015
 - Posting or sharing of indecent images. This is covered by the Films, Videos and Publications Classification Act 1993 and subsequent amendments.
-

Everyone at Palmerston North Girls' High School must comply with New Zealand copyright law as laid out in the Copyright Act 1994.

Some parts of the law, such as the Infringing File Sharing Amendment 2011, make the school accountable for copyright infringements recorded as taking place using the school internet connection. The school may pass on any costs associated with copyright infringements to those responsible.

I understand that Palmerston North Girls' High School may provide me with an email address in the form of username@pnghs.school.nz

I am aware that my actions and use of this address reflects on the school in the same way as my actions reflect on the school when I wear my school uniform. Accordingly, I will ensure my use of this email address is appropriate.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

I understand that depending on the nature of the breach, other disciplinary consequences may also be incurred through the normal school discipline system.

Signed:

Year 9 _____ Date: _____

Year 10 _____ Date: _____

Year 11 _____ Date: _____

Year 12 _____ Date: _____

Year 13 _____ Date: _____



Palmerston North Girls' High School Student Responsible Use Agreement Parent Declaration

I have read the student declaration and have talked with my daughter about what it means to her.

I am happy that my daughter understands what this means, and that she is capable of working within the guidelines.

I understand that digital technologies need to be used responsibly, and that both the school and parents have a major role to play in teaching this responsibility.

Palmerston North Girls' High School defines a digital citizen as someone who;

- contributes and actively promotes the values of digital citizenship
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in the use of ICT
- respects the concepts of privacy and freedom of speech on a digital world
- is literate in the language, symbols and texts of digital technologies
- is aware of ICT challenges and demonstrates resilience when managing them effectively

I understand that a copy of the student Responsible Use Policy and the Parent Declaration is available online through the school website (www.pnghs.school.nz)

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school and parents work in partnership to encourage responsible behaviour when using technology to help protect students from experiencing harm.

I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I am aware that students can experience challenges when using technology, but that the school and parents should make every effort to support students to manage those challenges effectively.

I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have any questions or concerns about the way in which technology is being used by my daughter or other PNGHS students, I will contact the school to discuss this.

I know I am welcome to do this at any time

I understand the responsible use guidelines provided to my daughter cover school-owned technology, and any technology used while at school or on a school-related activity.

I understand that this may include the use of devices not owned by the school. The school may choose to monitor how technology is being used.

Parent
Initials

Please initial this page to show you have read and understand the guidelines provided.

I understand that my daughter is expected to comply with New Zealand copyright law as laid out in the Copyright Act 1994.

Some parts of the law, such as the Infringing File Sharing Amendment 2011, make the school accountable for copyright infringements taking place using the school internet connection. The school may pass on to those responsible any costs associated with the copyright breach.

I understand that it is my daughter's responsibility to ensure that when using ICT her actions are within the law.

This includes research, communications, use of social media, file sharing and any other activity carried out in the context of learning. Actions that could potentially breach the law include:

- Threats or abusive messages via text, email or messaging applications. As well as other applicable laws, these are now covered by the Harmful Digital Communications Act 2015
- Posting or sharing of indecent images. This is covered by the Films, Videos and Publications Classification Act 1993 and subsequent amendments.

I understand my daughter may be provided with an email address in the form of username@pnghs.school.nz and is expected to use this responsibly.

I understand breaches of this user agreement may result in a loss of access to school ICT services or the use of the internet.

Depending on the nature of the breach, other disciplinary procedures may also be followed.

Signed

Name

Parent or Guardian of Form Class

Date/...../.....

Parent email address

This email address may be used for communications from the school, but will be treated confidentially and not passed on to any third party.