

Bayfield High School



Parent Handbook 2018

Bayfield High School Term Dates – 2018

Term Dates

Term 1	29 th January – 13 th April
Term 2	30 th April – 6 th July
Term 3	23 rd July – 28 th September
Term 4	15 th October – 11 th December

To see all the important events we have planned, go to the school intranet, click on the KAMAR link, then go to Calendar.

Fortnightly Email Reports:

For all Year 9 and 10 students, we produce a fortnightly email report which tells you how well your student is engaging and working in each of their subjects. These are graded on a 1 to 5 scale, with 1 being a serious concern for either behaviour or work ethic, and 5 being exceptionally good.

Please check the fortnightly report each time it comes out and discuss any highs and lows with your student. Most students should be achieving 3s or 4s all the time.

If your child receives a 1, the teacher will probably make contact with you. If you have not heard from them, please ring the school.

Bayfield High School



Mission Statement

Within a caring, coeducational environment Bayfield High School provides a range of learning experiences (academic, cultural, and sporting) and emphasises positive social and ethical values. In doing so, the school strives to maximise the strengths of individual students and their contribution to society.

Our Vision is that our students will gain the learning, personal and leadership skills necessary to go forward as well-qualified, confident, lifelong learners. BHS is committed to promoting personal excellence, enabling all students to achieve their full potential in all areas.

Therefore, it is our aim that all students who leave Bayfield High School should have the ability to:

- Demonstrate Bayfield values - **R**espect, **I**ntegrity, **S**ervice and **E**xcellence
- Communicate, collaborate, and use technology effectively
- Think logically and critically
- Be creative, innovative, inquisitive, resilient, and adaptable
- Contribute positively to society by being socially responsible, culturally aware, sensitive and considerate towards others

Our Priorities

- All students will be encouraged to develop the necessary knowledge, key competencies and values identified in the New Zealand Curriculum, with a particular emphasis on literacy and numeracy.
- A safe physical and emotional environment is provided for all students.
- Assessment and other evidence is used to evaluate student achievement, provide parents/caregivers with accurate and meaningful information, and to continuously evaluate and develop the teaching and learning programmes.
- Increased support will be provided for students who are identified as gifted and talented, at risk of not achieving, or having special learning needs.
- Educational outcomes for Māori and Pasifika students are monitored and optimised including consultation and involvement with whānau and the local Māori and Pasifika communities.
- A comprehensive vocational education and guidance system is provided, with a special emphasis on students identified as being at risk.

Bayfield Values

These are the values by which we operate.

- **Respect for Ourselves and Others**
- **Integrity and Honesty**
- **Service to others**
- **Excellence – Striving for personal excellence**

Key Competencies

In learning at Bayfield students will develop the following competencies to become life long learners.

- Thinking
- Relating to others
- Using language, symbols and texts
- Managing self
- Participating and contributing

School Website and Intranet

The school website is a great place to go to find out general information about the school. We try to keep it updated with news and photographs of school activities.

This is the “public” face of Bayfield High School on the internet.

The school website address is <http://bayfield-high.school.nz>

To find out more specific information about upcoming events, the daily notices, etc. the school intranet “Baynet” is the best place to go.

To access our Intranet and webmail go to <http://intra.bay.net.nz>

Parent access to attendance and academic progress information

Visit the Intranet, and then click on the KAMAR link.

Any enquiries regarding access or passwords, please contact Mrs Johnston,
jjohnston@bayfield-high.school.nz

Newsletters, Bayleaf, etc.

We aim to keep parents and caregivers well informed about school events, information, and news about student successes. An email newsletter is sent out every Friday afternoon. Please ensure your email address is correct. Families without email may collect a printed copy from the Main Office. Your email address is also used to keep you informed about any good news or concerns the school may have about your child, and to send you the fortnightly Junior email reports.

If you are aware of student successes at or beyond the school which you believe should be shared with our school community through the school newsletter, please contact Julie Johnston at the Main Office with the relevant details.

The school newspaper, Bayleaf, is produced twice per year. For 2018, it will be delivered in the Star newspaper to all homes close to Bayfield High School. If you don't receive your copy, please collect one from the Main Office.

If you are involved in running a business or community activity and wish to advertise in the school newsletter or Bayleaf, please contact the Main Office.

A Charter of Students' Rights

Every student has the right:

- To feel safe at school
 - To expect people to be respectful of them
 - Not to be made fun of or hassled
 - Not to be scared of other students
 - Not to be scared to come to school
- We are a caring school, and bullying is too important not to report.
- Students are encouraged to support each other by reporting all instances of harassment.

Students are asked to report any concerns they have to a Student Leader, their Tutor Teacher, a Dean, or the Guidance Counsellor.

Parents are asked to make contact with the Dean, the Guidance Counsellor, or a member of the Senior Leadership Team.

Deans:

Anderson House	Mrs K Hamilton	khamilton@bayfield-high.school.nz
Begg House	Ms B Murphy	bmurphy@bayfield-high.school.nz
Herron House	Mr O Surline	osurline@bayfield-high.school.nz
Ross House	Mr C Cumming	ccumming@bayfield-high.school.nz
Somerville House	Mr P Spiers	pspiers@bayfield-high.school.nz

Guidance Counsellor: Mr E Cameron ecameron@bayfield-high.school.nz

Senior Leadership Team:

Junior Coordinator	Mr B Townsend	btownsend@bayfield-high.school.nz
Senior Coordinator	Mrs A King	aking@bayfield-high.school.nz
Deputy Principal	Mr M Beagley	mbeagley@bayfield-high.school.nz
Principal	Mrs J Forbes	jforbes@bayfield-high.school.nz
Pathways Support	Mrs L Duncan	lduncan@bayfield-high.school.nz

Classroom Expectations

These are the general expectations for all students in all classrooms in this school. Some specialist classrooms, e.g. science laboratories, technology workshops, have additional requirements for safety.

Key Expectations:

- Full attendance.
- Do everything you are asked to do and do it to the best of your ability.
- Show respect to all other people and property.

Behaviour Expectations:

- Arrive to class on time.
- Bring all necessary equipment to class.
- Enter the room sensibly and at the direction of the teacher.
- Sit where instructed.
- Listen in silence when the teacher or another student is talking.
- Put your hand up to ask or answer a question.
- Move around the room only when the teacher gives permission.
- Work without disturbing others.
- Complete all homework on time.

Learning Expectations:

- Be responsible for your own learning.
- Do everything you are asked to do to the best of your ability.
- Challenge yourself to do better.
- Be aware of how you learn.
- Make the best use of your time.
- Keep trying and do not give up.
- Seek help if you do not understand.

Eight ways for parents to help students to get the most out of their studying

1. Be positive

- Expect them to be successful learners.
- A positive attitude is the secret.
- Help them to believe in themselves and in their ability to learn.

2. Ensure full attendance.

3. Provide a study space at home

It is really helpful to have the resources they will need readily available – if you can, provide stationery items, a dictionary, access to the internet, etc. Most students work much better without distractions – help them to put aside their cellphone and not to watch TV at the same time.

4. Help your student to establish regular habits of homework, reading and study.

Ask what they need to get done and how they will do this.

5. Encourage them to work for only approximately 30 minutes at a time, then to take a short break to stay alert.

6. Help them to get organised.

Encourage your student to be an independent, self-managed life long learner. Encourage **them** to talk to their teachers and other school staff initially about any concerns rather than you having these conversations on their behalf.

7. Encourage them to use their Student Diary well.

Please remember to check and sign it every week.

8. Ask them questions about what they have learned.

IMPORTANT: Understanding is the key to remembering.

THE SECRET TO LEARNING: DO IT

You learn to speak by speaking

You learn to walk by walking

You learn to play a sport by playing it

You learn about music by listening to it and playing it

You **LEARN** to **LEARN** by **LEARNING**

(it all takes practice)

Positive Behaviour for Learning

Bayfield High School is involved in a “School-Wide Positive Behaviour for Learning” (SW-PB4L) project with the Ministry of Education.

This project seeks to develop positive and consistent ways to encourage and manage student behaviour. At Bayfield, we are continuing to develop this project through a number of initiatives, including our RISE values, and positive reinforcement of student behaviour.

Junior students may receive **commendations** as a recognition of good work and behaviour which demonstrates the school values:

25 Commendations	= Dean’s letter
50 Commendations	= Green Junior School Spirit Badge
100 Commendations	= Blue Junior School Spirit Badge
150 Commendations	= Gold Junior School Spirit Badge

Senior students may receive Friday RISE awards as a recognition of exceptional work and/or behaviour which demonstrates the school values. These are at a very high level, and are not nearly as easily earned as commendations.

8 Awards	= Green Senior School Spirit Badge
16 Awards	= Blue Senior School Spirit Badge
24 Awards	= Gold Senior School Spirit Badge
32 Awards	= Bayfield RISE Badge

Students receiving these awards (commendations or Friday RISE awards) are also entered in prize draws in assemblies from time to time.

When your student receives any of these recognitions for their behaviour and/or hard work at school, please congratulate them at home as well, and encourage them to continue to do their best in all circumstances.

What Happens When Things Go Wrong?

Many young people will go through their entire schooling without any interaction with the school discipline system. However, some students push the boundaries.

We aim to take a firm but fair line in responding to behaviour which affects other students' learning, or their own learning, or which is in breach of our school rules.

We aim to use a restorative approach wherever possible – that is, we seek to teach young people what behaviour is acceptable, help them to adapt their behaviour to those expectations, and work with them to restore positive relationships if and when problems occur. We will communicate any serious concerns to parents/caregivers, and we are reliant on your support of our school systems in order to maintain a calm and orderly school environment where all our young people (and staff) feel safe and supported at school and are able to focus on teaching and learning.

Some behaviours incur “demerit points”. For example, if a student has not done their homework or is disruptive in class, their teacher may enter this on their pastoral record in our Student Management System. These entries have “demerit points” attached to them – e.g. missing homework = 1 demerit point, not turning up to a detention = 3 demerit points, etc. More serious misbehaviours earn higher numbers of demerit points.

If students then have periods of sustained good behaviour, they can earn demerit point reductions. If a student has no further pastoral entries for two weeks, 10% of their points are removed. If they continue to have no pastoral entries for a further four weeks, 25% of their points are removed. These reductions are conditional on good attendance.

We will keep you informed if and when your student gains significant numbers of demerit points, and may ask you to come in for a meeting if we are particularly concerned. We will also let you know if and when they earn demerit point reductions.

Bayfield High School Uniform

Bayfield High School –

- Believes that wearing uniform correctly and neatly is important in developing a sense of pride in oneself and the school.
- Always expects a high standard of uniform and grooming

All uniform items except shoes are available from the Uniform Shop. Ring the Student Office for opening times.

Occasional uniform checks are carried out – if students are found wearing incorrect uniform, you can expect to receive an email home to let you know. Thank you for your support in this area.

Girls Year 9 and 10

Skirt	BHS Junior Navy skirt, knee-length, wrap around with BHS emboss
Shirt	Light bottle green, with BHS embossed collar, short (with trim) or long sleeve. Worn untucked.
Jersey	Bottle green with gold stripe V-neck with Bayfield Crest
Scarf	Bayfield High School Scarf (optional)
Socks	Summer: White ankle socks; Winter: navy opaque tights or navy knee-length socks
Shoes	Black leather, lace-up school shoes, polishable
Jacket	Navy blue outer shell, available from the school uniform shop

Physical Education

Bayfield navy shorts, Bayfield PE top

Girls Year 11 to 13

Skirt	BHS Senior tartan skirt, knee-length, wrap around with BHS emboss
Shirt	White, with BHS embossed collar, short or long sleeve. Worn tucked in.
Jersey	Bottle green with gold stripe V-neck with Bayfield Crest
Tie	Bayfield High School Tie
Scarf	Bayfield High School Scarf (optional)
Socks	Summer: White ankle socks; Winter: navy opaque tights or navy knee-length socks
Shoes	Black leather, lace-up school shoes, polishable
Blazer	Bayfield bottle green with School Crest and gold pocket trim (compulsory)
Jacket	Navy blue outer shell, available from the school uniform shop

Boys Year 9 and Year 10

Shorts	Navy with BHS emboss
Shirt	Light bottle green, with BHS embossed collar, short or long sleeve. Worn untucked.
Jersey	Bottle green with gold stripe V-neck with Bayfield Crest
Scarf	Bayfield High School Scarf (optional)
Socks	Navy, with bottle green and gold stripe
Shoes	Black leather, lace-up school shoes, polishable
Jacket	Navy blue outer shell, available from the school uniform shop

Physical Education

Bayfield navy shorts, Bayfield PE top

Boys Year 11 to Year 13

Trousers	Navy with BHS emboss
Shirt	White, with BHS embossed collar, short or long sleeve. Worn tucked in.
Jersey	Bottle green with gold stripe V-neck with Bayfield Crest
Tie	Bayfield High School Tie
Scarf	Bayfield High School Scarf (optional)
Socks	Navy, with bottle green and gold stripe; or plain navy or black
Shoes	black leather, lace-up school shoes, polishable
Blazer	Bayfield bottle green with School Crest and gold pocket trim (compulsory)
Jacket	Navy blue outer shell, available from the school uniform shop.

Year 13 Students

Year 13 students wear uniform on most school days, but are permitted to wear mufti on Wednesdays unless they are representing the school at a formal event in the city. Year 13 students are expected to adhere to the published Dress Code. The school reserves the right to remove the privilege of Year 13 mufti Wednesdays on a case by case basis if a student repeatedly breaches this code.

Mufti Days

Mufti days are held occasionally by the Student Council – these are usually held to raise money for various charities or other causes which the Student Council wishes to support. Clothing worn on mufti days must adhere to the published Dress Code.

General Uniform Regulations

- Students are expected to wear full and correct uniform and to be well groomed at all times, including while travelling to and from school.
- The school reserves the right to make decisions on the acceptability of clothing/jewellery items worn and may confiscate non-regulation items if worn to school. These are held at the Student Office to be collected. Confiscated items are returned to the student at 3.10 p.m. – first time = no further consequence, second time = letter home to parents, third time = parents are asked to come to collect the item.
- Hair: extremes in colour and/or style are not acceptable. If length is beyond collar, hair should be tied up/back for the sake of safety. Hair may be dyed “one natural colour” only – unnatural hair colours are not permitted, neither are deliberately “two-tone” effects appropriate for school.
- Bayfield navy rain jackets (Navy blue Canterbury or Moana outer shell jackets, available from the school uniform shop) or the school blazer are the only jackets to be worn around school.
- Shoes must be clean.
- All items must be named.
- Jewellery: students may wear one small stud or sleeper in each ear. Stretchers, bars, large “bling” studs, etc. are not permitted. Clear plastic holders are also not permitted. No other items of jewellery are to be worn (other than a wristwatch). All facial piercings are prohibited at school or while representing the school.
- If your son/daughter has a taonga or other jewellery item of cultural/religious significance, please write a letter to the Principal who will consider issuing an annual pass.
- Make up is not to be worn to school
- Students are to be clean shaven
- School badges may be worn on the school jersey (juniors) or blazer (seniors).

Getting Involved

For students:

All students are strongly encouraged to get involved in a sport or at least one other extra-curricular activity of their choice. These activities help young people to connect with one another, to build skills such as teamwork, time management, and commitment.

For parents and caregivers:

It is very helpful to students if their parents/caregivers are also actively involved in the life of the school. Some parents help with coaching or managing a sports team, or some aspect of performing arts; some get involved with fundraising or helping with suppers; some are able to help with the 2nd hand uniform sale in January, etc. Three groups you might like to consider joining are the Arts Council, the Sports Council, and our parent/teacher/student association which is called Friends of Bayfield.

All sports coaches and managers or other adults who are involved in working directly with students must be Police checked for student safety.

We would particularly appreciate any help for events such as our triennial Matariki fair, prize giving suppers, occasional fundraising activities, etc. Please contact the Main Office on 455 0113 or email bayfield@bayfield-high.school.nz if you would like to get more involved.

Sports Council and Arts Council

We are fortunate to have groups of staff, students and parents who form these councils to help provide opportunities for Bayfield students to get involved in sport and various cultural and arts activities. Families of students involved in these activities are asked to make a small payment to help cover costs such as sports uniforms and equipment, musical instruments, the Sports and Cultural Prize Giving, etc. These payments are called the Sports Levy and Arts Levy. Students who are involved in more than one summer sport, etc. are only charged the levy once for the summer sports season.

Parents who wish to consider joining either of these councils are encouraged to do so. Please contact Mr J King (TiC Sport) jking@bayfield-high.school.nz , Ms P Hosken (HoD Performing Arts/Music) phosken@bayfield-high.school.nz or Mr R Lammers (HoD Visual Arts) rlammers@bayfield-high.school.nz for further information.

Sports Code of Conduct

Commitment

- Attend all practices and games directed by the team coach
- If a student is unable at any time to attend, they will notify their coach as soon as possible

Fair Play

- At all times, show respect for match officials, both in word and action
- Show sportsmanship to opposition players and their officials at all times
- Be courteous to opponents at the conclusion of the game (no matter what the result)

Uniform

- Wear the correct uniform in the appropriate manner during all games (some teams may also have an off the field dress code)
- When off the field during inter school exchanges, students must be correctly, and neatly, dressed in school uniform or complete tracksuit

In the rare event of a student not following the above Code of Conduct, action will be taken by the coach, Teacher in Charge of the sport, the Sports Coordinator, or the Head of Sport.

What To Do If

Unable to attend school due to illness, family bereavement, etc.

Phone school 4550113 by 8.30am each day your child is not able to attend school.

Please be aware that full attendance is very important for effective learning, so keep absences to an absolute minimum. Family holidays during term time are strongly discouraged, however, if there is an unavoidable reason why a student must be away from school for a reason other than short term illness or a family crisis, please write a letter to the Principal requesting leave.

Late to school at the beginning of the day

Students must sign in at the Student Office. A late slip will be issued that will admit them to class.

All students who are late (other than because of an external appointment at the beginning of the day) are expected to catch up the time they have missed. If they are late for a valid reason, they only catch up the number of minutes they missed – e.g. 5 minutes. If there is not valid reason, they are expected to catch up approximately 30 minutes. Please only write a note if the lateness was unavoidable by the student, e.g. family car had flat tyre.

Arrival late to school at some other time during the day

Student needs to sign in at the Student Office with accompanying note or explanation in diary.

Appointments during school time

Student needs to take signed note or appointment card to the Student Office (use forms in HW diary) and sign out. Wherever possible, appointments should be made outside of school hours.

Family emergency during the school day

If you need to make contact with your son/daughter during the school day, please phone the Student Office. A staff member will go and speak with your child. Please try to avoid contacting your son or daughter by cellphone or text during the day as this can disrupt their learning in class and may cause them to be reprimanded for using their cellphone in class.

This is particularly important if there is bad news – students may need support from a sensitive staff member and can react badly if they receive bad news by text.

If a student becomes ill at school

Student should notify their class teacher then report to Student Office. They must not leave the school grounds without permission from the Student Office. This is for their own safety.

If a student needs to use the telephone

Students may use the phone at the Student Office if it essential that they contact home. Only to be used before and after school, interval and lunchtime.

If a student loses something

They should report it to their teacher and also inform the Student Office. Check lost property. It is most helpful if all items are clearly named. Parents/caregivers can phone the Student Office or come in to check Lost Property.

Change of address/phone number

Give new details to the Student Office as soon as possible so our records are up to date.

Incorrect uniform worn

Student is to report to Mr Beagley or Mrs King before school with a note (or medical certificate). They will then either be issued with the necessary uniform item (on a loan basis) or may in exceptional circumstances be given a uniform pass.

Student wants to play a sport or get involved with a Cultural or Arts activity

See Sports Co-ordinator or the Teacher in Charge of the sport or cultural activity.

If a student wants to see a counsellor or the school nurse

Student is to ask at the Student Office for an appointment. The nurse runs an Open Clinic every Monday lunchtime in the pavilion.

You want your son/daughter to bring a vehicle to school or travel in another student's car

Students must have permission to do this from parents and Deputy Principal. Permission forms available from Student Office.

You want your son/daughter to go home for lunch

Students must obtain a lunch pass form from their Dean, to be signed by parents/caregivers. This application will be considered taking into account walking distance from school and attendance/discipline record. Students granted lunch passes will be issued with a new student ID card showing that they are permitted to go home for lunch. Replacement ID cards during the year will cost approximately \$8.

Having problems with a subject

Students or parents/caregivers should seek advice from the subject teacher as soon as possible. The sooner students get help with problems, the easier it is to overcome them. Consult Deans or Senior/Junior Co-ordinators.

If a student feels they have been treated unfairly or unjustly

They should bring their concerns to the Guidance Counsellor, Tutor Teacher, Dean or senior staff.

The School's Jurisdiction

Students are under the jurisdiction of the school from the time they leave home for school until they return home. This also applies to students attending as spectators or involved as participants in school functions, sports fixtures, field trips or camps held outside normal school hours, and at any time a student is in school uniform.

- Regulation uniform as described in this handbook must be worn to and from school.
- All students are expected to be clean, neat and tidy in their dress, grooming and personal hygiene. Beards and moustaches are not acceptable; students must be clean shaven.
- No student is allowed to smoke, consume alcohol or drugs on school property or while under the control of the school, e.g. sports fixtures, camp field trips, socials, or while travelling to and from school and when wearing the school uniform.
- At least part of the cost of damage caused by students to the school or other people's property must be paid. Deliberate damage will incur full cost.

Reporting To Parents

The school endeavours to keep parents/caregivers well informed about their student's progress and achievement at school. An effective working partnership between home and school is helpful to ensure that students are achieving to their potential.

The families of Year 9 and 10 students receive a fortnightly email report with grades for behaviour and work ethic. This covers all subjects. Families without an email address will receive a printout of this by post.

Two formal written reports are also produced for Year 9 and 10 students covering all subjects. These are produced at the end of Terms Two and Four.

The families of Year 11 to 13 students receive an interim written report at the end of Term One, NCEA progress reports at the end of Terms Two and Three, and a full written report at the end of Term Three.

A Year 10 Meet the Teachers evening will be held on Thursday 3rd May and Parent Teacher Interviews for Years 9 and 10 will be held on Thursday 2nd August.

Year 11-13 students – Meet the Teachers on 20th February.

All 11-13 students will be provided with Academic Mentoring. Parents are expected to attend these meetings in Terms Two and Three (7th June and 21st September).

Homework

Bayfield High School's policy is that students are required to do homework. It is an integral part of the school curriculum that is used to reinforce and extend work done at school. It provides practice and self-discipline.

All homework should be recorded in the student diary, which should be checked and signed by parents/caregivers each week.

Our **After School Study Centre** runs in the Library every Monday to Thursday afternoon, from after school until 4 p.m. This is a great opportunity to get homework completed in a supportive environment.

Years 9 and 10

Students are expected to do up to one and half hours of homework each night.

Each subject will set about 15-20 minutes of homework or revision for each period taught.

Years 11, 12, and 13

Homework time should not exceed half an hour per subject per night (two and a half hours). Students are expected to use this time to complete assessment tasks, assignments and revision, in order to fulfil course requirements.

For all students.

Homework should be recorded in the Student Diary which has been specifically designed for students to systematically record their homework, assignments, tests, and to help their personal organisation. It is an important means of communication between the school and home.

The Student Diary should be placed on the students' desk at the start of each period. Tutor teachers will do regular checks that the Diary is being used correctly and that it has been signed weekly by parents / caregivers.

We value the support of parents and caregivers to encourage students to complete their homework to the best of their ability. Parents / caregivers will be contacted where there is inconsistent performance.

Detentions

From time to time, a student may be given a detention for poor behaviour in class or around the school. These may be arranged by individual teachers or departments, or issued by the House Dean or a member of the Senior Leadership Team.

School Detentions – lunch time

Held every Monday, Wednesday, and Friday lunchtime. If a student is given a detention, they will be issued with a slip for your signature. If they fail to attend this will become an after-school detention to be done on Tuesday or Thursday (or by arrangement).

After School Detentions

Held on Tuesday and Thursday after school (or by arrangement) from 3.05pm to 4.05pm. Parents / Caregivers will be notified by phone or email. Any student referred from class for poor behaviour may be given an after school detention.

Detentions take priority over after school jobs, sports practices and other commitments. It will be the student's and parent's responsibility to make alternative transport arrangements if necessary.

Attendance Issues

Full school attendance is essential for students to achieve their potential.

A clear explanation for absences is required. Parents/caregivers are encouraged to phone the Student Office or to write a note in the Student Diary on the morning of the student's return to school. Generally, the only explanations acceptable to the Ministry of Education are for illness, medical appointments, and family situations such as bereavements/tangi.

Any unexplained absences are considered truancy unless leave has been granted by the Principal. This leave may be coded as "justified" or "explained but unjustified" depending on the circumstances.

School trips, tournaments, work experience, etc. are not considered to be absences.

Student Accounts

From time to time various items such as uniform, workbooks, school trips, subject fees, etc. are required to be paid for by parents/caregivers. In most circumstances, these must be paid for before the item is collected or the trip occurs. Occasionally, families ask for these costs to be added to the Student Account to be paid off over time. This is generally only permitted if an Automatic Payment is in place to cover the cost over a reasonable period of time.