

# *Bayfield* HIGH SCHOOL



# Parent Handbook 2023

2 Shore Street, Andersons Bay, Dunedin, 9013  
(03) 455 0113

[www.bayfield-high.school.nz](http://www.bayfield-high.school.nz)  
[bayfield@bayfield-high.school.nz](mailto:bayfield@bayfield-high.school.nz)

### Timetable Structure for a Normal School Day

Each day has five teaching periods in various subjects as well as Tutor Time (except for Wednesdays) and USSR (Universal Sustained Silent Reading).

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
TT	8:35am	8:35am	8.30am Peer Support Year 9 - Term One only	8:35am		TT
1	8:50am	8:50am	9:00am	8:50am	8:35am	1
2	9:50am	9:50am	9:55am	9:50am	9:30am	2
					10:25 – 10:50am Assemblies	
	Interval 10:50am	Interval 10:50am	Interval 10:50am	Interval 10:50am	Interval 10:50am	
3	11:10am	11:10am	11:10am	11:10am	11:10am	3
4	12:05pm	12:05pm	12:05pm	12:05pm	12:05pm	4
	1:00pm Lunch Warning bell 1:40pm	1:00pm Lunch Warning bell 1:40pm	1:00pm Lunch Warning bell 1:40pm	1:00pm Lunch Warning bell 1:40pm	1:00pm Lunch Warning bell 1:40pm	
USSR	1:45pm Silent reading in Tutor Group	1:45pm Silent reading in Tutor Group	1:45pm Silent reading in Tutor Group	1:45pm Silent reading in Tutor Group	1:45pm Silent reading in Tutor Group	USSR
5	2:05pm	2:05pm	2:05pm	2:05pm	2:05pm	5
	3:00pm finish	3:00pm finish	3:00pm finish	3:00pm finish	3:00pm finish	

## Bayfield High School Term Dates – 2023

### Term Dates

Term 1	30 <sup>th</sup> January – 6 <sup>th</sup> April
Term 2	24 <sup>th</sup> April – 30 <sup>th</sup> June
Term 3	17 <sup>th</sup> July – 22 <sup>nd</sup> September
Term 4	9 <sup>th</sup> October – 7 <sup>th</sup> December

To see all the important events we have planned  
go to the school website [www.bayfield-high.school.nz](http://www.bayfield-high.school.nz)

### **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, to provide a range of learning experiences and promote positive social and ethical values.**

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

## 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 Parent Portal

The school website is a great place to go to find out general information about the school. The school website address is <http://bayfield-high.school.nz>

At Bayfield High School we use the Kamar student database. This application is highly efficient for our staff to use and provides enhanced access to student data for our parents and caregivers. You can now see the personal details, the school calendar, daily notices, assessment, NCEA (seniors only), attendance, groups and fees information by logging onto Kamar.

Parent access is available at: <https://kamar.bayfield-high.school.nz/student/index.php>. Or by visiting the Bayfield High School website and clicking on the kamar link in the top right corner.

For each student there is a unique parent log on and password. This information is emailed to families at the beginning of the school year.

**Any enquiries regarding access or passwords, please contact Mrs Johnston, [johnston@bayfield-high.school.nz](mailto:johnston@bayfield-high.school.nz)**

## **Newsletters**

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. 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 in Reception with the relevant details.

## 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	<a href="mailto:khamilton@bayfield-high.school.nz">khamilton@bayfield-high.school.nz</a>
Begg House	Mr R Anderson	<a href="mailto:randerson@bayfield-high.school.nz">randerson@bayfield-high.school.nz</a>
Herron House	Mr O Surline	<a href="mailto:osurline@bayfield-high.school.nz">osurline@bayfield-high.school.nz</a>
Ross House	Ms J Melrose	<a href="mailto:jmelrose@bayfield-high.school.nz">jmelrose@bayfield-high.school.nz</a>
Somerville House	Mr P Spiers	<a href="mailto:pspiers@bayfield-high.school.nz">pspiers@bayfield-high.school.nz</a>

**Guidance Counsellor:** Mark Weston [mweston@bayfield-high.school.nz](mailto:mweston@bayfield-high.school.nz)

### Senior Leadership Team:

Principal	Mr M Jones	<a href="mailto:mjones@bayfield-high.school.nz">mjones@bayfield-high.school.nz</a>
Deputy Principal	Mr M Beagley	<a href="mailto:mbeagley@bayfield-high.school.nz">mbeagley@bayfield-high.school.nz</a>
Assistant Principal - Curriculum	Mr B Townsend	<a href="mailto:btownsend@bayfield-high.school.nz">btownsend@bayfield-high.school.nz</a>
Assistant Principal - Pastoral	Ms A King	<a href="mailto:aking@bayfield-high.school.nz">aking@bayfield-high.school.nz</a>
Student Pathways	Mrs L Duncan	<a href="mailto:lduncan@bayfield-high.school.nz">lduncan@bayfield-high.school.nz</a>

## **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. 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 certificate
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

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. Our school always expect a high standard of uniform and grooming

A range of uniform choices are provided, with regulation garments tailored to suit boys and girls. There is no difference between summer and winter seasons – Dunedin can experience changeable weather at any time of year, and students are expected to dress sensibly to reflect these unpredictable changes, e.g. to wear a jersey and rain jacket on cold days regardless of when those cold days occur.

Uniforms are available in town from the NZ Uniform Shop in Moray Place.

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.

### **Year 9 and Year 10**

Shorts / Trousers / Skirt - Regulation BHS shorts or BHS trousers or BHS mid-length navy skirt.

Shirt - Regulation BHS pale green short sleeved shirt with slits at sides, worn out over shorts, trousers, or skirt.

Jersey - Regulation dark green v-necked jersey with BHS crest.

Socks / Tights - Navy socks or tights with skirt. Plain navy or black socks under long trousers. Regulation BHS socks with striped trim to be worn with shorts.

Shoes - Traditional school-style leather lace-up black shoes.

Jacket - Optional regulation navy BHS rain jacket or other completely plain navy rain jacket - not a 'puffer' jacket. Not to be worn inside.

Beanie - Optional plain navy - no logos.

### **Physical Education Uniform**

Compulsory for all Year 9 and 10 students, and those doing Physical Education in Year 11. Any combination of the following items may be worn. Students are expected to wear suitable footwear including sports socks and sports shoes. Only the top and shorts are available from the uniform shop. Track pants can be purchased from any retailer, e.g. Otago Sports Depot. The warm-up top and sports hoodies are available through the PE department. Cultural hoodies are available through the Performing Arts department.

Top - Regulation BHS short-sleeved PE top.

Shorts - Plain navy Canterbury shorts.

Trackpants - Plain navy Canterbury trackpants.

Warm Up Top - Regulation BHS long-sleeved sports warm up top.

Hoodie - Regulation BHS zipped or non-zipped sports or cultural hoodie.

## **Year 11, 12 and 13**

Skirt / Shorts / Trousers - Regulation BHS tartan wrap around mid-length skirt or BHS fitted shorts or BHS fitted trousers.

Shirt - Regulation BHS white short-sleeved shirt with slits at sides worn out over skirt, shorts or trousers. White long-sleeved shirt worn tucked into skirt, shorts or trousers.

Jersey - Regulation dark green v-necked jersey with BHS crest.

Tie - Regulation BHS navy or striped tie.

Blazer - Regulation BHS blazer.

Socks / Tights - Navy socks or tights with skirt. Plain navy or black socks under long trousers. Regulation BHS socks with striped trim to be worn with shorts.

Shoes - Traditional school-style leather lace-up black shoes.

Jacket - Optional regulation navy BHS rain jacket or other completely plain navy rain jacket - not a 'puffer' jacket. Not to be worn inside.

Scarf - Optional BHS regulation scarf.

Beanie - Optional plain navy - no logos.

## **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 Information

- The school reserves the right to make decisions on the acceptability of uniform items worn and holds these items at the office (including jewellery) if worn to school.
- Students are expected to wear the full and correct uniform and to be well groomed AT ALL TIMES, including while travelling to and from school.
- Items other than those listed above are not acceptable.
- Hair - extremes in colour and/or style are not acceptable. If a student's hair length is beyond the collar, it should be tied up/back for the sake of safety.
- Navy blue jackets or the school blazer are the only jackets to be worn around school.
- Girls skirts must be knee length.
- Shoes must be clean and polished.
- All items must be clearly named.
- Jewellery - students may wear one small, plain stud (up to 5mm diameter) or keeper in each ear. 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.
- Make-up is not to be worn to school.
- Students are to be clean shaven.
- School badges may be worn on the school jersey/blazer.
- A white v-necked undergarment may be worn for additional warmth. If this is long-sleeved it must be covered by the school jersey.
- During wet weather students may wear a navy blue outer shell or parka.
- The school blazer is to be worn by all senior students at all formal occasions, such as school assemblies.  
Note: Blazers will be available when Year 10 students represent the school.
- If you wish to gain permission to wear a cultural taonga, parents must apply in writing to the Principal.

In cases of financial hardship, families are advised to contact the school for advice.

## 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 2<sup>nd</sup> 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.

## **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 our sports coordinator ([sportscoordinator@bayfield-high.school.nz](mailto:sportscoordinator@bayfield-high.school.nz)), or our arts coordinator([artscoordinator@bayfield-high.school.nz](mailto:artscoordinator@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 455 0113 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 go directly to class in the morning at the first bell where the roll is taken at the **start** of class. If a student arrives late to class and there is no legitimate reason, they are recorded as late. If a student is recorded three times as being late to school at the beginning of the day, they will receive a lunch time detention the following day. Parents / caregivers will receive a letter by email signalling a lunch time detention. If a student misses a lunch time detention parents / caregivers will receive a further email signalling an after school detention for the student the following day.

### **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 the student 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 is 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 a senior manager 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 our Sports Co-ordinator, or the Teacher in Charge of the sport. See our Arts Co-ordinator, the Performing Arts Teacher or Visual Arts Teacher if it is a cultural activity.

**If a student wants to see a counsellor or the public health nurse**

Student is to email the Guidance Counsellor, Mark Weston ([mweston@bayfield-high.school.nz](mailto:mweston@bayfield-high.school.nz)) for an appointment. The public health nurse runs an Open Clinic every Monday lunchtime in the Guidance Counsellor's office.

**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 \$12.

**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 Assistant Principal (Curricular).

**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, and a full written report at the end of Term Three.

## **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.

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.

**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, and they fail to attend they will be given just one further opportunity to complete the detention, otherwise it becomes an after-school detention.

### **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 school trips, subject fees, etc. are required to be paid for by parents/caregivers. In most circumstances these must be paid for before 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 total cost over a reasonable period of time, with no outstanding balance remaining beyond the end of November.