



# WELLINGTON GIRLS' COLLEGE

## Te Kāreti Kōtiro O Te Whanga-nui-a-tara

### Student Orientation Booklet 2017

Wellington Girls' College Strategic Goals 2016-20

**Mission Statement**  
*Wellington Girls' College prepares young women to go out into the world as independent thinkers with respect for themselves and others, the confidence to accept and respond to challenges and an enduring passion for learning.*


**Vision**  
*Mā te kahukura ka rere te manu, ka rere runga rawa*  
*Adorn the bird with feathers and let it fly, let it soar*

**Learning**  
We will celebrate learning.  
We will embrace diversity.  
We will nurture creativity.

**Environment**  
We will encourage innovation.  
We will optimise our resources.  
We will promote staff and student wellness.

**Community**  
We will foster resilience.  
We will partner with whānau.  
We will connect locally, nationally and globally.

**ARCHIA**  
Learning from mistakes  
Flexibility, generosity of spirit, love of learning  
Challenge  
Confidence, self belief, trust, sustainability  
Participation  
Anxiety  
Security  
Resilience  
Relationship  
Inclusiveness  
Equality  
Microaloha  
Mānawhanga  
Culture



We hope your association with  
**Wellington Girls' College**  
will be a rewarding one

Please do not hesitate to contact us if you have any queries or concerns.

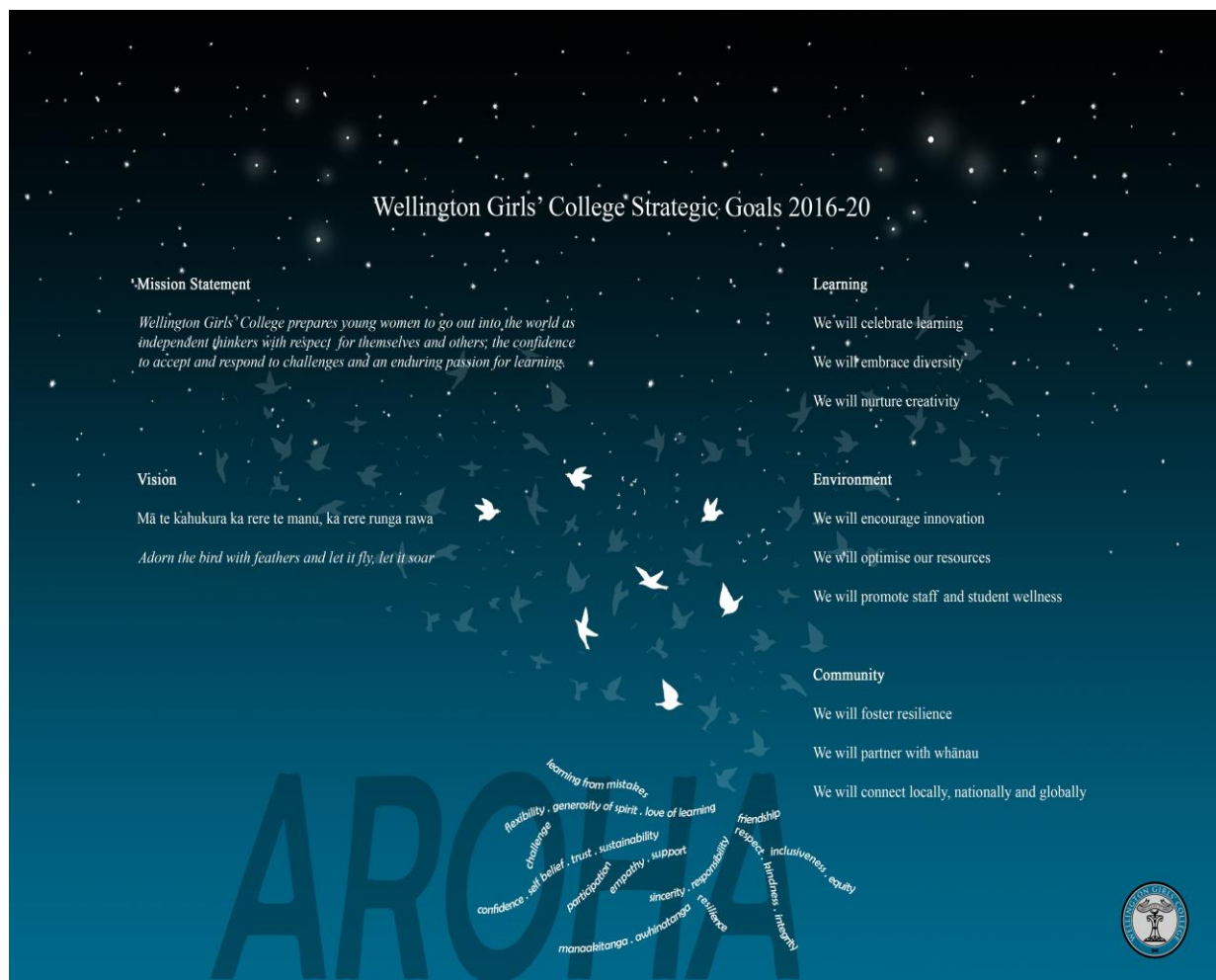
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## Contents

<b>MISSION STATEMENT &amp; Strategic Goals</b>	<b>3</b>
<b>School Vision and Values</b>	<b>3</b>
<b>Welcome</b>	<b>4</b>
<b>What's our School Motto and Crest?</b>	<b>5</b>
<b>School Culture</b>	<b>6</b>
<b>What is the School Uniform?</b>	<b>6</b>
<b>Where am I supposed to be?</b>	<b>8</b>
<b>What do Form Teachers do?</b>	<b>9</b>
<b>Important information to know about the school</b>	<b>10</b>
<b>How can I get organised?</b>	<b>11</b>
<b>Homework</b>	<b>12</b>
<b>Questions you may have</b>	<b>13</b>
<b>What support systems are there to help me?</b>	<b>16</b>
<b>What is the best way to communicate and use IT?</b>	<b>17</b>
<b>WGC Sport, how can I get involved?</b>	<b>19</b>
<b>Are there opportunities for Leadership?</b>	<b>20</b>
<b>What if someone picks on me?</b>	<b>21</b>
<b>Transport</b>	<b>22</b>
<b>The Learning Referral process</b>	<b>23</b>

## MISSION STATEMENT

Wellington Girls' College prepares young women to go out into the world as independent thinkers with respect for themselves and others, the confidence to accept and respond to challenges, and an enduring passion for learning.



## Welcome

Kia ora and welcome!

It's great to have you here at WGC. You're probably feeling a bit 'lost, and confused' at the moment, so we have written down a few things that may assist your transition.

### College – What can you expect?

Here it is!! "The Big Day". You may be really excited about this or really nervous. Just remember there are also other new people, not just you, so don't feel like they are all staring at you. Remembering this may also help you to get the courage to speak to someone - imagine how much you would appreciate it yourself - and this could break the tension and give you someone to walk around with.

### There will be new issues

Although new challenges can be exciting and a lot of fun, you may feel a little stressed at times. Here are some of the issues you may be able to relate to:

- Feeling lost and confused until you are familiar with the situation.
- Sad that you are not with all your old friends any more.
- Lonely, waiting to make new friends.
- Anxious that you will not be able to cope with the new lessons and what you are learning.
- Worried that you will not fit into any group to hang around with.
- A bit tired and worn out from all the energy involved with starting a new school.

### You will be able to manage

Don't worry! Remember that you are not the only person who is starting college and that every student in this class was or is feeling like you. Here are some ideas that may help ease the stress:

- Give it time. Most people start off with few friends but soon you will have a new group of friends that you hang round with and have fun with.
- Introduce yourself to someone you don't know – they will probably appreciate it and then you will know someone.
- Write down all the names of the girls in your class to help you remember them.
- Ask your Form Teacher or your Dean to help you if you are struggling with school in any way. Help will be there if you ask.
- Get involved in school activities (music, sport, debating, and cultural groups). You will meet a group of new people with the same interests.
- Look at the positives of being here. New school facilities, more independence, more variety in classes, some choice in what you study and so on.

Finally, remember that your form class is like your family. You're all in this together – and you should always try to help each other out. The deans and Deputy Principals are:

Year 9	Dean Ms Heuston	Deputy Principal	Ms Denzler
Year 10	Dean Ms Simonsen	Deputy Principal	Ms Pidduck
Year 11	Dean Ms Moran	Deputy Principal	Ms Denzler
Year 12	Dean Mrs Woods	Deputy Principal	Ms Kahl
Year 13	Dean Mr Beckett	Deputy Principal	Ms Greenwood

## What's our School Motto and Crest?

Each school has a crest and a motto that stand for important ideas in the life of the school.

What exactly is a crest?

**A graphical representation of the school's values**

What do the different parts of our crest stand for?

- **Lectern – Academic Institute**
- **Lamp – Holds the light (learning)**
- **Flame – Learning burns strong**
- **Motto – School motto in Latin**



What exactly is a motto?

**A phrase expressing the purpose of the school**

Our school motto

**Lumen Accipe Et Imperti**

What is its English translation?

**Receive the light (of learning) and pass it on**







**Hairspray Production 2016**

## School Culture

### Learning Environment

At Wellington Girls' College we aim to foster a positive classroom environment. Each student should feel comfortable and valued and be able to achieve to her potential. Ways you can help to ensure an ideal learning environment...

- Show respect for others and behave in the classroom in a manner that allows others to learn
- Act responsibly at all times
- Respect the property of others and that of the school
- Wear your uniform with pride and respect
- Support Wellington Girls' College status as a smoke free and drug free environment
- Use appropriate and respectful language with each other
- Behave appropriately on all forms of public transport

## What is the School Uniform?

Uniform is worn by all students until they reach Year 13. It must be worn correctly while at school and when travelling between home and school.

The uniform is mix and match capsule style wardrobe and we encourage students to wear the components in which they feel most comfortable. It is available at NZ Uniforms, 167 Thorndon Quay, phone 238 4727 ([www.nzuniforms.com](http://www.nzuniforms.com)).

Please Note:

- Articles of school uniform must be marked clearly with the owner's name.
- No undergarments or T-shirts are to be visible at the neckline.
- No jewellery is worn, except for a watch. For pierced ears, one small stud is permitted in each ear. Multiple studs are not permitted.
- Makeup and coloured nail polish are not to be worn with the uniform.
- Extreme hair colours are not permitted. (Extreme is defined as those colours outside the range of natural hair colouring).
- No facial or nose piercings (Years 9 – 12).

### **What do I do if I can't wear the correct uniform?**

Wellington Girls' College policy requires all students to wear uniform as described in the prospectus until the end of their fourth year at College. There are certain procedures that you have to follow if you can't wear the correct uniform to school. No student should turn up to class and expect to enter if they are in the incorrect uniform and without a uniform pass.

### **Uniform Infringements**

Students in incorrect uniform should bring a note to a Deputy Principal's office (SMT area) before school to obtain a temporary uniform pass or be lent 'school issue' uniform.

### **What will happen if I turn up to school in the wrong uniform?**

Your teacher will send you to the Senior Management offices for a uniform pass or to be lent a correct uniform for the day. The school has blazers, dresses, skirts, white socks and black lace up shoes to lend students for emergency use only.

Your teacher may choose to confiscate the item (e.g. jewellery or sweatshirts). The confiscated item will be given to the senior management team for collection by you at the end of the day or term. Parents and caregivers may be contacted to discuss the issue.



**Poly Group Performing**

## Where am I supposed to be?

You will need to have a record of your timetable. Wellington Girls' College operates on a 5 day timetable. The times for Monday and Tuesday periods differ from Thursday and Friday. The Wednesday period times are different again and the day starts at 9.35am.

### Weekly Organisation 2017

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.45 - 9.35am	8.45 - 9.35am	9.35 - 10.20am	8.45 - 9.35am	8.45 - 9.35am
Period 2	9.35 - 10.25am	9.30 - 10.25am	10.20 - 11.05am	9.35 - 10.25am	9.35 - 10.25am
Assembly	<b>Council Meeting</b> 10.10 - 10.25am			Yr 11, 12, 13 10.25 - 10.50am	Yr 9 & 10 10.25 - 10.50am
Form Time	All Forms 10.25 - 10.40am	All Forms 10.25 - 10.40am	No form time	Yr 9 & 10 10.25 - 10.50am	Yr 11, 12, 13 10.25 - 10.50am
<b>Interval</b>	<b>10.40 - 11.00am</b>	<b>10.40 - 11.00am</b>	<b>11.05 - 11.25am</b>	<b>10.50 - 11.10am</b>	<b>10.50 - 11.10am</b>
Period 3	11.00 - 11.50am	11.00 - 11.50am	11.25 - 12.10pm	11.10 - 12.00pm	11.10 - 12.00pm
Period 4	11.50 - 12.40pm	11.50 - 12.40pm	12.10 - 1.00pm	12.00 - 12.50pm	12.00 - 12.50pm
<b>Lunch-time</b>	<b>12.40 - 1.40pm</b>	<b>12.40 - 1.40pm</b>	<b>1.00 - 1.50pm</b>	<b>12.50 - 1.40pm</b>	<b>12.50 - 1.40pm</b>
Period 5	1.40 - 2.30pm	1.40 - 2.30pm	1.50 - 2.35pm	1.40 - 2.30pm	1.40 - 2.30pm
Period 6	2.30 - 3.20pm	2.30 - 3.20pm	2.35 - 3.20pm	2.30 - 3.20pm	2.30 - 3.20pm

### Calendar 2017

- Term 1:** Monday 1 February – 13 April  
**Term 2:** Monday 1 May – Friday 7 July  
**Term 3:** Monday 24 July – Friday 29 September  
**Term 4:** Monday 16 October – Friday 8 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:***

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

There will also be Teacher Only days on Friday 10 March, Friday 2 June and Mid Term Break on Friday 1 September.



## What do Form Teachers do?

Every student in this school belongs to a **form class**. You will get to know this group of students well, because you will be doing a lot of different things together during the year. Each form class has a teacher who is responsible for looking after that group of students. That teacher is called your **form teacher**. Your form teacher will be with you for your time at Wellington Girls' College. Your form teacher will take prime responsibility for your wellbeing.

Every student also belongs to a house group. Everyone in your form class will be in the same house. We would expect you to get involved and participate in all house activities.

Below is a description of some of the things your form teacher does.

### Form Teacher Role

Form Teachers have the following responsibilities for their students:

- Be the first port of call for Wellbeing issues
- Build relationships
- Check absences
- Check uniforms
- Facilitate the Pastoral Programme

Form time is a time to:

- Share/reflect/communicate notices
- Encourage participation in house activities
- Build connections with you and your family/whanau

The Pastoral Programme 2017: this programme is specifically designed for your year group. These sessions will be held during some of your form classes during the year.

### What are the rules in my classes?

Schools, clubs, countries and families all have rules about how members should behave. These rules help people get on more successfully, and they make sure everyone gets a fair deal.

All teachers will have a set of rules for their classroom. Some teachers may display them on the wall. If no additional rules are displayed or advised to you, then you just need to use common sense, courtesy and consideration.

#### **Note:**

Some of your teachers may use these rules; other teachers will have their own set of rules for behaviour in their classrooms. Subjects like Science and Technology will have extra rules for safety.

## Important information to know about the school

### **Demerit Points**

We have high expectations in all dimensions of school life. The demerit point system is designed to encourage students to accept responsibility for their actions and to be part of our school community that values the principles of honesty, integrity and accountability.

Demerit points will be issued for any unexplained absence or behavioural issue. If any student earns five demerit points in a term, they will not receive an Effort Certificate. If a student has five or more demerit points in total they may lose their privilege to attend school dances and balls. Each term students begin with a clean slate, although all previous entries are kept on each student's individual file. In Year 13, if a student earns eight demerit points throughout the year, they will not receive a citizenship award.

The demerit system is designed to support and assist students to make good decisions. Parents and students will be notified through email or post if a demerit point is issued. If a pattern of demerit points develops, parents will be asked to meet with the year level Dean or Senior Management, if necessary. Further consequences may also ensue if patterns continue.

**Effort Awards** – The Effort Awards system is under review.

### **Leaving school**

When a student is leaving the College the following procedure applies. The parent should contact the Dean or year level senior management member to advise that the student is leaving. The student should then see the Office manager Marilyn Ashby to collect a leaving form. The family is expected to return or pay for any outstanding accounts before signing out.

### **Library**

Our library is well-resourced for learning in the digital age. Students have access to a wide range of material for research and recreational purposes. The library is fully computerised and you will be able to use your student ID card to withdraw books. You will also be able to borrow some books in digital format if you wish by going to the library website and following the instructions there. We can also make arrangements for you to access information from numerous external sources.

### **Lift Passes**

Only Year 13 students are allowed to use the lifts to go up to floors 4 and 5. Where a student has an illness or injury which makes use of the stairs difficult, you may apply for a lift pass. This is collected from the Student Office by written request from the parent or caregiver.

### **Lockers**

Lockers are available for hire. The cost is \$30 per year. This cost is invoiced along with other optional items at the start of each year.

## Lost Property

All personal property and equipment brought to school must be named. You must take full responsibility for the security of any items brought to school.

Found property is taken to the Student Office. Every effort is made to return students' property **but it is essential that articles are clearly named**. Students can arrange for messages regarding items lost to be included in the Daily Notices at the Student Office.

If you suspect personal property has been stolen, this should be reported to the Student Office, dean or a Deputy Principal as soon as possible. This will increase the chances of recovery.

## Photographs

Class, team and group photographs are taken each year, providing a full record of the life of the school. Students may purchase copies by placing orders at the appropriate time.



**Big Sing Group**

## How can I get organised?

It is important to get organised. Here is a checklist of useful hints for getting organised. Most of the hints will be things you need to do in your own time.

### Getting Organised Checklist

- Name your school books.
- Name your uniform items (clothing, shoes, PE gear, bag, pencil case).

- Check your timetable each morning before school and make sure you have everything.
- Pin a copy of your timetable up at home, and clearly mark the days you have PE and other specialist subjects that require gear and equipment.
- Put your name on your pens, pencils, rulers, rubbers etc.
- Check that you have the correct books and equipment for each of your subjects.
- Remember to go to your locker to collect materials before classes start -before school for Periods 1 & 2 at interval for Periods 3 & 4 and at lunchtime for Periods 5 & 6.



**CSW Sports Awards**

## Homework

In Year 9 and 10 you should expect your homework to be minimal. You might get a bit of vocabulary to learn for your language class or some lines to learn for a drama performance. Instead of doing lots of homework, we would like you to keep your life in balance through extra-curricular activities or spending time with family and friends.

From Year 11 onward, any homework you get will be related to NCEA assessment.

## Questions you may have

When you start off at a new school there are lots of questions that you will want to know the answers to. Below are twenty of the most commonly asked questions of students starting at a new secondary school.

### Top twenty questions:

1. “What do I do if I’m sick and can’t come to school?”

**Parent/Caregiver needs to ring school absence line or email school from work address.**

2. “What do I do if I have an appointment during school hours?”

**Bring your appointment card to school and take this to the student office to show them before you sign out. Before you leave school grounds go to the school office and sign out, make sure you sign in when you return. If you are unable to produce an appointment card, your parent/caregiver can be called from the office, or may email/ring the school in the morning to acknowledge that the appointment is legitimate.**

3. “What do I do if I’m feeling sick at school or have an accident?”

**Advise your teacher and go to the sick bay at the student office. You are not allowed to go home without checking in at the student office. They will then call your parent/caregiver.**

4. “What if I’m late to school?”

**Report to the student office and sign in. Parent/Caregiver needs to ring the school, or email the school from a work address.**

5. “When’s the school canteen open?”

**Every day at interval and lunch**

6. “Where do I find the sports office?”

**In the foyer between the two gyms**

7. “What do I do if I have lost something?”

**Go to the student office and check the lost property**

8. “When is the library open?”

**Monday and Friday 8.00am – 4.00pm**



**Tuesday – Thursday 8.00am – 4.30pm**

9. “Is there a telephone I can use?”

**See your Dean or Senior Management Team in an emergency.**

10. “Where can I buy emergency stationery?”

**Basic stationery can be purchased from Thorndon New World, before or after school.**

11. “Do I need permission to leave the school grounds?”

**Yes, and you need to sign in and out at the student office.**

12. “Can I drink and eat during class?”

**Generally no. However, some teachers may allow it, but you will need to check with them.**

13. “What do I do if I have the wrong uniform?”

**Before school report to the SMT area to borrow items or get a uniform pass.**

14. “When will I get a locker?”

**Lockers are allocated at the start of each year. If you don’t have one and you want one, go and ask at the student office. You need to pay for the use of the locker for the year. The cost is \$30.**

15. “When are we allowed to go to our lockers?”

**(Anytime, but you must not be late to class) Before school, at interval and at lunchtime. You will not have time between classes to go to your locker, so make sure you are organised in advance.**

16. “Are we allowed in classrooms during interval or lunchtime?”

**Yes, you are assigned a lunch room where you are allowed to be, provided you keep it in a clean and tidy state.**

17. “Can I use my mobile phone at school?”

**Yes but this should be used for learning purposes only. If you are using the phone to just text or on social media sites it may be confiscated. BYOD is an important component of learning at WGC, so responsibility is essential.**

18. “What happens if I get caught using my mobile phone during class

inappropriately?

**The teacher may confiscate it for the period. If your phone is confiscated repeatedly then this is a problem, and a parent or caregiver will be asked to come in and meet with your dean to discuss this.**

19. “Can we borrow sports gear during lunchtime?”

**Yes, just go to the sports office and ask**

20. “Can I go to New World during interval and lunchtime?”

**No. In Year 9, 10 and 11 because of your age the school is not allowed to let you off-site at interval and lunchtime. Senior students have extra privileges because of their age that allow them to go.**



**Combined College Soiree**

## What support systems are there to help me?

### Student Support

The Student Support Team aims to provide support and direction for you so that your time at College is positive and profitable, and you leave school with a sense of purpose.

The Deans have the particular responsibility of monitoring the welfare 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 and Transition staff and Learning Support staff.

Every member of the SMT will have overall responsibility for a year level. All year levels will be informed as to who is responsible for each group at the start of the year.

### Student Support is offered in the following areas:

learning needs	health and well-being
personal problems	confidence and motivation
setting and attaining academic goal	course selection
courses with other training providers	work placement
career education and vocational guidance	
study organisation and time management	

### Form Teachers and Form Time

The Form Teacher is the first and most important point of contact for you at school. Form time is used not only for administrative purposes, but more importantly, to allow form members to share in the wider issues of school life and spend time with their form teacher. The form teacher will be with you for the five years you are at school. Building strong relationships is a focus, alongside establishing good communication with parents. The best way to contact your form teacher is via email. Your form teacher will also be delivering the pastoral care programme during some of your form class times.

### Tuakana Teina – Ms Holst & Ms Herrick

A special programme of support is set up for year 9 students and runs throughout the year. Year 12 and 13 students are individually paired with a year 9 student to be their guide, support and mentor.

### Careers and Transition – Ms K Johnson, Ms Moran, Ms W Caseley

Information in areas related to career choice is available from the Careers and Transition Department staff. They are also available to assist students with subject choice and in transition from school to work. There is a link on the school website to provide you with more up to date information.

Students can make an appointment to see a team member during school time.

### Learning Support – Ms Hall

Students who need extension or support are identified and programmes are adapted to suit their needs.

The school has four other staff who offer support and extension to students. They are:

- |                                   |                 |
|-----------------------------------|-----------------|
| • Gifted and Talented Coordinator | Ms Van Milligan |
| • Maori Achievement Advisor       | Ms T Patterson  |

- Pasifika Achievement Advisor
- Senior Learning and Support Advisor

Ms J Kennedy

Ms B Shaw

## What is the best way to communicate and use IT?

### Communication Technology & ICT Information

Students can access ultra-fast broadband and wireless connectivity across the college. While there are a number of computer laboratories and several clusters of computers in other locations around the college, students are also encouraged to bring their own devices (BYOD) to connect to the network. Details of minimum recommended specifications for student-owned devices are updated annually and can be found on WGC4me and the school website.

All students sign an Acceptable Use Agreement and are required to follow agreed rules to protect the security of the college's network. **Usernames and passwords are only issued once this agreement is signed by student and parent/s.**

**WGC4me** is our Moodle-based student learning system. From here students can access course work and, amongst other things, news items, daily notices, email, Google Apps, our school website, and a range of other educational websites. WGC4me is a cornerstone for student learning. [WGC4me.wgc.school.nz/](http://WGC4me.wgc.school.nz/)

### Communication between School and Home

There is regular communication in a variety of formats.

- **WGC4Me** is the first port of call for all information about the school. From here you can access Site News, Community News, Daily Notices, Parent Portal, Bulletin, Facebook, Twitter, Google Calendar and a variety of support documents. Only Community news and Parent Portal require a login.
- The **school website**, [www.wgc.school.nz](http://www.wgc.school.nz), includes a range of information about the school as well as news items of interest to the wider community.
- The **Parent Portal** can be accessed via a link from the website or at [wgc4me.wgc.school.nz](http://wgc4me.wgc.school.nz). By logging in to this secure site your parents can view a range of information including your timetable; details of attendance; interim and online reports; results in school, NCEA assessments; and accounts paid and owing.
- The **Daily Notices** are available live on the Parent Portal at any time (no login required) and on WGC4me.
- **Form Time** (every Monday, Wednesday). **Seniors have assembly on Thursday at the end of period 2** (while juniors have form time), **juniors have assembly Friday at the end of period 2** (while seniors have form time).
- Our Student Management System allows us to **email** a variety of information directly to students and parents. Bulletin alerts are emailed as are reminders

about upcoming events and student reports.

- **Principal's Forums:** Each year the principal invites a random selection of parents from each year level to attend a meeting to provide feedback on what the school is doing well and to identify areas for possible improvement. The results of this feedback are shared by email with all other parents in the year group.
- **Reports and Report Meetings:** At the end of each term a progress report for each student will be available on the parent portal. On-going report comments will also be available throughout the year via the parent portal for each subject being studied. Teachers will make at least one comment a term that both parents and students can access. There will also be opportunities throughout the year to have face to face learning conversations at parent interview evenings.
- **Year 9 Welcome Function:** This function is held in the first few weeks of Term 1. The Welcome Function gives parents the opportunity to meet key staff, their daughter's Form Teacher and other parents in the Form Class.



Year 10 Market Day



## WGC Sport

### How can I get involved?

The learning that occurs in your classroom is an important part of school life. But you can also learn important things when you join a sports team, a hobby club or a cultural group. For example, you can learn new skills and how to work as part of a team. You can also get lots of satisfaction from doing your best.

There are several ways to find out about the different activities of offer:

- Sports booklet
- Club booklet
- Daily notices
- Website

Sport is an important part of Wellington Girls' co-curricular programme.

As well as the information contained on the school website, the WGC sports notice boards are an important source of information and are updated daily — with draws, results, team lists, up-coming events, courses, cancellations and defaults. Students involved in sport at WGC should check the notice boards regularly.

The Daily Notices also contain important sports information, so students should check these daily.

### Tournaments

Each year a number of our senior teams go to tournament. These teams can include Hockey, Cricket, Soccer, Netball, Underwater Hockey, Waterpolo, Basketball, Athletics, Cross Country, Rowing, Skiing and Volleyball. Because junior teams do not go to tournament, every 1st team is open to juniors who have the ability to play at that level.

Tournaments usually cost between \$400 and \$800 per student.

We encourage students to be proactive in their raising of funds for these trips early on in the season. The school receives some funding but this can't be guaranteed.

### [WGC Sport 2017:](#)

## Are there opportunities for Leadership?

### **Student Leadership and Participation**

We value leadership and active participation in the life of the school. Students have many opportunities to be involved in a diverse range of activities; active participation, support for the efforts of others, service to the school community and leadership are encouraged and acknowledged. A formal leadership programme runs at Year 13, co-ordinated by Ms Herrick and Ms Holst.

### **Executive Council**

The Executive Council includes two Head Girls, the student representative on the Board of Trustees, and nine Leaders of committees.

### **Leadership Committees**

Year 13 Leadership Committees are formed each year to represent interest areas within the College. Current committees are: Digital and Information Literacy; Houses; Tu Rōpu A Kiwa; School Council; Sport & Recreation; Student Learning; Student Support; Arts and World & Environment. The role of the Leadership Committees is to oversee and coordinate student-led clubs and interest groups and to support fundraising efforts.

### **Prefects**

Prefect badges are awarded throughout the year to Year 13 students who demonstrate outstanding academic effort, active participation in the life of the school, support for others, service, initiative and leadership.

### **Student Representative on Board of Trustees**

Students in years 9-12 elect their representative for the Board of Trustees every September. This position is for one year and any student in year 9-12 may stand for election. The student representative is a full member of the Board with full voting rights.

### **School Council**

The School Council is made up of voted class representatives. The Council meets once a week with the School Council Leadership Committee, and is chaired by the School Council Executive Prefect. Members of the School Council help organise special events and celebrations in the College, as well as providing a voice for students in curriculum and in the running of the school.

### **Clubs and Groups**

There are numerous groups and clubs in the college, and over 100 sports teams. All students are encouraged to participate. Clubs and interest groups are a good starting point for students to demonstrate support for others, service to the school community and leadership.

## What if someone picks on me?

We have zero tolerance for bullying at this school and staff take firm action immediately when bullying is observed or reported.

### Dealing with Bullies

There are three kinds of bullying.

- (a) physical: **When someone hits you; freezes you out**
- (b) verbal: **When someone puts you down; whispers about you**
- (c) cyber **When someone texts, facebook, emails, or uses any social media forum to write something they shouldn't**

What is a 'put down'? **Saying something bad about someone**

When bullying occurs, it needs to be dealt with straight away. Why?

**If someone gets away with it, they think they can keep doing it; the bully needs help to change their behaviour as well.**

What are some of the reasons why somebody would bully someone else?

- (a) **They are different; looks, race, religion**
- (b) **They don't conform; power play**

If someone bullies you, you should tell **a teacher** immediately.

This person will:

- (a) take you **seriously**
- (b) **listen carefully** to your story
- (c) **talk** to the other student involved
- (d) **sort out** the bullying problem
- (e) make sure that the issue is resolved

**Are you bullying someone? STOP!**  
**Are you being bullied? TELL SOMEONE**

## Transport

**Public Transport** - Many students travel to and from school by bus or train.

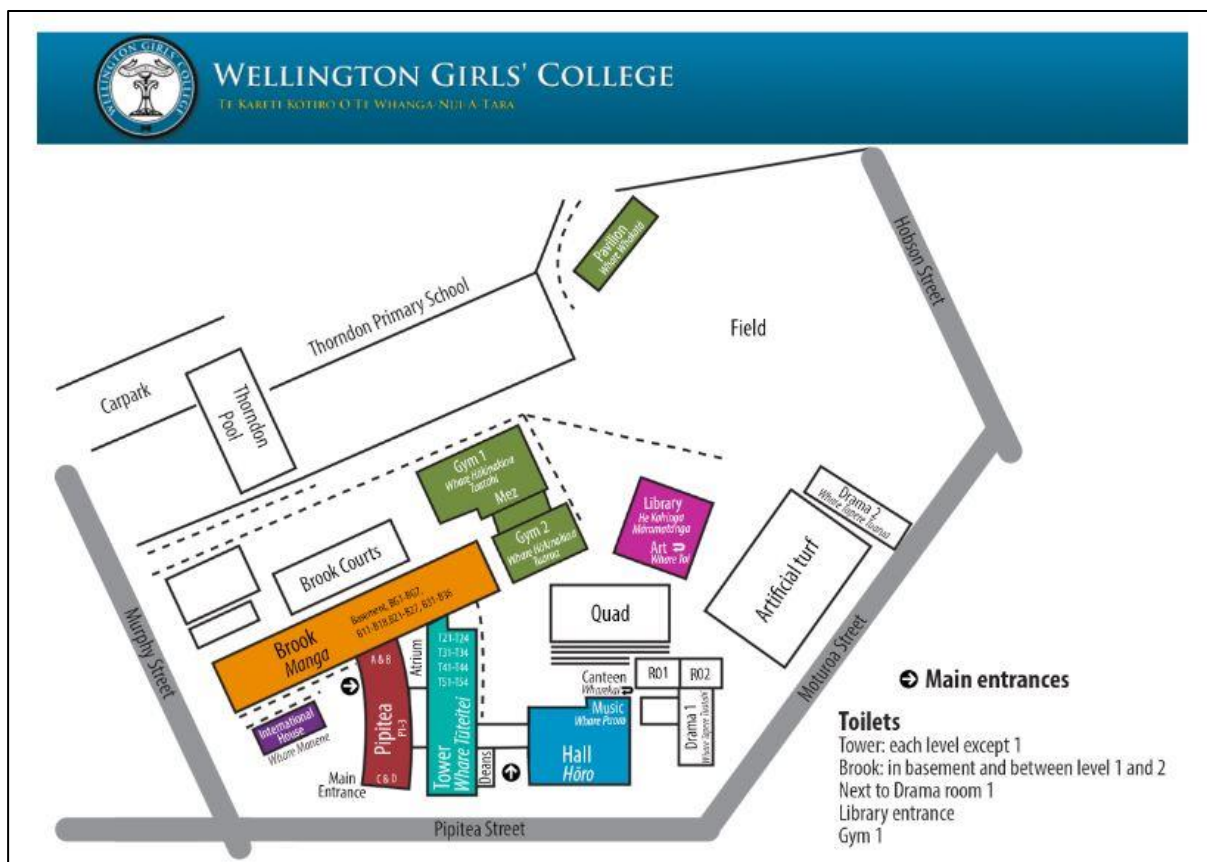
### Buses and Trains:

Both run on a user-pays basis. Students must use the identification card issued through the school as proof of their status, as students can receive discounted travel. For further information regarding buses go to [www.metlink.org.nz](http://www.metlink.org.nz).

Students are reminded that whatever form of transport they use to travel to school, the same school rules apply, especially with regard to behaviour and to wearing full, correct uniform. Students are expected to stand and give up their seats to full fare paying adult passengers.

### Vehicles at School

For safety reasons the College does not encourage students to drive motor vehicles to school, nor that a student be driven as the passenger of another student. The College does not provide onsite student parking and cars not owned by staff will be towed from the site.



## The Learning Referral process

### 1. The Referral

A student who continues to behave in an unacceptable way after a warning has been issued will be removed from the class for the remainder of the lesson, since such behaviour threatens others' learning. The student will be sent to the SMT offices

### 2. Working it out

At the end of the lesson, the student must return to the subject teacher to 'work the problem out'. If the student agrees to respect and abide by the classroom rules, she will return to class the next time she has that subject. If not, she will be sent to a referral room and again return to class at the end of the period. If for some reason the student and teacher are unable to meet and talk at the end of the period, the student must take the responsibility to find the teacher that same day and 'work it out'

If the problem remains unsolved the form teacher and the Dean are notified.

### 3. The Senior Management Team (SMT) Area

If the situation is not resolved after three days, the student will be sent to the Deputy Principal in the SMT area, and her parents will be formally notified. In order to return to class, the student will agree to draw up and sign a written contract in which she promises to behave in an acceptable way in that subject. She will be given two days to resolve the situation.

### 4. The Family Conference

After a total of five days with no resolution, or where the student signs a contract and then breaks it, the Deputy Principal and Dean will arrange a family conference with the student's parents or caregivers. Until the family conference occurs the student is withdrawn from all classes and remains all day in the SMT area.

### 5. Involving the Principal

In the unlikely event that a family conference does not solve the problem, the case will be referred to the Principal and ultimately to the Board of Trustees who will decide the student's future at the school.