



12 Waitapu Road, TAKAKA  
 Email: [postie@gbh.school.nz](mailto:postie@gbh.school.nz)  
[www.gbh.school.nz](http://www.gbh.school.nz)  
 Phone 03 525 9914  
 Fax 03 525 9067

- SCHOOL CREST** Represents the visit of Abel Janszoon Tasman to Golden Bay on 19 December 1642.
- SCHOOL MOTTO** "Ake Ake Kia Kaha" ; For ever and ever be strong.
- COLOURS** Our gold and green colours celebrate our abundance of sunshine, bush and pasture in Golden Bay.

## INDEX

	Page	Page	
Absence, Sickness, Emergency	16	Leaving the School Grounds.....	19
Adult Students.....	7	Library .....	29
Aims and Philosophies.....	7	Literacy Support .....	23
Behavioural Guidelines and .....		Mission and Vision Statement.....	3
School Rules.....	12 and 13	Parents and School.....	17
Board of Trustees .....	4	Period Times.....	18
Buses.....	20	Overseas Students.....	30
Canteen .....	29	Property .....	26
Cell Phones .....	13	School Council .....	15
Communication .....	16	School Reports.....	16
Computer Network .....	29	Senior Leaders .....	15
Contacting the School .....	16	Senior School Qualifications .....	22
Costs & Donations .....	21	Smoking and Alcohol .....	26
Cultural & Sporting Activities.....	15	Sports Days, Music Concerts, etc.....	17
Dress.....	24 and 25	Staff and Responsibilities.....	5 and 6
Education Outside the Classroom.....	14	Stationery.....	21
Guidance and Discipline.....		Student Support Fund.....	28
Summary .....	11	Subject Flow Chart.....	8 and 9
Guidance Network.....	10	Terms and Holidays.....	18
Home and School Association.....	17	Transition.....	22
Homework .....	30	What to Do.....	27 and 28
Leave of Absence.....	19	Who's Who .....	4

*Please keep this booklet handy so you  
 can refer to it when needed.*



## **MISSION STATEMENT**

*At Golden Bay High School students prepare for the future by learning skills and gaining knowledge, and developing the personal resources that are needed to live satisfying, balanced and responsible lives*

## **VISION:**

1. Designing and delivering the best possible teaching and learning programmes within the Curriculum Framework, that take into account the ability and interests of all students, and stimulate a culture of learning and a spirit of inquiry.
2. Ensuring that students develop an understanding of the history, and social, economic, cultural and physical environment of Mohua/Golden Bay and Aotearoa/New Zealand, including its global context.
3. Providing all students with the opportunity to achieve to their potential and to put programmes in place that challenge and extend them. This includes identifying barriers to learning, and putting individual programmes in place for students who have difficulty making progress.
4. Assisting students to build their own intrinsic motivation and assisting them to develop physical and mental well-being.
5. Assisting students to acquire knowledge, skills, attitudes and values needed to be responsible people, and helping them research and plan further study, work and lifestyle options.
6. Fostering a respectful school community that is based on mutual trust, honest communication, co-operative relationships and concern for others. Each person is encouraged to accept responsibility for their own behaviour and well-being.
7. Incorporating the principles of the Treaty of Waitangi into the learning culture, assisting students to value Maori language and culture, and working with the local Maori community.

## ***OUR SCHOOL WHO'S WHO***

Listed on these pages are Trustees and Staff expected to be here in 2012.

Beside the teachers' names are their major responsibilities, so you know who to contact with particular questions you may have about your teenager's work, our organisation, etc.

In most cases, your first point of contact is your student's Class Teacher, Form Teacher or Dean. Every Head of Department (HOD) and other holder of a Position of Responsibility (PR) has special professional and administrative tasks related to the teaching of one or more subjects.

All other teachers likewise have both teaching and administrative duties, with the senior administrators having overall responsibility for various year levels.

### ***BOARD OF TRUSTEES***

Chair	Mr Bruce Packard
Deputy Chair	Mrs Marian Milne
Parent Representatives	Mrs Susi Bailey Mr Mik Symmons
Staff Representative	Mr Gareth Batten
Student Representative	To be confirmed
Co-opted Members	Mr Mike Warn (Finance Committee) Mrs Cherie Chamberlain (Maori Community Liaison)
Home & School Rep	Mrs Giesela Winter
Principal	Mr Roger File
Minutes Secretary	Mrs Stephanie Hartill

## ***TEACHING STAFF AND THEIR MAJOR RESPONSIBILITIES***

Mr Roger File	Principal; Year 13
Mr Derek Compton	Deputy Principal; Years 8, 9, 11, Science
Mr Stuart Machin	Deputy Principal; Years 7, 10, 12, Biology
Mrs Glenda Allinson	Home Economics, Hospitality
Mr Tom Sinclair	Year 8
Mr Rob Anderson	HOD Physical Education, Outdoor Education
Ms Anne Barrett	Digital Technology
Mr Gareth Batten	Geography, Careers, STAR courses
Mr Jim Barnes	HOD English
Mr Richard Bayliff	HOD Mathematics; Correspondence
Mr Matt Benassi	Economics
Mrs Val Brownlie	Literacy Support, Special Education Co-ordinator
Mr Paul Childs	Mathematics
Mrs Annette Compton	HOD Health
Mr Kevin Durkan	Science, Physics
Mrs Lyn Evans	RTLb
Mrs Judi File	Transition, Trades, Gateway Programme
Miss Mini Foley	School Guidance and Support
Mr Ben Knoef	HOD Technology
Mrs Margie Little	Maori, Year 8
Mrs Melinda Machin	Music
Mrs Heather McKendry	Literacy Support ORRs and SLs students
Mr Peter Mitchison	HOD Social Sciences, History, Library
Mrs Sue Mitchison	Years 7&8
Mr Paul Nield	HOD Science; Chemistry
Ms Tasmine Palmer	English
Mr Robin Slow	HOD ART
Mrs April Stevens	HOD Visual Art - Photography, Drama
Mrs Jeanine Taylor	Years 7&8
Ms Gaylene Wilkinson	Physical Education, Outdoor Ed
Mrs Hess Williams	Languages

**DEANS**

Year 7	Mrs Jeanine Taylor
Year 8	Mr Tom Sinclair
Year 9	Mr Richard Bayliff
Year 10	TBC
Year 11	Mr Robin Slow
Year 12	Ms Tamine Palmer
Year 13	Mr Gareth Batten

**MUSIC TUTORS**

Mrs Melinda Machin  
Mr Bill Holloway  
Mrs Judy Murray  
Mr Jachim Maurer

**RTL** (Resource Teacher of Learning & Behaviour)

Ms Lyn Evans

**TEACHER AIDES**

Ms Bronwynn Billens  
Mrs Pam Brunner  
Ms Raewyn Solly  
Mrs Lisa Bradley

**SPORTS CO-ORDINATOR**

Mrs Cherie Chamberlain

**ARTS CO-ORDINATOR**

Ms Cath Rogers

**OFFICE STAFF**

Executive Officer/ Principals Sec/Accounts  
Student Data Administrator  
School Secretary  
Reprographics Clerk  
Computer Network Administrator  
Computer Technician

Mrs Stephanie Hartill  
Mrs Linda Mason  
Mrs Rosie Astill  
Mrs Clare Harvey-Smith  
Ms Yvette Ireton  
Mr Greg Powell

**CARETAKER**

Mr Phil Rawiri

**CLEANERS**

Mrs Jan Bunting  
Mr Donald McKee  
Ms Jillian Webb

**CANTEEN STAFF**

Mrs Jill Foxwell (Manager)  
Ms Chris Campbell  
Mrs Sharon Graves

**GROUNDSKEEPER**

Mr Richard Barham

**WORKSHOP TECHNICIAN**

Mr John Waugh

**LABORATORY ASSISTANT**

Mrs Elizabeth McAlinden

**LIBRARY MANAGER**

Mrs Yvonne Whiting

**CAREERS & GATEWAY ASSISTANT**

Mrs Clare Harvey-Smith

**ATTENDANCE OFFICER**

Mr Gaven Howard

### ***THE AIMS AND PHILOSOPHY OF GOLDEN BAY HIGH SCHOOL***

Our aim is to provide a sound, balanced education which promotes and encourages:

- All individuals to reach their full potential.
- A wide range of learning experiences.
- Self-confidence, reliability, self-respect and consideration for others.
- A spirit of enquiry and concern.
- A sense of participation and pride in the school.
- Physical, mental, emotional and social health.
- Effective, honest and respectful two-way communication between pupils, staff, Board of Trustees, parents and the community.

We offer:

- A very wide range of subjects and courses (see next page and our Course Information Booklets - for Years 11, 12 & 13).
- Access to many other subjects and courses, including correspondence.
- Multi-level study.
- A guidance-centred approach in every respect.
- Excellent facilities in a delightful setting.

### ***ADULT STUDENTS***

We welcome adult students in our school:

- Places are available for adult students in most regular day school classes.
- Our facilities are available for educational hire.

Please contact the Office for details.

**COURSES AT GOLDEN BAY HIGH SCHOOL**

<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>	<u>Year 10</u>
<u>English</u>	<u>English</u>	<u>English</u>	<u>English</u>
<u>Mathematics</u>	<u>Mathematics</u>	<u>Mathematics</u>	<u>Mathematics</u>
<u>Science</u>	<u>Science</u>	<u>Science</u>	<u>Science</u>
<u>Soc Studies</u>	<u>Soc Studies</u>	<u>Soc Studies</u>	<u>Soc Studies</u>
<u>Physical Ed</u>	<u>Physical Ed</u>	<u>Physical Ed</u>	<u>Physical Ed</u>
<u>Art</u>	<u>Art</u>	<u>Art</u>	<u>Art</u>
<u>Home Economics</u>	<u>Home Economics</u>	<u>Home Economics</u>	<u>Home Economics</u>
<u>Technology</u>	<u>Technology</u>	<u>Technology</u>	<u>Technology</u>
<u>Music</u>	<u>Drama</u>	<u>Drama</u>	<u>Cultural Diversity</u>
	<u>Music</u>		
	<u>Information</u>	<u>Information</u>	<u>Information</u>
	<u>Technology</u>	<u>Technology</u>	<u>Technology</u>
<u>Language Taster</u>	<u>Maori and</u>	Maori or Japanese	Maori or Japanese
<u>Courses</u>	<u>Japanese</u>	or	or
		South Pacific	South Pacific
		Education Courses	Education Courses
<u>Health</u>	<u>Health</u>	<u>Health</u>	<u>Health</u>

# Golden Bay High School

---

<u>Year 11</u>	<u>Year 12</u>	<u>Year 13</u>
<u>English</u> ..... ➤	<u>English</u> ..... ➤	English
<u>Mathematics</u> ..... ➤	Mathematics..... ➤	Calculus
	..... ➤	Statistics
National Certificate in Mathematics	National Certificate in Mathematics	
<u>Science</u> ..... ➤	Biology.....	Biology
..... ➤	Chemistry..... ➤	Chemistry
..... ➤	Physics..... ➤	Physics
	Geography.....	Geography
Social Sciences.....	History.....	History
Economics.....	Business Studies.....	Economics
Physical Ed.....	Physical Ed.....	Physical Ed
	Outdoor Ed.....	
Art..... ➤	Practical Art..... ➤	Painting
	..... ➤	Printmaking
	Photography.....	Photography
Hospitality.....	Hospitality	
National Certificate in Mechanical Engineering and Automotive Technology Level 1.	National Certificate in Mechanical Engineering and Automotive Technology Level 2	National Certificate in Mechanical Engineering and Automotive Technology Level 2
Transition.....	TRADES.....	TRADES
Gateway Programme	Gateway Programme	Gateway Programme
Digital Technologies..... ➤	Digital Technologies..... ➤	Digital Technologies
	Peer Tutoring.....	Peer Tutoring
Te Reo Maori..... ➤	Te Reo Maori	Te Reo Maori
Japanese..... ➤	Japanese	

Notes: Underline Type indicates compulsory subjects. Arrows mean a subject has to be studied at one level to proceed to the next. If numbers are too low, subjects may have to be taught through the Correspondence School. No arrows mean subjects can be picked up at that level.

## ***GUIDANCE NETWORK***

Our school Guidance Network involves all staff.

Form Teachers, Heads of Departments, Deans, Deputy Principals, Principal and Guidance Counsellor are all involved in the pastoral care of our students, and are committed to meeting their individual needs.

While our students are our main concern, we also try to meet the needs of parents and other caregivers. This is done through the Home and School Association, "workshops", report evenings, newsletters and other forms of communication, which we hope parents find valuable.

Please feel free to contact the school if you have any concerns: it is usually better to deal with a problem in its early stages before it becomes too serious.

## ***COUNSELLING AT GOLDEN BAY HIGH SCHOOL***

Counselling may help students to address issues which prevent them from learning and living effectively.

When it is appropriate the counsellor can teach skills for living e.g:

- Anger management
- Problem solving
- Decision making
- Conflict resolution
- Effective communication
- Motivation

and can assist with personal/social difficulties e.g:

- Grief
- Coping with change
- Fear and anxiety
- Relationships in school / family
- Depression
- Sexual health
- Loneliness
- Drug and alcohol problems
- Lack of confidence
- Dealing with bullying or harassment

### ***GUIDANCE AND DISCIPLINE AT GOLDEN BAY HIGH SCHOOL***

Golden Bay High School is a guidance-oriented school. This means that our first and foremost objective is to get students to take responsibility for their behaviour, and to plan for ways to make sure that their behaviour is acceptable in future.

The boundaries for acceptable behaviour are listed on pages 12 and 13. Each year the form teacher brings these to the students' notice, so students know what is expected of them.

The school has a structure in place for dealing with behaviour which falls outside the Behavioural Guidelines.

Classroom teachers are responsible for guidance and discipline. They will deal with minor offences. They may contact parents if necessary.

If the undesirable behaviours persist, or where there are more serious problems, a classroom teacher will make a referral to the form teacher, and this person will then work with the student to bring the behaviour back within the guidelines.

When there are more than two referrals the Dean, and ultimately a Deputy Principal or the Principal will work with the student. Parents will be notified after the second referral, and will often be contacted after the first referral.

Any serious offences will be referred straight to a Deputy Principal.

## **BEHAVIOURAL GUIDELINES AND SCHOOL RULES**

Golden Bay High School has developed the following behavioural guidelines and school rules for all students while at school, on their way to school or on school activities.

### **We should respect other people and their property by...**

- Quiet and pleasant communication.
- Asking others if we want to borrow or use their property.
- Having consideration for the feelings of others.

### **We should be accountable and correct our own mistakes by...**

- Apologising for lack of courtesy.
- Redoing work of a poor standard.
- Fitting the correction to suit the mistake.
- Repairing damage and paying if required.
- Being punctual.
- Giving prior notice of absence, or bringing a note from home to explain absences.

### **We should be tidy and organised by...**

- Having tidy lockers.
- Keeping our school free of litter and graffiti.
- Not bringing gum to school.
- Eating outside except when the weather is poor.
- Taking correct materials to class.
- Completing homework and assignments.

### **We should honour regulations outlined in the prospectus and elsewhere by...**

- Wearing correct uniform or seeking dispensation if required.
- Not wearing excessive jewellery or cosmetics.
- Following correct procedures when leaving the school grounds.
- Obeying school policy on extra-curricular activities.
- Behaving responsibly on school buses and in the wider community.

### **We should keep each other informed by...**

- Naming our property and clothes.
- Giving adequate notice of change in routine.
- Taking newsletters, *Goldie*, reports, etc, home.

**BEHAVIOURAL GUIDELINES AND SCHOOL RULES (continued...)**

**We should show concern for everyone's health and welfare by...**

- Sharing and caring.
- Helping those who need assistance.

**We should look after our environment by...**

- Taking care with buildings, grounds and gardens.
- Showing consideration for our caretaking and grounds staff.
- Reporting damage or breakages to the Deputy Principal.

**We should show concern for safety around school by...**

- Not bringing dangerous objects to school.
- Using school equipment appropriately.
- Wearing a safety helmet if biking to and from school.

**The following are prohibited at school...**

- Drugs, cigarettes and tobacco, alcohol, solvents, chewing gum.
- Knives or other such instruments, firearms or other weapons.
- Chemicals, matches and lighters or any item that violates laws of the land.

**The following are prohibited behaviours...**

- Smoking, consumption of alcohol, use of drugs or substances for illegal purposes.
- Bullying, fighting, harassment (including sexual and racial).
- Threats, swearing and insulting language.
- Theft, vandalism, gambling and illicit trading activities.

**Cell Phone Protocol...**

- Cell phones will be turned off and be invisible during class time.
- Any breach of this will result in a 1 day confiscation.
- Any further incidents following a confiscation will result in confiscation until a meeting is held with parents.
- Any harassment using a cell phone will also incur confiscation and meeting with parents.

*See also Guidelines for Behaviour and Safety on Buses on page 20*

## ***EDUCATION OUTSIDE THE CLASSROOM (E.O.T.C.)***

The school organises a comprehensive EOTC programme each year. Each trip is carefully planned with the needs and strengths of each particular year group in mind. In some instances this programme may be changed because of the mix of students, the staff available and other factors.

In 2012 our tentative programme is:

Year 7	Teapot Outdoor Education Camp (approximate cost \$150)	4 days Term 4
Year 8	Abel Tasman National Park /Marae (approximate cost \$120)	4 days Term 4
Year 9	Rotoiti Lodge (approximate cost \$250 including skiing)	1 week August
Year 10	Electives (Cost according to activity - averages \$150)	4 days Last week of Term 4
Year 11	Totaranui (approx. cost \$50 plus food)	3 days Term 1
Year 12	Transition Tertiary Investigation & Work Exploration (cost according to destination)	1 week Term 3
Year 13	Leadership Day, Onetahua Marae	1 Day Term 1

Some camps offer fundraising opportunities to reduce these costs.

Many subjects have field trips to apply classroom learning in the wider environment. Those field trips held in Years 11-13 are detailed in course information booklets. In addition there are school interchanges and cultural activities (see page 15).

Parents will get adequate notice of these trips and events. Financial hardship will not disqualify a student from going on a field trip. Please contact the Guidance Counsellor or the teacher in charge of the activity if finance is a problem.

### ***CULTURAL AND SPORTING ACTIVITIES***

All pupils are encouraged to take part in activities outside the classroom.

- We have winter and/or summer sports exchanges with Nelson Preparatory School, Collingwood Area School, Tapawera Area School and Top of the South Year 7&8 Tournament, and Year 9-13 Winter Tournament
- We offer individual music tuition and depending on demand can provide tutoring in some of the following: Brass, Clarinet, Flute, Guitar, Recorder, Saxophone, Keyboards.
- We offer the following sports: Athletics, Badminton, Basketball, Climbing, Cricket, Cross-country, Gymnastics, Hockey, Lifesaving, Netball, Rugby, Soccer, Swimming, Table-tennis, Tennis, Volleyball and Ki-O-Rahi.

### ***SENIOR LEADERS***

All Year 13 students become Senior Leaders, taking a variety of activities and responsibilities throughout the year.

Activities include Peer Tutoring, mentoring, sports coaching and assistance, school discos/dances, representation of the school, etc. Involvement of this sort helps develop the skills of the senior students while providing positive contact between them and younger students, encouraging both groups to participate fully in school life.

### ***SCHOOL COUNCIL***

School Council is made up of class representatives from Years 7 - 13 and meets regularly with a Senior Management Representative.

The role of the School Council is to:

- represent the student body;
- provide a forum for discussing all aspects of school life;
- lead by positive example;
- research, prepare and present ideas;
- organise fundraising activities;
- organise lunchtime activities.

### **SCHOOL REPORTS**

Two reports per year will be issued for all students at years 7 – 10. The first of these will be issued at mid year. The second report will be in term 4.

An initial “snapshot” report will be issued in week 6 of term 1 for years 11 – 13.

Two additional reports, along with an Interim Results Notice for NCEA, will be issued at the end of term 2 and in term 4.

Formal report meetings for consultation between staff, caregivers and students, will be held following the issue of the first reports for years 7 – 10, and following the issue of the term 2 reports for years 11 -13.

Details of dates etc. will be published in “Goldie”.

### **COMMUNICATIONS**

Please ask your son or daughter for the "Goldie" which is the school newsletter published every fortnight. This will have details of any changes to routine, information on what is happening at school and notices of meetings, as well as students' work and community notices. It is issued every second Wednesday. Contact the office if you would like to receive the Goldie by email.

A variety of newsletters will be written to you by the Principal, Deans, Form Teachers and staff in charge of special events such as trips, sports, etc.

### **CONTACTING THE SCHOOL**

If you are concerned about your student, please:

- Ring the school office
- Give the pupil's name and form class
- Ask that the year group Dean contact you, or
- If the matter is *serious*, ask to speak to a Deputy Principal or the Principal.

### **ABSENCE, SICKNESS, EMERGENCY**

- ***All absences must be explained as soon as possible*** by a parent or other caregiver, preferably with a telephone call first thing in the morning
- A student who becomes sick or injured while at school must report to the office
- Only when a parent or other responsible adult has been contacted and can take care of an ill pupil will she or he be released from school
- Medical help will be secured where necessary
- Any absence for reasons other than sickness or other emergency should be discussed with the Principal
- An adolescent Health Clinic is run by the practice nurses at lunch times at the Golden Bay Medical Centre on Monday-Friday lunch times (1.05 - 1.45). Students may attend the clinic for help with health related difficulties. ***Students MUST sign the Exit book when going out of the school grounds. (See page 19).***

## ***PARENTS AND SCHOOL***

Parent involvement is urged with homework assignments, and in encouraging children to be positive about themselves, supporting the parent seminars, sharing ideas with other parents and caregivers, and learning new skills and strategies for positive parenting.

## ***HOME AND SCHOOL ASSOCIATION***

- Works to ensure the parent's voice is heard.
- Ensures close co-operation between home and school.
- Undertakes projects for the benefit of the school.
- Meets on a regular basis.
- Hopes all parents will offer their support in one of the many ways available.
- Advertises its meetings in "Goldie".

### ***Committee Members:***

Caroline Jones (Chair)	Paddy Brennan (Secretary)	Roger File
Kerry Gentleman (Treas)	Leanne Harwood	Billy Kerrisk
Katherine Tucker	Glenda Allinson	Giesela Winter
Nicki Winter		

There is also a group of "Friends of the Home and School Association" who have offered to help out when needed, but don't necessarily attend meetings.

## ***SPORTS DAYS, MUSIC CONCERTS ETC.***

Parents are always welcome at sports and cultural events, especially as volunteer helpers. Details are published in the "Goldie" and/or Newsletters.

## **PERIOD TIMES**

This year the school day will be as follows:

8:45	Form Time
9:00	Period 1 begins
9.55	Period 2 begins
10:50	Morning Interval
11:15	Period 3 begins
12:10	Period 4 begins
1:05	Lunch
1.55	Form Time, DEAR (Drop Everything and Read) and Deans Assemblies School Assembly Thursday
2:15	Period 5 begins
3:10	School day ends

## **TERMS AND HOLIDAYS FOR 2012**

<b>TERM 1</b>	Thursday 2 February to Thursday 5 April Waitangi Day – Monday 6 February Good Friday – 6 April ( <i>occurs in school holidays</i> ) Easter Monday – 9 April ( <i>occurs in school holidays</i> ) Anzac Day – Wednesday 25 April
<b>TERM 2</b>	Monday 23 April to Friday 29 June Queen's Birthday – Monday 4 June
<b>TERM 3</b>	Monday 16 July to Friday 28 September Mid Term Break – Monday 10 September
<b>TERM 4</b>	Monday 15 October to Thursday 13 December Labour Day – Monday 22 October

## **LEAVING THE SCHOOL GROUNDS**

Pupils in Years 7-12 may leave the school grounds **only if**:

- They are going home for lunch. If students go home for lunch regularly they should bring a note from home at the beginning of the year, and this will be kept at the office once the form teacher has signed it.
- They have permission from their Form Teacher, supported by a note from home. This note should be signed by the form teacher and brought to the office when signing out.
- They have *special* permission from a Deputy Principal or Dean of their Year level.
- Any Year 13 student granted special permission to do schoolwork in her or his own home during timetabled study periods must use the Exit book every time.

***ALL students leaving the school grounds for any reason must always sign the EXIT book, and sign in when they return to school.  
(This is for safety reasons).***

## **LEAVE OF ABSENCE**

***All requests for special leave must be made in writing to the Principal.*** This is for any leave other than absence due to health or bereavement.

## **STUDENTS AND CARS**

No student in Years 7-12 is permitted to be driven by any other student during the school day i.e. between 8.45 am and 3.10 pm for any reason. Exemption to this will be given to Year 13 but only when permission has been granted by parents/caregivers.

## **BUSES**

- Bus rules must be followed to ensure the safety of pupils
- At the end of school, pupils are required to report to bus lines and wait
- No pupil shall board a bus without direction from the duty teacher
- Any parent with concerns about buses should contact Mr Compton, the Bus Controller

The following guidelines have been recommended by the Ministry of Education and should be followed at all times when using school buses. Pamphlets on bus safety for caregivers and students are available from the LTSA.

### **Behaviour and safety on buses**

#### *Loading onto the bus:*

- Wait in the designated place – well back from the road
- Wait until the bus has stopped
- Walk in single file – younger students go first
- Be patient – no pushing
- Carry your backpack (it may catch on the door if you wear it)
- Find a seat straight away
- Put your bag and anything else you are carrying on your lap or under the seat in front of you
- If there is no empty seat, stand in the aisle filling the back of the bus first.

#### *Behaviour on the bus:*

- Once seated, remain seated
- Seated passengers put bag under seat or on knee
- Standing passengers hold seat or rail for support
- Keep behind the driver at all times
- Keep voices low so the driver can concentrate
- Keep still so the driver is not distracted
- Keep the inside of the bus clean and damage free
- No eating or drinking on the bus.

#### *Leaving the bus:*

- Get out of the front door of the bus unless it is not practical to do so. When unloading at school both doors (if fitted) may be used
- Carry your backpack (do not wear, it can catch in the door)
- Step down carefully – no pushing
- Wait on the verge well back from the road until the bus has gone and you can see clearly
- Always use the kerb drill before crossing
- Cross the road where you have been told to cross.

# Golden Bay High School

---

**COSTS** This year your student should expect the following costs:

**STATIONERY (Week 1):** Students are required to purchase their own stationery. This is sold by the school at the start of each year and is available throughout the rest of the year from the office. Our costs are as low as the cheapest city retailers. Overall costs will depend on the subjects taken, and how careful students are in looking after their gear from year to year. Approximate costs are:

Year 7 - \$70      Year 9 - \$60      Year 11 - \$50      Year 13 - \$40  
 Year 8 - \$40      Year 10 - \$40      Year 12 - \$70

Some write-on workbooks or manuals are required by some subjects and are generally \$10-20 each. Details will be on the stationery form at the start of the year. Stationery is sold on a cash basis (no credit). If Income Support Service are paying for you please get the ISS slip by stationery day. (See the main office for help).

**SUBJECT FEES** While there are no subject fees charged at Golden Bay High School, a donation towards the cost of materials used in various subjects is requested along with the Activity Donation.

**SCHOOL DONATION** Suggested donation figures are outlined below.

	Curriculum Donation per student	<b>Plus</b> an Activity Donation of:  \$90 for a single student at school or \$140 for a family of 2 or more
Years 7-8	\$45	
Years 9-10	\$65	
Years 11-13	\$110	

A family with a year 8 and a year 11 student for example, would expect to contribute \$295. These funds also subsidise such things as sports uniforms, school magazine, some field trips and sports trips or cultural activities. While it is not compulsory we strongly urge parents to support the school by making this payment. We recommend setting up an automatic payment so that it can be paid in manageable instalments.

**We remind parents that all school donations are tax deductible and can be claimed by filling out an IR526 form.**

*The bank account number to make payments to is:*

0	2	0	7	6	4	0	0	8	6	9	8	3	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

## MISCELLANEOUS

At various times throughout the year there will be costs associated with sports, subject and field trips. Also optional activities such as shows, school ball, plays, defensive driving etc.

## EXAMINATION & ASSESSMENT FEES FOR NCEA Levels 1, 2, 3

NZQA Fees are \$76.70. Families on low incomes, a Community Services Card, or with more than one student entering qualifications are eligible for financial assistance. Forms will be made available to claim this.

## **TRANSITION PROGRAMMES**

Using our guidance-centred approach to education, we consider the needs of our students on an individual basis. Most will leave the Bay for further education, training or work. We make a special effort to help them in this difficult transition, through Work Exploration and 'STAR' Courses for all students.

We are proud of our student record relating to placements and successes at tertiary level.

Our students tend to have a good work ethic and good conversation skills, as well as optimism for the future.

Students are encouraged to set goals and plan for the future, accept responsibility for determining the quality of their lives, learn how to set goals effectively, and understand how they can benefit from the experience of both success and failure.

- Orientation for students and parents - Year 6 and 7
- Career Education - Year 10. Interests, strengths, career choices and subject choices for Year 11 are considered.
- Transition is a subject option for Year 11. This course covers topics such as: communication skills, time and stress management, preparing a CV and career planning.
- Work exploration:
- Year 11 - three days in Takaka
- Year 12 - five days, preferably outside Takaka
- Courses which introduce students to vocational pathways are actively promoted to enhance future opportunities.
- Gateway Course in Years 11, 12 and 13

Career and subject choices are carefully monitored.

## **SENIOR SCHOOL QUALIFICATIONS**

There is now a variety of qualifications in the senior school. Students from year 11 upwards will work towards the *National Certificate of Educational Achievement (NCEA)* at Level 1 (Year 11), Level 2 (Year 12) and Level 3 (Year 13). In addition they can gain credit towards NZ Certificates in vocational areas while they are still at school. See the Course Information Booklet for more information on qualifications.

### **LITERACY SUPPORT**

Our Special Education personnel develop and provide programmes specific to the needs of children with a variety of learning deficits or special aptitudes.

Disabilities range from severe impairment to just one area of learning difficulty, while giftedness can require an extension programme.

Teachers, teacher aides and peer tutors staff the Special Education Department. They use a wide range of diagnostic techniques to monitor pupils' progress.

In addition they:

- Give withdrawal and in-class help
- Set regular home/school remedial work
- Design suitable programmes
- Make appropriate resources
- Have regular conferencing with staff
- Hold Individual Education Plan meetings
- Generally provide an environment that supports and motivates the learners.

If you have any concerns about your child's performance, please contact the Literacy Support Co-ordinator, Mrs Val Brownlie.

### **DEAR**(Drop Everything and Read)

Staff at Golden Bay High School believe that reading is a cornerstone in life-long learning and in school based education. In 1999 we instigated a daily 20 minute sustained, silent reading period, which has since received favourable feedback from staff, students and parents.

Students may choose what they read, though they are not permitted to flick through magazines. Parents are asked to encourage their students to read and can assist by reminding them to bring suitable reading material, suggesting titles and sources to students and by talking to them about what they are reading.

## **SCHOOL UNIFORM DRESS CODE (Years 7 - 11 Uniform)**

### Guidelines:

All students must wear clean, tidy and appropriate clothing for school.

#### **A. GIRLS**

- Plain black shorts or skirt. *When standing with arms at your sides, shorts or skirts must be at least at your fingertips.*
- Plain black trousers/stretch pants/jeans/track pants.
- Plain white blouse, plain white T-shirt or plain white skivvy. No hoods, not sleeveless, no midriff, no cleavage, no undergarments showing. Black tops not an option.
- Natural coloured or black pantyhose may be worn with the skirt.
- Plain black or plain white ankle socks.
- Black leggings under skirts and shorts may be worn.
- A white camisole top is allowed underneath a plain white top (either long or short sleeves.) There should be no other colours worn underneath and two white layers only.

#### **B. BOYS**

- Plain black trousers/jeans/track pants/shorts.
- Plain white shirt, plain white T-shirt or plain white skivvy.
- Plain black or plain white ankle socks.

#### **C. ALL**

- Bottle green polarfleece vest or long-sleeved tops bearing the school logo\*.
- Jackets - no longer than hip length and of tidy appearance.
- No hoods on white tops.

#### **D. SHOES**

- Shoes must be predominantly black. White soles or white markings on shoes are acceptable. Laces may be black or white (not both). Other colours on shoes, including grey, are **not** acceptable. Black or brown sandals *with a back strap* are permitted.
- Multi-coloured sports shoes are **NOT** permitted.

#### **F. PHYSICAL EDUCATION UNIFORM**

- Plain black taslon shorts bearing school logo or initials GBHS\*
- Plain house coloured T-shirts.\*
- Tracksuit pants and sweatshirt or rugby jersey - plain.
- One-piece swim suit.
- Sport shoes - clean and non-marking.
- All gear must be clean for each lesson and without writing or advertising.

* see page 26
---------------

#### **G. HATS**

- The wearing of sunhats outside is encouraged.
- Sunhats and jackets are not to be worn in classrooms or assembly.
- A plain woollen hat may be worn **outside during terms 2 and 3.**

## **MUFTI DRESS CODE (Years 12 and 13)**

This dress code applies to all students who have permission to wear mufti. Students at school should be practically, attractively and economically dressed in a manner that allows students and parents some choice. ***The choice of clothing should be neat, clean, decent and appropriate for school life.***

### **AIMS**

- To allow students and parents a choice of clothing to be worn to school and on associated school activities.
- To give guidelines to ensure safety and decency and to prevent clothing giving offence.
- To discourage competition of dress and to ***encourage modest dress appropriate to everyday work.***

### **GUIDELINES FOR THE WEARING OF UNIFORM AND MUFTI**

- a. Clothing worn to school is to be clean, tidy, decent and not torn or frayed.
- b. Clothing will not carry offensive messages or pictures, or slogans relating to alcohol and other drugs.
- c. Footwear must be worn. It must be clean and in good repair. Sandles with back straps are permitted.
- d. T-shirts are acceptable school wear. Year 12 and 13 students will be permitted to wear sleeveless, semi-formal tops (not shoestring straps or basketball type singlets with large armholes). All tops must cover the midriff. ***Under-garments should not be visible.***
- e. ***Shorts and Skirts: when standing with arms at your sides, shorts or skirts must be at least at your fingertips.***
- f. Sunhats, gloves and coats are not to be worn in classrooms. A plain woollen hat may be worn outside during terms 2 and 3.
- g. Care must be taken with loose clothing and long hair which might be unsafe, e.g. near machinery, bunsens, etc. Students may be asked to remove items of clothing wherever health or safety might be an issue.
- h. Excessive jewellery will not be worn as it can be dangerous in the gymnasium, laboratory and workshops. A small stud, bar or ring no bigger than 10mm, is the only jewellery to be worn in any piercing. No sharp or pointed piercings.

Appropriate dress sense, and awareness of the expectations of the community, should be fostered in our students.

**NOTE:** The school reserves the right to decide whether standards of personal dress and grooming are acceptable, and to take action when standards are unsatisfactory.

***If you can't wear the correct uniform:*** See your Form Teacher before Period 1. You must have a note from home explaining the circumstances.

***All personal property must be clearly named.***

## ***DRESS***

**Helmets:** To comply with the law everyone riding a bicycle must wear an approved safety helmet.

**Years 12 and 13** are allowed to wear uniform as set for Years 7-11, or reasonable mufti. All clothes and footwear must be clean, safe, decent and appropriate. (See Mufti Dress Code on page 25).

**Years 7- 11** pupils are expected to wear their uniform showing self-respect in their appearance. They have a variety of options within the Year 7-11 Dress Code/ Uniform . (See page 24).

### **NOTE**

The school reserves the right to decide whether standards of personal dress and grooming are acceptable, and to take action when standards are unsatisfactory.

\* School polar fleeces, PE short and PE t-shirts are supplied by the GBHS Home & School Association. There will be sale days notified through Goldie and also on the Year 6 orientation day. Contact Linda Mason 525 9914.

## ***PROPERTY***

- **All personal property must be clearly named.**
- Money and valuables should be handed in to the office for safekeeping.
- No responsibility is accepted by the school for mp3 players, iPods etc. if they are brought to school. We strongly recommend students **DO NOT** bring these to school.
- Cell phones must be turned off and out of sight during class. (Refer to cell phone protocol on page 13).

## ***ALCOHOL, TOBACCO AND OTHER DRUGS***

When at school or in school uniform or involved in any school activity, no pupil is permitted to carry or consume alcohol or to carry or smoke tobacco or to carry or use any other drug (except her or his properly prescribed medication).

### **WHAT TO DO...**

#### ***If you lose something (or find something):***

Lost property is quickly returned **if it is named!** Unnamed articles will go into the lost property store and if not claimed will be given away to charity at the end of each term. If you have lost an article of clothing you may ask for a key at the office and go and have a look for it. Valuables (watches, jewellery etc.) may be kept at the office, and there is often lost property in the gym, so try there too. If you find something that has obviously been lost or left behind please take it to the office and they will try to find the owner.

#### ***If you can't wear the correct uniform:***

See your Form Teacher before Period 1. You must have a note from home explaining the circumstances.

#### ***If you are sick or absent:***

Parents should ring the school office to let us know if you are away; or write a note to show your Form Teacher when you return to school.

#### ***If you need to leave the school grounds during the day*** (for any reason):

Bring a note from home explaining the reason, and get your Form Teacher to sign it in the morning. When you leave, put your note on the spike at the office and sign the 'Exit' book, with the time that you left. **Remember** to fill in your return time, *when you return* to school. Those who go home for lunch regularly may bring a note at the beginning of the year which will be kept in the notebook, **but you must still sign out, and in, every time.**

#### ***If you are ill or hurt during the day:***

Go to the office. The office staff will make the best arrangements for you.

***If you have problems***

See the Dean of your year level or see Mini Foley (School Guidance and Support) or for employment advice see Mr Batten (Careers).

Year Level Deans:

- Year 7 ..... Mrs Taylor
- Year 8 ..... Mr Sinclair
- Year 9 ..... Mr Bayliff
- Year 10 ..... TBC
- Year 11 ..... Mr Slow
- Year 12 ..... Ms Palmer
- Year 13 ..... Mr Batten

Mini Foley can help with:

- Educational matters - subjects, courses, study problems, learning difficulties, motivational problems, examination techniques.
- Vocational matters - career decisions, interview techniques, job information.
- Personal/Social matters - loneliness, lack of self-confidence/esteem, family problems, relationship difficulties, difficulties with financial demands.

The guidance office is in the Music Suite. If Mini is not there, you can leave a note and she will contact you.

***If you want to change your course:***

You must get the permission of the Dean of your year level, and after consultation with your parents, you must inform the Office in writing.

***If you want to learn to play a musical instrument:***

See one of the instrumental tutors:

- Mrs Murray (brass)
- Mrs Machin (piano, flute, violin)
- Mr Holloway (guitar)

***If you are going to leave school:***

Collect a leaving form from the office and follow the instructions. If you want a school testimonial you must apply early. Get these forms from your Dean.

***Student Support Fund***

*Financial hardship should not stop a student from taking part in any school activity, such as field, sport or cultural trips. There is a Student Support Fund available to assist. Please contact the Guidance Counsellor or teacher in charge of the activity if finance is a problem.*

### ***THE LIBRARY***

The library has undergone considerable development in recent years. The library manager, Yvonne Whiting is available during school hours to help students find recreational reading and relevant material for their research. Senior students wanting to work in the library when there is a time-tabled class in there should be courteous and check with the class teacher.

### ***COMPUTER NETWORK***

The school has a number of computers which are connected to a File Server. These workstations can be used for creating and storing documents, looking up information on CD-Roms, on the GBHS Intranet, supervised internet access, printing and so on. Students are registered on the network with a user name and password when they enrol. A network user contract must be signed at the time of enrolment. Misuse of this facility may result in a withdrawal of this privilege. This registration includes a set amount of printing which is usually enough to cover the majority of required work. Excess printing can be purchased from the office in the form of a top up card.

### ***CANTEEN***

Our canteen provides extremely nutritious and tasty food for morning interval and lunch. Unlike the majority of canteens in schools, most of the food that is sold is made on site, thanks to our skilled and friendly canteen staff and if sufficient warning is given, they will cater for special dietary needs. We endeavour to keep prices as low as possible. The canteen is not for profit but we do need to cover costs. There is no student access to the shop across the road from the school. Our canteen has been used by the Ministry of Education as a model for the implementation of the government's healthy food in school guidelines.

## ***OVERSEAS STUDENTS***

Each year we welcome students from other countries. Some come as exchange students and some as fee-paying students. In previous years we have had students from Venezuela, Brazil, Australia, Finland, Japan, Thailand, Hong Kong, USA, Korea, Norway, Denmark, Germany, Iceland and Sweden. We value the international perspective they bring to our small community, and the friendships that are made help bring an awareness of other cultures.

The exchange organisations arrange host families for their students, and the school arranges host families for fee-paying students.

Golden Bay High School organises ESOL classes for students who need extra tuition in English, and provides them with support to help them settle into their new environment.

Students from GBHS can also apply to go on exchange. Mr Compton has information on such schemes.

## ***HOMEWORK***

Homework is intended to:

- Cement learning, especially through practising skills that have been taught
- Ensure that practical and theoretical work are mutually supportive
- Ensure students are well prepared for their next lessons
- Develop study skills, including organisation and motivation
- Ensure that the syllabus is covered as fully as possible, while making best possible use of teacher-student contact time
- Ensure that the essential work not covered during school time is completed in students' own time

Years 7 to 8 students may expect to do a minimum of 30 minutes homework per night, increasing with age up to 2 hours minimum per night in Year 13.