



## GENERAL INFORMATION AND COLLEGE RULES

### General Conduct

All students are under the care and authority of the school from leaving home in the morning until returning home in the afternoon, while at school or on a school trip and when representing the school in sporting, cultural or other activities. In their behaviour they should show courtesy, respect and consideration for others. In their dress, speech and language they are expected to conduct themselves in a way that reflects positively on themselves, their home and their school. Smoking and the possession or use of drugs and alcohol are prohibited on the school premises or while students are wearing the school uniform or under the care and authority of the school. The entire school and grounds are designated "Smokefree".

### Attendance

The day begins with a roll check at 8.45am and finishes at 3.15pm. Students should be at school in enough time to prepare themselves for the day and to be at all classes punctually.

All student absences must be explained by their parent/caregiver as soon as possible. These explanations can be sent to the school office by email, phone call, through the school app, or by a written note. Please contact the office before the start of the school day if a student is not going to be on site. If a student is away without notification, the office will ring the primary caregiver on the morning of the absence.

Medical certificates are required for extended periods of absence, or if a student is unable to sit an NCEA internal assessment or examination due to sickness.

Any applications for leave, other than sickness, must be made to the Principal in writing in advance of the leave period. Under the Ministry of Education guidelines, any holidays in term time are treated as unjustified absences. Special leave will be granted on a case by case basis.

Specialist and other essential appointments should be made where practicable, outside school hours. The best learning takes place when students are in class.

### Injury or illness

Students who are ill or injured should report to a teacher and then to the school office. The situation will be monitored and the student may remain in the sick bay. The office staff may contact a student's parent or caregiver to make arrangements for her to go home. If the injury or illness is serious, parents or caregivers will be contacted immediately. Students are not to make alternative arrangements to contact parents or to leave the school grounds without the school's permission

### Homework

Students are expected to study regularly at home. Parents can support this by providing a suitable place and environment to study and by taking an interest in the work. Year 9 & 10 students can expect about one to one and a half hours of homework per night and seniors about two to three hours. It is important that a good pattern of study is established at Year 9 so that by the time the student is in the senior school she is ready for the longer hours necessary for good progress at that level. PTO>



### **Care of property and belongings**

Students' property should be clearly labelled with their own name. The school offers on-the-day security for money and articles of value, which may be placed in a named envelope and handed into the office. Lockers are assigned to students at the beginning of each year and can be locked. No student is allowed to go into another's bag or locker or use her books, clothing or other belongings without her permission. The school cannot be held responsible for any loss or damage. PTO>

Any damage to school property must be reported to the Assistant Principal. The parents of any student who wilfully or carelessly damages school property will be required to pay for that damage.

### **Lateness and permission to leave the school grounds**

Students who arrive at school late should report to the school office. They should have a note explaining their lateness and will be issued with a late slip to take to their class teacher. No student will be admitted late into class without a late slip.

Students are expected to remain in the school grounds during the school day. A Canteen operates daily within the school and is open at Breaks 1 and 2. Requests to leave must be supported by a note of explanation from parents or caregivers and students must sign out at the office. On return, students must sign in again at the office

### **Detention**

Subject teachers may keep students in for misbehaviour or inadequate work. Students breaking the school rules or misbehaving at school may be kept in after school on Wednesday from 3.30 – 4.30pm for a School Detention. Students will receive a form which will notify parents or caregivers of the time and the reason for the school detention.

### **Buses**

Students travelling on school buses are to abide by the bus rules. These will be explained to students at the beginning of each year.

### **Telephone**

There is a telephone available in the school office, at Break 1 and Break 2, if students need to contact parents and caregivers during the school day. Students are allowed to use their cell phones during breaks. We ask that parents avoid contacting students on their cell phones during class time as they should not be receiving calls or texts. If contact is required urgently please ring the school office.

