

SCHOOL INFORMATION

Absence

Caregivers should telephone the school (ph: 7585023) before 9.00am to advise of student absences. Truancy and absences from class without permission are serious offences and the school will follow up on any non-explained absences.

Students who will be away from school for any length of time for reasons other than illness should apply to the Principal in writing using the Planned Absence form. NCEA students need to ensure that they follow correct procedure if they miss an internal assessment.

Accidents

Report immediately to the nearest staff member or to the College Office.

Attendance

It is a legal requirement for all children between the ages of 6 and 16 to attend school [The New Zealand Education Act 1989 (section 20)]. AT SHGC attendance is monitored carefully. Attendance at every lesson is important for success. Students are expected to attend all timetabled lessons and to behave in a manner that allows all students to learn effectively. A medical certificate may be required to explain absences longer than 3 days.

Bullying

Bullying is deliberate, involves a power imbalance, has an element of repetition and is harmful. Bullying, in any form, is not tolerated at SHGC. All instances of bullying (alleged or observed) will be taken seriously and followed up. If you are a victim of bullying or a bystander to bullying, you should report it immediately to a staff member.

Buses

School buses are provided by TRANZIT. Pupils travelling by public transport to and from school should remember that they represent their school and should behave appropriately at all times.

Any problems or questions with the buses should be directed to the school's bus coordinator – Mr Murray.

Car parking

Caregivers should not drive into the school grounds to drop off or pick up their daughters as this poses a significant safety hazard. Please ensure that you respect the parking warnings on Pukaka Street. There are two visitor car-parks located outside the main building.

Technological Devices

Technological devices are important learning equipment. All members of the school sign a E-learning and Digital Citizenship Agreement which outlines acceptable use of devices.

Devices can be given WIFI access. Students should see the IT Technician.

Cycling

Students cycling to school must wear a recognised safety helmet. Cycles should be chained at the bike stands.

Classroom conduct

To ensure effective learning it is important that classes operate in a happy, calm and productive manner. It is necessary for students to be polite, punctual, properly prepared, and able to work in an appropriate manner. It is also important that each student is sensitive to the rights of others to speak and to be listened to. They need also to be sufficiently patient to leave discussions of grievances until the end of the period.

Computers and Cyber-safety

All students need to use their own login and must not share this with others. Students will be allocated with printing credit at the beginning of the year. Once this has been used up they will need to pay for further credit at the school office. A full copy of the school's cyber-safety policy can be found on the school's website. You have also signed a copy of the cyber-safety agreement upon entry to the school. Students can have WIFI access enabled if they bring their device to school. All students will be allocated a school email account.

Disabilities and Special Needs

It is important that caregivers inform the school of any long term or temporary disabilities or special needs. If your daughter has a special medical condition the school needs to be informed so as to work with you to formulate a suitable action plan. This information should be forwarded to the SENCO (Special Education Needs Coordinator)

GEMS (Goals Encourage Mana and Success)

GEMS classes are held regularly and help the students to set and monitor their goals. Your daughter's GEMS teacher should be your first point of contact in the school.

House Events

A variety of House events are organised throughout the year. It is expected that all students are fully involved in each house activity.

Daily Notices

The daily notices are read to students at the beginning of each day in Vertical Form Time. Copies of the notices are then posted on the walls of each classroom. All students should ensure that they have read the notices each day.

Leaving the School Grounds during the day

Students may only leave the school grounds if they sign out at the office. The office will require parental permission or an official appointment card before they allow a student to leave. Students must also sign back in upon their return.

Lateness

It is important to be on time for each lesson. If you are late you will be asked to go to the office to get a "Late "pass". If you are late at the beginning of the day you will need to report to the office before going to class

Emergency Procedures:

Emergency evacuation procedures are on the wall in every classroom. Emergency practise drills are held each term.

Fire

Report any outbreak to the nearest teacher.

The Fire Alarm is a LONG CONTINUOUS bell. When the alarm is heard, walk out of the building in an orderly manner. Take the most direct outdoor route.

Assemble on the school's Tennis Courts in your Vertical Form.

Earthquake

Move away from windows and dangerous equipment which could fall over.

Take shelter under solid furniture, e.g. desks. Remain calm and stay under cover until you are told otherwise.

Lockdown

An intermittent bell will sound. Students will be directed by their teachers about what to do. You will need to remain in your classroom until told otherwise.

Library

The librarian's name is Ms Lyon. The library is open from 8.30am to 4.00pm each day including lunchtime. It is closed at interval and straight after lunch.

Books may be borrowed from the library – please return by the due date.

No food, drinks or bags are allowed in the library

Please approach the librarian if you need any help or advice.

Lockers:

There are lockers available for Year 9-12 students. There are not enough lockers for every student. You need to provide your own lock. Lockers must remain clean and tidy. If you take a locker without permission your lock will be cut off. Lockers must be cleared at the end of each year.

Lunchrooms

All students are allocated a lunchroom. This is a privilege. These rooms must be kept in a tidy manner otherwise the privilege will be removed. When the weather is fine it is

expected that students will spend their lunchtime outside under the shade.

Medication

If a student requires medication this should be brought to the attention of the School Office and medication should be stored with the staff in the School's Office. No medication will be given to students without caregivers being contacted.

Out of Bounds

At the beginning of the year Deans will outline to the students the areas that are out of bounds during the school day. These areas include the bottom field (without express approval for practice by a sports coach), the perimeter adjacent to the railway line and Elizabeth House areas. Boarders are not to return to Elizabeth House during the daytime without permission of the Hostel Manager.

School Hours

School starts at 8.40am every school day. Lessons finish at 3.20 each afternoon, except for Wednesday when school finishes at 3.00pm.

The school office is open from 8.00am to 4.00pm each school day.

Serious offences

Bringing illegal substances, including alcohol and cigarettes, on to the College grounds or to any College event is not allowed.

Sickness/Accident

If a student becomes sick while they are at school, they need to get a note from a teacher and report to the front office. The office staff are trained in first aid.

The Office will contact caregivers to take the student home. Some students will be escorted to the Sick Bay if necessary. An ambulance will be called for any serious illness or accident.

Sports Teams

Listen to the Daily Notices to get involved. The Sports Coordinator can be contacted to offer advice regarding the sports offered at SHGC. Students are required to sign a "Code of Conduct" form before being involved in any sport at the College. Specific information regarding each sport will be distributed by the teacher in charge of the sport.

Student Vehicles

In the interest of safety, no pupil may bring a motor vehicle to school or carry another pupil as a passenger without the knowledge and consent of the Deputy Principal and parent/caregiver. There is no student parking inside the school grounds.

Study Habits and Homework

It is the responsibility of any student attending Sacred Heart Girls' College to work to the best of her ability in each curricular or extra-curricular activity. In practice, this means co-

operating with the teachers, joining in class or group activities, and obeying the instructions of teachers at all times. It also involves completing homework and assignments on time. Plan ahead if a particularly busy time of the year is coming up. You should consult your teacher or Dean if you are experiencing problems with your study habits or need some advice. The Student Academic Leaders will provide study and homework advice. A regular time and space will be advertised.

Uniform

Wearing the school uniform correctly is a reasonable expectation. The uniform must be worn neatly at all times, especially in public and on formal occasions.

All uniform requirements can be purchased from Campus Clothing, 94 Gill Street, New Plymouth.

All items of uniform must be clearly named.

Junior Uniform: Year 7 to Year 10

- Approved SHGC Tartan skirt (mid-knee length)
- Approved semi-fitted white short sleeve blouse
- Maroon College jersey
- **Summer Footwear:** Black leather sandals with a back strap OR black leather shoes with white ankle socks
- **Winter Footwear:** Black leather shoes with white ankle socks or black stockings
- **PE Gear:** House coloured Polo shirt and Regulation Navy Blue shorts. Sports shoes and socks are required at all times

Senior Uniform: Year 11 to Year 13

- The College blazer is compulsory for Years 12 and 13 and optional for Year 11.
- Approved semi-fitted white short sleeve blouse
- Chequered shirt - blue
- Navy skirt to mid-knee length
- Maroon College jersey
- **Summer Footwear:** Black leather sandals with a back strap OR black leather shoes with white ankle socks
- **Winter Footwear:** Black leather shoes with white ankle socks or black stockings

Formal Senior Uniform (to be worn at all formal school events including Assembly):

- Blazer
- White Blouse
- Blue skirt mid-knee length
- Black stockings or white ankle socks
- Black Shoes

Jewellery Expectations

At SHGC we have an expectation that students will wear their uniform with pride and accept the schools' dress code. This may include the wearing of minimal jewellery items including:

- A wristwatch
- A set of plain earrings (plain studs)
- A cross or taonga worn unobtrusively under the school blouse

Additional piercings, extra jewellery items or obvious tattoos are not included in the dress code. Students may wear a clear plastic retainer for additional piercings. Students wearing additional jewellery will be asked to remove it. Students with visible tattoos will be asked to cover them.

USBs

The use of USB's is discouraged. Students should use the cloud storage available on 365.

Use of Main Entrance

Use of the main entrance is for staff and visitors. Student entrance is opposite the Kupa Māori.

Water Bottles

Students are encouraged to remain hydrated during the day. Water bottles are acceptable in class.

The College reserves the right to discipline or stand-down any student whose attitude or behaviour, at the discretion of the Principal, is considered unacceptable. Students have the right of appeal to the Board of Trustees in such circumstances. (Education Act 1989)

WHAT TO DO IF YOU.....

are unable to attend school by 8.30am	Your parent/caregiver phones the office each day you are absent (06)758 5023
are late for school	Bring a note from your parent/caregiver and report to the office for a late slip
are ill while at school	Have your subject teacher sign a permission slip and you go to the office
lose something/report a stolen item	Fill out an incident form at office
have been absent	Bring a note to your Vertical Form teacher
have an appointment during school time	Bring a note from parent/caregiver and bring to the office to sign out
have an accident	Report to a duty teacher, or the office
change address or telephone number or e-mail address	Inform the school office
need to see a Dean or Counsellor or the College Chaplain	Approach the Dean or Counsellor personally, or leave a note in the counselor's letterbox located outside the Chaplain's Office, or email, or send a text message
want information on school buses	See Mr Murray
want to be a Librarian	See the Librarian Ms Lyon
want to be involved	Watch daily notices and noticeboards
want music tuition	See the Music Teacher Mrs Hunter
have been bullied or have seen someone bullied	Report it. Fill out an incident form at the Counsellor's letterbox. Inform GEMS teacher/Dean/Counselor/DP
need to pay for something	Put money in an envelope, with your name on the front and what it is for. Place in locked box at the office. Eftpos is available at the front office (not credit)
have a DTG issue	See IT technician
need your DTG password changed	Go to the office

need to pay for extra printing	Go to the office
my daughter (in Year 11 – 13) is sick and she will be missing an internal assessment	Please email Andrew Murray (Principal's Nominee for NZQA) on amu@shgcnp.school.nz or phone 7585023 ext 144. A medical certificate will be required to cover this absence.
my daughter is having an issue with a particular subject and I would like to ask questions of the teacher	<p>Please email the subject teacher on: teachercode@shgcnp.school.nz You can then arrange a time for a phone call or a visit if required.</p> <p>Note: the teacher codes are 3 letter codes, eg AMU for Andrew Murray. A full list is found on our website accessed from the Contact Us page or this link:</p> <p>http://www.shgcnp.school.nz/WebSpace/784/</p>
my daughter is having an issue with more than one subject or her time management skills, or we would like some help with goal setting or subject selection	Please contact her GEMS teacher (Year 10-13) or her homeroom teacher (Year 7-9) on: teachercode@shgcnp.school.nz
<p>my daughter is having an issue with more than one subject or other aspects of school, or she has a home or health situation</p> <p>(Please note there is naturally some cross over between the work of the GEMS/Homeroom teacher and the Dean and sometimes either person is fine to contact. This will depend on your previous relationship and the nature of the issue)</p>	<p>For pastoral care please contact your daughter's Dean:</p> <p>Year 7: Ross Howarth rho@shgcnp.school.nz</p> <p>Year 8: Andrea Taylor ata@shgcnp.school.nz</p> <p>Year 9: Carly Avery cav@shgcnp.school.nz</p> <p>Year 10: Barbara Costelloe bco@shgcnp.school.nz</p> <p>Year 11: Joan Hodson jho@shgcnp.school.nz</p> <p>Year 12: Term 1 & 2 Amanda Brown abr@shgcnp.school.nz</p> <p>Year 12: Term 3 & 4 Jeremy Taylor jta@shgcnp.school.nz</p> <p>Year 13: Melissa Seddon mse@shgcnp.schoool.nz</p>

my daughter has an issue with an NZQA assessment. This could be an issue with an internal assessment, the school practice exams or the final external exams	You will need to contact the NZQA Principal's Nominee. Contact Andrew Murray amu@shgcnp.school.nz
have any other issues not covered here, or if you are unsure of who to contact	Please ring the school on 7585023 and our office staff will help you out.

Schedule

	Period	Start	Finish	Time (m)	Comment
Monday	Vertical Form	8.40	8.50	10	Prayer, notices, morning attendance
	1	8.50	9.50	60	
	2	9.50	10.50	60	Tuesday: GEMS
Tuesday	Interval	10.50	11.10	20	
	3	11.10	12.10	60	
	4	12.10	1.10	60	
Thursday	Lunch	1.10	2.00	50	
	Assembly	2.00	2.20	20	Monday: Full school assembly – go straight to Event Centre at warning bell Tuesday/Thursday: Assembly as advised OR Long VF Friday: Singing/House meeting as advised
Friday	5	2.20	3.20	60	

	Period	Start	Finish	Time (m)	Comment
Wednesday	Vertical Form	8.40	8.50	10	Prayer, notices, morning attendance
	1	8.50	9.50	60	
	2	9.50	10.50	60	
	Interval	10.50	11.10	20	
	3	11.10	12.10	60	
	4	12.10	1.10	60	
	Lunch	1.10	2.00	50	
	5	2.00	3.00	60	Early finish for whole school