

Whanau Hononga (*Family Connection*)



Useful Information
for our SGHS Families
2021



Kia Ora

It is a pleasure to welcome parents and whanau to our school. We see the education of your daughter as being a partnership—home, school and the students, and quality communication is the key.

We hope this booklet will provide useful information to help build a strong connection between home and school and a clearer understanding of the school rules we ask the girls to follow..

Please trust us that we will always do what is best for your daughters, and value your support of our rules and procedures.

Your presence in the school is valued and I look forward to seeing you often at meetings and at other occasions.

Hei kona mai

Yvonne Browning, Principal

Digital Communication

School Phone: 03 2116030

School Email: excellence@southlandgirls.school.nz

Website: www.southlandgirls.school.nz

Facebook: [facebook.com/sghsnz](https://www.facebook.com/sghsnz)

Instagram: [sghsnz](https://www.instagram.com/sghsnz)

School Stream Parent Info Portal

<https://southlandgirls.myschoolstream.net>

Edge Caregiver Portal

<https://parent.musac.school.nz/>

Booking a Personal Learning Conference

www.schoolinterviews.co.nz

Key Support Personnel

Academic Tutor (Yr 9-13) / Home Room Teacher (Yr 7/8)

Your daughter's Academic Tutor/Home Room Teacher is the first port of call for concerns relating to the emotional, social, physical and academic well being of your daughter. You can contact them via email using the following formula:

staff member first name.staff member surname@southlandgirls.school.nz

E.g. yvonne.browning@southlandgirls.school.nz All staff can be contacted in this way. Please be aware that teachers and Senior Leaders are not always readily available if you just arrive expecting to speak with them (they are often teaching). Mrs Mason or Mrs Flannery at Student Services will help you to make an appointment.



KEY DATES

Term Dates 2021

2 February to 16 April—**Term 1**

3 May to 9 July—**Term 2**

26 July to 1 October—**Term 3**

18 October to 10 December—**Term 4**

STATUTORY HOLIDAYS

Waitangi Day

6 February

(Observed 8th February)

Easter: (in Holidays)

2 April – Good Friday

5 April —Easter Monday

6 April—Easter Tuesday

ANZAC Day

25 April

(Observed 26th April)

Queen's Birthday

7 June

Labour Day

25 October

Specialist Services

Other Key Contacts

- **Margaret Ereckson** **Head Guidance Counsellor**
margaret.ereckson@southlandgirls.school.nz
- **Steve Jackson** **Guidance Counsellor**
stephen.jackson@southlandgirls.school.nz
- **Liz Dodds** **Careers Advisor**
liz.dodds@southlandgirls.school.nz
- **Sarah Rabbitt &**
- **Kerrin Tattersfield-Smith** **Literacy Support**
sarah.rabbitt@southlandgirls.school.nz
kerrin.Tattersfieldsmith@southlandgirls.school.nz

Contacting Senior Leaders

Principal

Yvonne Browning (via my P.A. Deb Hay)

deb.hay@southlandgirls.school.nz

Deputy Principal

John Grogan

john.grogan@southlandgirls.school.nz

Assistant Principals

Lee Pirini (*Options, Timetable and Assessment*)

lee.pirini@southlandgirls.school.nz

Rowana McNaught

(*Student Welfare*)

rowana.mcnaught@southlandgirls.school.nz

Amanda Tiplady

(*Year 7 and 8*)

amanda.tiplady@southlandgirls.school.nz

Year Level Co-ordinators 2021

Year 7

Mrs Elaine McEvoy

elaine.mcevoy@southlandgirls.school.nz

Mrs Shona Skelt

shona.skelt@southlandgirls.school.nz

Year 8

Mrs Hannah Krammer

hannah.krammer@southlandgirls.school.nz

Year 9

Mrs Michelle Diack

michelle.diack@southlandgirls.school.nz

Mr Carl Ereckson

carl.erickson@southlandgirls.school.nz

Year 10

Mrs Elizabeth Roy

elizabeth.roy@southlandgirls.school.nz

Mr Dave Beadle

david.beadle@southlandgirls.school.nz

Year 11

Mrs Sarah Rabbitt

sarah.rabbitt@southlandgirls.school.nz

Mrs Courtney Smith

courtney.smith@southlandgirls.school.nz

Year 12

Mrs Nicola Hawkes

nicola.hawkes@southlandgirls.school.nz

Year 13

Ms Liz Dodds

liz.dodds@southlandgirls.school.nz



ABSENCES DURING THE SCHOOL YEAR

Absences (Due to illness/injury—3 days or more)

A medical certificate will be needed to cover this absence. This is especially important for Year 11-13 as it may affect their NZQA / Exam results.

Lunchtime Passes

These are only issued to students who are going home or away with their registered caregivers.

Daily Timetable

Please note the school day runs from 8.50am - 3.10pm.

Monday	Tuesday	Wednesday	Thursday	Friday
8:50 – 9:50	8:50 – 10:15	8:50 – 10:15	8:50 – 10:15	8:50 – 9:50
9:55 – 10:55	INTERVAL	INTERVAL	INTERVAL	9:55 – 10:55
INTERVAL	10:35 – 12:00	10:35 – 12:00	10:35 – 12:00	INTERVAL
11:15 – 12:15	LUNCH	LUNCH	LUNCH	11:15 – 12:15
LUNCH	AT 12:50 – 1:10	AT 12:50 – 1:10	AT 12:50 – 1:10	LUNCH
1:05 – 2:05	1:10 – 2:10	1:10 – 2:10	1:10 – 2:10	AT 1:05 Assembly 1:40
2:10 – 3:10	2:10 – 3:10	2:10 – 3:10	2:10 – 3:10	2:10 – 3:10

SGHS School Day Timetable

Lateness to school

All students arriving late to school, including those arriving after an appointment, must report to Student Services with a note from a parent/caregiver. Students are expected to be at school and in class on time every day. **Classes start at 8.50am, so girls need to be at school before 8.50 a.m.** Regular lateness is not acceptable.

Planned Absence

3 Days or more out of school

Steps

1. Write a letter to the Principal (Please give at least 3 days notice)
2. Student brings letter to Principal between 8.30-8.45am.
3. Student receives a form which allows for each of their teachers to sign off their absence, and where appropriate, outlines work to be completed during the absence.

NB: Any absence during the school term may have a negative effect on your daughter's learning, especially at NCEA Levels.

Appointments

Students need to bring a note to the Principal's Office for any Medical, Dental, Eye or Specialist appointments. Student Services will then issue a pass for students to be out of school during this time. Students must report in to Student Services on their return to school after their appointment.

Illness

Parents either ring the school notifying their daughter's absence or students take a note to their Academic Tutor / Home Room Teacher on their return to school giving dates and a reason for absence.

FREQUENTLY ASKED QUESTIONS

Can my daughter leave during the school day?

No, unless you give her permission for her to do so.

What happens if my daughter can't wear her full uniform?

She must bring a note from you to the Principal/Deputy Principal to get a pass for being out of uniform.

What if my daughter feels unwell during the day?

She must go to Student Services. Your daughter should not arrange to be picked up or leave the school grounds without the School's knowledge. We will contact you to let you know she wishes to come home. This enables you to make the appropriate arrangements for her, particularly if you are working/not at home.

What if my daughter's device is damaged or broken at school?

Your daughter is responsible for the care and safety of any devices. The school does not accept any responsibility for loss or damage. Our advice is to make sure that the device is covered by your own insurance. We do provide free Wifi.

Why is it compulsory for my daughter to wear winter uniform from early June to the end of Term 3?

It is simply too cold during this time for the summer uniform and we have found that if they do not wear warm clothing, that they are more susceptible to illness which often means absences and loss of learning time. However, if the weather improves dramatically this will be reviewed and the winter uniform may become optional at the latter end of the term.

How much homework will my daughter have?

This depends on her teachers, and of course, how hard she works in class to complete set work. There is nothing to stop girls reviewing their daily work each night. In fact, we recommend it. If you have concerns please contact her Academic Tutor / Home Room Teacher.

Can my daughter wear makeup-or nail polish with her uniform?

The simple answer is NO. Students are not to wear foundation, eye liner, lipstick or eye make-up with their uniform. Fake or gel nails are also not permitted.

Can my daughter be released to anyone other than a listed caregiver?

No. Student Services will only release students to caregivers who are listed on the student's file. If you want your daughter to go home with another caregiver you will need to provide written permission for this to occur.

Is my daughter allowed to leave during lunchtime to buy food or have fast food delivered?

The answer is NO to both questions as there is no need to do this. We offer a very comprehensive list of hot and cold food at our Canteen, The Food Hub.

Can my daughter have a facial piercing?

No. Nor can a student have a facial piercing covered with tape or a plaster. In fact, no school in town allows this. If a student comes to school with one, she will be asked to remove it or parents will be contacted to take their daughter to have it removed. Also only one earring in each ear (1 small stud /ring) is allowed.

What colour hair can my daughter have?

Normal colour ways of blonde, black, brown, auburn.

Please do not allow her to put blue/red/pink/green/purple/orange etc in her hair.

She will be asked to have the colour removed. Neither coloured hair extensions or beads are permitted.

Why does my daughter have to tie her hair up?

For Health and Safety reasons in specialist rooms like the Gym and Science rooms.

Hair flowing 'all over the show' can also be an ongoing distraction to her learning in normal class so we say 'hair tied back' please with neutral, red or navy hair ties.

All our girls know the answers to these questions, so please don't be fooled/persuaded it is okay.

UNIFORM

@ SGHS

Our uniform reflects that we are a quality school and gives a unique presence in the community.

Both the winter and summer uniforms with their various combinations allow for comfort and individuality.



Uniform Shops

You can purchase these uniform items at our school New Uniform Shop:

- Kilt
- Blazer
- School Summer Dress
- Red Jersey
- Activity Top
- Trackpants
- Shorts
- PE Top
- Spandex Shorts
- School Jacket

Second Hand Uniform Shop

We also have a full range of quality second hand items for both summer and winter through the PTA operated UniShop.

Summer

- Dress
- Red V Neck Jersey
- Blazer
- Red Lace up Shoes
- White Fold Over Ankle Socks (not the very short foot or knee high socks)

Winter

- Kilt
- SGHS White, drop neck, short or long sleeved shirt
- School Tie
- Blazer
- Red V Neck Jersey
- Navy Blue Tights or over the knee socks (not below the knee socks)
- Red Lace up Leather Shoes
- SGHS Scarf—red, white, blue stripe

Sports

- P E Top
- Canterbury pants or shorts (Navy)
- Black or navy plain jacket, or the school jacket
- SGHS Activity Top for cultural and sporting activities
- Gym shoes/boots with a non-marking sole

Digital Devices in the Classroom - Bring Your Own Device—BYOD



NETSAFE - netsafe.org.nz

It can be difficult to know where to start when thinking about keeping your children safe online. This is why Netsafe created the Family Safe Online Treaty to help all kids and their families to have a safe and positive time while using the internet and devices. Read our advice to get started.

FAMILY SAFE ONLINE TREATY

Netsafe has created the **Family Safe Online Treaty** to help young people have better online experiences. The Toolkit gives every parent and caregiver access to the support they need to teach their kids how to access digital opportunities and reduce harm. It was designed to overcome any perceived or real technology knowledge gaps between what parents know and what their child knows – or thinks they know.



All Year7-13 pupils will be expected to bring an ICT (Information and Communications Technology) device to use in their classes. We are committed to using ICT tools to support the girls' learning and enhance their ability to collaborate, communicate and create.

There are some general guidelines for what the device should have.

It must:

- Have good battery life. Devices must be charged at home, overnight.
- Have a keyboard. If your daughter uses an iPad, she will require a Bluetooth keyboard.
- Be Internet accessible so that students can access their Microsoft 365 Portal/Google Apps for education.
- Be covered by your insurance. The School will not be responsible for any loss or breakages.
- Please note – a Cell Phone will NOT be considered the most appropriate learning device going forward. Your daughter can bring in a device you already have if it meets the criteria above. For Year 7-10 we highly recommend Chromebooks, or some variation on this, because they are the most cost effective and durable for this age. For Years 11-13 we recommend laptops.

CELL PHONE GUIDELINES

Cell Phones need to be turned off and in the students bag in class, unless directed otherwise by staff.

If the girls break the rules about cell phones:

1. They will be asked to take their phone to Student Services and hand it in. They can pick it up at the end of the day from Student Services.
2. 2nd time, the process is the same BUT this time, a registered caregiver/parent will have to come and pick it up from Student Services.
3. 3rd time, parent/caregiver must pick up the phone and the student will be required to leave their cell phone at home for a 2 weeks.
4. If the problem continues then the student's Year Level Co-ordinator or a member of the Senior Leadership Team may become involved and this will result in 4 weeks ban on bringing the cell phone to school.

Outside the classroom at Interval and Lunch times:

- Phones must be used respectfully. They are not a tool to be used to harass or give others a hard time.
- Phones cannot be used to video anyone without the permission of all concerned—it is breaking privacy laws to film without permission.
- Phones cannot be used to video inappropriate activity.

Fees 2021

School Donation (\$75)

The donation is used to give your daughter a full range of opportunities beyond what is funded by the Government. We know this makes a real difference to her success. The donation of \$75.00 is a very small amount considering the important items it helps to fund.

- ◆ Employing additional teachers so we can offer a wide range of subject choices and smaller classes in some cases
- ◆ Resources to support learning, such as updating and maintaining IT equipment, including audio-visual gear, projectors and state of the art computers
- ◆ Technology equipment for specialist subjects such as robotics and digital technology
- ◆ Specialist equipment for areas such as music and the performing arts
- ◆ Subsidising curriculum trips within our community e.g. field trips.

Student Utility Fees (\$125)

This is a compulsory fee of \$125.00, designed to cover actual costs incurred by individual students throughout the year. Such things include School Year Book (Magazine), Postage, ENS Attendance Alerts, Corridor Computers, Library Books, Lunchtime recreational activities and equipment, House and Whole School activities such as Athletics Day, Colour Run, and other House activities, medical supplies, additional personal photocopying, Generation Badges and Archives.

Payments can be made directly into the school bank account or to Student Services which is open from 8.30am to 4.00pm each school day.

Things to note:

- ◇ Payments will be allocated to the oldest debt on the account first
- ◇ Extra curricular activities such as sports, camps etc must be paid prior to attendance

Should you wish to pay for your School Donation/Utility fee via regular instalments (weekly, fortnightly or monthly) please set up payment details through your own Internet Banking System, including the following information:

Account Name: Southland Girls High School Board of Trustees

Account No: 12- 3434 – 0028928 – 001

To correctly identify you and your payments you must also enter:

- **Student Surname and Initial**
- **Payment details** (e.g. Surname, Donation 2021)

You can claim 1/3 of your donation or partial donation as a tax credit at anytime of the year, or for any of the previous 4 years (after 1 April 2016). SGHS IRD number is 049 634 455

<https://www.ird.govt.nz/income-tax/income-tax-for-individuals/individual-tax-credits/tax-credits-for-donations/submit-a-donation-receipt>

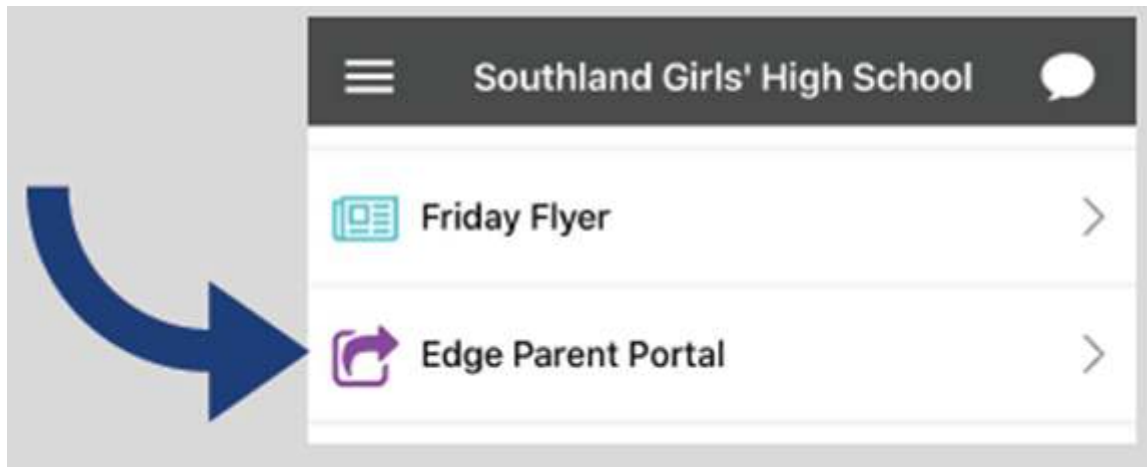
If you have any questions please contact : kirsten.turner@southlandgirls.school.nz

Your daughter benefits from the contributions of current parents and those of previous parents. Each generation 'Pays it forward' to support the high standard of teaching and facilities that benefit each student. We invite you to join us in continuing to create a culture and a school where each student can thrive.

Accessing the SGHS Parent Portal

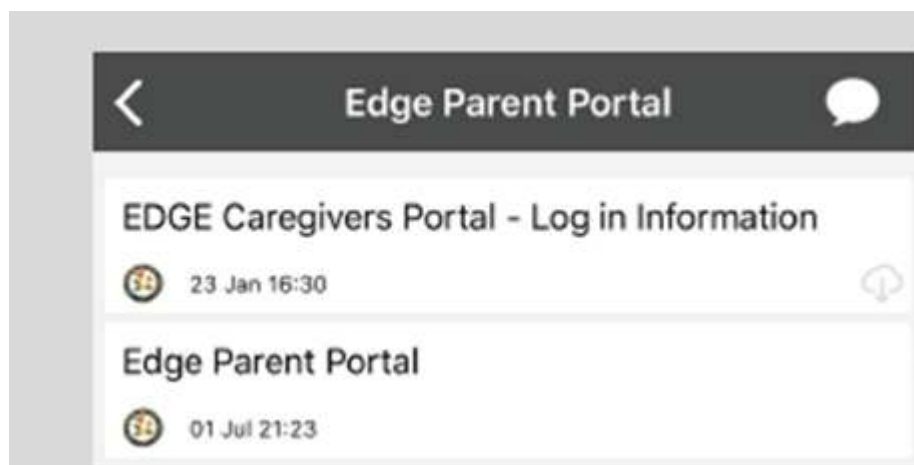
Using the School Stream APP

1. Click on the Edge Parent Portal tb in the School Stream App



2. You will be taken to this screen below:

- This is a very link for parents and caregivers to access your daughter's information.
- Please note only legal guardians listed with the school will be able to access your daughter's information.
- You will be able to access the following via the Portal:
 - Timetable, Attitude to Learning—Reports, Attendance, NCEA Summary, Payments, Pastoral History (any issues etc.) Announcements.



Using the SGHS Website

The link to the Parent Portal can also be accessed via our school website:

www.southlandgirls.school.nz

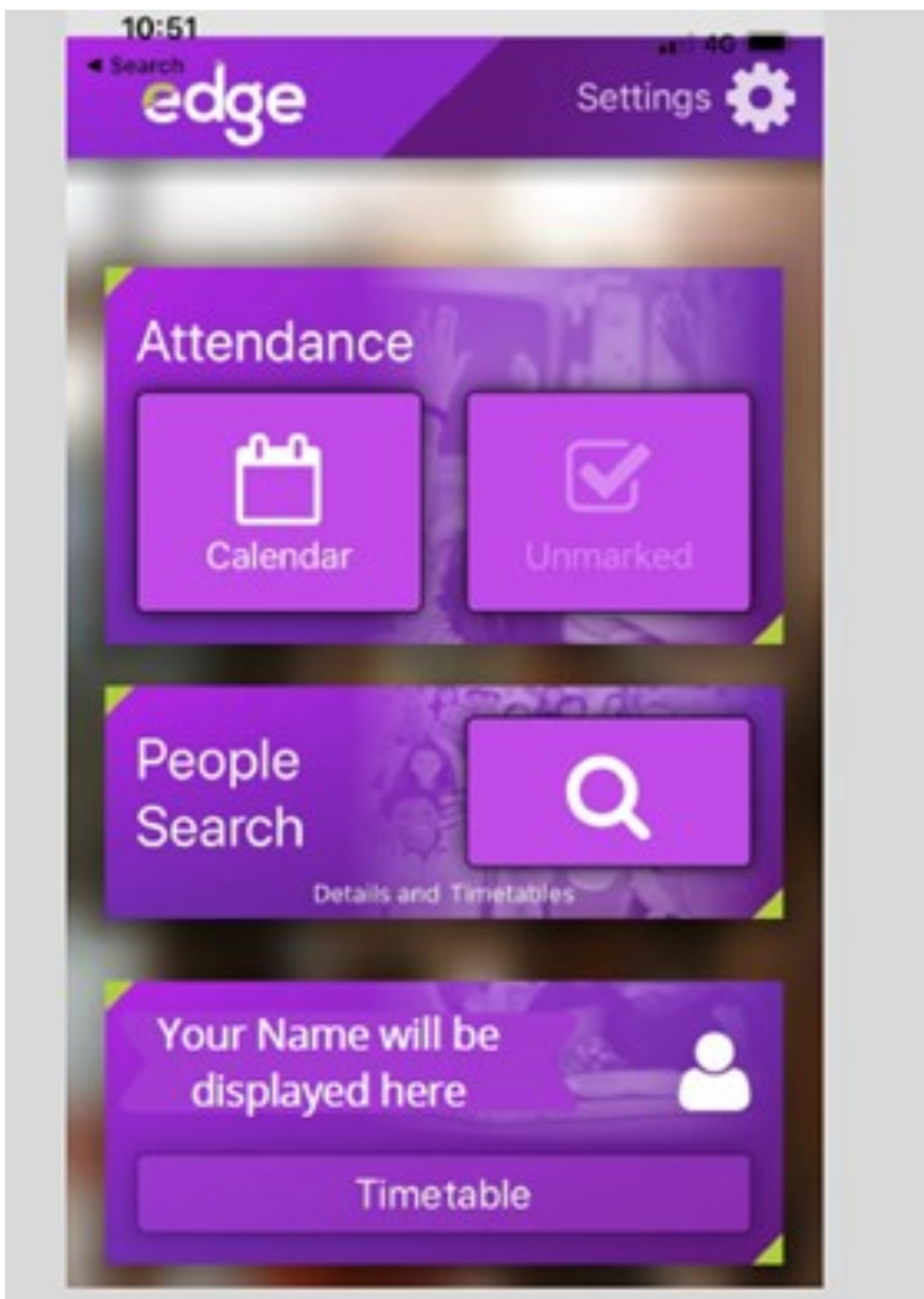
Click on this Icon on the home page:



Downloading from the Apple Store or Google Play on your mobile devices

The Parent Portal is available to download from your mobile device via Google Play store or the Apple App Store.

Once downloaded you can log in using your email provided to the school. Please note only the legal guardians listed with the school will be able to access your daughter's information in the portal.



Permission & Acceptance Notes

We are enclosing the key permission requirements / requests that need to be signed off at the beginning of this year.

This page must be completed and returned to your Academic Tutor by Thursday 26th March 2021.

Whanau Hononga 2021

I _____ (*student*) have read the Whanau Hononga and understand that these are guidelines that I must follow.

As the parent / caregiver of _____ (*daughter's name*) I acknowledge that I have read the Whanau Hononga, which outlines the school rules and guidelines for my daughter for 2021.

Signature of Student: _____

Signature of Parent / Caregiver: _____

Name of Parent / Caregiver: _____

School Marketing 2021

We / I the parent(s) / caregiver(s) of _____ (*daughter's name*) give permission for my daughter's photograph to be used in promotional and educational material and the school social media sites, providing my daughter's permission is sought first.

Signature of Parent / Caregiver: _____

Name of Parent / Caregiver: _____

Signature of Student: _____

Date: ___/___/2021