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# **WHĀNAU HONONGA**

## **(Family Connection)**

# **2022**

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**Useful Information for our SGHS Families**

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Kia Ora

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

We hope this information provides clear reference points and an understanding of the school rules we ask our students to follow.

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

We look forward to building a positive relationship with you and your child.

Hei kona mai,

Yvonne Browning  
Principal

## Digital Communication

- School Phone:** 03 2116030
- School Email:** [excellence@southlandgirls.school.nz](mailto:excellence@southlandgirls.school.nz)
- Website:** [www.southlandgirls.school.nz](http://www.southlandgirls.school.nz)
- Facebook:** [facebook.com/sghsnz](https://facebook.com/sghsnz)
- Instagram:** [sghsnz](https://www.instagram.com/sghsnz)
- Edge Caregiver Portal:** <https://parent.musac.school.nz/>
- Booking a Personal Learning Conference (PLC):**  
[www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz)

## Key Support Personnel

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

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

**firstname.lastname@southlandgirls.school.nz**

**e.g. yvonne.browning@southlandgirls.school.nz**

All staff are able to be contacted this way. Please note that teachers and Senior Leaders are not always readily available as they maybe teaching. Mrs Mason or Mrs Flannery at Student Services will be able to provide assistance if required.



**Yvonne Browning**



**John Grogan**



**Rowana McNaught**



**Lee Pirini**



**Amanda Tiplady**



## Senior Leadership Team

- **Principal – Yvonne Browning**

(via Personal Assistant, 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

- **Head of Junior School – Amanda Tiplady**

(Year 7/8)

amanda.tiplady@southlandgirls.school.nz

## Specialist Services – Students

- **Margaret Ereckson – Head Guidance Counsellor**

margaret.ereckson@southlandgirls.school.nz

- **Dr Haley Clark – Guidance Counsellor**

haley.clark@southlandgirls.school.nz

- **Ines Ferguson – Guidance Counsellor**

ines.ferguson@southlandgirls.school.nz

- **Liz Dodds – Careers Advisor**

liz.dodds@southlandgirls.school.nz

- **Sarah Rabbitt - Literacy Support**

sarah.rabbitt@southlandgirls.school.nz

- **Kerrin Tattersfield-Smith – Literacy Support**

kerrin.tattersfieldsmith@southlandgirls.school.nz

# Year Level Co-ordinators 2022

## 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 Sarah Rabbitt**

sarah.rabbitt@southlandgirls.school.nz

**Mrs Courtney Smith**

courtney.smith@southlandgirls.school.nz

## YEAR 10

**Mrs Michelle Diack**

michelle.diack@southlandgirls.school.nz

**Mr Carl Ereckson**

carl.ereckson@southlandgirls.school.nz

## YEAR 11

**Mrs Elizabeth Roy**

elizabeth.roy@southlandgirls.school.nz

**Mr Dave Beadle**

david.beadle@southlandgirls.school.nz

## YEAR 12

**Mrs Nicola Hawkes**

nicola.hawkes@southlandgirls.school.nz

## YEAR 13

**Ms Liz Dodds**

liz.dodds@southlandgirls.school.nz



## Daily Timetable

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



# Absences During the School Year

## Absences

### (Due to illness/injury–3 days or more)

A medical certificate is needed to cover this absence. This is especially important for students in 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.

## Appointment Pass

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 sign in and out at Student Services on their departure and return to school after their appointment.

## Lateness to school

All students who arrive late to school, 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, students need to be at school before 8.50 a.m.**

Regular lateness is not acceptable.

## Planned Absence Procedures

### (3 days or more out of school)

1. Write a note to the Principal (Please give at least 3 days notice), outlining the reason and dates student will be absent.
2. Student brings letter to Principal between 8.30-8.45am.
3. Student's will be issued a form which allows for each of their teachers to sign off their absence. Any school work that is required to be completed during the student's absence will also be listed.

### Sickness and Absences (2 days or less)

Parents may either ring the school, or use the Edge App to notify their child's absence.

Students can also take a note to their Academic Tutor / Home Room Teacher on their return to school giving dates and a reason for their absence.



# Uniform

The Southland Girls' High School Uniform is smart and distinctive. It is universally identifiable.

Both Winter and Summer uniforms with their various combinations allow for comfort and individuality. Our red shoes are an established icon which gives us a unique presence in the community.

Our uniform sets the tone for the school. We want all students to wear the complete and correct uniform at all times, including to and from the school.

We expect all students to maintain a high standard of dress at all times.

## 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



## 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 shop.



# Frequently Asked Questions

## **Can my child leave during the school day?**

No, unless you give permission for them to do so and only after a leave pass has been given to them.

## **What happens if my child can't wear their full uniform?**

They must bring a note from you to the Principal/Deputy Principal to receive a pass for not being in correct uniform.

## **What if my child feels unwell during the day?**

They must go to Student Services. Your child 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 that they wish to come home. This enables you to make the appropriate arrangements for them, particularly if you are working or not at home.

## **What if my child's device is damaged or broken at school?**

Your child 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 child 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 to be worn. We have found that if students do not wear warm clothing, they are more susceptible to illness which can lead to absences and loss of learning time. However, if the weather improves dramatically, this is reviewed and the winter uniform may become optional towards the end of the term.

## **How much homework will my child have?**

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

## **Can my child wear makeup-or nail polish with their uniform?**

No, students are not permitted to wear foundation, eye liner, lipstick or eye make-up with their uniform. Fake or gel nails are not permitted.

## **Can my child 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 child to go home with another caregiver you will need to provide written permission for this to occur. Please ensure you keep all your contact details up to date.

## **Is my child allowed to leave during lunchtime to buy food or have fast food delivered?**

No, our school FoodHub offers a very comprehensive list of hot and cold food available for purchase.

## **Can my child 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, they will be asked to remove it or parents will be contacted to take their child to have it removed.

## **Can my child wear jewellery?**

Students are permitted to wear only one earring in each ear (1 small stud / keeper) and a watch is allowed.

## **What colour hair can my child have?**

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

Please do not allow them to put blue/red/pink/green/purple/orange etc in their hair. They will be asked to have the colour removed. Neither coloured hair extensions or beads are permitted.

## **Why does my child have to tie their hair up?**

Health and Safety reasons require students to have their hair tied back in specialist rooms like the Gym and Science rooms.

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

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

## Bring Your Own Device (BYOD)

All Year 7–13 students 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 students learning and enhance their ability to collaborate, communicate and create.

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

### It must:

- Have good battery life. Devices must be charged at home, overnight.
- Have a keyboard. If your child uses an iPad, they 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 own personal insurance. The School is not responsible for any loss or breakages.
- Please note - a Cell Phone will is NOT considered the most appropriate learning device.
- Your child 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.

## Cellphone Guidelines

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

If a student breaks 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 is ongoing then the student's Year Level Co-ordinator or a member of the Senior Leadership Team may become involved. This will result in a 4 week 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 consent.
- Phones cannot be used to video inappropriate activity.





# Edge Parent Portal–for Parents and Students

The Edge Portal is a very useful tool for both students and parents to access and track information relating to the students timetable, reports and attendance.

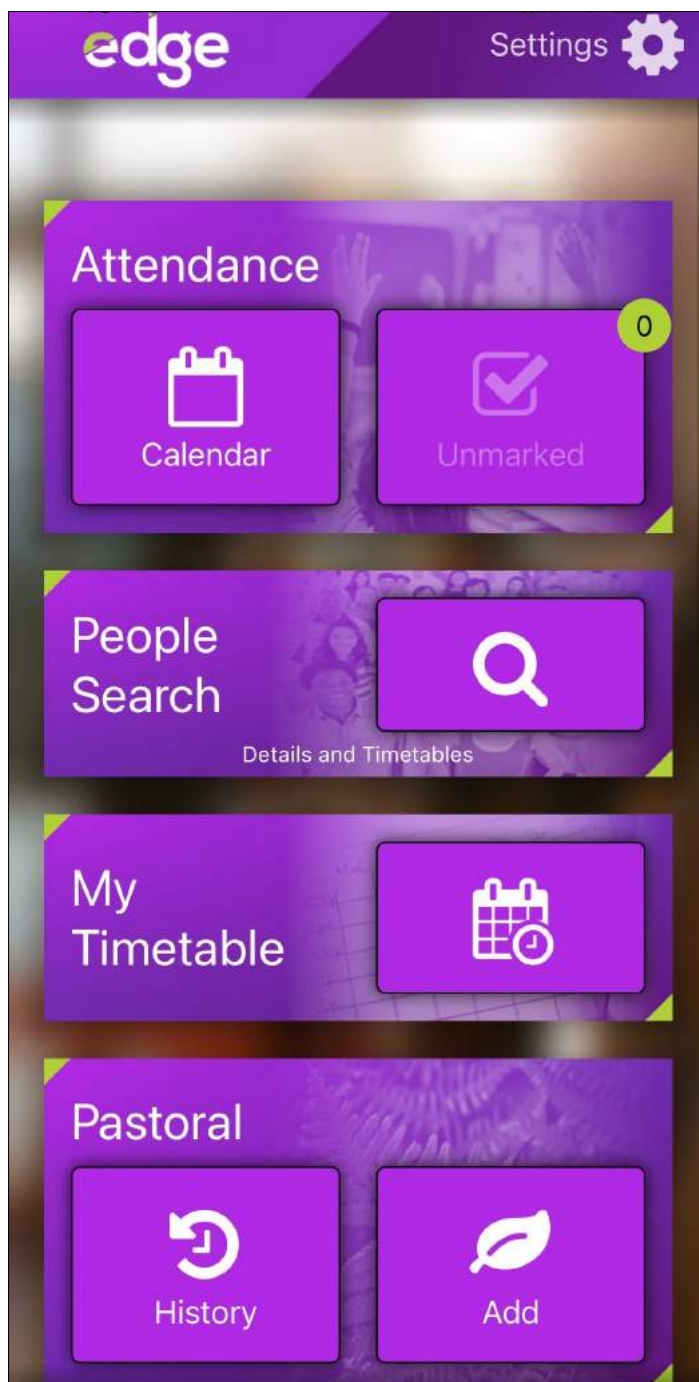
It can be accessed through your mobile phone Apple app store or Android Google play store.



There is also a link to the parent portal via our school website:  
[www.southlandgirls.school.nz](http://www.southlandgirls.school.nz)

Once downloaded you can log in using the email address registered with the school. The service is only available to the legal guardians listed against the student.

If you require assistance with downloading the app, please speak with our Student Services team who will be able to assist.



# The FoodHub

Southland Girls High School is proud of our Food Hub which produces fresh and nutritious food each day for students to purchase.

It is open to students at both interval and lunchtimes - we firmly believe that students need to fuel their minds and bodies to be successful learners.

Your child can pre-order and pay for their lunch meals at interval break.

We accept Eftpos and Cash for payment.



## MENU 2022

### SANDWICHES AND ROLLS

Single filling Sandwich	\$4.00
Double filling Sandwich	\$5.00
Gourmet or Ham or Chicken Salad on Rye	\$5.50
Chicken Tender & Salad Wrap	\$5.00
Sushi ( <i>Tues &amp; Thurs</i> )	from \$4.00
Chicken & Salad Hamburger	\$5.50
Pinwheel Wrap	\$5.50
Gourmet Salad in a Box	\$5.50
Pasta Salad	\$5.00
Roasted Vegetable & Feta Couscous Salad	\$5.00

### HOT FOOD

Mouse Trap	\$3.50
Savoury Bun (Spaghetti)	\$3.50
Scone	\$3.00
Cheese Roll	\$1.50
Garlic Roll	\$2.50
Sweet Muffin	\$3.50
Baked Potato	\$5.50
Potato Wedges ( <i>Thurs &amp; Fri</i> )	\$5.50
Bacon & Egg Muffin	\$4.50
Breakfast Wrap	\$4.50

### OTHER

Fresh Fruit Salad	\$4.50
Fresh Fruit per piece	\$1.00
Slices	\$3.50

### HOT FOOD ON A ROTATIONAL MENU

Chicken Egg Noodle Stir Fry	\$5.50
Beef Lasagne	\$5.50
Bacon & Egg Pie	\$5.50
Fried Rice in a Box	\$5.50
Macaroni Cheese	\$5.50
Spaghetti Bolognaise	\$5.50
Tomato Bacon Basil Pasta	\$5.50
Toasted Panini	\$5.50
Butter Chicken & Rice	\$5.50
Beef Nachos	\$5.50
Chicken & Mushroom Pie	\$5.50
Pesto Chicken Pasta	\$5.50
Roasted Vegetable & Feta Strudel	\$5.50
Chicken & Bacon Pasta	\$5.50
Potato Bake	\$5.50

And many more Daily Specials

Light Chips	\$2.50
Proper Chips	\$2.50
Popcorn	Large \$1.50 Small 80¢

### DRINKS

Flavoured Water	\$3.50
H2Go Water (750 ml)	\$3.00
Flavoured Milk	\$2.20

**Please check the  
Noticeboard at the Food Hub  
for the Daily Specials**

## Heat Ups

- Run by senior students and supervised by staff at lunchtime.
- Located next to the Performing Arts Theatre (ToT).
- Food for the pie warmer must be brought at interval (named and AT/Homeclass written on it).
- Food items are to be collected within the first 15 minutes at lunchtime.
- Services provided are: hot water for noodles, a pie warmer, and microwaves to heat food.
- Students must bring their own cutlery.
- There is no charge for this service.

**Please complete the following forms below and return them to your child's Homeroom / AT teacher by Tuesday 22 March 2022.**



### **Permission for Social Media/Marketing**

Please indicate your permission for the publishing of your child's name or images on our school website, marketing materials, newsletters/publications and social media platforms including Facebook and Instagram.

SGHS believes it is important to celebrate student achievement, but is aware of the potential risks when such personal information or material is published on-line.

**Please indicate your preference by ticking the relevant box.**

I / we do give permission for my child's name, image, or work to appear on the school website, marketing materials, school newsletters/publications and social media platforms including Facebook and Instagram.

**OR**

I / we do not give permission for my child's name, image, or work to appear on the school website, marketing materials, school newsletters/publications and social media platforms including Facebook and Instagram.

I will advise my child to take responsibility by not participating in situations or events where they will be photographed, such as sporting team photos, so as not to penalise other students who are willing to have their image shared.

**Signature of Parents / Caregivers:** \_\_\_\_\_

**Name of Parents / Caregivers:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/2022

### **Whānau Hononga 2022 – Declaration**

I \_\_\_\_\_ (*student*) have read the Whānau Hononga 2022 and understand that these are guidelines that I must follow.

As the parents / caregivers of \_\_\_\_\_ (*child's name*) I / we acknowledge that I / we have read the Whānau Hononga, which outlines the school rules and guidelines for my child for 2022.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/2022

**Signature of Parents / Caregivers:** \_\_\_\_\_

**Name of Parents / Caregivers:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/2022