



Southland Girls'
High School

WHĀNAU HONONGA

HANDBOOK FOR SGHS FAMILIES

2024

Respect
Te Whakaute



Integrity
Mana



Responsibility
Takohanga



WELCOME



Ko te manu e kai ana i te miro nōnā te ngahere - The bird that eats of the miro berry, owns the forest
Ko te manu e kai ana i te mātauranga nōnā te ao - The bird that eats of knowledge, owns the world



Yvonne Browning
Principal

Kia ora koutou,

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

We hope this information is helpful in building a strong home-school partnership.

Please trust us that we will work hard for your child. We value your support in our efforts to provide the best possible education for them.

We look forward to the exciting year ahead.

Ngā mihi nui,

Yvonne Browning
Principal



SGHS

How to Contact Us

Phone: 03 211 6030

Email: excellence@southlandgirls.school.nz

Website: www.southlandgirls.school.nz

Facebook: facebook.com/sghs

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

Edge Parent Portal:

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



If you have any queries or concerns regarding your child and their learning, please contact their Academic Tutor or Homeroom Teacher. Any concerns relating to specific subjects should be directed to the subject teacher.

All staff are able to be contacted via email, please note that teachers are not always readily available during the day for phone calls as they may be teaching. Our Student Services Team will be able to provide assistance if required.

Our staff email format is:

firstname.lastname@southlandgirls.school.nz

Our full staff listing can be found on our school website at:

<https://www.southlandgirls.school.nz/staff/>

'Not for school but for life we are learning'
Ehara i te kura engari mo te oranga e ako ana tātou



SGHS

Our Senior Leadership Team



JOHN GROGAN
DEPUTY PRINCIPAL



ROWANA MCNAUGHT
ASSISTANT PRINCIPAL



LEE PIRINI
ASSISTANT PRINCIPAL



AMANDA TIPLADY
HEAD OF JUNIOR
SCHOOL



Wellbeing Services for Students



MORGAN HUNTER
EDUCATIONAL
PSYCHOLOGIST

morgan.hunter@southlandgirls.school.nz



MARGARET ERECKSON
SPECIAL NEEDS
CO-ORDINATOR (SENCO)

margaret.erickson@southlandgirls.school.nz



RACHEL SMITH
CAREERS &
TRANSITIONS ADVISOR

rachel.smith@southlandgirls.school.nz



SARAH RABBITT
HEAD OF LITERACY
SUPPORT

sarah.rabbitt@southlandgirls.school.nz



Year Level

Co-ordinators 2024

YEAR 7

Elaine McEvoy
Shona Skelt

YEAR 10

Elizabeth Roy
Dave Beadle

YEAR 8

Hannah Krammer

YEAR 11

Zara Parsons
Eddie Peters

YEAR 9

Sarah Rabbitt
Courtney Hansen

YEAR 12

Carl Ereckson

YEAR 13

Nic Hawkes

Daily Timetable

School starts at 8:50 am and finishes at 3:10 pm

Mon	Tues	Wed	Thurs	Fri
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 - 1:05	AT 12:50 - 1:05	AT 12:50 - 1:05	Lunch
1:05 - 2:05	1:10 - 2:05	1:10 - 2:05	1:10 - 2:05	1:05 - 2:05
2:10 - 3:10	2:10 - 3:10	2:10 - 3:10	2:10 - 3:10	2:10 - 3:10



Absences

The Ministry of Education Guidelines are that students should attend school at least 90% of the time, i.e. an average of 1 day of absence per fortnight.

Sickness or Injury

2 days or less

Parents may either ring or email the school, please ensure this is done before 9am on the first day of their absence.

Phone: 03 211 6030 or

Email: margaret.flannery@southlandgirls.school.nz (Attendance Officer)

3 days +

Parents may either ring or email the school, please ensure this is done before 9 am on the first day of their absence and a medical certificate is required to cover this absence.

Phone: 03 211 6030 or

Email: margaret.flannery@southlandgirls.school.nz (Attendance Officer)

Planned Absence

A planned absence is when you know your child will not be at school for 3 days + eg. family holiday, funeral, club trips.

- Please consider that good attendance is strongly linked to educational success. Please support your child to aim for full attendance all term where possible.
- If a student is sitting NCEA, including evidence exams and an internal assessment occurs during their absence, this may mean students are unable to sit this internal.

Please notify the school by following the steps below, please give at least 3 days notice:

1. A note to be written to the Principal from the caregivers outlining the reason and dates student will be absent.
2. The student brings the letter to the Principal's Office between 8:30 am - 8:45 am
3. The student will then be issued a planned absence form which allows for each of their teachers to sign off their absence and assign any school work that is required to be completed while they are absent.



Appointments

Lunchtime pass

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 appointments held during a school day.

Student Services will then issue a pass for students to be out of school during this time.

The student must sign out at Student Services and sign back in when they return to school. Failure to do this will mark them absent unless otherwise advised.

Lateness to School

All students who arrive late to school must report to Students Services on their arrival, a note is required from parents/caregivers.

If you need to collect your child during the school day without prior arrangements, you must notify Student Services prior to collecting them.

**Student Services is open from 8:30 am - 4 pm
Monday - Friday (Term Time only)
Phone: 03 211 6030**



Fees & Payments

Student Utility Fee \$125.00 *per student*

This compulsory fee covers the costs incurred by individual students throughout the year including:

Non-Ministry funded facilities, Generational Badges, School Magazine, School Vans, Postage, ENS Attendance Alerts, Library Computers, Library Books, Lunchtime recreational activities and equipment, Whole School activities such as the School Athletics Day and Colour Run; medical supplies, additional personal photocopying and annual photos of whole school groups for the school Archives.

School Donation \$75.00 *per student*

Our parents can help provide a quality education for our students through giving a voluntary contribution. This donation is used to give your child an extensive range of opportunities beyond what is funded by the Government. We know this makes a real and lasting difference to a student's success. The donation goes toward funding the following items at SGHS:

- Resources to support student's learning such as technology equipment for specialist subjects like Robotics, Digital Technology, Music and the Performing Arts.
- Subsidising school field trips within our wider community. These trips provide an important link between the classroom and learning in the real world. Students have the opportunity to explore future career pathways in a practical environment.
- Parents and whānau can claim a 1/3 of the donation or partial donation as a tax credit at any time 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>.



Fees & Payments

PTA Subscription \$30.00 *per family*

Our Parent's Association contributes much in the way of resources to the school each year. In 2023, we were fortunate to receive over \$20,000.00 from the PTA supported the breakfast club, and extra resources to many departments within the school, including PE, Performing Arts, English, Science, Art, Music and Technology. Twelve new picnic tables were also purchased for students to utilise at breaktimes.

The Parent's Association is always looking for parents and whānau to join their group who give so generously of their time to the school. However, if you cannot donate your time, the donation of \$30.00 is a wonderful alternative to support the PTA and the work they do.

Board of Trustee Payment Procedure

Board financial procedure requires payment in full, by the due date for your child to purchase resources, participate in sports or attend trips/events.

- Payments received will be allocated to the oldest unpaid fees and charges owing on your child's account first.
- Extra-curricular activities operate on a "pay before you play" policy.
- All student's school accounts must have a zero balance by the end of Term 4 of the academic year eg. by Dec 2024.

Payment Options available:

- Via our SGHS Online Store
- Direct Credit
- Instalments
- Automatic Payments: an AP form is available on our website
- Eftpos (available at Student Services)
- Cash

Account Name: Southland Girls' High School

Account Number: 12-3434-0028928-001

To correctly identify you and your payment, please enter:

- Particulars: Payment detail eg. trip name, resource purchased
- Code: Student's AT class
- Reference: Student's last name



SGHS

Uniform

The school uniform is smart and distinctive. It is instantly identifiable and iconic. Both the winter and summer uniforms with their various combinations allows for comfort. We expect all students to wear the correct uniform at all times, including outside of school. The **Red** Shoes lead the way. Stand out and be proud. Generations of old girls remember their days in the red shoes with pride and a sense of belonging.



Summer



- Summer dress
 - Red V neck jersey
 - School Blazer
- (students from Year 9 upwards have the option of wearing this)*
- Red lace up shoes
 - Plain white fold over ankle socks
- (NOT, short ankle socks or knee high length)*

Winter



- Kilt
 - SGHS White, drop neck short or long sleeved shirt
 - School tie
 - School Blazer
- (students from Year 9 upwards have the option of wearing this)*
- Red lace up shoes
 - Navy tights or navy over the knee socks
- (NOT below the knee high length)*
- Scarf - optional

Sport



- PE Top
- Navy shorts
- School Jacket or plain black or navy jacket
- New Activity Top - optional; but is required for any cultural or sporting events
- Sneakers - preferable non marking soles

The school has two uniform shops available for purchasing items; the new uni shop and the 2nd hand uni shop.

Please contact our Student Services team to make an appointment.

Please note: payment is required at time of purchase.

You can also purchase some new uniform items via our online store:
<https://store.southlandgirls.school.nz/>



SGHS

FAQ's

Frequently Asked Question's

- **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 if 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 their device. 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 at this time of the year 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 3.

- **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 makeup, lipstick or nail polish 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. We also have a 'heat up' option if students bring their own food to school.

- **Can my child have a facial piercing?**

No. Nor can a student have a facial piercing covered with tape or a plaster. 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 way of blonde/black/brown/auburn. Not a combination of colours.

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 from their face, this also helps prevent headlice from spreading. Hair accessories/hair ties are to be neutral, red or navy coloured.

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



Communication

At Southland Girl's High School, we value open and clear communication between home and school.

Friday Flyer

The Friday Flyer is sent every two weeks to our registered parents/caregivers. It provides a snapshot of upcoming events, key dates, and reminders. It is available to view via the Edge app, school website and is emailed to parents/caregivers.

Website

Our website contains any information you maybe looking for in regards to SGHS; bus routes, stationery lists, term dates, permission forms, curriculum information and sports news are just some of the information that can be accessed here.

www.southlandgirls.school.nz

Social Media

Facebook is used to celebrate our students and school achievements The page is updated regularly. You do not need to have a Facebook account to access the school page (search for SGHSNZ)

Instagram is used to focus on student life at SGHS. Updated each day we take you inside the red doors and show you what student life really looks like (search for sghsnz)

Direct Email

We will email various notices and updates via the school email system. Email addresses need to be kept up to date. Please contact Student Services if you need to update details. Please check your emails regularly so information is not missed.

Text Messaging

When required the school will text the legal guardians of our students for any important or urgent school wide announcements. We recommend you keep Student Services up to date with your most recent contact information.



Edge Portal *For parents and students*

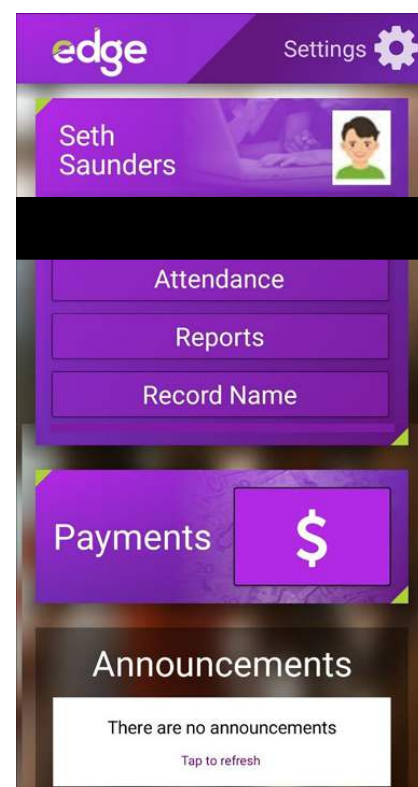
The Edge Portal is a very useful tool for students and parents/caregivers to track information relating to timetables, reports, attendance, account balances and the daily student notices.

It can be accessed through your mobile phone by downloading it from your Apple store or Google Play store, desktop or our school website. Instructions on how to access the Edge Portal can be found on our school website <https://www.southlandgirls.school.nz/edge-app-information/>



Once you have downloaded it, you can log in using the registered email address with the school.
(please note we do not use the 'notify a student absence' section in Edge).

If you need to update your contact details please inform Student Services directly, information can only be amended by the school.



Parent Help *For sports and trips/events*

We are always pleased to welcome parent assistance for sports teams, trips and events. If you are interested in being part of these activities **you will need to be Police Vetted and complete an Adult Volunteer Form**. These can be found on our website: <https://www.southlandgirls.school.nz/eotc-parental-help-information/>

Police Vetting can take up to 20 working days to process via the NZ Police Vetting System. Our recommendation is if you are interested in being involved that you complete the police vetting form no earlier than 6 months in advance.



SGHS

EOTC

Education Outside The Classroom

All whānau and students will be required to complete an EOTC form when they join Southland Girls' High School for their akongā to be able to participate in low risk EOTC events. You may remember completing this last year as it covers all low risk events. The details provided by you on this form remain confidential to school staff, contractors and volunteers who supervise activities on EOTC events held.

The EOTC form covers:

- Visits to local schools for academic events [such as SMAC Maths and Speech competitions]
- Use of Queens Park grounds for learning opportunities [managed by an onsite staff member]
- Visits to local businesses for extension learning opportunities
- Visits to SIT for learning extension opportunities
- All events at Stadium Southland where Stadium staff have direct contact with students and are responsible for their physical welfare
- Local Gymnasiums for sporting extension opportunities
- Local sporting grounds [such as Hockey Turfs and Football grounds] for day events only. This form does not cover weekly sporting competitions, there will be specific permission forms for these competitions.
- Driving Ranges and other sport specific institutions and locations
- Local walking tracks that are deemed 'low risk' such as Daffodil Bay and Seaward Downs.

Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities, hazardous environments or the event continues overnight, specific consent will be required. At the time of seeking further consents, you will also be asked to update the health and contact information held by the school.

The details provided by you on this form remain confidential to school staff, contractors and volunteers who supervise activities on EOTC events held. All information provided must be accurate and completed in full, so we are able to plan appropriately for EOTC events.



BYOD

Bring Your Own Device

SGHS expects student use of devices that support learning, i.e. laptops, chrome books, iPads with keyboard etc. (not cell phones) to develop and enhance 21st skills. Year 7-10 are recommended to use chromebooks and Year 11-13 to use laptops. Devices are compulsory across the school. Students will be able to borrow a device from the library from 8:30 – 8:45 am, and lunchtime each school day. These must be returned at the end of each day.

If your child is without a device that supports their learning at school (please refer to our BYOD policy on the school website) and you give consent to them borrowing a school-issued device, please read the information below. The device is only be used by your child and is for day use at school only.

- Students will only be issued with a device if they have your approval, and the permission form has been completed.
- All devices MUST be returned to the library after school each day to our school librarian, Mrs McIntyre.
- Students accept responsibility for and are liable for any damage or loss of the device and charger while it is on loan and in their possession.
- Devices are NOT to be removed from the school and taken home unless a prior agreement has been made with your child's teacher and our school Senior Leadership Team.

We encourage all students to have their own device as Southland Girls' High School is a full Bring Your Own Device (BYOD) school from Year 7 to Year 13. We are committed to using ICT tools to support students learning and enhance their ability to collaborate, communicate and create. If you are able to consider buying a device for your child, this is the best outcome as the school is unable to indefinitely lend devices.

If you have any questions please contact our school librarian Mrs McIntyre:
paula.mcintyre@southlandgirls.school.nz



The FoodHub

Southland Girls' High School is proud of our FoodHub which produces fresh and nutritious food each day for our 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 cash and eftpos for payment.

Students are not allowed to leave the school grounds to purchase food and takeaways from other food outlets.



Heat Ups

- This is run by our senior students and is supervised by staff at lunchtimes
- The Heat Up cabinets are located next to the Performing Arts Theatre
- Food for the heat up cabinets must be brought at interval, with your child's name and AT/Homeroom written on it. We recommend using vivid markers.
- Food items must be collected within the first 15 minutes at lunchtime
- Services provided are, hot water for noodles, heat up cabinets and microwaves to reheat food
- Students must bring their own cutlery - the school does not provide this
- This is a free service and doesn't cost students to use



Cellphone Policy

As of Monday 12 February 2024

- Students cannot use a cellphone whilst on the school site from 8:50 am – 3:10 pm
- All cellphones must be left at home or switched off and in the student's bag
- AirPods/Headphones may not be used if linked to a cellphone
- Exemptions for medical reasons can be applied for to the Principal

Whenever a student is found with their cell phone out, they will be sent with a note from a teacher to hand it into Student Services.

1. First 2 times; when a student hands in their cell phone, they can pick it up at the end of the day.
2. 3rd time; the cell phone will need to remain at Student Services until a caregiver can pick it up.
3. 4th time; students will not be able to bring a cellphone to school even if it is off and stored in their schoolbag.

If you have an urgent message for your child, please ring Student Services on 03-211-6030. It is also permissible for you to send your child an email which they can pick up on their device (Chromebook/laptop). When students are released at 3:10 pm they can take their cellphone out and check for any messages.



SGHS





Contact Information



 03 211 6030

 excellence@southlandgirls.school.nz

 328 Tweed Street, Georgetown

 www.southlandgirls.school.nz



SGHS
