



# SOUTHLAND GIRLS' HIGH SCHOOL

Te Kura Taitamawāhine o Murihiku



2026

# WHĀNAU HONONGA

HANDBOOK FOR SGHS FAMILIES

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Information in this booklet is subject to change

# Principal's 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**

Kia ora, Talofa Lava, Kia orana, Mālō e lelei,

A warm welcome to all our students, parents, and caregivers.

This booklet is designed to provide you with some of the essential information about how Southland Girls' High School operates, what you need to know, and how you can support your child during their time with us. You'll also find details on who to contact at SGHS for assistance or support regarding your child's schooling.

At Southland Girls' High School, we value the strong partnership we share with parents and whānau. Together, we strive to provide the best possible education for your child. Your involvement and engagement with the school are vital to their success.

We look forward to an exciting and successful 2026 at SGHS.

Ngā mihi,

John Grogan  
Acting Principal

Responsibility  
Takohanga



Integrity  
Mana



Respect  
Te Whakaute



# Our Leadership Team

## Senior Leadership Team (SLT)

- Acting Principal (Term 1 and 2): John Grogan
- Acting Deputy Principal (Term 1 and 2): Rowana McNaught
- Assistant Principal: Lee Pirini
- Acting Assistant Principal (Term 1 and 2): Zara Parsons
- Head of Junior School: Amanda Tiplady

To contact the Acting Principal, please get in touch with Nic Macpherson, Principal's Executive Assistant, at [nicola.macpherson@southlandgirls.school.nz](mailto:nicola.macpherson@southlandgirls.school.nz)

To contact a member of the Senior Leadership Team, please get in touch with Sarah Warren, Executive Administrator for SLT, at [sarah.warren@southlandgirls.school.nz](mailto:sarah.warren@southlandgirls.school.nz)

## Year Level Coordinators 2026 (YLC)

- Year 7: Clare Corkery and Jodie Rutledge
- Year 8: Hannah Krammer and Eddie Peters
- Year 9: Dave Beadle and Elizabeth Roy
- Year 10: Megan Shayler and Carl Ereckson
- Year 11: Courtney Hansen and Lucy Richardson
- Year 12: Zara Parsons
- Year 13: Luke Nickholds



# Term Dates 2026

## TERM 1

**2 February - 2 April**

Thursday 6 February

Waitangi Day (public holiday)

Friday 27 March

Teacher Only Day

## TERM 2

**20 April - 3 July**

Monday 27 April

Anzac Day (25 April, observed Monday)

Monday 1 June

King's Birthday (public holiday)

## TERM 3

**20 July - 25 September**

## TERM 4

**12 October - 4 December**

Monday 26 October

Labour Day (public holiday)

## Key Dates Term 1

**4 - 5 February**

**School photos**

**10 February**

**Parent and Whānau Information Evening for Years 7, 8, 9, 11**

**11 - 13 February**

**Year 13 camp**

**27 March**

**Curriculum - Teacher Only Day**



**'Not for school but for life we are learning'**

**Ehara i te kura engari mo te oranga e ako ana tātou**

# How to Contact Us

**School Phone:** 03 211 6030

**School Email:** excellence@southlandgirls.school.nz

**Absences:** absences@southlandgirls.school.nz

**Website:** www.southlandgirls.school.nz

## Student Services (school office)

Our Student Services office is open 8:30 am to 4:00 pm, Monday - Friday. It is closed during school holidays and public holidays.

## Contacting Staff

If you have any general queries or concerns regarding your child and their learning, please contact their Academic Tutor or Homeroom Teacher. Any questions 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 full staff listing can be found on our school website at:

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

# Communications

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

## Daily Notices

Every morning, we email students the daily notices (sports and general notices). These notices contain important information for the day, such as any meetings (sports or extracurricular) they need to attend or any events that may be happening on that particular day of school. Parents can view the student's daily notices via the Parent Helix app.

## 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 parent Helix app, school website and is emailed to parents/caregivers.

## Website

Our website contains information you may be looking for regarding SGHS, including bus routes, stationery lists, term dates, trip and activity information, permission forms, and curriculum details.

[www.southlandgirls.school.nz](http://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 facebook.com/sghs).

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

## Direct Email

We will email important notices and updates via the school email system. Your up-to-date email address is vital for receiving emails from the school. Please contact Student Services if you need to update details. Please check your emails regularly so information is not missed.

## Text Messaging

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

# Parent/Student App

The Helix App is a valuable tool for students and parents/caregivers to track information related to timetables, academic reports, absences, attendance, account balances, and daily 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 Helix Portal can be found on our school website, or follow the instructions below.

Once you have downloaded it, you can log in using your registered email address with the school.

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



## Setting up the Helix App:

1. Download the app for your device, or scan the QR codes displayed on this page.
2. Set up your pin. Enter the pin you want to use to access the app.
3. Log into your account. You will be directed to the log in screen.
  - If you have set your school account up with Gmail you can use the G+ authenticator to log in.
  - If not, enter the email address and password you would use to log in to the Caregiver portal website on your browser.
  - If this is your first time logging into the portal or app, select 'Reset Helix Password'. This will email you a link to set up your password. Follow those instructions to set it up, then return to the app.
4. The settings menu can be found in the top right corner.





# Attendance

The Ministry of Education Guidelines are that students should attend school at least 90% of the time. If someone was absent 10% of the time, this is equivalent to 1 day of absence per fortnight.

There is a very high correlation between good attendance and strong educational outcomes for your child. Please help us achieve this target for your child by encouraging good attendance habits.

Holidays should not be taken in term time as they are not considered a justified absence. Regular attendance does matter and your support is critical to your child's success.

The school has an Attendance Management Plan, which is on the school website. We encourage all whānau and students to become familiar with this plan.

## Reporting an Absence 1 - 2 days

You can report your child's absence by using the Parent Helix app, emailing directly to [absences@southlandgirls.school.nz](mailto:absences@southlandgirls.school.nz), or calling 03 211 6030. Absence notes from parents can also be brought to the Attendance Officer. Please report absences before 8:50 am.

## Planned Absences of 3 days or more

Planned absences of 3 days or more require a Planned Absence form.

Please email [absences@southlandgirls.school.nz](mailto:absences@southlandgirls.school.nz) or have your child bring a note to our Attendance Officer, who will issue the Planned Absence form. This must be notified in advance.

Please note: Extra-curricular activities organised outside of or not associated with the school, e.g. dance competitions, sport tournaments, cultural activities, etc., are unlikely to be approved by the Principal as a justified reason for absence, as per Ministry of Education guidelines.

## Appointments

You can notify an appointment directly from the Helix App, by email to [absences@southlandgirls.school.nz](mailto:absences@southlandgirls.school.nz) or by telephone 03 211 6030. Notes can also be brought to the Attendance Officer.

Family holidays during term time, according to the MOE, are classified as unjustified absences and result in a loss of learning time, which in turn may affect students' achievement. If a student is sitting NCEA and an internal assessment occurs during their absence, this may mean students are unable to sit this internal assessment. We believe it is essential to clearly communicate the risks associated with being out of school during term time.

## Medical Certificates

A medical certificate is required if your child is away for any NCEA Assessment, NCEA Exams, as well as the official IGCSE Cambridge exams.

## Attendance and Representing the School

To represent the school at a sporting tournament, at a cultural event and social events, e.g. Year 7-10 Socials, or the Year 13 Ball, students must meet three criteria:

1. A regular attendance of 90% or more.
2. Have completed all learning requirements/assessments.
3. Have a pastoral file which shows they are good role models, adhering to the school values of Respect, Responsibility and Integrity.

Meeting these criteria is important to ensuring that those students who are community-minded and 'do the right thing' at all times are rewarded for their efforts.

## Lateness to school

All students who arrive late to school must report to our Attendance Officer. We encourage all students to arrive at school before 8:45 am, as late arrival can also impact learning.

# Parent, Teacher, Student Interviews

## PERSONAL LEARNING CONFERENCES (PLCs)

All students are expected to be actively involved in setting, monitoring and reflecting on their own learning pathways. Goal setting is one aspect of this.

We see the students' own Personal Learning Plan as the main focus of conferences, as students share their progress over time and discuss their learning goals with their parents/caregivers and teachers. The aim is for students to develop the skills to confidently articulate where they are in their learning, what they need to do next, and how best to achieve this. Students who are skilled in articulating their own learning are more likely to consistently perform well.

### Attendance Expectations

- Years 7-10: Students must attend with a parent or caregiver.
- Years 11-12: Students must attend, preferably with parent(s)/whānau. If a parent is unavailable, students are expected to attend on their own.
- Year 13: It is compulsory for students to attend their PLCs as this is part of their transition to future pathways. (parents/whānau are most welcome to attend)
- School uniform is not required for any students attending PLCs.

### PLC format options

1. Face to Face at SGHS (preferred option)

2. Video Conference

- Students and parents must be together on the same device in the same location.
- You'll need an internet connection, a web browser (e.g., Chrome), and a device with a camera and microphone (e.g., smartphone, tablet, or laptop).

### What are the benefits of PLC's?

Students talk about their progress to date and their next steps. This, in turn, according to the research, improves achievement. Being able to talk about your learning matters.

Parents gain more insight into what and how their children are learning, and a better understanding of how they could help.

**Dates for PLCs: these dates are for all year levels (the school will be closed on these days)**

- Monday 16<sup>th</sup> March
- Monday 24<sup>th</sup> August

## PARENT - TEACHER SUBJECT INTERVIEWS - for Years 9-13

This is an opportunity for parents, students and teachers to discuss, feed forward and develop a plan to enhance achievement for a particular subject.

### Date for Parent - Teacher Subject Interviews:

- Tuesday 26 May, 3:30 pm - 6:00 pm

Dates are subject to change

# The Literacy Centre

Southland Girls' High School understands the importance of having specialist services to lift the level of learning for students outside of the normal classroom teaching environment.

At the Literacy Centre students are given extra support in the following ways:

- phonetic skills
- comprehension strategies
- spelling
- vocabulary strategies
- writing
- handwriting
- using technology to access literacy programmes, eg, Reading Plus.

We have highly qualified and experienced teachers manage this extra comprehensive service. They work individually or in groups with students, depending on a students needs.

For students with more complex learning needs, we have a SENCO (Specialist Educational Needs Co-ordinator) who is dedicated to this role.

Kerrin Tattersfield-Smith	Head of Literacy Centre	kerrin.tattersfield-smith@southlandgirls.school.nz
Kelly Townson	Literacy Centre Teacher	kelly.townson@southlandgirls.school.nz
Sarah Rabbitt	SENCO - Special Educational Needs Coordinator	sarah.rabbitt@southlandgirls.school.nz

# Counselling Services for Students

At SGHS, we provide a positive, caring environment where students feel valued and able to achieve to the best of their ability.

We know students are more successful in all aspects of their life when they are confident and have a sense of belonging at school.

Our Counselling Services offer an extra layer of support to ensure that students feel safe, happy and develop positive relationships built on emotional resilience, resourcefulness and relationship building.

## Our Counselling Services Team:

Morgan Hunter	Educational Psychologist and Head of Guidance	morgan.hunter@southlandgirls.school.nz
Leanne Gilmour	Guidance Counsellor	leanne.gilmour@southlandgirls.school.nz
Jaimee Gillan	Guidance Counsellor (part-time)	jaimee.gillan@southlandgirls.school.nz

## School Nurse: Emma Hogg

Our school nurse offers the following services:

- Year 9 Health Check ups (parent consent is sought prior to these)
- Student drop-in clinics on Monday lunchtimes

## School Physio: Windsor Physio

We work with a local physio, Windsor Physio, who comes in regularly and treats our students.

To make an appointment for your child, please get in touch with our Student Services Team.

# Expectations of our Students - School Values



## Respect Te Whakaute

- treat others as you would like to be treated
- don't hurt or intimidate anyone
- treat all people with politeness and courtesy
- show care for the school facilities and property



## Integrity Mana

- tell the truth at all times
- strive for and work hard for personal excellence
- maintain high standards for behaviour  
"Teachers have the right to teach and all students have the right to learn".



## Responsibility Takohanga

- take responsibility for your own learning and complete all class work and homework
- be prepared for each lesson
  - workbooks and pens
  - charged laptop/chromebook
- follow the school rules at all times, and the direction of the staff
- wear the complete school uniform as indicated in the school prospectus





# Bullying and Other Issues

No school accepts bullying. A big problem is when students/parents don't tell us there is a concern. If your child is experiencing anti-social behaviour or has any issues that require attention, it is important for them to report these concerns to their Homeroom Teacher, Academic Tutor, or any staff member as soon as possible. We strongly encourage all students to seek help at school before leaving for the day. "Tell your teacher before you go home if you have worries, concerns or issues".

SGHS maintains a strict no-tolerance policy towards bullying, and we are committed to providing a safe and supportive environment for all our students.

We expect that if students see or hear something they know is wrong, they will tell an adult at school. "See something, Say something"

By addressing these issues promptly, we can work together to ensure that all students feel respected and valued.

Our school also uses the website "Stymie", which is an anonymous reporting tool that your child can use to report any form of harm, to others, themselves or their school community.

Notifications are made through [www.stymie.co.nz](http://www.stymie.co.nz) and involve submitting information such as - who are you making a notification about? Where did it happen? What happened? How often is this happening?

The notification then lands in email form with our nominated staff members. We are then able to offer support to the person the notification is about, and they will know that they are not alone.



You can view our school policy on Bullying and Harassment via the SchoolDocs Policy Website, refer to page 18 in this booklet how to access this site.

## Well-Being Resource - SchoolTV

The SchoolTV platform offers a comprehensive range of well-being resources for parents and schools, enabling us to collaborate and promote better student well-being. Experts provide information around topics such as; the importance of sleep, mental health, cybersafety, parenting teenagers etc.

You can access this via our school website page, Student Well-Being:  
[www.https://www.southlandgirls.school.nz/student-wellbeing/](https://www.southlandgirls.school.nz/student-wellbeing/)

# Fees & Payments

## Student Utility Fee \$125.00 per student

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

Non-Ministry funded facilities, school magazine, school vans, postage, attendance text alerts, library computers, library books, lunchtime recreational activities and equipment, whole school activities such as the school sports day and colour run; medical supplies, additional personal photocopying and annual photos of whole school groups for the school archives.

The fee is due by March 31<sup>st</sup> 2026.

## School Donation \$75.00 per student

Our parents help provide a quality education for our students by making a voluntary contribution. The donations are used to give your child opportunities beyond what is funded by the government.

- Resources to support students' learning, such as technology equipment for specialist subjects like Digital Technology, Music and the Performing Arts.
- Hiring additional staff allows us to offer a diverse range of subject choices.
- You can claim one-third of the donation or partial donation as a tax credit at any time of the year, or for any of the previous 4 years.

## PTA Donation \$30.00 per family

Our Parent's Association contributes much in the way of resources to the school each year.

The PTA supports the breakfast club, and extra resources to many departments within the school, including PE, Performing Arts, English, Science, Art, Music and Technology.

# Fees & Payments

## Board of Trustee Payment Procedure

**The 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 students' school accounts must have a zero balance by the end of Term 4 of the academic year eg. by Dec 2026.
- The Student Utility Fee is due by March 31<sup>st</sup>.

### **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 or Homeroom
- Reference: Student's last name

# Our Uniform

The school uniform is smart and distinctive. It is instantly identifiable and iconic. Both the winter and summer uniforms, with their various combinations, allow for comfort. We expect all students to wear the correct uniform at school, including outside of school when required.

The **Red Shoes** lead the way, allowing students to 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 uniform is worn in Terms 1 and 4.



- Summer dress
- Red V neck jersey
- School Blazer
- Red lace up shoes
- Plain white fold over the ankle socks (NO ankle socks, knee high socks, or branded socks e.g. Nike symbol etc.)
- School Jacket, or a plain black or navy jacket can also be worn.
- Sunhat (optional)
- Lavalava (optional)
- Trousers (optional)

## Winter

Winter Uniform can be worn all year round on cooler days. However, it is compulsory in Terms 2 and 3.



- Kilt - must have a Kilt pin
- Lavalava (optional)
- Trousers (optional)
- SGHS white drop-neck shirt
- Red V neck jersey
- School tie
- School Blazer
- Red lace up shoes
- Navy tights or navy over the knee socks
- School Jacket, or a plain black or navy jacket can also be worn.

## Sport / PE



- PE Top
- Navy shorts
- Sneakers - preferable non marking soles
- Sunhat (optional)

## Uniform Shop

- The school has two uniform shops available for purchasing items; the new uniform shop and the 2nd hand uniform shop. Please contact our Student Services team to make an appointment.
- You can also purchase some new uniform items via our online store:  
<https://store.southlandgirls.school.nz/>
- Please note: payment is required at time of purchase.

# Our Uniform

School Trousers



School Elavalava



## Jewellery

Students are permitted to wear one earring in each ear (one small plain stud or keeper) and a watch.

One taonga necklace may also be worn.



Please support the school in maintaining our uniform standards. A quick check and reminder at home before your child leaves for school helps them arrive ready for the day.

We want our students to be proud of themselves and their school.

*The SGHS uniform is owned exclusively by Southland Girls' High School. It cannot be copied, added to, changed or replicated without the written permission of the School.*

*This includes all sports, cultural and school uniform items, the school crest and sponsorship.*



# Cyber Safety Information

Is about equipping children and adolescents with the skills and knowledge to use technology responsibly so that they can make safe informed choices while online.

## 1. Stay Involved & Informed

- Talk regularly with your child about what they do online.
- Ask which apps, games, and social platforms they use.
- Encourage open communication — aim for curiosity, not punishment.
- Lead by example model responsible digital behaviour by practising good screen habits avoid oversharing online and demonstrate respectful online interactions.

## 2. Privacy & Security Basics

- Ensure devices have secure passwords or passcodes.
- Turn on two-factor authentication for key accounts (email, banking, social apps).
- Teach your child not to share personal details such as address, date of birth, full name, school ID, phone number, or passwords.

## 3. Smart Social Media Use

- Check privacy settings on all accounts.
- Remind your child that anything posted online is permanent.
- Discuss the risks of sharing photos, livestreaming, or posting when emotional or upset.

## 4. Managing Screen Time & Wellbeing

- Device time is not inherently bad, how and when devices are used is important.
- Encourage screen-free times: during meals, before bed or while studying. Keep devices out of the bedroom during sleep time.
- Watch for signs of online stress: withdrawal, anxiety, changes in sleep, or secrecy around devices.
- Promote a balance of offline activities — sport, hobbies, and in-person friendships.
- For younger children, consider only allowing devices in the main rooms of the house eg: lounge, dining rooms. Make private areas like bedrooms, bathrooms device free spaces.

## 5. Cyberbullying: What Parents Can Do

- Stay calm, listen, and support your child if something happens.
- Save screenshots or evidence.
- Report bullying to the platform and to Netsafe and/or the Police re offensive material Harmful Digital Communications Act.
- Remind your child: don't retaliate.
- Banning/removing devices completely can discourage your child from coming to you with any issues. Making device use plans with them encourages openness.

## 6. Online Safety Tools & Settings

- Use parental controls where appropriate (home wifi, app stores, gaming consoles, microsoft).
- Enable safe search and content filtering on devices.
- Review app ratings from trusted sources to check age-appropriateness.

## 7. Avoiding Scams & Harmful Content

- Talk about phishing messages, fake profiles, online predators and suspicious links.
- Teach your child to be sceptical of anyone asking for money, photos, or personal information online or if something seems too good.
- Encourage them to seek help immediately if they encounter harmful or inappropriate content.

## 8. Where to Get Help

- Netsafe NZ : [netsafe.org.nz](https://netsafe.org.nz) | 0508 NETSAFE
- School Pastoral Team: Reach out if you have concerns about online behaviour or wellbeing.
- Police 105: For serious, threatening, or unsafe online activity.
- School TV: Wellbeing platform
- Southland Girls' High School - Student Wellbeing

# Technology - BYOD

All Year 7-13 students will be expected to bring a device to use in their classes. We are committed to using devices as tools to support students' learning and allow them to work online from home.

Device guidelines/specifications:

- We recommend Chromebooks for Years 7-10 and Laptops for Years 11-13.
- Chromebooks and PC's of any brand are recommended. Apple Mac devices can be problematic with our network and printing servers, and are not recommended.
- Parental locks should be disabled, as the device cannot be used at school with this feature enabled.
- Be charged at home overnight
- Have a good battery life
- A Bluetooth-connected keyboard will be required for all tablets
- Be Internet accessible (so students can access their Microsoft 365 Portal or Google Apps for Education).
- Be covered by your insurance. The school will not be responsible for any loss or damage to personal property or breakages.

## School Timetable

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

We operate a 2 week cycle for the timetable, e.g. Day 1 - Day 10

Mon	Tues	Wed	Thurs	Fri
P1: 8:50 - 9:50	P1: 8:50 - 10:15	P1: 8:50 - 10:15	P1: 8:50 - 10:15	P1: 8:50 - 9:50
P2: 9:55 - 10:55	Interval	Interval	Interval	P2: 9:55 - 10:55
Interval	P2: 10:35 - 12:00	P2:10:35 - 12:00	P2: 10:35 - 12:00	Interval
P3: 11:15 - 12:15	Lunch	Lunch	Lunch	P3:11:15 - 12:15
Lunch	Tutor time (TT) 12:50 - 1:05	TT 12:50 - 1:05	TT 12:50 - 1:05	Lunch
P4: 1:05 - 2:05	P3: 1:10 - 2:05	P3: 1:10 - 2:05	P3: 1:10 - 2:05	AT / Assembly 1:05 - 2:05
P5: 2:10 - 3:10	P4: 2:10 - 3:10	P4: 2:10 - 3:10	P4: 2:10 - 3:10	P4: 2:10 - 3:10

# School Policies

Our school works with SchoolDocs for our school policies.

SchoolDocs updates, modifies or creates policies in response to changes in legislation or Ministry of Education Guidelines, significant events, reviews/requests from schools and regular reviewing from SchoolDocs.

The Board of Trustees reviews these policies on a regular cycle adjusting them as appropriate for SGHS.

To view our school policies on the SchoolDocs site please visit the link below:

- <https://southlandgirls.schooldocs.co.nz>
- Username: southlandgirls
- Password: respect



## Cellphone Policy

- 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 other than for learning and only with the permission of the classroom teacher.
- 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:**

- First 2 times; when a student hands in their cell phone, they can pick it up at the end of the day.
- 3rd time; the cell phone will need to remain at Student Services until a caregiver can pick it up, and the student will not be able to bring their cellphone to school for two weeks.
- 4th time; students will not be able to bring a cellphone to school for four weeks.
- Any more offences, the time students will have to leave their cellphone at home will be double. e.g. 5th offence = 8 weeks.
- If a student continues to choose not to follow these guidelines then they may face further more serious consequences for ongoing non compliance.

**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.

# AI Procedures for Students (Artificial Intelligence)

AI is becoming embedded into all of our lives through technology. As such it is critical that we have policies and processes to support your child with the skills and knowledge to use AI appropriately.

Our traffic light system below enables teachers and students to be transparent in the use of AI.

	<p><b>Level 1 - No GenAI use, this includes Grammarly</b></p> <ul style="list-style-type: none"> <li>• AI MUST NOT be used in anyway during this assessment / learning.</li> <li>• All work must be completed on your own.</li> <li>• NCEA externals cannot have any GenAI input – it will result in a Not Achieved</li> <li>• NCEA internals cannot have any GenAI input as the work produced must be authentic to you. Failure to show that your work is your own will result in a Not Achieved refer to page 8 in <a href="#">Achievement @ SGHS - Assessment Guidelines 2025</a></li> </ul>
	<p><b>Level 2: Use of AI with caution, Limited or Moderate use of generative AI</b></p> <p>As instructed by your teacher, Gen AI may be used for specific tasks in your learning.</p> <p>You MUST:</p> <ul style="list-style-type: none"> <li>• identify the specific AI software used in the creation of any work</li> <li>• describe the functions performed by AI</li> <li>• critically reflect on and verify the AI generated material (is the information factually correct – you need to check)</li> <li>• refine the information into your own words.</li> </ul>
	<p><b>Level 3: Using AI as a learning tool</b></p> <p>Gen AI can be used as a learning tool to enhance your learning.</p> <p>You MUST be able to</p> <ul style="list-style-type: none"> <li>• cite any AI generated sources by identifying the specific AI software used in the creation of any work</li> <li>• explain how and why you are using the AI tool, what is the purpose for using this tool?</li> <li>• critically reflect on and verify the AI generated material (is the information factually correct – you need to check)</li> <li>• refine or modify the material as necessary to reflect your thoughts; it must be re-written into your own words.</li> </ul>

# Activities, Trips and Clubs

Students are expected to read the daily notices each morning for updated information about joining a school club, participating in a sports team, or finding audition information.

## How do students join a school club?

Students can email or speak directly with the Teacher in Charge of a School Club. The list of clubs available can be found on our school website.

## How do students join a sports team?

Our sports office sends emails to parents and whānau at the beginning of the school year, requesting registrations. Students can also visit the Sports Office to make enquiries with our staff.

## How do students join a performing arts group or participate in an event?

Our Performing Arts faculty will hold auditions for productions, dance competitions, and school choirs.

Our school website provides online forms and permission forms for parents or caregivers to sign up their child for sports, events, or trips.

## Parent help for sport, trips and 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 by SGHS and complete an Adult Volunteer Form. Further information 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. We recommend that if you are interested in being involved, you complete the police vetting form at least 3 months in advance.

Police consents for SGHS are valid for 3 years from the year in which they were submitted.

Once vetted, the school will contact you if and when your services are required to support the EOTC programme.



## **EOTC** *Education Outside The Classroom*

Students learn in a variety of contexts to gain the knowledge, skills, attributes and values required to enjoy a healthy lifestyle, take responsibility for their own safety, and form positive relationships with their peers, teachers and the environment.

All students will be required to have an EOTC blanket consent form, completed and signed by their parent/caregiver, when they join Southland Girls' High School, to be able to participate in low-risk EOTC events. The form will be emailed to all new parents in the first week of Term 1.

If it is an overnight or high-risk trip, a separate permission form is required, and parents will be notified prior to the trip commencing.

### **School Camps**

Year 7 - Dunedin, Term 4, approx \$250.00

Year 8 - Deep Cove, Term 3, approx \$450.00

Year 9 - Activity Days at various venues, Term 1 and Term 4, approx \$30.00-\$90.00

Year 10 - Venue changes each year, Term 4, approx \$250.00

Year 13 - Leadership Camp at Borland Lodge, Term 1, approx \$200.00

(prices and dates are subject to change)



# 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 interval and lunchtime - 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 directly at The FoodHub during interval.

We accept cash and EFTPOS as payment (no PayWave).

Students are not permitted to leave the school grounds to purchase food or takeaways from external outlets, nor to have food delivered to the school grounds.



## Heat Ups

- This is run by our senior students and is supervised by staff at lunchtimes
- The heat up area is located next to the Performing Arts Theatre
- Food for the heat up cabinets must be brought at interval to the heat up area, with your child's name and AT/Homeroom written on it. We recommend using vivid markers.
- They will be given a ticket number to collect their item
- 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 - there is no charge to students for the use of this facility.





# Parent, Teacher Association (PTA)

The Southland Girls' High School PTA is a group of dedicated parents and a staff representative who work together to support our school community. We're always keen to welcome new members and invite all parents to attend our short, once-a-term meetings during the school year.

The PTA helps out with key school events such as the New Entrants Open Day and the Uniform Sale Day. We also contribute funds to purchase special "wish list" items that directly benefit students during their time at SGHS. Please note that the PTA does not engage in fundraising activities.

Being part of the PTA is a great way to get more involved in school life and connect with other parents in a relaxed and enjoyable setting.

Would you be interested in joining? We'd love to hear from you! Please contact our PTA President at [excellence@southlandgirls.school.nz](mailto:excellence@southlandgirls.school.nz)



## **FAQ's** *Frequently Asked Question's*

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

They must bring a note from you to a Senior Leadership Team (SLT) member to receive a pass for not wearing the correct uniform.

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

Your child must inform a teacher if they feel unwell. The student will then report to Student Services, who will assess them and contact parents if they need to go home. No student should contact their home directly without first notifying a teacher or the Student Services office.

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

This depends on their subject teachers and, of course, how hard they work in class to complete set work. There is nothing to stop students from reviewing their daily work each night. We recommend it. If you have any concerns, please contact their Academic Tutor or Homeroom Teacher. Recommended reading is always suitable for homework.

### **Can my child wear makeup and nail polish?**

Students are not permitted to wear foundation, eye makeup, lipstick or coloured nail polish/gels with their uniform.

### **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 a caregiver other than yourself, you will need to provide written permission for this arrangement. Please ensure you keep all your contact details up to date. If they do need to leave school early, students are to be collected from Student Services during a school day.

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

No, our school's FoodHub offers a very comprehensive list of hot and cold food available for purchase. We also have a 'heat up' option for students who bring their own food to school.

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

No, students can not have a facial piercing, even if it is covered with tape or plaster. If a student comes to school with one, they will be asked to remove it, or parents will be contacted to help their child to have it removed.

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

Students are permitted to wear one earring in each ear (one small plain stud or keeper) and a watch. Please see the jewellery paragraph in the uniform section of this booklet.

### **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 accepts no responsibility for loss or damage. We would recommend that you make sure your own insurance covers the device. We do provide free Wifi.

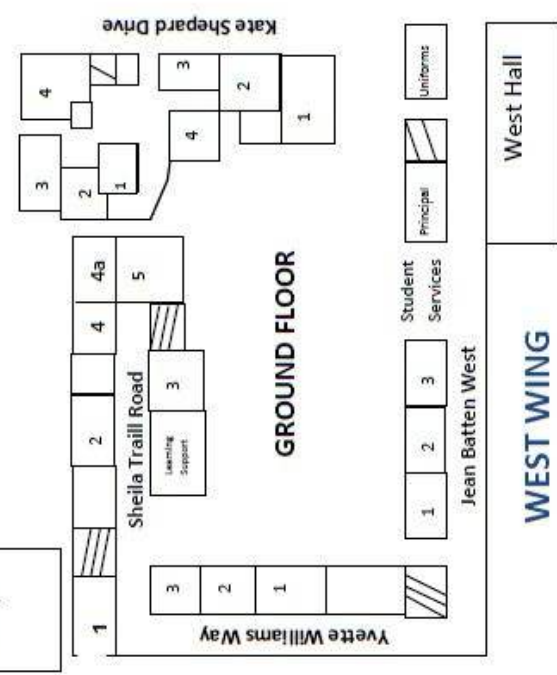
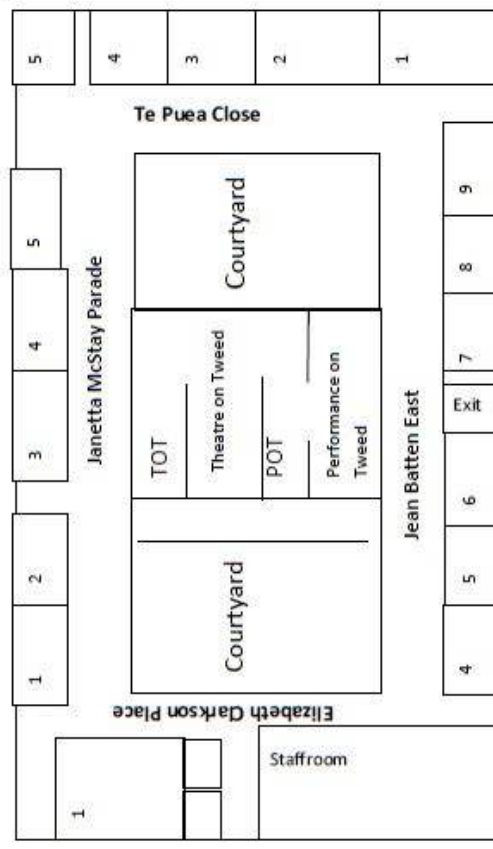
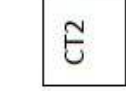
### **What colour hair can my child have?**

Students can have natural blonde, black, brown, or auburn hair. Not a combination of colours. Please do not allow them to dye their hair blue, red, pink, green, purple, orange, etc. They will be asked to have the colour removed. Neither coloured hair extensions nor 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 faces. This also helps prevent headlice from spreading. Hair accessories or hair ties should be neutral, red, or navy.

All students are familiar with the answers to these questions; please don't be persuaded otherwise.



**TWEED STREET**





Southland Girls' High School  
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[www.southlandgirls.school.nz](http://www.southlandgirls.school.nz)