



**Te Kura Tuarua o Tūranga Wāhine
Gisborne Girls' High School**

P (06)8686092
E info@gghs.school.nz
W www.gghs.school.nz
A 555 Gladstone Rd, Te Hapara, Gisborne, 4010
Post P O Box 249 Gisborne 4040

16 December 2021

Dear Parents, Caregivers and Students of Gisborne Girls' High School

Kia ora koutou e ngā matua me ngā taura o Tūranga Wāhine

Welcome to all students and their whānau who will be attending Gisborne Girls' High School either as a new enrolment or as a returning student. We are looking forward to a productive and successful year. This letter is to inform you of some important information concerning the start of the school year. If you have any questions that are not answered by this letter please don't hesitate to contact the school. The school office will re-open **Monday, 24 January and will be open for that week from 9:00am to 2:30pm.**

A. School Year Commencement

1) Tuesday 1 February: Year 9 and new enrolments at any level

All Year 9 students and any new enrolments at other levels, along with their whānau, are invited to attend the official powhiri and welcome to the school. This is the first event of our Hinetu Programme which involves a collective partnership with whānau and community to foster and embed our school values. It is expected that all new students and whānau will attend. At this welcome, students will meet their form teacher, receive their timetable and visit their form room. A barbeque will be provided, and we hope that all new enrolments and their whānau will take this opportunity to meet the people who will be their important support network for the new school year. Students are to attend in correct school uniform. Please assemble at the bus bay on Stanley Road at 5:15pm.

2) Wednesday 2 February & Thursday 3 February: Year 9 students and Prefects only

School starts at 8:30am and students are to report to their Form Class. Year 9 students are asked to bring a pen, drink bottle and their swimming gear. School will finish at 2:00pm. The Kaiti buses will be available to take students home at this time; other bus students can remain at school until the country buses depart at their usual time.

3) Friday 4 February: Year 10 students only

School starts at 8:30am. Year 10 students are to report to their Form Class. School will finish at 2:00pm. The Kaiti buses will be available to take students home at this time; other bus students can remain at school until the country buses depart at their usual time.

4) Monday 7 February: Waitangi Day observed

School will be closed.

5) Tuesday 8 February: Full school

School starts at 8:30am. All students will attend a special Form Class at 8:30am.

6) Timetable issues Year 11-13 Students only

All 2022 Year 11-13 students will receive an e-mail in the new year outlining their timetable. Only those students who want, or need, to discuss their timetable are to come to the school office on Wednesday 2 February 2022 or Thursday 3 February 2022 between 10:00am and 2:00pm. **If no changes are needed then students are not required to attend.**

B. New Shape of the Day

To allow for an extended Form Time on two days of the school week, we will make adjustments to the lunch time on those days. School will continue to start at 8:30am with Period One. All students are expected to be on time every day. School will finish at 3:00pm on Monday to Thursday. Seniors will finish at 1:00pm on Friday while Juniors will finish at 2:30pm.

C. Uniform

All students are expected to come to school every day in correct uniform. Students must wear the regulation uniform items appropriate to their year level. The school uniform requirements are outlined in the enclosed Parent Handbook. The prices for items sold at school are included here.

The uniform shop is open **Monday 24 January - Friday 28 January from 9:00am - 2:00pm and Tuesday 1 February from 9:00am – 2:00pm**. The office and uniform shop will be closed **Monday 31 January** for Anniversary Day.

D. Stationery

Stationery lists will be issued to students when they receive their timetable on their first day at school. As the stationery requirements are subject specific it is best to issue the lists once timetables are finalised to avoid purchasing items that may then not be needed. The school does not sell stationery, but the various outlets in town offer good deals throughout the first weeks of school. Our lists are also found on <https://www.myschool.co.nz/Gghs>. Students are requested to have their stationery by week three.

E. Chromebooks

The school is able to provide a chromebook to all students who need one for learning. If a student has their own device they are asked to bring this to school everyday. If a student does not have a device there will be a process managed in the first 2 weeks of school to request a school chromebook to loan for the year. The student is responsible for taking care of this device and bring it to school fully charged everyday.

F. Bank Information

Enclosed with this letter is the form to set up automatic payments to the school. Many parents find this a very convenient way to cover school expenses. If you would like to set up an automatic payment for 2022 you simply need to complete the details on the form and take it in to your current bank or you can complete this process online.

Please ensure that the student's full name is recorded in the 'Particulars' and 'Reference' part of the form. Please take note that the school can no longer accept cheque payments.

G. Important Contact Information: Academic Deans

Our Academic Deans oversee the progress of a particular year level and follow that group through their school journey.

Year 9	Ian Loffler	email: ian.loffler@gghs.school.nz
Year 10	Alice Houkamau	email: alice.houkamau@gghs.school.nz
Year 11	Debbie Tallott	email: debbie.tallott@gghs.school.nz
Year 12	Grace Davidson	email: grace.davidson@gghs.school.nz
Year 13	Rita Halley	email: rita.halley@gghs.school.nz

H. School lunches

GGHS is part of the Free and Healthy School Lunch programme. So that we can safely provide lunches to all students who have allergies and specific dietary requirements it is essential that we have accurate information. Please complete the attached Allergen Form and return it to the office. If an allergen option is required please provide a letter from a doctor or nutritionist. This includes Gluten Free and allergen requirements such as peanut allergies. Please note this is not about food preferences but specific requirements. If you have any queries please contact the school.

If your student does not want to receive a lunch please also let the school know as we need to provide the supplier with accurate information. As it is lunch that we are providing, students will need to be responsible for their own morning tea. Students will not be able to leave the school grounds at any time during the school day unless they sign out for a valid reason at the office.

I. Final Comments

The first term is always a busy one and Term One, 2022 promises to be no exception. The **Athletics Sports** will be held on **Thursday 17 February** and the **Swimming Sports** on **Tuesday 22 February**. Further details will be announced later.

Covid 19 Public Health Requirements – We will continue to follow Public Health advice and whānau will be kept informed as to our specific circumstances.

We look forward to working with you in 2022 and hope your student will take advantage of all that Gisborne Girls' High School has to offer. We wish you and your whānau a happy Christmas and all the best for the start of the new year.

Yours sincerely



Jan Kumar
Principal