

GISBORNE GIRLS' HIGH SCHOOL

*Te pukapuka-a-matua o Te Kura Tuarua
o Tūranga Wāhine*

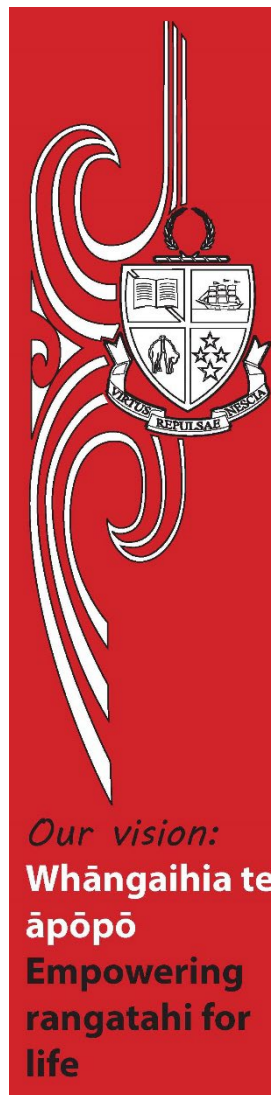


WHĀNAU HANDBOOK 2023

Hinetu Profile:

Gisborne Girls' High School students, Tūranga Wāhine are our hinetu: they are confident, culturally connected, actively involved, successful lifelong learners. They achieve academic success for their future pathways. They are young women of integrity, self-reliant, yet be able to relate effectively with others and eager to take individual and collective responsibility as citizens of their local, national and global communities.

*Our Vision is "Whāngaihia te āpōpō -
Empowering rangatahi for life"*



Our Values:

- Whakawhanaungatanga: *Taking time to build respectful relationships through relating to others.*
- Mana Motuhaketanga: *The recognition and respect of one's own as well as others uniqueness.*
- Manaakitanga: *The practice of uplifting someone's mana while maintaining your own.*
- Maiatanga: *Having the resilience and courage to overcome challenges.*

'These represent the guiding values that are the foundation of our school operations'

WELCOME

Nau Mai Haere Mai

***He Kura Ao
He Ao Kura
Ko Turanga Wahine***

**Learning lifelong is a treasured world
That's Gisborne Girls'**

Ngā mihi nui ki ngā matua, tipuna hoki o nga kotiro o Te Kura Tuarua o Tūranga Wāhine. He pukapuka tenei hei whakamohio atu, hei awhina, hoki, I ngā kotiro e ako ana ki tou matou kura.

This booklet is to provide the whānau and caregivers of ākonga (learners) at Gisborne Girls' High School with relevant information so that they can fully support their ākonga in gaining the maximum education from their time at the school. Our school is a very large and complex organisation but we trust that you will find it a welcoming place to come to.

Included in this booklet is general information about the various systems that operate at the school as well as information about our pastoral care system. We hope that by having a greater understanding of how our school operates you will be able to assist your ākonga to gain the best out of their time with us.

Included are the names of the various staff members at the school and the roles that they have. Please feel free to contact us about any issue that concerns you. The best method of contact is usually to e-mail or ring the office and ask for the specific person but as they may be teaching you will be asked to leave a message and they will contact you when they are able to.

The first point of contact regarding ākonga issues is usually the Form Kaiako (Teacher). They can then direct you if necessary to other staff members. If you have a concern about a particular subject then you are best to contact the kaiako of that subject by e-mail, or the Head of Faculty. All kaiako e-mail addresses can be found on our website www.gghs.school.nz.

Our School Vision is "Whāngaihia te āpōpō" "Empowering rangatahi for life" and we will do everything we can to support every ākonga to gain the best educational outcomes so they can leave school with real choices for their future.

Jan Kumar
Principal

WHO'S WHO AT SCHOOL?

Ko wai ma nga rangatira o Te Kura?

PRINCIPAL	<i>Tumuaki</i>	Mrs Jan Kumar
DEPUTY PRINCIPAL	<i>Tumuaki Tuarua</i>	Mrs Bindy Hannah
ASSISTANT PRINCIPAL	<i>Tumuaki Tuatoru</i>	Ms Kristin McGill
ASSISTANT PRINCIPAL	<i>Tumuaki Tuatoru</i>	Ms Victoria West

DEANS:

Year 9	Ms Zoe Findlay
Year 10	Mr Ian Loffler
Year 11	Ms Alice Houkamau
Year 12	Mrs Debbie Tallott
Year 13	Ms Grace Davidson

HOF Ākonga Support	Ms Tineille Charteris
Learning Support Co-ordinator	Ms Sheree Sims
International Ākonga	Ms Wendy Kirkwood

Principal's PA	Mrs Lizelle Flamwell
Business Manager	Mrs Chris McLeod
Office Administrators	Mrs Sandy Birch
	Mrs Tanya Harding

TERM DATES

Term 1	Tuesday 31 January to Thursday 6 April
Term 2	Monday 24 April to Friday 30 June
Term 3	Monday 17 July to Friday 22 September
Term 4	Monday 9 October to Friday 8 December

Public Holidays during term time

Monday 6 February	Waitangi Day (observed)
Tuesday 25 April	Anzac Day
Monday 5 June	King's Birthday
Friday 24 June	Matariki
Monday 23 October	Labour Day

January

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30	31					

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May

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June

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July

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August

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November

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20	21	22	23	24	25	26
27	28	29	30			

December

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

30 Jan	• Auckland Ann Day	25 Apr	• Anzac Day	22 Sep	• Term Three ends
31 Jan	• Term One starts	26 Apr	• Term Two starts	9 Oct	• Term Four starts
6 Feb	• Waitangi Day	5 Jun	• King's Birthday	23 Oct	• Labour Day
6 Apr	• Term One ends	30 Jun	• Term Two ends	11 Dec	• Term Four ends
7 Apr	• Easter	14 Jul	• Matariki		
24 Apr	• Teacher Only Day	17 Jul	• Term Three starts		

TEACHING STAFF

Nga Mahita o Te Kura

CAREERS
Christine Bevan-Hutana (HOF), Penny Clarke, Cherie Te Rore
ENGLISH
Steve Webb (HOF), Sarah Olliver (Asst HOF), Annie Egan, Cristie Feyen, Rita Halley, Wendy Kirkwood, Trish Tangaroa, Cherie Te Rore
HEALTH, PHYSICAL EDUCATION and OUTDOOR EDUCATION
Carolyn Rofe (Acting HOF, HOD OED), Kelly Warren (Acting HOF, HOD PES), Hana Crawford-Bowden (Acting HOF, HOD HES), Zoe Findlay, Bindy Hannah, Arna Majstrovic (HOD Sport), Kristin McGill, Ingrid Meister
MATHEMATICS
Jayde Carroll (HOF), Jess Williams (Asst HOF), Grace Davidson, Jarrah Dawson, Patricia Fee, Courtney Hayes, Jo Turton
SCIENCE
Sam Mottart (HOF), Mark Langford (Asst HOF), Sarah Boyle, Barbara Hepburn, Alice Houkamau, Brett Johnstone, Adrienne McLeod
SOCIAL SCIENCES
Nic Taewa (HOF), Ian Loffler (Asst HOF), Stacey Hulls, Michelle Kokkosis, Andrew McBride, Faye Page, Lisa Panapa
TE REO MAORI
Morehu Nikora (HOF), Te Hurutea Hapi, Lisa Panapa, Trish Tangaroa
TECHNOLOGY
Sue Bristow (HOF), Debbie Tallott (Asst HOF), Lina Cleland-Pottie, Sarah Moore
VISUAL & PERFORMING ARTS
Vicky Mottart (HOF), Dick Calcott (HOD Art), Jane Egan (HOD Music), Sam Millar (HOD Drama), Anna Marie Fenn, Justine Ward, Tamsin Wilson
LANGUAGES
Vicky Mottart (TIC)

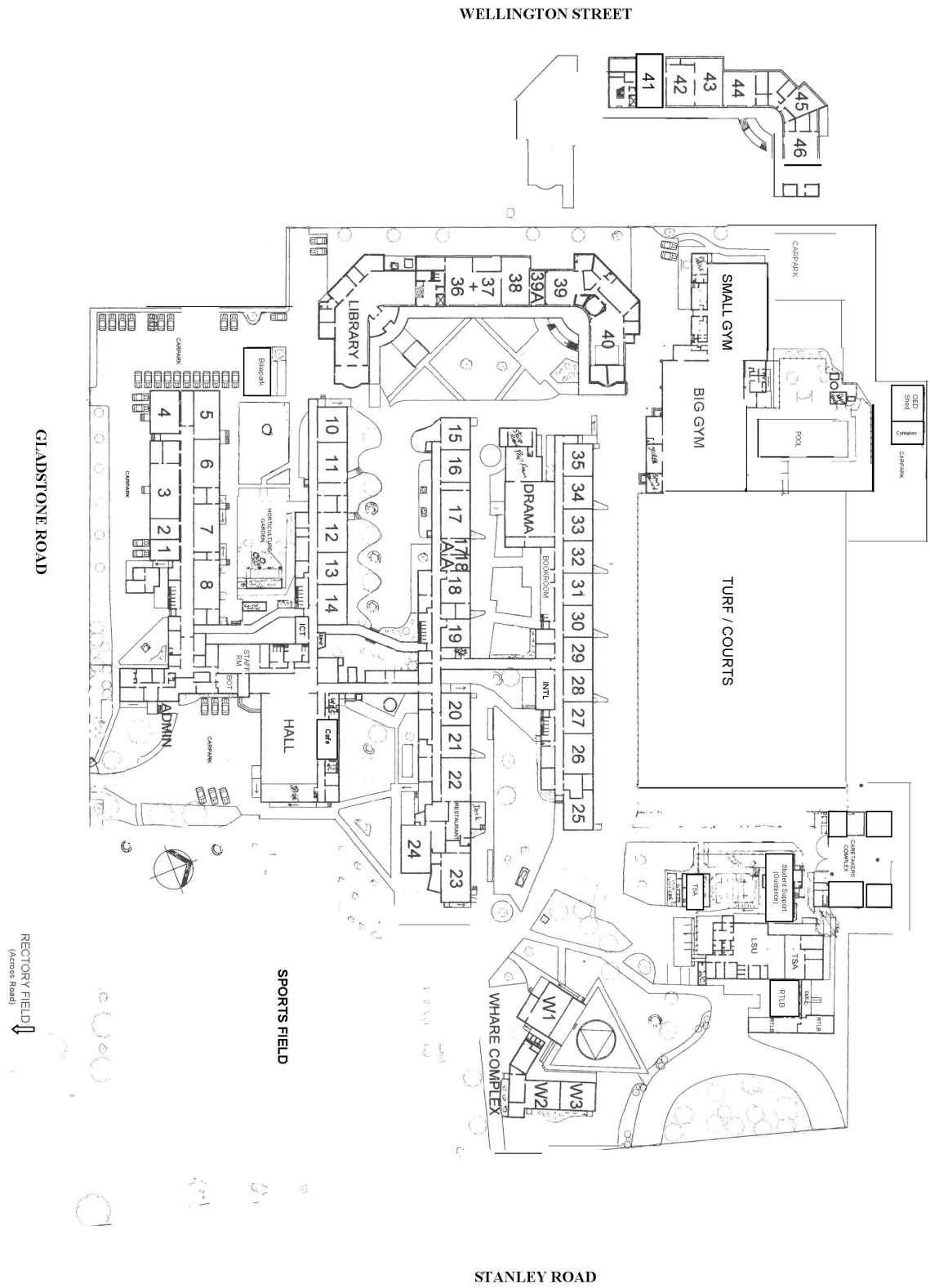
SHAPE OF THE DAY

Te Wātaka o Te Rā

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:30 - 9:30	Period 1 8:30 - 9:30	Period 1 8:30 - 9:30	Period 1 8:30 - 9:30	Period 1 8:30 - 9:30
Period 2 9:30 - 10:30	Period 2 9:30 - 10:30	Period 2 9:30 - 10:30	Period 2 9:30 - 10:30	Period 2 9:30 - 10:30
INTERVAL 10:30 - 10:50				
Period 3 10:50 - 11:50	Period 3 10:50 - 11:50	Period 3 10:50 - 11:50	Period 3 10:50 - 11:50	Period 3 10:50 - 11:50
Period 4 11:50 - 12:50	Period 4 11:50 - 12:50	Period 4 11:50 - 12:50	Period 4 11:50 - 12:50	Period 4 11:50 - 12:50
Form 12:50 - 1:10	Form/Lunch 12:50 - 1:30	Form 12:50 - 1:10	Form/Lunch 12:50 - 1:30	Form/L - 1:00
Break 1:10 - 2:00		Break 1:10 - 2:00		Break 1:00 - 1:30
	Break 1:30 - 2:00		Break 1:30 - 2:00	Period 5 1:30 - 2:30 Juniors only
Period 5 2:00 - 3:00	Period 5 2:00 - 3:00	Period 5 2:00 - 3:00	Period 5 2:00 - 3:00	

SCHOOL MAP

Te mahere o Te Kura



GGHS SCHOOL UNIFORM

Ngā kākahu ā kura o Tūranga Wāhine

- School black skirt, School black shorts or black dress trousers
- School black cardigan or School black sweatshirt
- School polo shirt (years 9 and 10) or School senior blouses (years 11 - 13)
- Black sandals with back straps or black flat soled shoes
- Short white or black socks or black pantyhose or tights
- Scarfs – must be red, black or white only
- School jacket or plain black jacket
- For PE: School black t-shirt and black shorts
- Only School shorts can be used for swimming

Non-uniform articles of clothing will be replaced with loan regulation uniform.

Other uniform rules:

- There is no seasonal distinction, ākonga may select clothing from the list above appropriate to the weather conditions.
- Any use of makeup must be natural.

GGHS Uniform Prices:

All year levels

Black pleated Skirt	\$59
Black shorts	\$50
Black GGHS Jacket	\$110
Black cardigan	\$94
Black sweatshirt	\$45

Years 9-10

White polo shirt	\$35
Physical Education T-shirt	\$20
Physical Education shorts	\$25

Years 11-13

Blouse - short sleeve	\$41
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Optional for Years 11-13 only

Black straight skirt	\$52
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Optional for Year 13 only

Striped blouse	\$45
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Prices include GST.

Purchase of uniform items during the year can be done through the office. We do not want any ākonga to miss out due to financial reasons. Hardship grants are available. Please see Sandy at the office if you would like to apply.

“Take pride in your school and show it by the way you dress”

GENERAL INFORMATION

Ngā kōrero whakamōhio

ADVICE AND GUIDANCE *Ngā Kaitautoko*

The first point of contact for any ākonga or caregiver, with any concerns, should be the FORM KAIAKO.

Other people with particular responsibility for the physical and emotional wellbeing of ākonga are:

- Academic Deans (one at each year level)
- Guidance Counsellors
- Careers Education Team
- Senior Leadership Team
- Learning Support Co-ordinator

Please feel free to approach the person with whom you feel most comfortable.

ASSEMBLIES *Hui ā kura*

Assemblies are an important part in the formal life of the school. We expect ākonga to show respect and behave in a dignified manner at all times.

ATTENDANCE *Te putanga mai ki te kura ia rā*

If your child is absent from school you are asked to please contact the school office and notify them of the absence. Absences of three days or more due to medical reasons require a medical certificate.

GGHS subscribes to Txtstream. Whānau/caregivers will receive a text if their ākonga is absent from school without explanation. Whānau/caregivers will be able to text or phone in their response.

BUSES *Ngā pahi*

All ākonga must show respect at all times and be considerate of others. They must respect the authority of the driver. If you have any queries concerning the buses please contact the office.

CHROMEBOOKS

The school is able to provide a chromebook to all ākonga who need one for learning. If an ākonga has their own device they are asked to bring this to school everyday. If an ākonga 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 ākonga is responsible for the care of this device and to bring it to school fully charged everyday.

CLASSROOMS AND FURNITURE *Ngā whare ākonga me ngā taonga*

Ākonga are asked to help keep the classrooms as attractive as possible. This includes not writing or drawing on the desktops and respecting the work of other ākonga on display.

COURSE COST CONTRIBUTIONS *Ngā utu ā-akoranga*

As our school has adopted the Donations Scheme, we will not be requesting Course Cost Contributions except in the case of some overnight Senior Outdoor Ed courses.

DAILY NOTICES *Ngā kōrero o te rā*

Notices are published every day on the school system and Kamar portal. They are also displayed on the noticeboard at the school office. This is one way that ākonga can keep up-to-date with what is happening at school.

DOCTOR, DENTIST AND OTHER APPOINTMENTS *Ngā mahi anō a ngā kōtiro*

We ask that every effort is made to make appointments out of school hours. However, if this is not possible, ākongā must sign out at the Ākongā Counter and show the appointment card or verification from home. Ākongā must sign in upon their return to school.

FEELING SICK OR INJURED? *Te māuiuitanga o ngā kōtiro*

Ākongā who feel unwell or are injured during school time must report to their kaiako for permission to go to the Ākongā Counter at the office. They will be assessed by a First Aid staff member and arrangements made as appropriate.

FORM TIME *Te wāhanga poutu*

Ākongā are required to report to their Form Kaiako at 12:50pm Mondays to Fridays. Their form kaiako will check their attendance and give important information and direction. The Form Kaiako is there to help ākongā while they are at Gisborne Girls' High School. Ākongā must account for every class period and/or days that they were absent. The school must be notified of an ākongā absence at the earliest time possible. During Form Time the lunches will be distributed and ākongā will enjoy their free lunch alongside their form classmates.

HOMEWORK *Mahi kāinga*

Homework is an integral part of school life and ākongā cannot expect to realise their full potential unless they complete all set homework. Homework may be assignments, exercises, projects, or preparing for assessments. Ākongā are encouraged to do homework by themselves to allow them to develop their study skills, and become a more independent learner. Given below is a guide to the amount of homework you can expect at each year level.

Years 9 and 10 approximately one hour per week night

Year 11 at least 1.5 hours per week night

Years 12 and 13 at least 2 hours per week night

INTERNET USE *Ngā mahi ipurangi*

The Internet is a great place to be, but there are risks. Some of the people ākongā meet may not be who they seem to be. Ākongā may also come across things that are against the law. The school has rules for the use of the Internet that are designed to keep ākongā safe. Ākongā are required to agree to the school internet use policy (Cybersafety Agreement). Abuse of the internet code may result in removal of internet/computer access privileges.

LEAVE APPLICATION *Te tonu mō te haere*

If an ākongā knows they are going to be away for less than 5 days, a note from their whānau should be given to their form kaiako at least a week before the event if possible. If the absence will be 5 days or more you will need to apply in writing to the Principal.

LEAVING THE SCHOOL GROUNDS *Te putanga kei waho o te kura*

Ākongā must stay in the school grounds unless they have permission to leave. It is important we know where ākongā are. Ākongā who need to leave during the school day must sign out at the office.

LOOK AFTER PROPERTY *Te tīaki taonga*

Sometimes property is reported stolen when in fact the owner has been careless with it. Please make sure that all clothing is named in a way that is difficult to remove. Name all exercise books, pencil cases, etc. The school is not responsible for the loss of expensive items such as cell phones or devices.

PHONES *Ngā waea pūkoro*

Phones are expected to be turned off and in bags during lesson time.

POSSESSION OR USE OF TOBACCO, VAPING DEVICES, ALCOHOL, HARMFUL DRUGS or SUBSTANCES IS PROHIBITED *Kua tino kore nei i whakaaetia te tūpeka, te waipiro, te tarutaru rānei*

Gisborne Girls' High School is a smoke and vape free environment. This includes any tobacco product and vaping device. In a partnership with the NZ Police, this school has a zero tolerance of illicit drugs. The Police will be notified for any instances of possession or use of drugs at school.

STATIONERY AND WORKBOOKS *Ngā taputapu ā-kura*

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>. Ākongas are requested to have their stationery by week three.

Some senior subjects require workbooks. These are treated as stationery items. The ākongas can purchase these items through school and then write on them during class time. If an ākongas does **not** want to purchase the workbook they will still be supplied by the school, but the ākongas cannot write on the book and must treat it as a textbook which remains the property of the school.

VEHICLES AT SCHOOL *Ngā waka i te kura*

Ākongas who bring a vehicle to school must adhere to all road rules and regulations and are to park in Wellington Street. We ask that you monitor your ākongas' use of a vehicle especially if they are on a restricted driver's license.

WHAT HAPPENS IF ĀKONGAS ARRIVE LATE TO SCHOOL?

Ngā kōtiro e tae tureiti ana ki te kura

If ākongas arrive late to school, they are to report to the Ākongas Counter at the office and obtain an admission slip to be handed to their class kaiako. Being on time is an important life skill to develop.

HINETU

Hinetu is a shared pathway from who we are to who we might be.

The dignity and strength of the term 'Hinetu' comes from its association with our school marae ātea entitled *Te Takapau o Hinetu*. When the girls are formally called on to our school grounds at the powhiri, they traverse the "great woven mat of Hinetu" before entering the wharenuī – *Te Raukura*. This welcome is a traditional process that forges connections between the past, present and future whereby the fabric of humanity is strengthened. It marks the beginning of the Hinetu pathway.

Hinetu is a philosophy of Gisborne Girls' High School. It reflects our understanding of the range of opportunities and connections that allow our ākonga to develop into women "standing tall". Hinetu encompasses the living nature of the school values, school events, links between whānau and school, and connections to local and wider communities.

The school embraces the collective partnership with whānau and community to foster and embed the values identified in our school charter. The connections developed will strengthen the wairua of the ākonga as they grow from girls into women.

RELATIONAL PRACTICES

Gisborne Girls' High School uses Relational Practices to build trust and learning-focused relationships between ākonga, kaiako, whānau and the wider community.

- At Gisborne Girls' High School, we engage in Relational Practices where all participants take responsibility for whānaungatanga and connections that nurture learning-focused relationships.
- Relational Practices operate as a continuum with Gisborne Girls' High School from high end conferencing around serious misconduct and harm through to the everyday interactions that ākonga, kaiako, wider staff and whānau have with one another.
- Relational Practices requires ownership of actions that cause harm and provides an opportunity to make amends in partnership with whānau and the wider school community.
- Relational Practices aspires to foster powerful relationships between school, whānau and the wider community.

BEHAVIOUR

Te whanonga o ngā kōtiro

In line with our school values, we expect all ākonga to behave with COMMONSENSE, COURTESY and CONSIDERATION for others.

COMMUNICATION WITH HOME

NEWS ITEMS *Pitopito kōrero*

School news items will be shared regularly on our school website (www.gghs.school.nz) and Facebook page (<https://www.facebook.com/gisgghs>).

REPORTS *Ngā rīpoata*

Ākonga will receive regular reports throughout the year.

ĀKONGA-WHĀNAU-FORM KAIAKO CONFERENCE

There will be one formal opportunity to meet with the form kaiako of your ākonga during the year. This will be an opportunity to discuss ākonga progress in an ākonga led process. If you have subject related questions or concerns at other times please contact the subject kaiako or relevant Head of Department / Faculty.

WEBSITE, KAMAR PORTAL and FACEBOOK PAGE

On our website www.gghs.school.nz you will find a great deal of useful information such as staff e-mail contacts, the school calendar and news items. You, as a caregiver, can also log in to the website Kamar Portal where you will find the timetable, attendance, accounts etc for your ākonga. The specific login details for the website Portal are e-mailed out during Term One.

Another way to keep in touch with school events is by following our Facebook page. Just follow the link from our website.

We hope that all our ākonga have a very successful and enjoyable year at Gisborne Girls' High School. By working in partnership with our whānau and community we can support our young women to become our Hinetu.