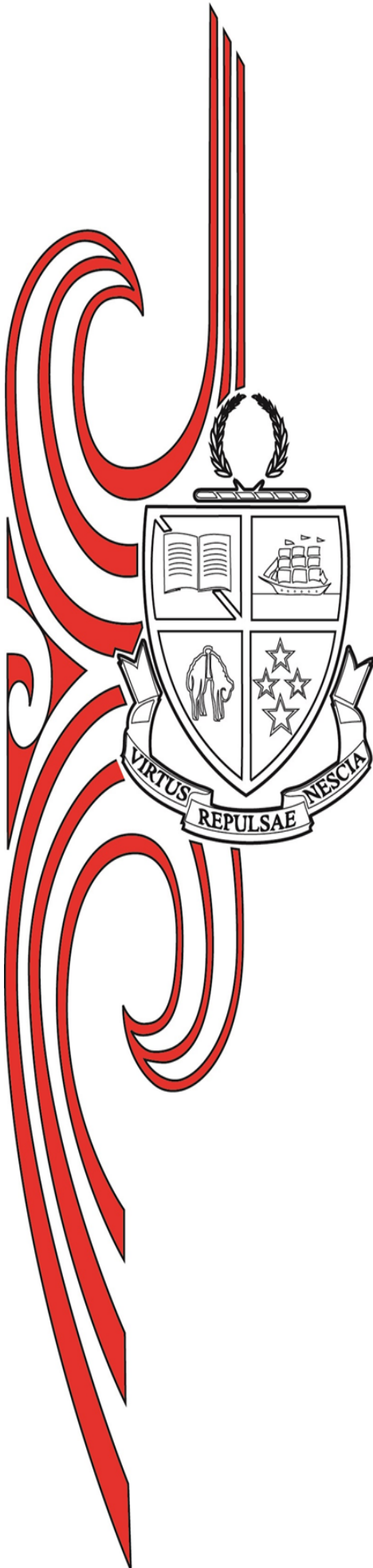


GISBORNE GIRLS' HIGH SCHOOL

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



WHĀNAU HANDBOOK 2026

Hinetū Profile:

*Hine tiaia ki kura rau!
Hine hōkaia taumata rau! We are Hinetū;
strong in our identity and culture. With
courage and compassion, we empower each
other to thrive.
E tū e! Hinetū e*

Our vision
Whāngaihia te āpōpō
Empowering rangatahi for life

Our values:

Whakawhanaungatanga

Taking time to build respectful relationships through relating to others.

Mana Motuhaketanga

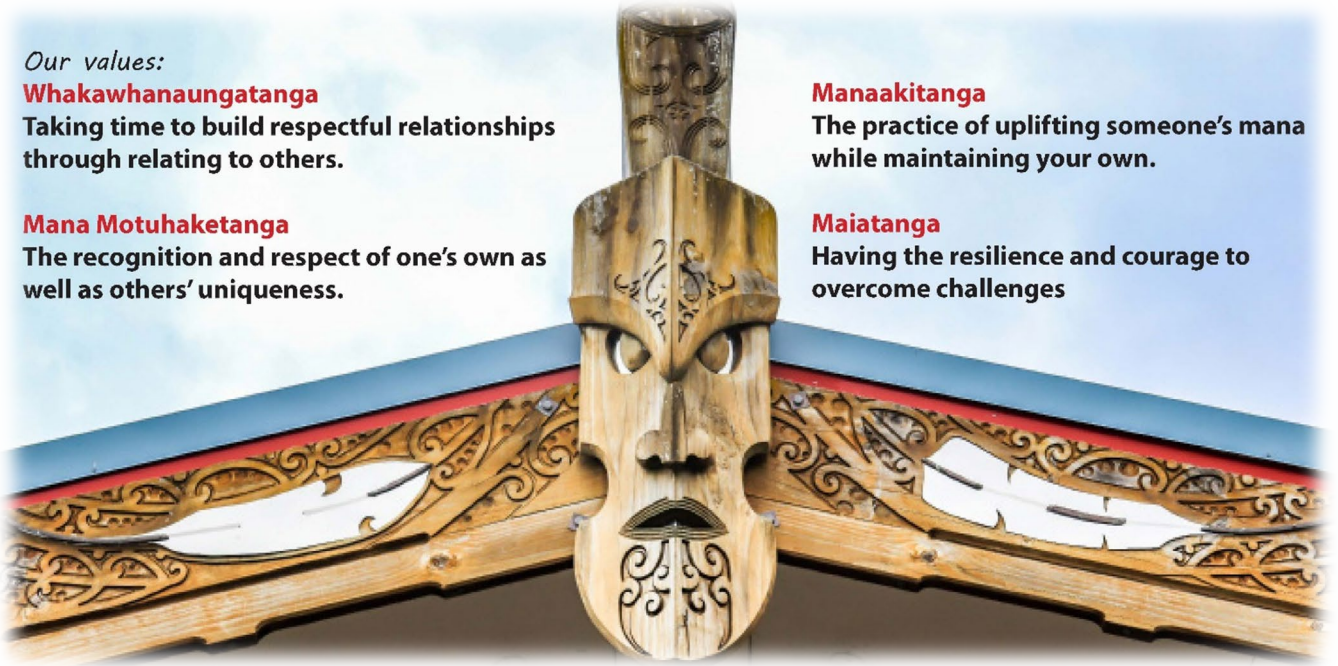
The recognition and respect of one's own as well as others' uniqueness.

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 kura 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 kura. Our kura is a 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 kura as well as information about our pastoral care system. We hope that by having a greater understanding of how our kura 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 kaiako at the kura 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 obtained by contacting our office staff.

Our Kaiako 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 kura with real choices for their future.

Bindy Hannah
Principal

WHO'S WHO AT KURA?

Ko wai ma nga rangatira o Te Kura?

PRINCIPAL	<i>Tumuaki</i>	Mrs Bindy Hannah
DEPUTY PRINCIPAL	<i>Tumuaki Tuarua</i>	Mrs Victoria West
ASSISTANT PRINCIPAL	<i>Tumuaki Tuatoru</i>	Ms Jayde Carroll
ASSISTANT PRINCIPAL	<i>Tumuaki Tuatoru</i>	Mrs Alice Houkamau

DEANS:

Year 9	Ms Tapu Willson
Year 10	Mrs Jo Turton
Year 11	Ms Grace Davidson
Year 12	Mrs Zoe Findlay
Year 13	Mr Ian Loffler

HOF Ākonga Support	Ms Tineille Charteris
Learning Support Co-ordinator	Mrs 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	Monday 2 February to Tuesday 2 April
Term 2	Monday 20 April to Friday 3 July
Term 3	Monday 20 July to Friday 25 September
Term 4	Monday 12 October to Friday 11 December

Public Holidays

Friday 6 February	Waitangi Day
Friday 3 April	Good Friday
Monday 6 April	Easter Monday
Tuesday 7 April	Easter Tuesday
Monday 27 April	ANZAC Day – day off
Monday 1 June	King's Birthday
Friday 10 July	Matariki
Monday 26 October	Labour Day

TEACHING STAFF

Nga Mahita o Te Kura

CAREERS
Christine Bevan-Hutana (HOF), Kelly Sheridan, Zoe Findlay
ENGLISH
Steve Webb (HOF), Sarah Olliver (Asst HOF), Annie Egan, Cristie Feyen, Rita Halley, Jody Jones, Wendy Kirkwood, Laura Skeaf, Trish Tangaroa, Victoria West
HEALTH, PHYSICAL EDUCATION and OUTDOOR EDUCATION
Ingrid Meister (HOF), Kelly Warren (Asst HOF), Carolyn Rofe (HOD OED), Arna Majstrovic (HOD Sport), Hana Crawford-Bowden, Kelly Hansen, Roger White
MATHEMATICS
Jess Williams (HOF), Jarrah Dawson (Asst HOF), Jayde Carroll, Grace Davidson, Patricia Fee, Adrienne McLeod, Jo Turton
SCIENCE
Sam Mottart (HOF), Mark Langford (Asst HOF), Lily Bircher, Barbara Hepburn, Alice Houkamau, Kamaia Rigby, Tapu Willson
SOCIAL SCIENCES
Nic Taewa (HOF), Ian Loffler (Asst HOF), Andrew McBride, Jessie Robertson, Sarah Somerton, Roger White
SPANISH
Vicky Mottart (TIC)
TE REO MAORI
Morehu Nikora (HOF), Hana Crawford-Bowden, Tira Nikora, Paraone Tai Tin, Trish Tangaroa,
TECHNOLOGY
Sue Bristow (HOF), Debbie Tallott (Asst HOF), Zoe Findlay, Phoebe Gander, Kelly Hansen, Adrienne McLeod
VISUAL & PERFORMING ARTS
Jane Egan (HOF, HOD Music), Sam Millar (HOD Drama), Tamsin Wilson (HOD Art), Sofia Drescher, Anna Marie Fenn, Phoebe Gander, Vicky Mottart, Dayna Raroa

GGHS Calendar 2026 (New Zealand)



January

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Jan	• New Year's Day	20 Apr	• Term two starts	12 Oct	• Term 4 starts
2 Jan	• Day after New Year's Day	25 Apr	• ANZAC Day	26 Oct	• Labour Day
26 Jan	• Auckland Anniversary Day	27 Apr	• 'ANZAC Day' day off	10 Nov	• NZQA exams start
2 Feb	• Term One starts	1 Jun	• King's Birthday	11 Dec	• Term 4 ends
6 Feb	• Waitangi Day	3 Jul	• Term 2 ends	25 Dec	• Christmas Day
2 Apr	• Term one ends	10 Jul	• Matariki	26 Dec	• Boxing Day
3 Apr	• Good Friday	20 Jul	• Term 3 starts	28 Dec	• 'Boxing Day' day off
6 Apr	• Easter Monday	25 Sep	• Term 3 ends		

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
Form 10:30 - 10:50	Full Kura Assembly 10:30 - 11:05	Form 10:30 - 10:50	Form 10:30 - 10:50	Interval 10:30 - 11:00
Interval 10:50 - 11:10		Interval 10:50 - 1:10	Interval 10:50 - 11:10	Period 3 11:00 - 12:00
Period 3 11:10 - 12:10	Interval 11:05 - 11:25	Period 3 11:10 - 12:10	Period 3 11:10 - 12:10	Period 4 12:00 - 1:00
Period 4 12:10 - 1:10	Period 3 11:25 - 12:25	Period 4 12:10 - 1:10	Period 4 12:10 - 1:10	
Period 4 12:10 - 1:10	Period 4 12:25 - 1:25	Period 4 12:10 - 1:10	Period 4 12:10 - 1:10	Lunch 1:00 - 1:30
Lunch 1:10 - 2:00	Lunch 1:25 - 2:00	Lunch 1:10 - 2:00	Lunch 1:10 - 2:00	Period 5 1:30 - 2:30
Period 5 2:00 - 3:00	Period 5 2:00 - 3:00	Period 5 2:00 - 3:00	Period 5 2:00 - 3:00	

KURA MAP

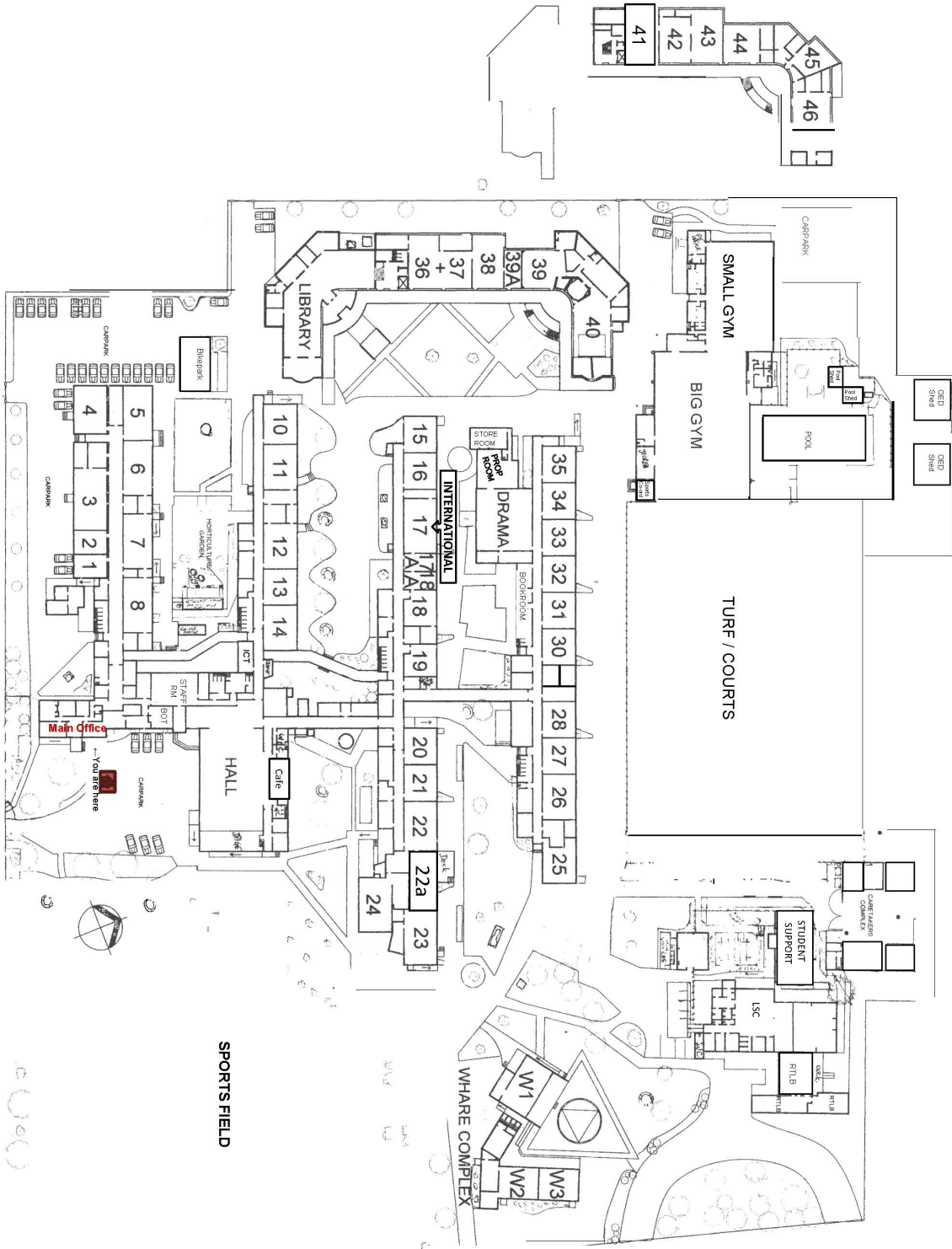
Te mahere o Te Kura

WELLINGTON STREET

GLADSTONE ROAD

STANLEY ROAD

RECTORY FIELD
(Across Road)



GGHS UNIFORM

Ngā kākahu ā kura o Tūranga Wāhine

Students are expected to keep their uniforms clean and tidy and to always wear them correctly. This includes on the way to school and returning home. The same expectation applies when attending any out of school event where school uniform is worn.

All uniform items must be GGHS-issued or purchased.

- Kura black skirt, Kura black shorts or straight-legged, full-length black trousers
- Kura black cardigan or Kura black sweatshirt
- Kura polo shirt (years 9 and 10) or Kura senior blouses (years 11 - 13)
- Black sandals with back straps
- Black flat soled kura shoes
- Short white or black socks or black pantyhose with shoes
- Scarfs – must be red, black or white only
- Kura jacket or plain black jacket
- For PE: Kura black t-shirt and black shorts

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.
- If a student requires a uniform adjustment for religious, cultural, or medical reasons, please refer them to SLT.

GGHS Uniform Prices:

All year levels

Black pleated Skirt	\$62
Black shorts	\$47
Black trousers	\$54
Black GGHS Jacket	\$96
Black cardigan	\$91
Black sweatshirt	\$49

Years 9-10

White polo shirt	\$36
Physical Education T-shirt	\$18
Physical Education shorts	\$25

Years 11-13

Blouse - short sleeve	\$42
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Optional for Years 11-13 only

Black straight skirt	\$54
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Optional for Year 13 only

Striped blouse	\$47
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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.

GGHS SCHOOL UNIFORM

Ngā kākahu ā kura o Tūranga Wāhine



School polo shirt
(years 9 and 10)

School black skirt, School
black shorts or School
black trousers

School black cardigan or
School black sweatshirt



School senior blouses
(years 11 - 13)

Black sandals with back
straps

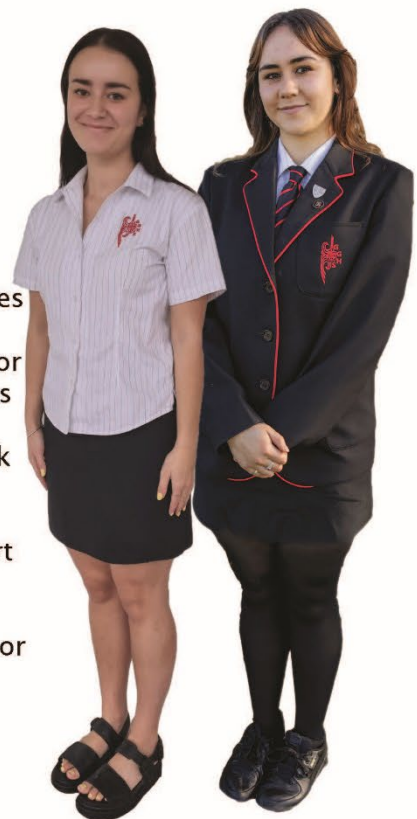
Black flat soled school shoes

Short white or black socks or
black pantyhose with shoes

School jacket or plain black
jacket

For PE: School black t-shirt
and black shorts

Scarfs - must be red, black or
white only



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 kura. We expect ākonga to show respect and behave in a dignified manner at all times. These will be held on Tuesdays at 10:30.

ATTENDANCE *Te putanga mai ki te kura ia rā*

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

GGHS subscribes to Txtstream. Whānau/caregivers will receive a text if their ākonga is absent from kura 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 kura 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 kura everyday. If an ākonga does not have a device there will be a process managed in the first 2 weeks of kura to request a kura chromebook to loan for the year. The ākonga is responsible for the care of this device, to bring it to kura fully charged everyday and use it according to the signed Cybersafety Agreement.

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 kura has adopted the Donations Scheme, we will not be requesting Course Cost Contributions except in the case of some overnight Senior Outdoor Ed courses or for specialist stationery / art supplies.

DAILY NOTICES *Ngā kōrero o te rā*

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

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

We ask that every effort is made to make appointments out of kura 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 kura.

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

Ākongā who feel unwell or are injured during kura 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 10:30am Mondays to Thursdays. 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 Kura. Ākongā must account for every class period and/or days that they were absent. The kura must be notified of an ākongā absence at the earliest time possible.

HOMEWORK *Mahi kāinga*

Homework is an integral part of kura 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. The internet is monitored by an external programme called BARK and notifications are made to the kura if a breach has occurred.

Years 9 and 10 approximately one hour per week night

Year 11 – 13 approximately 1 – 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 kura has rules for the use of the Internet that are designed to keep ākongā safe. Ākongā are required to agree to the kura 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 KURA GROUNDS *Te putanga kei waho o te kura*

Ākongā must stay in the kura grounds unless they have permission to leave. It is important we know where all ākongā are. Ākongā who need to leave during the kura day must sign out at the office and sign back in on their return.

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 kura is not responsible for the loss or damage of expensive items such as cell phones or devices.

PHONES *Ngā waea pūkoro*

The MOE regulations require that kuras must ensure students do not use or access a phone while they are attending kura, including lunchtime and breaks. This includes students who are on kura course or visit outside the kura grounds.

In the classroom, phones are to be powered off and away in a student's bag.

If a student requires their phone for learning or health purposes they must apply in writing to the Principal for an exemption.

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 kura has a zero tolerance of illicit drugs. The Police will be notified for any instances of possession or use of drugs at kura.

KURA LUNCHES *Tina Kura*

GGHS is part of the free Ka Ora, Ka Ako / Healthy Kura Lunches programme. If your ākonga would like to receive a lunch they will need to register with the programme at the beginning of the year.

STATIONERY AND WORKBOOKS *Ngā taputapu ā-kura*

The kura does not sell stationery, but the various outlets in town offer good deals throughout the first weeks of kura. Our lists are also on [Qizzle](#) and [My Kura](#) websites. Students are requested to have their stationery by week three.

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

VEHICLES AT KURA *Ngā waka i te kura*

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

WHAT HAPPENS IF ĀKONGA ARRIVE LATE TO KURA?

Ngā kōtiro e tae tureiti ana ki te kura

If ākonga arrive late to kura, they are to report directly to class. The lateness will be recorded by the Kaiako and followed up by the Form Kaiako. If a student arrives after 8:40 they are to report to the Ākonga Counter at the office and obtain a late slip to be handed to their class kaiako. Being on time is an important life skill to develop.

HINETŪ

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

The dignity and strength of the term 'Hinetū' comes from its association with our kura marae ātea entitled *Te Takapau o Hinetū*. When the girls are formally called on to our kura grounds at the powhiri, they traverse the "great woven mat of Hinetū" before entering the wharenui – *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 Hinetū pathway.

Hinetū 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". Hinetū encompasses the living nature of the kura values, kura events, links between whānau and kura, and connections to local and wider communities.

The kura embraces the collective partnership with whānau and community to foster and embed the values identified in our kura 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-focussed 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-focussed relationships.
- Relational Practices operate as a continuum within Gisborne Girls' High Kura from everyday interactions that ākonga, kaiako, wider staff and whānau have with one another thru to high end conferencing around serious misconduct and harm.
- Relational Practices requires ownership of actions that cause harm and provides an opportunity to make amends in partnership with whānau and the wider kura community.
- Relational Practices aspires to foster powerful relationships between kura, whānau and the wider community.

COMMUNICATION WITH HOME

NEWS ITEMS *Pitopito kōrero*

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

REPORTS *Ngā rīpoata*

Ākonga will receive regular reports throughout the year.

- Interim Report – Beginning of Term 2
- Mid-Year Report – End of Term 3
- End of Year Report Juniors – End of Term 4

ĀKONGA-WHĀNAU-KAIAKO CONFERENCE

There will be two formal opportunities to meet with kaiako of your ākonga during the year. These will occur in Terms 2 and 3. The Term 2 conference will be with the Form Kaiako only. In Term 3 whānau of Year 9 and 10 ākonga will be able to meet with the Form Kaiako. Year 11, 12 & 13 students will meet with Subject Kaiako as well as the Form Kaiako. 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 contacts, the kura 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 kura 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 ākonga to become our Hinetū.

KURA OFFICE

Phone: 06 868 6092

Email: info@gghs.school.nz

Website: www.gghs.school.nz