



GENERAL INFORMATION AND COLLEGE RULES

GENERAL CONDUCT

All students are under the care and authority of the school from leaving home in the morning until returning home in the afternoon, while at school or on a school trip and when representing the school in sporting, cultural or other activities. In their behaviour they should show courtesy, respect and consideration for others. In their dress, speech and language they are expected to conduct themselves in a way that reflects positively on themselves, their home and their school.

In class, students are expected to follow the classroom Code of Conduct. "Show respect for others. Do quality work" This is explained to all students at the beginning of the school year by their Form Teacher.

Smoking and the possession or use of drugs and alcohol are prohibited on the school premises or while students are wearing the school uniform or under the care and authority of the school. The entire school and grounds are designated "Smokefree".

ATTENDANCE

The day begins with a roll check at 8.45am and finishes at 3.15pm. Students should be at school in enough time to prepare themselves for the day and to be at all classes punctually.

Parents or caregivers should telephone the school office on the day of an absence. An absence note, which provides a reason, is required when the student returns to school. This should be given to the Form Teacher.

Best learning takes place when students attend classes regularly. Parents are asked to make dental and medical appointments where practicable outside school hours. Applications for special leave should be made through the Principal.

When a student is leaving either to go on to employment, tertiary study or another school, the parents or caregivers should contact the Principal.

INJURY OR ILLNESS

Students who are ill or injured should report to a teacher and then to the school office. The situation will be monitored and the student may remain in the sick bay. The office staff may contact a student's parent or caregiver to make arrangements for her to go home. If the injury or illness is serious, parents or caregivers will be contacted immediately. Students are not to make alternative arrangements to contact parents or to leave the school grounds without proper authority.

HOMEWORK

Students are expected to study regularly at home. Parents can support this by providing a suitable place and environment to study and by taking an interest in the work. Year 9 & 10 students can expect about one to one and a

half hours of homework per night and seniors about two to three hours. It is important that a good pattern of study is established at Year 9 so that by the time the student is in the senior school she is ready for the longer hours necessary for good progress at that level.

CARE OF PROPERTY AND BELONGINGS

Students' property should be clearly marked with their own name. The school offers on-the-day security for money and articles of value, such as cellphones, which are placed in a named envelope and handed into the office. Lockers are assigned to students at the beginning of each year and can be locked. No student is allowed to go into another's bag or locker or use her books, clothing or other belongings without her permission. The school cannot be held responsible for any loss or damage.

Any damage to school property must be reported to the Assistant Principal. The parents of any student who wilfully or carelessly damages school property will be required to pay for that damage.

LATENESS AND PERMISSION TO LEAVE THE SCHOOL GROUNDS

Students who arrive at school late should report to the school office. They should have a note explaining their lateness and the Assistant or Deputy Principal will see them and give them a late slip to take to their class teacher. No student will be admitted late into class without a late slip.

Students are expected to remain in the school grounds during the school day. A Canteen operates daily within the school and is open at Breaks 1 and 2. Requests to leave must be supported by a note of explanation from parents or caregivers and students must sign out at the office. On return, students must sign in again at the office. Students are expected to travel directly to and from school and they may not go into the central business area of Napier or Hastings without written permission from home and school. The Form Teacher will issue a town pass.

DETENTION

Subject teachers may keep students in for misbehaviour or inadequate work. Students breaking the school rules, or misbehaving at school may be kept in after school on Wednesday from 3.30 – 4.30pm for a School Detention. Students will receive a form which will notify parents or caregivers of the time and the reason for the school detention. Bus students may organise an alternative time, in advance, with the Assistant Principal. This change is only permitted after consultation with the parents or caregivers.

BUSES

Students travelling on school buses are to abide by the bus rules. These will be explained to students at the beginning of each year and taken home for parents to sign.

TELEPHONE

Students may use the telephone in the school office at a cost of 20 cents – only in an emergency. Cellphones must be turned off and kept out of sight during the school day.

PHOTOCOPYING

Students may use the photocopier in the library at a cost of 20c per sheet for black and white.