



## **EAST OTAGO HIGH SCHOOL**



### **Handbook for Students and Parents**

**2024**

### **MISSION STATEMENT**

**Mission statement:**

East Otago High School develops resilient learners and recognises the needs of our diverse community to create successful citizens.

**Vision Statement:**

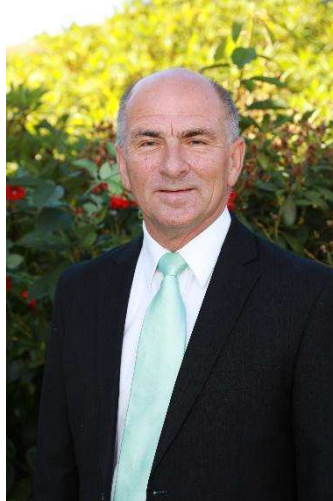
Students are responsible, respectful and motivated citizens who contribute positively to society.

East Otago High School  
Stour St  
PALMERSTON, OTAGO

Phone           03 465 1513  
e-mail [office@eohs.school.nz](mailto:office@eohs.school.nz)

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“As educators, we have been given a wonderful opportunity to promote a love for learning and to foster dreams. We have a moral obligation to make a difference in the lives of students, producing citizens that can live and work productively in increasingly dynamic and complex societies.” (East Otago High School Charter)

It is my privilege to welcome you and your whanau to our school. East Otago High School is a co-educational Year 7-13 State Secondary School situated in Palmerston, Otago. Positioned halfway between Dunedin and Oamaru and close to Central Otago, the school has a reputation for providing quality education where students are offered a wide variety of opportunities to develop as well-rounded adults in a safe, supportive community.

The Board of Trustees for East Otago High School have made a firm commitment to keep class sizes small, meaning students receive closer individual attention and support to shine and have their achievements recognised. This is reflected in outstanding NCEA results for our senior students.

The school’s philosophy is based around relationships, built on the values of Respect, Responsibility and Motivation. Teachers at the school have high expectations of themselves and their Tamariki to ensure all students reach their personal excellence.

Due to its size, and the dedication of its staff, the school has a real “whanau feel”. Staff know every student, their individual needs, and links to the community, promoting the concept of “Strength through Learning”. The proverb “It takes a village to raise a child” is very important to us. We identify the importance of collaborating with our community to offer learning opportunities unique to the East Otago area.

East Otago High School promotes excellence in all facets of life, whether it is academic, sporting or cultural. We strive for all our students to leave with the skills, knowledge, positive and enthusiastic mindset to be successful in an exponentially changing world.

Rigorous processes of self-review and reflective practice ensure that we are constantly seeking to improve the way we do things, always with the student at the centre. We value your feedback and encourage you to make contact with us to discuss any aspect of our school or how we might meet your needs.

This handbook is given out to new students and their families to help answer any questions they may have about how things work at East Otago High School. I have an open-door policy so please come in and see me if you have any questions or contact the school office on 03 4651 513

Keith Fleury  
Acting Principal

## **Code of Behaviour**

East Otago High School is a friendly caring school where people are expected to show consideration for others at all times. Each individual, staff, students and visitors, are responsible for their own actions and the modelling they set for those around them.

In order for a large group to function effectively we must have respect for one another. To show respect means to:

- be courteous
- be considerate
- use common sense



To show respect we must:

### **Respect Ourselves**

- my dress
- my conduct
- my work
- my punctuality

### **Respect Others**


- their name
- their feelings
- their property
- their ambitions
- their rights
- their strengths and weaknesses

### **Respect Property**

- look after the environment and facilities
- recognise that it may belong to someone else
- recognise that it has been provided for everybody's use

East Otago High School operates a School Wide Positive Behaviour for Learning Programme where we seek our students to show

- Respect
- Responsibility
- Motivation

<b>STUDENTS HAVE THE RIGHT TO:</b>	<b>IT IS EXPECTED THAT STUDENTS WILL:</b>
<ul style="list-style-type: none"> <li>▪ equal learning opportunity</li> <li>▪ an appropriate and challenging curriculum</li> <li>▪ freedom from physical and verbal harassment</li> <li>▪ a pleasant school atmosphere</li> <li>▪ help in making decisions</li> <li>▪ an education without being disturbed</li> <li>▪ guidance and assistance from teachers, with their personal/social/academic development</li> <li>▪ the appropriate expression of their opinions and ideas</li> </ul> 	<ul style="list-style-type: none"> <li>▪ attend classes regularly and on time</li> <li>▪ bring a note signed by a parent explaining any absence</li> <li>▪ be prepared for each class - have the necessary books and materials</li> <li>▪ develop good work habits</li> <li>▪ complete assigned work and participate co-operatively and conscientiously in class</li> <li>▪ show a respect for school materials and facilities and the rights of other people</li> <li>▪ operate any school equipment in the manner in which it is intended to be used</li> <li>▪ show consideration of and tolerance for all student (and staff)</li> <li>▪ exhibit positive self-expression through language and action</li> <li>▪ seek help for social and academic difficulties</li> <li>▪ be neat and clean in their appearance and wear appropriate clothing</li> <li>▪ exhibit self-discipline by adhering to school rules and regulations both in and out of the classroom</li> </ul>
<b>TEACHERS HAVE THE RIGHT TO:</b>	<b>IT IS EXPECTED THAT TEACHERS WILL:</b>
<ul style="list-style-type: none"> <li>▪ expect co-operative behaviour in and around the school</li> <li>▪ exclude from a class a student who is disruptive or uncooperative</li> <li>▪ freedom from physical and verbal harassment</li> <li>▪ a pleasant school atmosphere</li> <li>▪ exclude from a class a student who is untrustworthy during activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ be fair, firm and friendly in dealing with students</li> <li>▪ respect the rights of students</li> <li>▪ reward good citizenship and reinforce success</li> <li>▪ plan and implement an effective instructional programme</li> <li>▪ communicate with parents</li> <li>▪ model the expectations of appropriate behaviour</li> <li>▪ encourage students to set and reach suitable personal standards</li> </ul>
<b>PARENTS HAVE THE RIGHT TO:</b>	<b>IT IS EXPECTED THAT PARENTS WILL:</b>
<ul style="list-style-type: none"> <li>▪ expect a meaningful educational programme</li> <li>▪ receive regular communication from the school</li> <li>▪ confer with teachers and/or administrators regarding any concerns for their child</li> <li>▪ expect that classes will be conducted in an orderly manner</li> <li>▪ expect teachers to act as "kind but firm, judicious parents"</li> </ul>	<ul style="list-style-type: none"> <li>▪ take an active interest in their child's school endeavours</li> <li>▪ encourage their child to become involved in the extra and co-curricular school activities</li> <li>▪ assume responsibility for the supervision of their child's regular attendance and promptness</li> <li>▪ provide an appropriate time and place for doing homework</li> <li>▪ support the school in its attempt to provide meaningful experiences and programmes</li> <li>▪ actively support extra-curricular activities involving their children</li> </ul>



## **School Year**

In the school newsletters published each fortnight there will be a list of important dates for your information. As well as this a copy of each calendar month is published.

The school terms for 2024 are as follows:

### **Term 1**

Monday 29 January to Thursday 12 April

### **Term 2**

Monday 29 April to Friday 5 July

### **Term 3**

Monday 22 July to Friday 27 September

### **Term 4**

Monday 14 October to 11 December (date to be confirmed)



## **Public Holidays**

Waitangi Day	Tuesday 6 February
Anniversary Day	Monday 25 March
Easter Break	Friday 29 March to 2 April
Anzac Day	Tuesday 25 June (in the holidays)
King's Birthday	Monday 3 June
Matariki Day	Friday 28 June
Labour Day	Monday 28 October







### **School Timetable**

East Otago High School operates on a fixed **five**-day timetable with five periods per day.

#### *Bell Times 2024*

##### a.m.

8.15 Staff briefing (Wednesday- Staff PD-9.15am start)

8.40 Form Time

8.50 Period 1

9.50 Period 2

10.50 Interval

11.15 Period 3

12.10 Period 4

##### p.m.

1.05 Lunch

1.45 End of lunch time – warning bell

1.50 Form Time/ Activity

2.10 Period 5

3.05 End of afternoon school

Assembly will be held every second Monday during Activity Time at 1.50pm. All welcome.



**Programme- 6 period days**

8.15am	Staff briefing
8.40	Form Time
8.50	Period 1
9.40	Period 2
10.35 – 10.55	Interval
10.55	Period 3
11.45	Period 4
12.35 – 1.20pm	Lunch
1.15	Warning bell
1.20	Period 5
2.10- 3.05	Period 6

**Wednesday Programme: (PD morning)**

8.15 to 9.00am	Staff PD:
9.15	Form time:
9.20	Period 1
10.10	Period 2
11.00 - 11.20	Interval
11.20	Period 3
12.10	Period 4
1.00 – 1.50pm	Lunch
1.50	Activity
2.10 - 3.05	Period 5

**Peer Support**

East Otago High School operates an extensive peer support programme. Year 12 students attend a training camp to develop their leadership skills which they use the following year to assist the Year 7 students to integrate into their new school environment.

The programme focuses on issues such as: -

- Communication
- Getting to know one another
- Co-operation
- Cultural awareness
- Feelings/friendships and trust
- Peer pressure
- Family relationships
- Finding your way around the school
- Building a group
- Self-awareness
- Values
- Bullying



## **School Office**



The school office is situated in the administration block directly off the entrance on Clark St. It is clearly signposted and is open from 8.00 am to 3.45 pm during the school term. If you need to contact the school for any reason you can ring our friendly staff on 03 465 1513 or leave a message. In this day of technology the school can also be contacted via email on: [office@eohs.school.nz](mailto:office@eohs.school.nz)

The Office Staff are Mrs Leanne McLeod and Mrs Kylie Scott.

### **Telephone access**

Students needing to use a telephone can come to the school office at an appropriate time and with teacher permission.



### **Mobile Phones & other Electronic Devices**

The school currently allows mobile phones and other electronic devices that can be used outside of teaching times, such as lunchtime and interval. In classroom situations, cell phones are to be turned off and put away on entry to the classroom. Students are expected to use their phone at break times, sensibly, failure to do this will result in the student being banned from bringing their phone to school for a period of one term.

## **EAST OTAGO HIGH SCHOOL – UNIFORM DETAILS**

### **BOYS – Juniors (all year)**

- Black (longer fit) shorts, black dress trousers – *online or in store NZ Uniforms (no logos)*
- Green polo shirt – *online or in store NZ Uniforms*
- School polo top – *online or in store NZ Uniforms*
- School Hoodie- *online or in store NZ Uniforms*
- School outdoor regulation jacket – *online or in store NZ Uniforms* or black Puffa jacket
- Black polishable leather shoes
- Black socks

### **GIRLS - (Year 7 to 10) (all year round)**

- Black skirt, black shorts, black dress trousers – *online or in store NZ Uniforms (no logos)*
- Green polo shirt – *online or in store NZ Uniforms*
- School polo top – *online or in store NZ Uniforms*
- School Hoodie- *online or in store NZ Uniforms*
- School outdoor regulation jacket – *online or in store NZ Uniforms* or black Puffa jacket
- Black crew socks
- Black leather polishable lace-up shoes or leather Mary-Jane style shoes

**SENIOR GIRLS - (all year round)**

- Kilt – *online Mainland Uniforms*
- White long sleeve blouse – *online NZ Uniforms*
- Black tights or black crew socks – *online NZ Uniforms*
- Green vest – *School office - \$10*
- School jersey – *online NZ Uniforms*
- School outdoor regulation jacket – *online or in store NZ Uniforms* or black Puffa jacket
- Black polishable leather lace-up shoes or leather Mary-Jane style shoes
- Ties (Senior) – *online from NZ Uniforms*
- Senior Girls: Blazer- *online or in store NZ Uniforms*

**WINTER BOYS – Seniors (all year round)**

- Black dress trousers *online NZ Uniforms*
- White dress shirt *online NZ Uniforms*
- Blazer- *online or in store NZ Uniforms*
- Green vest – *School office - \$10*
- Black polishable leather shoes or black leather dress boots

**SPORTS UNIFORM**

- Singlets – *online from NZ Uniforms*
- T Shirts – *online from NZ Uniforms*
- Shorts – *online from NZ Uniforms*

For uniform items ordered through NZ Uniforms the website is:  
<https://www.nzuniforms.com/>

A scarf is optional for boys and girls and must be plain school green, plain black, or school green and gold.

Thermals are permitted - short sleeve white under short sleeve tops, or long sleeve under long sleeve tops.

**Physical Education**

Black regulation singlet or t-shirt  
 Regulation black shorts  
 Non marking sports shoes

School tracksuits are provided for travelling sports teams.

**Personal Grooming**

Hair styles must be neat and tidy and appropriate for school activities e.g. long hair must be tied back for science, technology, PE

No visible make-up

Dreadlocks may be worn, but must be tied back if long

No extreme hair styles or dyes are permitted and clear nail polish only is allowed

Boys must be clean-shaven

**Jewellery**

Small keepers or studs may be worn in pierced ears. A maximum of two studs per ear is permitted

Navel piercing is permitted but must be removed for sports

No other form of body piercing is acceptable

**Cultural Items**

Students may wear one item of religious or cultural significance.

**Representative Uniform**

This policy applies to uniforms that are issued to students in connection with activities in which they are representing East Otago High School.

Other representative uniforms include - wet weather tracksuits, netball skirts, hockey shirts and skirts, athletic singlet, basketball singlet/t-shirts. Uniforms are to be worn in direct connection with the activity, for which they were issued; that is on the day of competition, travelling to/from the activity or event, while participating in the activity or event.

Students have a responsibility to return any issued uniforms in a clean and tidy condition at least equal to the condition the uniform was in when received. Students have a responsibility to report any uniform damage as soon as possible to the teacher in charge of their activity and/or the Head of Department, Sport students, whose uniforms are lost or damaged through careless or irresponsible use while in the care of the student, may be charged to assist with the cost of repair and/or replacement of the uniform. Students who fail to return their uniforms by the due date may incur a fine.

**School Lunches**

Students are supplied with a Healthy Lunch every day as part of the Ministry of Education's **Ka Ora, Ka Ako | Healthy School Lunches Programme**.





## **MAJOR RULES**

East Otago High School has very few rules, but those it does have are important and must be adhered to.

### ***APPROVED BY THE BOARD OF TRUSTEES***

1. This set of rules needs to be read in conjunction with the Board of Trustees Code of Conduct for students, teachers and parents.
2. Students must, by regulation, attend school regularly and punctually. When a student returns to school after an absence he/she must bring a note to their Form Teacher or the office, signed by their parent or guardian. The note should explain the reason for the absence.  
If a student is absent for more than three days the school should be telephoned so that work can be set (if that is appropriate). Requests for leave of absence are to be made in writing to the Principal.
3. If it is necessary for bus pupils to leave school during a school day a note is required and permission must be obtained from the Assistant Principal or Deputy Principal. Permission will not be granted to buy lunch downtown. Students (who are late) and parents, visitors need to be sign in electronically at the office, before leaving and upon return.
4. When dental or doctor's appointments, music or driving lessons are arranged during school time, permission must be obtained from a staff member and sign in electronically.
5. Students travelling by school bus should behave sensibly. Misbehaving may lead to the cancellation of the privilege of bus transport.
6. All damage to school property must be reported immediately to the office and the Deputy Principal.

#### **Current charges are:**

Small broken windows	<i>As appropriate</i> \$ 60
Medium windows	\$ 80
Frosted glass windows	\$ 100
Reinforced windows	\$120 - \$150
Larger windows	\$150 - \$200



There will be an appropriate charge made for damage to school furniture and fixtures and in the case of wilful damage the real cost will be charged.

7. All students are required to wear the school uniform as set out in the Prospectus, on their way to and from school and on other occasions as instructed by the staff. A note is required to explain the wearing of non-regulation clothing and must be brought to the Assistant Principal or Deputy Principal on the first day of non-regulation clothing being worn.

8. Students may only bring a vehicle to school with the advance permission of the Assistant Principal or Deputy Principal. Permission will be granted only at the written request of the parents/caregivers. Passengers must not be carried unless their parents/caregivers have given consent in writing. The driver's parents/caregivers' consent is also necessary. Standard driver/passenger consent forms are available from the school office. Abuse of this privilege could result in vehicle permission being withdrawn.

9. The EOTC policy already details the non-acceptance of alcoholic drinks by students/parents/caregivers and smoking/ vaping by students while on trips outside the classroom.

10. The possession or use of cigarettes, apparatus relating to drugs/smoking, alcohol and non-prescription drugs are also forbidden while at school, coming to or from school, attending school functions, on school trips, upon the school grounds at any time or while the student is identified with the school.

11. Chewing gum is prohibited on the school grounds.

### **What to do if ....**

#### **You have been absent**

Bring a note to your form teacher at the morning form meeting the day you return to school. The note must state the dates of your absence, the reason for your absence and be signed by a parent/caregiver. If the absence has or will be for a long period of time you may need to provide a medical certificate.



#### **You know you are going to be absent**

The law requires that students attend school every day it is open except in exceptional circumstances (e.g. illness, family emergencies). However, we recognise that there will be times when you must be absent for a variety of reasons. When you know in advance you may need to be absent you will need to bring a note from a parent/caregiver seeking the Principal's permission. Alternatively, your parent/caregiver could ring the school to discuss it. Please try to make any appointments outside school hours.

When you have an appointment with the dentist or doctor etc, in school time, bring the appointment card (or a note from a parent) to school. Show it to your teacher before you leave for your appointment and again when you return to school. You must sign out at the school office and sign in again as soon as you return.

Apart from the legal requirement, parents are reminded that regular attendance at school is essential if students are to reach their full potential academically. In order to assist the student at exam/test time, it is essential that the student makes the effort to catch up on any work missed through absence.

**You are late for school**

It is very important that you report to the school office when you arrive, and sign in. Then report to your form teacher as soon as you can and give him/her your excuse note. Students may be required to make up time by the Deans if this becomes a pattern.

**You have a medical or dental appointment**

Show your appointment card to your form teacher at the morning form meeting and to the teacher whose class you have to leave at the start of the period. Politely excuse yourself when you leave and go to the school office and sign out on the iPad. When you return, sign back in at the office. However, we would ask that you make every effort to organise such appointments outside school hours.

**You become ill at school**

Report to the office with a note from your teacher. You may need to go to the sickbay, or the office staff may ring your parent/caregiver to arrange for you to go home. *On no account are you to go home without permission from the Office.*

**You have to leave the school during the day for some other reason**

You must report to the office and get permission from one of the senior staff (Assistant Principal, Deputy Principal or Dean). You must then sign out before you leave and sign in when you return.

**You need to take medication during the school day.**

If you need to take medication at school the office must be informed in writing and arrangements made. Bring the medication to the school office. The only exception is asthma inhalers which may be kept with you.

It is important for the school office to be aware of any medical conditions. These are to be filled out on the enrolment form. If your child develops an illness that requires constant monitoring or medication, after the date of enrolment, it is important that you let the office know.

**You miss a test or other assessment item through absence**

Seniors will be required to follow the procedures as laid out in the assessment policy which is found in NZQA student procedure handbook. A medical certificate may be required. It is important that students or parents/caregivers do contact the school if you know you will miss an assessment for any reason.

Students in the junior school should bring a note immediately upon their return after an illness. They may have an opportunity to sit the assessment on their return.

**You change your address, phone number or other personal details during the year**

Report to the office and make sure your details are changed on the School's records. *This is very important - especially in case of an emergency.*

**You either bring a car to school or travel in a car driven by another student**

You must have permission to do this. The requirements are specified on page 27 of this booklet

### **Home for Lunch**

If you wish your son/daughter to come home for lunch and you live in Palmerston, you must write a NOTE to the office, giving your permission.

A lunch pass will then be issued for a term.

Students who live in Palmerston:

\*Are NOT allowed to take other students home for lunch

\*Must return to school on time for afternoon form time



**STUDENTS NOT COVERED BY A PERMISSION NOTE WILL NOT BE ALLOWED HOME FOR LUNCH.**

Also note that students from outside Palmerston (i.e. come on a school bus) will NOT be permitted to go into town to buy their lunch.

School lunches are provided to all students in 2024. These are distributed in morning form time and students can access extra lunches (nearly always available) from the office during the day.

**The only students permitted down the street at lunchtime, provided they sign out at the office, are Year 13 students.**

### **You have not got the correct uniform**

Students who are not in full uniform must report to the Deputy Principal or Intermediate/ Junior/ Senior Dean at the beginning of the day with a note clearly explaining the reason. Parents/caregivers are reminded that it is a requirement of enrolment for students to be in uniform while at, or travelling to and from school. The office does have a limited supply of uniform items that students may borrow in an emergency.

### **You lose some belongings**

If you cannot find them after looking in all the obvious places check at the office as the item may have been handed in. While we will make every effort to find lost items the school can accept no responsibility for any item lost or stolen at school. Please ensure all belongings are clearly named.

### **Extra bags or Sports gear**

From time-to-time students may bring an extra bag or sports gear to school. Most classes will have a place where this can be safely stored. Failing that students are able to store gear at the office. They must ask at the office for help.

### **You bring money to school**



If you bring money to school to purchase anything, please make sure you do this at the beginning of the day. Please keep money on you at all times or hand it to the office for safe keeping. The school takes no responsibility for money left in bags.

### **You have payments to make**

Money for payments should be brought to the office at the beginning of the school day. Eftpos is available. Some parents prefer to set up an automatic payment throughout the year to pay for all school expenses.



**You are having a problem with classwork**

Get advice from your subject teacher as soon as possible. The sooner you get help with learning problems the easier it is to overcome them.

**You need help planning your future**

The school has staff specially trained in careers information. Your first point of call is Ms Guile. Guidance can also be sought from specialist teachers. Resources are available as well as access to internet sites with career guidance.

**You are having problems dealing with someone, or something**

Discuss the matter with your parents/caregivers if appropriate or discuss the matter with your Form Teacher, Dean, Assistant Principal or Deputy Principal or any other teacher you feel comfortable with.

**You are being bullied at school!!**

East Otago High School takes bullying very seriously. Every student has the right to feel safe and secure while at school. If you are having problems please discuss them with a teacher at the school, Deans, Assistant Principal or Deputy Principal.

**The emergency alarm rings**

Follow your teacher's instructions and proceed in an orderly fashion to the assembly area in front of C Block.

**There is an earthquake**

Get under your desk, shielding your head with your hands. Follow your teacher's instructions.

**The weather is really bad**

Check emails and our Facebook page. Listen to the radio station where any information about cancellations will be broadcast as early as possible.

**You are leaving school**

Collect a leaving form from the office and take it home to get your parents/caregivers to sign it, indicating their approval. You will then need to have all of your teachers; sports coaches, dean, librarian assistant, and the office sign the form. Return your books to your teachers and pay any money you owe at the office. If you are in Year 12 or 13 and are eligible for a record of achievement, you will need to apply at the office.

**You think of a good idea to improve the school**

If a student has a good idea to improve the school, they should approach someone on the student council and arrange to take it to a student council meeting.

Parents/caregivers likewise can contact the school office, who will be able to refer them onto the appropriate person.

**Who to Contact**

Whenever you ring the school, the phone will be answered by one of our office staff – Mrs Leanne McLeod or Mrs Kylie Scott. If you are unsure of who to ask for, they will be able

to help - they will know who to connect you with. They are also able to answer most general questions.

Other contacts are:

**Acting Principal** - Mr Keith Fleury

**Acting Deputy Principal** - Mr Ian Adamson, for day-to-day matters and disciplinary queries.

**Acting Assistant Principal** – Dr Helen McIntyre, for special needs/ assistance and day to day matters

**Deans-** Dr Helen McIntyre for general/ academic student matters for Years 11 -13

Miss Erin Kempthorne for general student matters for Years 9 - 10

Mr Kelvin Cummings for general student matters for Years 7 -8

**NCEA Principal's Nominee** – Mr Keith Fleury

**Form/ Rawhiti (Homeroom Teachers)** - The Form/Rawhiti Teacher is the usual first point of contact for general matters about students. Even if they are not able to address the matter, they are always able to refer it to the person who can. They should be contacted via the office, but normally you will need to leave a message as they may very well be teaching.

The best time to get hold of teachers is either before school (8.00 – 8.15am), at interval or lunchtime. See bell time's page 8.

In 2024 the following teachers will look after the Year 7 & 8 students:

Ms Kirsty McLachlan, Mr Kelvin Cummings, Mr Chris Walker and Miss Sian Downes.

**Correspondence Co-ordinator** – Mis Erin Kempthorne is available for any queries about Te Kura correspondence courses.

### **Careers Advice.**

In addition to your Form Teacher's help Ms Guile has a special role in careers advice. She has special expertise in this area and may be able to answer your questions.

**A source of general information** - particularly for younger students, our senior students (Year 12 and 13) have been where you are. They may be able to help and advice. They actually care! - All you need to do is ask.

### **School Fees**

In 2024 the school has opted into the Ministry of Education Donation Scheme.

Parents will still be responsible for Year 11- 13 BCAT's material costs, sports' fees, and overnight camps/trips.



### **School Organisation** **Parent Portal**

We are constantly striving to strengthen our communication with families, while making this timely and relevant to the student's progress.

To address this, we have developed our Parent Portal which is accessible on the school website. The portal has both personal information and assessment information. The assessment information is synchronized with our school system so is always up to date. When assessments are published for Y11 to Y13 students, staff will make a comment on their progress and recommendation for improvements. Those comments and grades will be published immediately with both accessible on the portal. We encourage all parents and caregivers to access the portal on a regular basis. Other functions include the school daily notices, our school calendar and attendance information.

If you do not have login details, please contact the school and we will email them out to you.

### **Form/Rawhiti time/pastoral care**

Form time is an important part of the school programme and occurs at the beginning of each school day. After lunch form classes come together once again for 25 minutes, form times will also be a place where students will be asked to set goals for the year and form teachers will follow up with students on how they are going, on a regular basis.

### **Homework**

The school policy on Homework is as follows:

Regular homework is an important part of any course of study and may have a number of purposes:

- (i) To consolidate, maintain and practise skills and processes learnt in the classroom
- (ii) To provide interesting challenges and extensions
- (iii) To revise work for assessments e.g. tests
- (iv) Study and revision

Teachers shall set homework on a regular basis as part of a student's course. This homework may be set in any of the following ways:

- (i) on a daily basis
- (ii) over a period of a week
- (iii) over a longer period e.g. assignment or project due in a specified period of time
- (iv) any combination of the above

Completion of homework will be reported on as part of our reporting system. Parents are encouraged to take an active interest when students are working on homework.

Guidelines:

Year 9 & 10                      No more than 1½ hours/night

Year 11-13    Reference to assessment statements is essential. A guide of approximately 2 hours/night

### **Year 7 and 8 Homework**

We expect students to continually practice their times tables knowledge as this is essential to progress within Mathematics.

Spelling consists of 10 words each fortnight based on words each student uses in their own writing.

Reading nightly is encouraged continually.

Each form has "google classroom" students are expected to make regular comments on this forum to develop their literacy skills and depth of thought on a variety of topics.

### **Concerns and complaints**

Should parents have concerns over school decisions or anything that happens at school, these must be made in the first instance to the Principal, in normal working hours, rather than to the individual staff member at home or in the street. The best way to get a satisfactory resolution to the problem is to go through the proper channels at the proper time. It is important that you talk to us as even in the best run organisations we do get situations which need to be resolved. Appointments can be made through the school office by Mrs McLeod the Principal's P.A.

It is important that you do take action if you have a complaint. If you do not inform us, we may not even know there is a problem. There is a Board policy on this area available online on the school website through "School Docs".

### **Complaints Procedures for Students**

Students have the right to be safe at school. Any student who considers they are being harassed in any way (eg. verbally, physically, sexually, racially etc) by another student, staff member or other person at school, should report any such incidents to a staff member they trust or feel comfortable talking to. Incidents of a serious nature should be immediately brought to the attention of one of the following - Assistant Principal, Deputy Principal or the Principal.

All complaints will be dealt with in confidence, investigated, and the appropriate action determined by the nature and seriousness of the alleged incident, will be taken. During such investigations the principles of natural justice shall apply, and we would try to resolve any issues at an informal level. However, the School is, of course, bound by a range of legislative, regulatory and contractual obligations that may determine how we deal with any matter.



### School House System Houses

All students belong to one or other of the four "Houses". We place new students in the same House as their older brothers or sisters where this applies.

The Houses are as follows:

McKenzie	Yellow	Clark	Red
School	Blue	Muir	Green

During the year we run an inter-house competition. This continues throughout the year and involves a variety of activities which can include:

- Athletic Sports
- Cross Country
- Speech competitions
- Variety Show
- Inter House competitions e.g. volleyball, basketball, futsal, quiz competition
- SWPB4L cards



No matter what level you are, or how skilled you think you are, you can help your house by taking part in the various activities.

At Prize-giving at the end of the year the House trophy is awarded to the winning House.



## **Sport**

East Otago High School has a fine reputation in sport. Over the years many provincial representatives have been selected from school teams. National honours have been achieved by many of our students.

If a student wishes to play sport, they may join a school team in one of the many sporting codes coached by senior students, staff members, and members of the community. Parents/caregivers and members of the community able to help in any way are encouraged to contact the school.

Affiliations fees are often charged for sporting teams and are payable to the national sporting bodies. These fees are collected by the school and passed on. They are compulsory and students will be excluded from a sport if not paid.

Sports offered include athletics, badminton, basketball, cricket, cross country, golf, hockey, netball, rugby, soccer, squash, swimming, touch, handball, futsal and volleyball. This list can be extended if interest exists. Excellent school and community sporting facilities are available for student use.

Sports interchanges are arranged with Tokomairiro College and Maniototo Area School. Students also participate in an annual Sevens Tournament, Athletics, Cross Country, and Swimming Championships.



### **Saturday and Midweek Sports Competitions**

Some codes offer regular competition on Saturdays or regularly during the week. These vary each year but include Rugby, Netball, Soccer, and Cricket on Saturdays, and Hockey, Futsal, Volleyball and Basketball (evenings) during the week. These teams are independent of the Wednesday clubs and practices are held at some time during the week.

### **Athletics, Swimming and Cross-Country**



All students are expected to take part in the annual Athletics Sports, while the Swimming and Cross-country involve all interested students. Our best competitors are then invited to compete against other schools at local, regional, South Island or National level as appropriate. It is these competitions, beyond East Otago High School, that control when we hold our sports.

Dates and full details for 2024 of all these events will be publicised to parents via the school newsletter as soon as information arrives.

**Tracksuits**

Thanks to the hard work of parents through the PTA and various sporting groups fundraising we have many school tracksuits available to issue to students who are representing the school. These are in good condition and students are required to return them clean and in good repair. If they are lost or damaged the student to whom they were issued is expected to make restitution. Some individual sporting codes also issue to players team tracksuits obtained through sponsorship deals with supporting community industry.

**Sports Trips**

A number of sporting trips are undertaken during the year. There is a cost associated with these. If there is a problem, please contact the Principal, as we do not believe participation should depend on an ability to pay. The costs vary depending on the venue.

There is an annual tournament week held in the middle of Term Three. This tournament traditionally involves teams in the following sports: Netball, and Hockey. Some of these involve fundraising to help defray costs of accommodation and transport.







## **Cultural**

In addition to academic and sporting activities, the school provides a range of cultural activities. Many (but not all) of these are run outside class time. Like sport, these cultural activities are an integral part of our balanced curriculum, and we encourage all students to become involved.

### **East Otago High School Kapa Haka Group**

This is open to all interested students. Practices are every Thursday afternoon during Period 5. This group performs at various events throughout the school year and is supported very much by the Māori community. Input from interested groups is most welcome.



### **School Camps**

Year 12/13	Cardrona Ski Farm - August	\$700 approx.
Year 11	Ocean Adventure- March – May	\$ TBA
Year 10	Rite Journey	\$ 200 approx.
Year 9	Glenorchy - February	\$185.00 approx.
Year 8	Activity Week	\$200 approx.
Year 7	Camp Iona- February	\$120.00 approx.



In addition, a number of classes go on single day trips and subject specific field trips. The costs vary but, in a number of cases are offset somewhat by fundraising activities involving the students which, in themselves, have positive educational outcomes.

### **Duke of Edinburgh Award Scheme**

The scheme operates from Year 10 upwards and is again one of the strengths of the school depending on interest.



A wide variety of activities are carried out to gain the award at Bronze, Silver and Gold levels.

At the Silver and Gold level, students work independently on the Award, but have support and guidance through regular lunchtime meetings.

Residential programmes on the Spirit of Adventure and Lions' Leadership are available to meet some aspects of the Award.

## **General Information** **Standards**

A high standard of language and behaviour is required of students at all times in communication with staff members and with one another. The school expects courtesy, respect and consideration for the rights of others, at all times.

It is an important part of a child's education for them to realise that they must use appropriate language and courtesy in the various formal and informal situations they encounter. The school will not tolerate students swearing, using unacceptable or disrespectful language at school, or at a school function.

## **Classroom behaviour**

The highest standards of classroom behaviour are required at all times. Each teacher will establish her or his own set of classroom routines and/or rules within general school guidelines.

Students must NEVER interfere with wall displays, equipment, the teacher's desk or the whiteboard. Writing on desks is inappropriate and will not be tolerated!

## **Detentions and other punishments**

East Otago High School is a "Restorative School". Our Pastoral Team have been fully trained in restorative practices. These skills have in turn been passed on to the staff for restorative meetings to be well managed.



There are four underlying principles to restorative practices:

- Positive interpersonal relationships are a major influence on behaviour.
- A culture of care supports the mana of all individuals in the school community.
- Cultural responsiveness is key to creating learning communities of mutual respect and inclusion.
- A restorative approach leads to individuals taking responsibility for their behaviour.

Once a student is referred for either three minor or one major infraction in class they will be sent to the office where they will be directed to another class to complete the green reflection sheet. At the next lunch break the student and teacher will go to C10 (after 10 minutes to eat their lunch) and meet for a restorative conversation to:

1. Tell the story.
2. Explore the harm.
3. Repair the harm.
4. Reach an agreement.

A Dean or SLT member will be available to facilitate this restorative conversation and then keep the student in the detention room to complete any work that needs to be done.

The teacher that has referred the student will attempt to make contact by phone the same day to inform the caregivers of what has happened.

If a student gets two referrals in a term, they will have to complete a community service consequence (this will vary but is essentially a consequence that has a positive effect on the school, running a lunchtime activity, rubbish duty etc.)

If a student receives three referrals in a term the Dean will contact the caregivers for a meeting to be held at the school.

On the fourth referral in a term the student will be internally stood down and go on to a behaviour monitoring card to be administered by the Dean.

Any following referrals the student will be internally stood down with the DP to meet with the parents to discuss next steps.

### **Peer Support**

Year 7 pupils are put into small groups with a peer support leader from Year 13. The pupils meet with their leader once a week in Term 1 and together they do set activities and discuss any problems they may have.

### **Student Safety**

The Children, Young Persons and their Families Act makes it clear that in any situation where a teacher, or other adult associated with the school, suspects any form of child abuse the safety and well-being of the student is paramount and comes before the interests of any other person.

The school has adopted a set of protocols (which are available for perusal at the Office) for such situations which require staff to notify the Principal of any cases of suspected abuse immediately. The protocols specify what will occur subsequently. In addition, staff or other concerned adults may also report suspicions of child abuse directly to an appropriate authority,

Other policies related to student safety are all kept in the policy and procedures are available in 'School Doc' on our website.



The library is open at interval and lunch times. It has a wide range of books and magazines to provide for almost all tastes. In addition, it has a number of computers, most of which give access to the internet. The library is a very pleasant and quiet place to relax and read, to undertake research or do your homework. NOTE: The library is neither a lunchroom nor a Common Room. It is a quiet room.

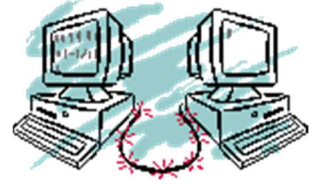
Please ask the library assistant or your English teacher, they will help you select suitable reading material.

### **Computers**

East Otago High School is well equipped with Chromebooks for Year 7 and Year 8 students. We have a BYOD (bring your own device) policy for Y9 to Y13 students. Chromebooks are recommended but most devices will work on our school system. We do have a set of chromebooks available for students who forget their device or have not fully charged their device. This is on a daily basis only.

### Internet use

Internet is available to all students and staff. On enrolment each student is allocated a unique login name.



Each student is required to sign and adhere to a Chromebooks and Internet Use Agreement which specifies their rights and responsibilities when using the Internet. Existing students have already done this. For new students this form must be countersigned by a parent/caregiver. The form we are using is based upon that recommended by the Ministry of Education for use in schools.

Parents should note that, in order to maximise safety, the school reserves the right to monitor internet use and will withdraw internet and computer privileges if a student misuses the system. Serious offences will be dealt with via the school's normal disciplinary procedures.

### Motor Vehicles at School

Sometimes cars have to be brought to school by students. As the school is responsible for students all the time, they are away from home to attend school or any school activity, the privilege of bringing a motor vehicle to school requires some common-sense rules.



Prior permission for the bringing of a motor vehicle to school must be sought from the Assistant Principal (permission forms can be collected from the office, completed, and then returned). Those students bringing vehicles to school must understand that these vehicles are used strictly for the purpose of coming to and going home from school. They are not to be used at any other time during the school day.

Parents of the driver and all passengers must give their approval for those travelling in vehicles on the stated permission form. The completion of the form is taken as a guarantee that approval has been given.

The school reserves the right to withdraw the privilege of having a motor vehicle at school (and/or impose some other suitable penalty) in the following circumstances:

- Failure to gain prior permission.
- Using the vehicle during school hours.
- Giving inaccurate information regarding passengers or use of the vehicle.
- Dangerous or inconsiderate use of the vehicle. If we receive reports of such behaviour the matter may be referred to the police.



### **Student Council & Head Students**

The student council provides the opportunity for students to express their opinions and organise activities that help the school. The Year 13 leaders and a representative from each form class make up the council and are elected by the senior school. The council then elects its own officers. The student representative on the Board of Trustees also automatically becomes a member of the council.

Students wishing to have matters heard by council simply need to speak to a council member prior to a meeting. The council meets fortnightly. The council is also responsible for running mufti days as well as fundraising ventures for various activities.

### **Newsletters**

Copies of the newsletter are emailed every second Thursday. Newsletters are important as they allow the school to keep families informed about what has been happening and what will happen. In addition to this you can find a digital copy on the school website and Facebook.

### **School Bus Transport**

A large percentage of students attending East Otago High School travel by bus. The policy for bus transport is given below:

#### **Rationale**

The purpose of this policy is to lay out the conditions and criteria for the safe transportation of East Otago High School students to and from school.

#### **Policy**

Students eligible for paid transportation to and from school are those who live more than 4.8km (secondary) from their nearest school.

Travel to and from school-on-school buses is a privilege, not a right. Failure to meet the conditions as laid out below may result in a student's privilege to travel on a school bus being withdrawn.

A high standard of behaviour is expected of students at East Otago High School at all times. This expectation also extends to those travelling on school buses. Students must be consciously aware that they are always on public display, especially while travelling to and from school. While in uniform, behaviour displayed by students is immediately linked to East Otago High School.



**Conditions:**

Students must

- board the bus in an orderly manner.
- inform the bus monitor if they do not intend to travel on the bus for any period of time
- enter and disembark from the bus one at a time in an orderly manner. Pushing or bunching up around a door is not acceptable
- remain seated while the bus is in motion. Those required to stand are expected to remain stationary (in one place) until a seat is available
- keep aisles clear of all school bags and gear
- keep noise to an acceptable level. Excessive noise will not be tolerated and is placing the driver in a dangerous position
- respect all bus furniture and fittings
- follow the instructions of the driver at all times
- conduct themselves in a SAFE manner

It is paramount that at no time should the driver be distracted from his/her driving duties.

On occasions it may be necessary for a student of East Otago High School to travel on a bus when they are not on the bus roll for that route, or when they are not on any bus roll (Palmerston town pupils). In such cases a written note must be presented to the bus controller (Mr Mike Fuller) requesting permission to travel on the school bus. This should be done the day before just in case permission is declined because of loading issues.

Permission will only be granted if the pupil is staying with friends/relatives after school or overnight and if the bus is not already loaded.

From time-to-time emergencies may arise. An emergency is a situation which could not have been foreseen earlier that day. In this case, contact the bus controller through the school office to gain permission. Once again, permission can only be given if the bus is not already fully loaded.

Students not adhering to the conditions as laid out in this Policy, or the procedures above, will be brought to the attention of the Bus Controller, who will take appropriate action.





**Teaching Staff: -**

Acting Principal	Mr K Fleury
Acting Deputy Principal	Mr I Adamson (Senco)
Acting Assistant Principal	Dr Helen McIntyre

Dean: Year 11-13	Dr H McIntyre
Dean: Years 9/10	Miss E Kempthorne
Dean: Years 7/8	Mr K Cummings

Counsellor	Mr C Heaphy
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RTL B	Mr M Atherton
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Mr K Cummings  
 Mrs R Fitzgerald  
 Ms R Foster  
 Mr R Cruice  
 Miss S Downes  
 Ms J Guile  
 Ms K McLachlan  
 Mrs K O'Connell  
 Mr L Sharp  
 Mr B Smith  
 Mr B Strang  
 Mr C Walker  
 Miss E McKenzie  
 Mr N Hayes

**Relievers: -**

Mr L Sharp, Mrs Y Sharp, Ms A Thompson, Mrs L Lawrence

**Support Staff: -**

Mrs L McLeod	Office Manager/ BOT Secretary/ Principal's P.A.
Mrs K Scott	Office Administrator/Finance

Mr G Johnston	Property Manager
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Mrs R Croucher	Sports' Coordinator/Laboratory Technician
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Mr S Walker                      D Block Technician

Mrs R Howland                 Library Assistant

**Teacher Aides**

Mrs D Ford  
Mrs R Fitzgerald  
Ms K Arnold  
Mrs B Clark  
Ms K Mackay

**BOARD OF TRUSTEES**

**Chairperson:**                      Mrs P Bridger

**Vice Chair:**                         Mr P Paton

**Board Members:**

Mr I Clark  
Mrs N Coulhoun  
Mrs J Rata-Te Raki  
Mrs L Walker

**Principal:**                             Mr K Fleury  
**Staff Representative:**             Ms K McLachlan  
**Student Representatives:**         Miss C Bridger

**Secretary:**                             Mrs L McLeod



