



Wellington High School

Te Kura Tuarua o Taraika ki Pukeahu

CAREGIVERS' GUIDE

Mission Statement

Wellington High School strives to achieve excellence in all activities through a supportive and coeducational environment that promotes individual achievement and mutual respect.

Wellington High School is the school of choice for families who are seeking:

- Coeducation
- A place where students feel valued and supported
- An achievement-focused learning environment supported by a broad range of subjects
- Effective social learning and development which respects differences and individuality and allows individuals to grow to the limit of their potential
- A non-uniform school where students are guided by a dress code
- The development, over time, of confident and independent learners who have their achievement recognised and celebrated
- A school that values academic success, personal excellence and respectful relationships.
- An environment where students are prepared for life-long learning through the development of intelligent inquiry and curiosity

Wellington High School - A Step Ahead

For 128 years Wellington High School has been providing the best education possible for many thousands of young New Zealanders. Throughout this time we have forged our reputation by daring to be different and have fought hard to have our educationally progressive and sometimes challenging educational ideas accepted by an often conservative status quo. From the very first director of the school in 1886, Arthur Dewhurst Riley, to the present principal, Nigel Hanton, our guiding principles have been the pursuit of excellence, creative thinking and the celebration of diversity. Perhaps it is no coincidence that the school's first leader, Arthur Riley and the present leader, Nigel Hanton, were both art teachers in their formative teaching years.

Several previous principals have summed up Wellington High School's different approach to education.

Riley: *The school is to be linked to the community and is to serve the needs of youngsters and adults alike. We need engineers, surveyors, technicians – not more Latin graduates.*

La Trobe: *Schools should teach students to think for themselves. There will be no parrot-like repetition of teachers' words at my school.*

Howell: *Schools must provide rich cultural opportunities in order to train for life and citizenship.*

Royal: *Pupils should leave school with a sense of self-worth and the expectation that life has beauty and truth.*

Noall: *Judged on its pathfinder role alone, Wellington High School must continue to be one of the truly important schools in New Zealand.*

Hanton: *At Wellington High School one size fits one.*

At Wellington High School we use this rich tradition to shape the present. Year 9 students are warmly welcomed to a school where they are respected as unique individuals, not as a homogenous entity. Our Year 9 students are taught collaboratively by their teachers of English, Mathematics, Science and Social Studies in the Tukatahi guided enquiry learning model. This model was first trialled in 2008 and is now a well-established and very successful teaching method.

At Wellington High School your young person will learn to be a resilient, flexible thinker and will leave school with the mental strength and academic skills to be a successful 21st century citizen.

Orientation Process

Our goal is that students new to Wellington High School, whatever the year level of entry, quickly adjust to our special character and ethos, and that they soon feel that they are valued members of our school community. To ensure this happens we have a Gaining Wellington High School Citizenship programme that takes place in the first few weeks of a new student's time with us.

To gain their Citizenship Award, new students, with the guidance of their dean and rōpū teacher, complete a three part orientation booklet.

- In part one the new student fills out the 'Tell us about you' section of the booklet, works well in class and has good attendance.
- In part two the new student fills in the 'Find out about us' section of the booklet, works well in class and has good attendance.
- In part three the new student (and the caregiver for this part) fills out the reflections section of the book, works well in class and has good attendance.

When the student has successfully completed all parts of the booklet, and it has been checked by the rōpū teacher and the dean, s/he will receive a Wellington High School Citizenship award at one of our whole school assemblies.

We feel it is important to acknowledge the arrival and future contributions of all of our new students and for them to understand as much as possible about the unique character of their new learning environment. With full understanding from both parties, a successful partnership will ensue.

Academic Programmes

Wellington High School students follow the New Zealand Curriculum. Through the development of effective programmes of learning all students have access to all strands of the curriculum. These programmes make use of the connections that exist between learning areas and create an environment where authentic and relevant learning occurs.

Learning is connected through shared concepts and themes with a strong commitment to building student learning competencies and dispositions. Much of this work is done through the inquiry process. Inquiry is supported by access to the school's wireless network accessed by students' own computers. All new students are required to have their own device. Further information regarding this requirement will be made available at the time of enrolment.

An important aspect of learning is the sharing of learning with parents and caregivers. All students are involved in student-parent-teacher learning conversations that are focused on setting goals, reviewing students' progress and sharing examples of their work.

In the senior school Wellington High School offers an extensive range of courses at each level that staircase learning strands and sequence the learning. There is a carefully selected range of academic and practical courses across all curriculum areas that reflect student interest while maintaining the school's traditional position as a quality provider of performing and visual arts. The school offers multiple pathways to a range of qualifications in a technology rich environment that makes full and effective use of the latest teaching and learning strategies. At Wellington High School we are committed to tailoring individual students' courses to meet their needs and progress at their own rate.

Junior Learning Skills Year 9 and 10 Learning Agreement

This agreement is about your learning. Successful students are those who know how to learn. To provide you with the best opportunity for you to be a successful learner, Wellington High, your Whānau and you all need to agree to meet their responsibilities and goals stated in this Learning Agreement, and to work in partnership to support you to develop the skills that will ensure learning success.

Responsibilities	Goals
<p>WHS Responsibilities:</p> <ul style="list-style-type: none"> • Provide a safe learning environment • Provide expert teachers • Emphasise student centred learning • Meet the national curriculum • Assess your learning needs • Extend your learning • Monitor your progress and measure your success • Communicate with you and your caregivers about your learning 	<p>WHS Goals:</p> <ul style="list-style-type: none"> • Fully complete your programme of study • Successfully prepare you to start national qualifications • Give you a sense of belonging to our learning community • Produce a student of whom we are proud
<p>Whānau Responsibilities: To support my student's learning, I/we agree to:</p> <ul style="list-style-type: none"> • Ensure that my student is at school • Help create a learning environment at home • Encourage and supervise homework • Be positive about learning • Be responsive to and supportive of WHS 	<p>Whānau Goals: Our/my goals for you are:</p> <ul style="list-style-type: none"> • Do your very best in your learning programmes • Enjoy your learning at WHS • Be proud of what you achieve • Be prepared for success in national qualifications
<p>Student Responsibilities: To support my learning, I agree to:</p> <ul style="list-style-type: none"> • Attend all my classes, unless I have a legitimate reason for being absent. • Be on time • Be prepared with the right equipment • Behave in a way that promotes my own learning and the learning of others 	<p>Student goals: My broad goals are to:</p> <ul style="list-style-type: none"> • Be a successful learner • Graduate the junior school with the learning skills that will ensure that I will be successful in the senior school • Take advantage of the range of opportunities available to me at WHS • Feel proud of what I achieve

Opportunities to Participate

Wellington High School offers a full range of opportunities for young people to connect with the school through participation in enriching activities outside of their classroom lessons.

Sport in the school is managed by the Sports Coordinator who organises and encourages all students to participate in sport. There are a wide range of sporting opportunities both in traditional sport codes and emerging codes. The school encourages parent and community involvement in these activities.

Well over 50% of students at the school are regularly involved in competitive sport, while many others take part in a range of outdoor activities offered by the school including tramping, skiing, and mountain biking. The range of sports offered depends on student interest but includes:

Fencing	Squash	Softball	Badminton
Hockey	Basketball	Netball	Futsal
Tennis	Cricket	Table tennis	Touch
Rugby	Football	Volleyball	Cross Country
Water Polo	Dragon Boating	Ultimate	Weightlifting
Target Shooting	Lawn Bowls	Athletics	Underwater Hockey
Floorball	Parkour	Tramping	Rock Climbing
Skateboarding	Frisbee	Unicycling	

The school also supports regular trips to overseas destinations including exchanges with schools in China, Indonesia, Nepal, Japan and Samoa. Cultural opportunities abound and there is something to interest everyone. Opportunities are again based on student interest but include:

Shakespeare Society	Debating	Drama	Bands/String Group
Computer Club	Kapa Haka	Pasifika Group	Music Tuition
Amnesty International	Duke of Edinburgh	Peer Support	+ much, much more
Chess	Student Radio	Student Librarians	

Education Outside the Classroom (EOTC)

Wellington High School sits in the centre of an exciting landscape for learning. We enjoy proximity to amazing natural and cultural resources and we believe that learning should not be confined to classrooms. Getting out into the world puts learning into a different, richer context and we want to encourage teachers and students to take advantage of the opportunities afforded by our proximity. We are committed to ensuring the safety of our students while engaging in low risk learning activities outside the classroom. This means activities that are close to school and that happen during the school day. Examples of this kind of activity are walking down to Te Papa to do a workshop or see an exhibition, or going to the New Zealand Film Archive for a movie viewing.

Teachers take responsibility for active supervision and for managing the slight risks that are involved, such as traffic safety and sensible behaviour. We have emergency procedures in place in case of earthquake or other natural disasters striking while the group is offsite.

It's really important, for this and many other reasons, to ensure that you keep us up to date about any health issues or other things that might impact on your student's learning or ability to function during the school day.

If there is any reason that your student should not participate in these **low risk** learning activities outside of the classroom that happen close to our school and within the school day please make contact with your student's rōpū teacher as soon as possible.

We will **always** seek your permission by letter/email for trips that involve higher levels of risk than those outlined above. Examples of this are water based activities, multi day trips or trips that will take your student out of our immediate environment.

Restorative Practice

Wellington High School works on the basis of mutual respect and shared responsibility. When things do not go as they should the school will always attempt to resolve the situation using the best principles of Restorative Practice.

Restorative Practice is about holding people accountable for their actions - making them accept responsibility - but supporting them in learning what they have done to others and about helping people to find a way forward and to behave differently next time.

Our Aims are:

- To educate students towards self-directed right behaviour.
- To promote, nurture and protect healthy relationships among members of the community.
- To enable students to be accountable for the real consequences of any wrongdoing.

We do this by:

- Having high expectations and insisting upon high standards of behaviour, and
- Providing high levels of support and care for individuals.

Our philosophy is:

One of inclusion and relationship building and restorative practices are built around these values.

A Restorative Approach

Encourages students to appreciate the consequences of their actions for others.

Enables students to make amends where their actions have harmed others.

Requires students to be accountable for their actions.

Encourages respect for all concerned.

Why do we use Restorative Practices?

It is inevitable that in any community we will all experience conflict, disruption, hurt and disappointment. Wrong-doing is a violation of people, property and relationships hence the wrongdoer has a responsibility to make things right and to heal the hurt. Situations requiring repairing a relationship can, in fact, be opportunities for learning, growth and community building. Conflict could be good for us, if we learn skills such as active listening, problem-solving, expressing emotion appropriately and taking responsibility

The Restorative Chat

Restorative conversations are part of every-day school dialogue. Teachers are encouraged to engage in restorative conversations both as prevention and as an early intervention for relatively low-level classroom disruption. This approach models respectful dialogue and includes the language of restorative enquiry at the time of disruption.

Examples of RP questions:

- What were you thinking?
- Who has been affected by what you did?
- What do you need to do to fix this?

Mini Conference

Harmful events involving several students and/or a teacher can be resolved very quickly using this approach because it requires very little time to prepare. It is used when the incident is not serious enough to involve parents.

Class Conference

This approach may be applied where a whole class is being affected by hostility or conflict causing learning to be impeded and relationships to be damaged. A neutral facilitator, teachers, support personnel and the students meet in a circle and discuss the issues, explore the harm and come up with solutions together.

Full Conference

This is also known as a community conference because it involves the whole community of people affected by an incident of serious harm. These conferences involve parents and or family members of victims and offenders. They require careful preparation of participants by a neutral facilitator. Agreements are recorded and kept as part of the school's tracking system. A person responsible for follow up is assigned.

How can you help us support your young person?

- Listen to your young person—avoid commenting on their choice by judging or criticising—this will alienate your young person and make him/her less willing to open up and be honest with you.
- Support your young person regardless of whether they are the victim or the wrongdoer in the situation.
- Don't believe everything your young person says—there are always two sides to the story.
- Trust the school and the process.
- Seek clarification from relevant School staff if you have concerns or questions.

Student Support

Each student is part of an extensive and responsive guidance network that is responsible for individual wellbeing. This network provides assurance that students are safe and supported at school.

Key people include:

- **Rōpū teachers** who are the students' primary contact point
- **Year Level Deans** support the rōpū teacher and maintain an overview of the year level
- **Guidance Counsellors** provide additional personal support for students and their families
- **Peer Support** and peer tutoring provides student to student support and helps to develop connections between year levels

The Learning Services Faculty ensures all students' **learning** needs are met. The support is targeted to the needs of the individual and support may include:

- **Reading and Literacy Support** for students who may need additional support to develop age appropriate levels of literacy. Similar programmes support the development of numeracy skills,
- **Social Skills and learning skills support** to assist students to work in larger groups or whole class environments,

- **English language** programmes for international students and students who are new to New Zealand,
- **Extension programmes** that enrich and extend the learning opportunities for able students.

WERO: Our Challenge

WERO: Where it comes from

At the end of 2012, Wellington High School joined the Ministry of Education's Positive Behaviour for Learning School-Wide (PB4LSW) initiative. As part of this, a team of staff have developed a positive statement about how we relate to each other and our environment at Wellington High School.

WERO: what it means

Wero means 'challenge' in te reo. We think of Wellington High School as a place which proudly challenges things that aren't right or fair. Each letter of WERO stands for a key value/expectation that we have of members of our community: W for Whānau; E for Excellence; R for Respect; and O for Ora, or wellbeing.

WERO: The ongoing project

The WERO team are working in an ongoing way to communicate these expectations with our community. The focus is on teaching these expectations to all Wellington High students and promoting the underlying values by actively acknowledging behaviour that fits within them. We are excited about working with our community to develop their understanding of restorative practice which will underpin our response when student behaviour doesn't meet our expectations.

WERO: What it means for our community

If you enrol your student at Wellington High School, you're signing up for these values. We commit to building and valuing a respectful relationship with you and your young person based on our high expectations around learning and engagement.

We would love to hear your perspective on how we do Whānau, Excellence, Respect and Ora at Wellington High School in the coming years.

Open Door Policy

Wellington High School believes that effective learning, development and achievement is a three way partnership where students, their parents and the school work together to achieve shared expectations for every student – that is to develop to the full extent of individual potential. To create this dynamic partnership we must work together. To facilitate this we have an Open Door Policy that encourages families to come and talk to us. Teachers, rōpū teachers, Subject Heads, Faculty Heads, Counsellors, Deans, Senior Team Members all welcome contact from you to ensure that we can work effectively together.

Enrolment Process for 2017

Monday 1 August 2016	Closing date for applications for Year 9 out-of-zone placements in 2017.
Friday 12 August 2016	Ballot for out-of-zone placements in Year 9 in 2017 held.
Wednesday 17 August 2016	Parents to be notified of the outcome of the ballot by this date.
Friday 26 August 2016	Acceptance of place offered via the ballot to be received by this date.
Monday 17 October 2016	Closing date for applications for out-of-zone year 10 to 13 placements in 2017.
Monday 7 November 2016	Ballot held if required for out-of-zone placements in Years 10 to 13 in 2017.
Thursday 10 November 2016	Parents to be notified of outcome of ballot by this date.
Wednesday 16 November 2016	Acceptance of place offered via ballot to be received by this date.

CAREGIVERS' A to Z

Absences

Planned - A letter requesting leave should be submitted to the Principal detailing dates and reasons for the absence. The caregiver will be notified in writing of the Principal's decision.

Unplanned - If absence is due to sickness, a note of explanation or email should be given / sent to the rōpū teacher or attendance officer when the student returns to school. Also the parent/caregiver MUST either phone the absence line on 802 7673 or 3858911 extension 873 or email absences@whs.school.nz before 10am each day the student is away. See Attendance below.

Accidents

May occur at school. It is vital that we have correct contact numbers of caregivers and an extra emergency contact. All accidents must be reported to the first-aider and recorded in the accident register at Student Services on Level 5.

Adult Students

Adults wishing to enrol should contact the school office for an appointment with a Deputy Principal.

Assessment

Formal assessments are held during the year to evaluate student progress. The school runs assessments from Year 9 onwards. Students are prepared for NCEA and Scholarship and fulfil all assessment requirements.

Attendance

Is compulsory for all students. Caregivers have a major role in establishing expectation and attendance patterns. Adequate attendance is a prerequisite for admittance to senior classes. There is a direct link between attendance and achievement. Students can only succeed academically if they are in class learning. We use an early notification system that will text and email the parent/caregiver when their student is not in class. Please ensure that you notify the school of changes to your email address and/or cell phone. Parents/caregivers can also keep track of student attendance through the parent portal.

Bicycles

May be ridden to school. They are parked in the stands provided near the fashion area at the base of the science block. Students provide own locks.

Board of Trustees

The school's governing body is responsible for ensuring the school complies with relevant legislation and meets the community's requirements. The Board meets in the Staffroom usually one Monday of each month. Dates are advertised on the website. Parents are invited to attend and are asked to ring the school to say they are coming.

Buses

Go Wellington runs buses for all schools. There are special buses for Wellington High School to / from Island Bay. Otherwise, all buses travel either up/down Taranaki Street past the school, across Taranaki Street at Buckle Street or circle the Basin. The buses pick up students from across the road at Tasman Street or at the school bus stop in the main driveway. Snapper cards for bus travel can be ordered with the Wellington High student identification card. Money can be loaded on Snapper cards at the school café.

BYOD (Bring Your Own Device)

Wellington High is a BYOD environment. Devices which conform to a minimum set of requirements can log into our wireless network and support learning in a number of ways. For more information check out the school website.

Calendar

The school year is divided into four terms and all important dates are on the website and the Weekly Wrap Up. Upcoming events are also listed on the front page of the school website. The school calendar is a live document and contains lots of useful information for parents and caregivers. There is a link to the school calendar at <http://www.whs.school.nz/about-us/whs-calendar/>.

Camps

WHS has an Education Outside the Classroom (EOTC) programme which provides opportunities for students to learn in different environments. We try to limit the expense of these camps and all students are expected to attend when their course of study includes a camp. Payment may be made by credit card or to arrange automatic payments, contact our accounts department on 385 8911 extension 872.

Café

The café is open during the school day for lunches, drinks and snacks and offers delicious food at reasonable prices. Lots of vegetarian, vegan and gluten free options. The cafeteria is open from 10.00am to 1.30pm each day.

Campus

Our inner city campus shares borders with Massey University. For health and safety reasons, Year 9s and 10s are required to stay onsite at Wellington High School during break and lunchtimes. Caregivers will be notified if students are found in breach of this rule.

Careers

Information and guidance related to career choice is available from the careers teacher found in M410. Up-to-date information can be found in the careers office and the library. Appointments may be made to discuss courses at school or other educational institutions. Caregivers are welcome to make interviews with their students.

Cars

Students' cars are not permitted in the school grounds as the school has limited parking bays. Parking places numbered 1-6 are reserved for visitors. All visitors must notify reception on Level 5 of their registration number to avoid being ticketed or towed away.

Clearance Forms

All Year 11/12/13 students must complete clearance forms at the end of the year to ensure that all school equipment has been returned and all fees have been paid. If the student leaves during the year, the student must speak to the Dean before they leave and complete a leaving form.

Community Education

The school has a large Community Education programme which operates most week nights and Saturdays. Information on the wide range of courses is available on 385 8919. The office is open 9.00am to 8.00pm Mon - Thurs and 9.00am to 1.00pm Fridays.

Curriculum

The school follows the national curriculum and has a policy of students keeping a broad general education for as long as possible.

Communication

To ensure you get timely communication from WHS, please make sure that you have supplied us with a regularly used and up to date email address for each caregiver.

The Weekly Wrap Up is published to the school website every week. It contains all the news from the previous 7 days and information for upcoming events.

Occasionally a paper notice will be sent home via students particularly for special events.

You can also keep up to date with what your student is doing via our Parent Portal.

In the case of extraordinary events, such as an evacuation, the website, social media and text messaging will be used to alert parents.

Contacting the School

Caregivers are welcome to ring the school any time during school hours (8.30am to 4.00pm). If the person you wish to contact is not immediately available, then leave a message on their voice mail and your call should be answered within one working day or sooner. All staff have voice mail and can be contacted by email using the following formula: `firstname.surname@whs.school.nz` (e.g. `leilani.jones@whs.school.nz`)

Daily Notices

Notices are printed to be read during rōpū time. The Daily Notices sheet is placed on the level notice boards each day so that students can also read the information for themselves. Daily Notices are also available at <http://moodle.school.nz> and through the parent portal.

Daily Report

Daily Reports can be used to help students establish better patterns of work, behaviour, attendance and punctuality. This system is seen as a means of positive reinforcement rather than punishment. Students on report are issued with a report form which is signed by each subject teacher. It is then brought to the Dean, Deputy Principals or Principal for checking. The report is to be taken home each night to be signed by a caregiver.

Deans

Each year level has a Dean who oversees the academic progress and general welfare of that year's students. The Dean will move with the students through the school. Deans give advice to students and parents on courses of study and monitor academic achievement.

Drug-free

Staff and Board of Trustees are committed to a drug-free school. All students know drug use is inappropriate and unlawful in and out of school.

Enrolments

Enrolments can occur throughout the year but are preferable at the start of an academic year. Year 9 enrolments for the following academic year occur in Term 3. Contact reception if you wish to make an appointment.

Emergency Evacuations

The school has emergency evacuation procedures and practises these regularly.

EOTC

Some subjects have curriculum requirements that involve an element of Education Outside The Classroom (EOTC). These are essential for internal assessment and must be attended. Where activities involve costs to families and interruption to other classes a notice will be sent home. It is the responsibility of students to inform other teachers that teach them, when they are going on a field trip.

The school encourages the use of the resources the city offers. Classes may go on short one-or two-hour trips. Caregivers have given permission for their student to go on these trips through enrolment documentation - individual consent is not generally sought for trips of this nature.

Extra-Curricular Activities

A wide range of opportunities is offered. A range of sports are available alongside drama, musical and other cultural activities. Students should read the daily notices for up-to-date information. The school employs a Sports Coordinator and an Arts Coordinator.

Fees

Invoices are emailed out in February and throughout the year. There are a number of methods available for the payment of these fees: direct credit, cash, cheque, EFTPOS, credit card or an automatic payment can be set up. Payment by credit card can be made through the parent portal or a secure online portal available under the Whānau menu at <http://www.whs.school.nz/> Otherwise, all fees should be paid to the student services office. Families experiencing hardship may seek exemption by contacting the Principal. Donations attract a tax rebate. The school bank account number is 12-3141-0212924-00

Guidance

There are two full time Guidance Counsellors available for individual counselling. Discussions with students are confidential. Caregivers are also welcome to contact the Guidance Counsellors for advice and guidance with any problems causing them or their students concern. Appointments may be made by telephone or through referrals through rōpū teachers or Deans.

Hardship

The school receives some income from the Alfred George East Trust some of which is used to alleviate student financial difficulties. Families experiencing hardship should approach the Principal for assistance. Applications for AGE scholarships are invited each September. Please notify your student's Dean.

Heads of Faculty

Heads of Faculty are teachers with responsibility for the staff and curriculum and assessment in their subject areas.

Homework

Students are expected to do work at home to reinforce and extend their learning. It is important junior students have a regular time and place to do homework to develop good study habits. Parents can expect juniors to have work which includes completing class exercises, extension of class work, some assignment work or revision for up to one/one and half hours a week night.

Seniors will all have homework and regular revision programmes that may take up to three hours per school day.

If parents have concerns about homework, they should communicate with the subject teacher or Head of Faculty.

ID Cards

Students are issued with ID cards which permit them to borrow from the Library. If students order a combined ID/Snapper card, it can be used for reduced rates on the buses, movies, etc. The standard ID cards cost \$10.00. ID/Snapper cards cost \$25. We recommend registering your Snapper card in case it is lost.

Induction

New students are required to complete an induction programme which encourages them to reflect on how well they are learning and engaging at their new school. Once completed, they are granted WHS citizenship.

Internal Assessment

Many senior classes have internal assessment programmes which require assessment tasks to be completed and returned according to a set schedule. There are strict guidelines created by NZQA which the school adheres to in relation to missed assessments, reassessments and extensions to deadlines.

Keeping Up-To-Date

It's essential that we know how to contact you. Please notify us of any changes to your details such as change of address, email, home or emergency phone numbers. Phone 385 8911 or email admin@whs.school.nz any changes to address/cell numbers/home/work details.

Lateness to School

Students are to be at school on time. If students are late they need to report to a member of the Senior Leadership Team or a Dean to explain their lateness.

Learning conversations

These occur twice a year for all students and parents/caregivers. They are an opportunity to discuss your student's learning, set appropriate goals and view portfolios of work.

Learning Profiles

Teachers complete learning profiles for students in their classes once a term. These are published on the portal in the reports section and can be downloaded. The learning profile assesses core dispositions for learning.

Leaving Procedures

Students intending to leave the school during the course of the year should consult their Dean well in advance of their departure to ensure they understand the procedures. They will be required to produce a letter of permission from their caregivers. All students are required to complete clearance procedures with subject teachers, library, sports coaches and the office to ensure all school equipment and fees have been paid or returned.

Leaver's Certificate

Students who complete leaving procedures and have settled all debts may request a Leaver's Certificate. A simple statement of attendance at Wellington High School is completed and given to the student.

Library

The school library is open from 8.15am to 4.00pm for student use. It offers a wide range of books for all reading abilities. In addition there are papers, and online computer research facilities.

The Library is staffed by a full time librarian, library assistants and student helpers. All borrowers are expected to return books promptly and in good order. Students may expect to contribute towards the cost of lost books. Donations of books for the library are welcomed and appreciated.

Lockers

There are 288 lockers available. The hireage fee is \$10 for the year which includes a padlock. Students wanting a locker need to see Student Services promptly at the start of the year to ensure they are allocated one.

For any padlocks that are not returned at the end of the year, a \$10 replacement cost will be incurred.

Lost Property

All personal property should be clearly named. Named lost property will be promptly returned to the student concerned. Unidentifiable lost property is claimable from the office on Level 5.

If property goes missing students should retrace their steps and check where the item was last seen, check at the office and finally, if gear is still missing, report it to the student services.

Lunchtime

Lunchtime is from 12.20pm to 1.20pm. Year 9 and 10 students are required to stay in the school grounds at lunchtime. There are many activities to occupy them.

Senior students may leave the grounds but are expected to act in a manner that does not bring the school or themselves into disrepute, and to ensure they are not late to period 4 classes.

Medical

The school has a qualified first-aider available for first aid and care of sick students. She also assists with students who need regular medication. Please contact the Dean if your student has special medical needs.

Moodle

Moodle is the school's learning management system and contains a wealth of resources and links for all of a student's courses. Students log in using their network username and password. The URL is <http://moodle.whs.school.nz/>.

Messages

Only emergency messages from caregivers will be conveyed to students. Please text or phone your student on their cellphone during interval or lunch break only.

Music Lessons

Tuition in a wide range of instruments is available through the itinerant music scheme. Lessons are taken during school time by expert tutors. Some instruments are available for hire at a reasonable rental. Further details can be obtained from the music department.

NCEA

NCEA is NZ's national assessment programme. Students from Year 11 on accumulate credits toward a level of achievement. NCEA can be gained at 3 Levels. Students can gain course endorsement or an endorsement over a whole level of certification by gaining a certain number of their credits at Merit or Excellence level. Fees to be paid by the end of August.

Orientation Programme

New students undergo an orientation programme. Year 9 take an extensive programme organised by their Dean during the first week of their Year 9 year. New students at other year levels are required to complete an induction programme coordinated by their rōpū teacher and Dean which once completed means they are granted citizenship at Wellington High.

Parent Portal

The portal is one way you can keep in touch with the school and up to date with student progress. Log in details are sent out at the beginning of each term. The portal has a lot of information on it and we encourage you to use it regularly.

- Notices - keep in touch with what is happening in school on a daily basis
- Timetable for your student
- Attendance - this appears as soon as a student's attendance is marked in class
- NCEA summary - really useful for you and your student to keep track of NCEA progress
- Results (by subject, all) - containing all standards achieved throughout the year - this will also include PAT results
- Groups - these are co-curricular activities that your student may be doing
- Reports - all reports are posted on the portal - our aim is that they will always appear on the portal BEFORE you receive them in the post.
- Pastoral - items only with a brief description
- Fees and Flo2Cash payment facility
- Careers - your student can enter goals for learning conversations in the 'Interviews' section
- Course Selection - this will be needed later in the year for Y9-12 students

Parent Help / Friends of the School

From time to time the school needs help from caregivers in a wide range of roles - sports, drama, music, even covering books. If you would like to help please contact the Principal's EA.

Parent - Teacher Evenings

Wellington High School offers a number of opportunities throughout the year to meet with teachers to discuss your students' progress. These include report evenings and more in depth learning conversations that take place during the school day.

Photographs

As a record of the life of school, class photographs are taken in February each year by a professional photographer. These may be ordered through the students' rōpū teachers.

Physical Education

Appropriate clothing must be worn. No jeans or skirts. Students should change before and after PE lessons.

Questions

If you have any questions at all about anything to do with your student and school, don't hesitate to contact us. A checklist of who to contact in a variety of situations is on the back of this booklet.

Qualifications

We prepare students for the National Certificate in Educational Achievement (NCEA), at Levels 1, 2 and 3 and Scholarships. We also offer special qualifications for speakers for whom English is not their first language.

Reports

Reporting to parents is done through the use of the parent portal. Teachers update information related to students at various times throughout the year. At the end of each term, a one page Learning Profile is posted on the portal for all students. Full written reports are published on the portal at the end of term 3 for years 11-13 students and at the end of term 4 for year 9-10 students.

Restorative Practices

We are a restorative school which means in essence we believe that good relationships sit at the centre of good learning. When something goes wrong we look first at the relationships that sit at the centre of the incident and seek to repair those through a restorative process.

Rōpū

Rōpū is the name given to form classes for Year 9-13 students. Your student's rōpū teacher is your key point of contact in the school. They act as academic and pastoral mentor for your student. Any concerns, information, questions, should be directed in the first instance to them. Twenty minutes each day is dedicated to rōpū and students are expected to attend.

School Day

The school day begins for all Year 9–11 students at 8.45am every day except for Tuesday. Some senior students, depending on the timing of their class, will start at 8.45am each day except Tuesday.

On Tuesday mornings Wellington High School teachers undertake Professional Development. School begins for all year levels at 10am on this day.

Times (no period 1 on Tuesday)

8:45 am	Period 1
9:40 am	Interval
10:00 am	Period 2
11:00 am	Rōpū
11:20 am	Period 3
12:20 pm	Lunch
1:20 pm	Period 4
2:20 pm	Period 5
3.20 pm	School ends

School Rules

The school attempts to keep rules to a minimum. Students are expected to act with care and consideration and respect themselves and other people and their property. Students share the responsibility to care for the school and its resources. In keeping with the care for the well-being of all members the school forbids the use of cigarettes, matches, lighters, alcohol or drugs at school. The school does not tolerate violent behaviour. Anything that could be a weapon must not be brought to school. Offensive clothing should not be worn.

Sickness at School

Any student feeling ill at school should report to the first-aider at Student Services who will assess the student's condition and either treat the student and send him or her back to class, keep the student in sick bay or notify parents to arrange for the student to return home. The first-aider will report the student's absence from class.

Skateboards & Scooters

If students bring skateboards or scooters to school they must name them clearly and abide by staff instructions for their storage during class. We do not take responsibility for the safekeeping of skateboards or scooters. They may be used only at break times. Students are not permitted to skate or scoot by the main entrance and inside the buildings.

Smoking

Wellington High School is a non-smoking campus. There is a non-smoking zone which extends beyond our boundary which we ask students to respect. Caregivers are notified immediately if students are found smoking within the zone. There is a smoking cessation programme available to all students to support them to become smokefree.

SOLO Taxonomy

Students in the junior school learn and are assessed using the SOLO taxonomy. SOLO stands for Structure of Observed Learning Outcomes. You can find out more information about SOLO in the junior curriculum handbook.

Sports

A full range of sports is offered by the school. The school employs a sports co-ordinator to organise sports in the school. The school has been accredited as Sports Fit by the Hillary Commission and honours the Fair Play Charter. The school has a range of school sports uniforms which are loaned to students. These must be returned at the end of a season. School colours are green, yellow and red. Please note that individual sports incur various costs that need to be covered by fees.

Stationery

Students need to have the correct stationery items in all classes. Stationery lists and online purchasing is available through Office Max. A link is available on the school website under "Enrolments" or directly through <http://www.myschool.co.nz>

Student Support

WHS offers an incredible range of support to students from career advice, academic mentoring, guidance support through our counselling team and Learning Services. Please contact your rōpū teacher or the relevant staff member for more information.

Suspensions and Stand Downs

A student may be suspended or stood down from school if, in the opinion of the Principal, *the student's gross misconduct/disobedience is harmful or a dangerous example to other students at the school or the student's behaviour is likely to seriously harm him/herself or other students.*

Students are never suspended or stood down without a great deal of thought and discussion. Parents are always notified by phone and in writing.

The Board of Trustees and Ministry of Education is also informed. The Principal may stand down a student for a maximum of five days per term. Suspensions for a longer period are decided by the Board of Trustees. Caregivers are always invited to participate in the Board suspension meetings and make representation on behalf of their student. In addition the Board of Trustees wish to hear what the student has to say about the incident.

Text Books

Are issued on loan to students. They are to be returned in good condition. Lost or damaged books must be paid for by the student.

Timetable

The timetable is created every year to suit the students' subject choices. The process begins in Term 3 when students make their initial subject choices for the following year.

Taraika

Is the name of the school whare manaaki (meeting house). Those identifying with Taraika and its philosophy are known as Te Whānau Māori o Taraika.

Te Kura Tuarua o Taraika ki Pukeahu

Is the name of our school.

Te Whānau a Taraika

Te Whānau a Taraika is the name adopted by our Whānau rōpū of parents and caregivers. Te Whānau is a support and consultation group that ensures that a Māori voice is heard in the school planning.

Truancy

Each student is expected to be at school for the whole time school is open. We expect parents and caregivers to support the school ensuring that any absences are explained. Where truancy is established parents will be notified and should such absences persist, parents will be requested to come to school to discuss the problem. Persistent truants will be referred to the Ministry of Education Truancy Service.

Uniform

The school has no uniform but does expect students to be clean and non-offensive in their presentation.

Clothes are required to be appropriate for school.

Use of School Facilities

Many of the school facilities are available for the community to hire. Arrangements may be made through the Principal's EA.

Website <http://www.whs.school.nz>

The school website contains a wealth of information including upcoming events, weekly wrap up to general information about various areas of the school. See parent portal and communication as well.

WERO

WERO is the Māori word for challenge, and we set students, teachers, leaders, governors and families with the challenge of engaging in what WERO could mean for them and how it might shape actions and relationships. To explain a little further:

W stands for **Whānau** and represents our individual roles in the social arrangement of small groups and more complex communities.

E stands for **Excellence** and represents our drive to be the very best we can be in everything we do.

R is for **Respect** and challenges and informs the nature of relationships and our interaction with others and with the environment.

O stands for **Ora** and represents the physical and emotional wellbeing we seek to achieve be it individually, in our actions supporting other people or collectively as a community that shares and cares.

Withdrawal

Although the school does not have a formal withdrawal room, a disruptive student may be withdrawn from class for a cooling-down period. The student will usually work under the supervision of a senior teacher. Parents will be notified if withdrawals are extended.

Worries

If you have any, ring the Principal. Phone 385 8911.

Who to Contact

Academic concerns?	Rōpū teacher, subject teacher, Head of Faculty, Year Level Dean
Short term absence/illness?	Rōpū teacher, Attendance Officer
Long term absence?	Principal
Non-attendance?	Year Level Dean
Social/friendship concerns?	Rōpū teacher, Year Level Dean , Guidance Counsellor
Details	PO Box 4035 249 Taranaki Street admin@whs.school.nz Ph: +64 4 385 8911