



# Gore High School

*No Reward Without Effort*

## ENROLMENT INFORMATION 2021



# INDEX

|                                        |    |
|----------------------------------------|----|
| How to enrol                           | 1  |
| Absences                               | 4  |
| Bus Code of Conduct                    | 4  |
| Careers                                | 5  |
| Electronic devices                     | 5  |
| Emergency exits                        | 7  |
| Education Outside The Classroom (EOTC) | 7  |
| Expectations                           | 9  |
| Guidance Counsellor                    | 11 |
| Hauora classes                         | 11 |
| Health Nurse                           | 11 |
| House system                           | 12 |
| Interval and lunch time inside areas   | 12 |
| Learning Hub                           | 12 |
| Lost property                          | 12 |
| Lunch passes                           | 12 |
| Newsletter                             | 13 |
| Outside areas                          | 13 |
| Peer Support programme                 | 13 |
| School calendar                        | 13 |
| Sickness                               | 14 |
| Timetable                              | 14 |
| Transport                              | 15 |
| Uniform                                | 15 |
| School map                             | 20 |
| Staff contact information              | 21 |

## **How to Enrol at Gore High School**

All enrolments for Gore High School will now be completed and submitted online.

To apply online, please visit the school's website: [www.gore-high.school.nz](http://www.gore-high.school.nz).

Under the 'Enrolment' tab, you will see a document entitled 'Electronic Enrolment Form 2021'. Please click on this link and complete the requested information.

The enrolment process is made up of two parts. It is important that both parts of the enrolment form are completed, as the enrolment will not proceed until both forms have been submitted.

This first part records details such as House selection, subject option choices, and the various consents required for the student to participate in school activities.

Once you submit this form, you will be sent an email with a link to the second part, which collects more detailed information such as the contact details for caregivers, and medical information. You may also be required to upload some documents (such as an Immunisation record, and for international students, a passport and student visa). You can do this by taking a photograph of the document on your electronic device (e.g. cellphone) and then attaching them to the enrolment application before clicking the 'Submit' button to finalise the enrolment.

Before you get started, please read the sections in the 'Enrolment Information' booklet regarding the use of Electronic Devices, Education Outside the Classroom (EOTC), and the Bus Code of Conduct (for bus students) as these are referred to when seeking consents on the enrolment form.

Please also ensure that you have the following information to hand:

- The student's immunisation record
- The student's passport and student visa (if not a New Zealand citizen)
- A list of five option choices for a Year 9 student and two option choices for a Year 10 student (details of the options available are in the 'Year 9 Course Booklet' and the 'Year 10 Course Booklet' which can be found under the 'Curriculum' tab). Year 11, 12 and 13 students will choose their subjects with their year level Dean at their enrolment interview.

## **Fields on the Enrolment Form that may need clarification:**

### **Student Details**

#### **NSN**

There is no need for you to complete this field as the school has this information.

#### **Cellphone number #**

Please insert the student's cellphone number if they have one.

#### **Verification document**

If the student is a NZ Citizen and is already enrolled at a New Zealand school, then you do not need to produce any further documentation. If the student is not a NZ Citizen you are required to produce copies of the student's passport/visa and other documentation to the school to confirm their eligibility.

#### **Eligibility criteria**

Please select from the options to identify if the student is a New Zealand Citizen, New Zealand Resident, or whether one of the other categories applies.

### **Caregiver details**

#### **Caregiver**

On school records, 'Caregiver' refers to any adult you list as a parent, caregiver, or emergency contact for the student (please note that 'Caregiver' does not necessarily mean the person living in the same house as the student and providing day-to-day care). Please ensure that you provide us with full contact details for at least two caregivers, one of these should be the legal guardian, and another who can be listed as an emergency contact. You will see that there are different boxes to tick for each caregiver, and you will probably tick several boxes for each caregiver listed; these are explained below:

- **Legal Guardian** - the student's legal guardian(s).
- **Student's Address** - this will be the caregiver that the student lives with, and who is providing the day-to day care. This will also be the person who receives any notices and announcements from the school by email or text. Even though the student may be living with two (or more) caregivers, you are only able to tick 'Student's Address' once. For shared care arrangements, please use the address where the student spends most of their time.
- **Data Access** - ticking this allows the caregiver online access to the student's information (e.g. attendance, timetable, achievement reporting). When a caregiver has **Data Access** ticked as well as **Legal Guardian** ticked, they will also receive any notices and announcements that the school send out by email or text.
- **Bill Payer** - receives the Request for Payment.
- **Notice Recipient** - ticking this will give the caregiver access to caregiver reports.
- **Denied Access** - no access allowed to student including school grounds, and no online caregiver portal access.
- **Emergency Contact** - at least two caregivers (one of which must be a legal guardian) should be identified as an emergency contact
- **Voting Rights** - allows a caregiver to vote in the Board of Trustees elections, usually the legal guardians or caregiver(s) providing day-to-day care.

Please ensure that all parent/caregiver/emergency contacts are included; clicking on the blue 'Add another caregiver' box will allow you to add more people.

**Enrolment details****Type of student**

Again, this is dependent the student's eligibility, but in most instances, please insert 'regular' student.

**Enrolment priority**

Please select 'Normal'.

**Date first started any school**

In most cases, this will be the date of the student's fifth birthday.

**Start date at this school**

If the student will be starting at Gore High School at the beginning of the school year (usually at the end of January) please insert 6th January 2021 for administrative/timetable purposes.

**Boarding status**

For most students, the answer will be 'Not applicable'.

**Documentation upload**

If you are required to upload verification documentation in respect of the student's eligibility, and have any difficulties in uploading the documentation, please come into school with the documentation and we will arrange to take copies for you.

## **ABSENCES**

- (a) All absences should be phoned in by parents and caregivers on 03 2089130.
- (b) If a planned period of leave is needed for any reason then parents must write a letter or email requesting such leave from the Rector, Deputy Principal or Assistant Principals before the leave is taken.
- (c) If a student needs to attend an appointment during the day, they must apply for a **leave pass**. No student may be away from school grounds during the day without a leave pass. **This includes lunch times unless a student has a lunch pass.**
- (d) Leave passes must be obtained from Student Reception or the Senior Leadership Team **before** the appointment, and the school requires either a phone call, a note from home, or alternatively an appointment card from the Dentist, Doctor, or other healthcare provider, before a leave pass will be issued.

## **BUS CODE OF CONDUCT**

If a student intends to travel to and from school by bus, then the student and their parent/caregiver must read the following Bus Code of Conduct and give their approval to the guidelines set out in the Bus Code of Conduct via the online supplementary Enrolment form.

I, (Student), agree to abide by the behavioural expectations described below:

- When I am a seated passenger, I will remain in my seat for the whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing passenger, I will stand quietly and not push or move around the bus.
- I will always respect other students and their property (this includes verbal or physical abuse, or any other behaviour as it may distract the driver).
- I will use socially acceptable language when conversing with the driver and/or other students.
- I will not speak at a volume as it may distract the driver.
- I will always respect the property of the bus operator (e.g. refraining from standing on seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver or other students at risk.
- I will always observe the requirements and instructions of the bus driver and the teachers responsible for bus duty.
- I understand that any damage I cause to the bus will result in my caregiver being billed for the cost of repairs.
- The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected at school. Caregivers are expected to support the school in maintaining these standards of behaviour.

IF THIS CODE OF CONDUCT BETWEEN THE STUDENT AND SCHOOL IS BROKEN:

- The student will be verbally warned about what they are doing and its implications.
- If no improvement is evident after one week approximately, a formal letter will be given to the student, stating what needs to be done to resolve the situation.

- If there is still no improvement, travel on a school bus will be withdrawn, and the caregiver will be required to find alternative transport to ensure they are meeting their legal obligation to get their child to school.
- In extreme cases of misbehaviour, the privilege of travelling on a school bus could be withdrawn immediately.

## **CAREERS**

Careers advice is available through the school's Careers Department, which is adjacent to Student Reception. Students are welcome to make appointments.

Job vacancies and other relevant information may be found in the daily notices and on the Careers Noticeboards.

## **ELECTRONIC DEVICES**

### **LAN AGREEMENT**

#### **Introduction**

E-mail and Internet is offered for all of our students over the LAN (Network) with the goal of promoting educational excellence through facilitating resource sharing and encouraging innovation, imagination, and vision, by communication within the school and throughout the world.

The Internet presents a unique form of accessing learning resources and a way of communicating that is now available to students and staff at Gore High School. At the same time, we are aware that material on the Internet is uncensored and we can make no guarantee that information found on the Internet will be valuable, reliable, or inoffensive. A proportion of the material available through the Internet is not appropriate for use in schools. The school deploys software to filter undesirable material, but still relies in the end on student responsibility.

Access to the Internet and E-mail is a privilege for students – not a right. We expect students to use the Internet in a responsible manner for educational purposes and to be considerate of all other users. Inappropriate use may result in a cancellation of that privilege and may also result in further disciplinary action.

#### **Cyber Safety procedures**

1. Acceptable Use - The purpose of the system is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work.
2. Privilege - The use of the system is a privilege; respect it as such. Inappropriate use, including any violation of these conditions, may result in cancellation of the privilege. The school will determine appropriate use and deny, revoke, suspend or close any student's account at any time.

3. Language and Confidentiality - Use appropriate language. Profanity or obscenity will not be tolerated on the school network. All community members should use language appropriate to school situations. Avoid offensive or inflammatory speech. Do not reveal your own or others personal phone numbers, addresses, usernames, or passwords. Note that E-mail or Internet use is not guaranteed to be private.
4. Controversial material - Users logged onto the Internet will be supervised at that time. Students may not log onto the Internet without supervision. Students may still encounter material which is controversial and which students, parents or the school consider inappropriate or offensive. It is the student's responsibility to avoid accessing such material, and to remove it from their computer screen, memory, and disks as soon as they become aware of it. Failure to do this could result in the immediate closure of their account and further disciplinary action.
5. Liability - Gore High School will not be responsible for any damages suffered. These include loss of data resulting from non-deliveries, mis-deliveries or service interruptions caused by negligence, errors, or interruptions. Gore High School is not responsible for the accuracy or content of any information obtained.
6. Security - On the Gore High School computer system security is a high priority. If you feel you can identify a security problem on the system or you have a complaint about any material that you have received then you must notify the Deputy Principal, Mrs. Hamilton either in person or at her email address [mhamilton@gore-high.school.nz](mailto:mhamilton@gore-high.school.nz) immediately. Any user identified as a possible security risk may be denied access or given access only under supervision. Do not interfere with the normal and proper operation of the school network or Internet. Never publicise your home address or home phone number (use the school's information) or include a photo of yourself or any other personal information.
7. Password - Respect your password. You are responsible for all actions resulting from the use of your password. Use good passwords, always log out when you are done, change your password often but do not follow a pattern, do not give anyone your password.
8. Vandalism – This will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy hardware, any files which do not belong to the user, Internet, E-mail or any other aspects of the Gore High School computer system. This includes uploading of computer viruses. A student may not pretend to be somebody else but must make all communications using his/her given username and showing his/her own real name.
9. Harassment - Do not use the system in such a way that it would disrupt its use by another user. Annoyance of another user or interference with another user's work or sending another user unwanted mail (including chain letters) will result in cancellation of user privileges.
10. Treat people you meet on the Internet as if they were honoured guests of the school. You are the school's representative when you are on the net.
11. Privacy - Respect others privacy and do not quote them or use material from them on the net without their permission. Impersonation, anonymity, or pseudonyms are not permitted. As an educational network, we believe that individuals must take responsibility for their actions and words.
12. Cellphones/electronic devices - The school accepts no responsibility for cellphones/electronic devices lost and/or damaged at school. Any student found using a cellphone/electronic device during class time, without permission, will have it confiscated until the end of the next school day. If it is the second time a student

has used the cellphone/electronic device during school time, the cellphone/electronic device will be confiscated for 48 hours. If a cellphone/electronic device is confiscated three times within a school year, it will be confiscated for a week and the parents will be asked to come and collect it at the end of that time.

13. It is strongly recommended that parents obtain insurance for devices.

All students and parents are required to read and agree to the LAN/Internet/Electronic Devices Acceptable Use Policy by giving their approval via the online Enrolment Form.

## **DEVICE SPECIFICATION**

- A 13 inch (") screen is an ideal size for a balance between viewing documents and portability. It is recommended for screen size to be **at least 11.6"**.
- Higher spec processors allow students to operate more quickly, with multiple operations and a larger range of software programmes.
- Four gigabyte (4Gb) of RAM or more is required.
- The device needs to be web-able with a keyboard. Chromebooks should be avoided, as these have less functionality due to lack of storage.
- SSD (Solid State Hard Drive) are recommended as they do not have moving parts, so are more robust.
- Students should also have headphones to use with their device in class.

### **Please note:**

Students attending Gore High School are eligible to receive free Microsoft products.

Students can be eligible for discounts and it is recommended you ask, when purchasing locally.

## **EMERGENCY EXITS**

Follow the instructions of your teacher, moving quietly (not running). Wait in an orderly manner at allocated assembly area on the school's rugby field until instructed to disperse.

Notices are posted in all rooms. Students should make themselves aware of procedure for all areas of the school.

## **EOTC**

Education Outside the Classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on and off the school site. This includes sport.

- Our school believes in using a range of environments and experiences to enhance our students' learning.
- We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community. These areas are rich learning environments for our students both in and out of school. They

need to learn how to be safe. Our school also values the concept of providing students with opportunities. Thus, some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning.

The EOTC Blanket Consent form is to cover 'low' risk events which occur during a school day and conclude prior to approximately 6.00 pm.

Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required.

It is important that this form is completed at the start of the year for all students who will be participating in EOTC events (as described above). Details on this form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events.

Event Category Table

| <b>Assessment of Risk</b> | <b>Low</b>                                                                                                                                             | <b>High</b>                                                                                                                                                                                 | <b>Overnight</b>                          |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
|                           | Routine and expected activities and environments<br><ul style="list-style-type: none"><li>• School grounds</li><li>• Supervised local visits</li></ul> | Where risk exposure is greater than what would typically be the case at school<br><ul style="list-style-type: none"><li>• Adventurous activities</li><li>• Hazardous environments</li></ul> | Including residential and overseas trips. |

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate, and minimise the risks. Emergency procedures are also in place.

All parents and caregivers are required to read and verify via the Enrolment Form that they agree to the participation of their daughter/son in all 'low' risk events while she/he is a student at Gore High School. In addition, the parent is also required to verify that they have provided the school with up to date medical, supervision, and learning information in the Enrolment Form and will endeavour to keep this up to date.

# GORE HIGH SCHOOL CLASSROOM BEHAVIOURS FOR LEARNING

## COURTESY



## ATAWHAITANGA

- Be considerate towards others
- Be on time
- Focus fully on your teacher / speaker
- Respond positively and politely to instructions and requests
- Use polite and appropriate language

## EFFORT



## MANAWANUITANGA

- Contribute positively and politely to class discussions
- Stay on task throughout the lesson
- Participate fully in all learning activities
- Participate to the best of your ability
- Wear your uniform with pride

## RESPONSIBILITY



## TAKOHANGA

- Bring the required equipment to every lesson
- Follow the safety guidelines set by the teacher
- Return equipment to its correct place after use
- Take ownership of your own learning

## GORE HIGH SCHOOL BEHAVIOURAL EXPECTATIONS IN NON-CLASSROOM SETTINGS

| SETTING<br>EXPECTATION                                                                                                                                                                                         | ASSEMBLY HALL                                                                                                                                            | CORRIDORS &<br>ALCOVES                                                                                                            | TOILETS                                                                                                                                                                                                  | LIBRARY                                                                                                                                                                                                                        | COURTS, QUAD<br>& FIELD                                                                                                                                                                     | CAFETERIA                                                                                                                                                     | RECEPTION/<br>SMT CORRIDOR                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Courtesy</b><br><i>Atawhaitanga</i><br><br>We value courtesy because it allows us to develop and maintain positive relationships with others.                                                               | Acknowledge everybody's success.<br><br>Be on time.<br><br>Focus fully on the speaker by looking and listening.<br><br>Power off all electronic devices. | Allow other people to walk through.<br><br>Be considerate towards others.<br><br>Use polite and appropriate language.             | Ask for permission to go during class time.<br><br>Respect the privacy of others.<br><br>Use supplies and equipment appropriately.                                                                       | Respond positively and politely to instructions and requests.<br><br>Work quietly so that others can stay focused.                                                                                                             | Play fairly and to the rules of the game.<br><br>Respect other people's space and belongings.<br><br>Respond positively and politely to instructions and requests.                          | Respect other people's space and belongings.<br><br>Respond positively and politely to instructions and requests.<br><br>Use polite and appropriate language. | Allow adults to be served first.<br><br>Talk quietly so that others can stay focused.<br><br>Use polite and appropriate language. |
| <b>Effort</b><br><i>Manawanuitanga</i><br><br>We value effort because it allows us to achieve to the best of our ability.                                                                                      | Enter and exit the Hall in a safe and orderly way.<br><br>Keep hands and feet still.<br><br>Wear your uniform with pride.                                | Keep to the left.<br><br>Use 'inside voice' volume.<br><br>Walk with purpose.                                                     | Return to class promptly after use.<br><br>Wash and dry hands after use.                                                                                                                                 | Enter and exit the Library in a safe and orderly way.<br><br>Leave chairs, tables and couches tidy after use.                                                                                                                  | Use the litter bins provided.<br><br>Wear your uniform correctly after playing games.                                                                                                       | Join the end of the queue. Wait quietly and patiently.<br><br>Leave chairs, tables and couches tidy after use.                                                | Wait patiently for your turn.                                                                                                     |
| <b>Responsibility</b><br><i>Takohanga</i><br><br>We value responsibility because it provides the basis for safety and trust. We accept the choices we make, the actions we take, and the results they lead to. |                                                                                                                                                          | Keep doorways and exits clear of bags.<br><br>Mind your own bag at intervals and lunchtimes.<br><br>Use the litter bins provided. | Report any damage, uncleanliness, or misuse to a member of staff.<br><br>Use during interval and/or lunchtime whenever possible.<br><br>Use the closest appropriate toilet (male/female, staff/student). | Handle resources carefully.<br><br>Keep doorways and exits clear of bags.<br><br>Return borrowed items on or before the due date.<br><br>Return resources to the correct place after use.<br><br>Use the litter bins provided. | Look after your own clothing, bag(s), and equipment.<br><br>Move to class as soon as the first bell has rung.<br><br>Stay within the school boundaries unless you have permission to leave. | Keep doorways and exits clear of bags.<br><br>Move back to class as soon as the first bell has rung.<br><br>Use the litter bins provided.                     | Return to class promptly after you have been seen.<br><br>Visit only during interval, lunchtime, or before/after school.          |

## **GUIDANCE COUNSELLOR**

The school counsellor is a confidential service available for all Gore High students. Like other standard counselling services in the community, students will be given the opportunity to be heard without advice or judgment by a trained professional counsellor. The job of the counsellor is to listen, identify unhelpful thought patterns, create awareness of these patterns and find an alternative pathway for students. Counsellors will also empower clients by noticing things that are working in their life and build upon these things. The counsellor role is also to be a powerful advocate for students, supporting them and walking alongside them through the students own personal journey.

Students can self-refer or referrals from parents and staff can be made to the school counsellor. However, the process is not compulsory and any student seeking counselling must be willing to partake in the counselling process to be truly effective. It is recommended that if making a student referral to talk to the student first before doing so.

Referrals can be made by either phoning the school counsellor 208 9130 ext. 242 or email [guidance@gore-high.school.nz](mailto:guidance@gore-high.school.nz) or alternatively filling out an appointment slip found on the door of the counselling room door and slipping it underneath the door. For further questions or information, please do not hesitate to contact our school counsellor.

## **HAUORA CLASSES**

All students are assigned to a Hauora Class group of 12-16 students and they meet every Tuesday and Thursday for 20 minutes from 9.50 am until 10.10 am. The Hauora Teacher is usually the first person a student will approach for support and guidance. Each year level has a Dean who is available to advise and assist students.

All the Deans meet weekly with the Senior Leadership Team.

## **HEALTH NURSE**

The Public Health Nurse, Stacey Young, is at school every Tuesday lunchtime. Students do not need an appointment to call in to see the nurse, however, if they would like to make an appointment to see her outside of the Tuesday lunch period, they can either telephone or text, 03 208 7015, or 027 445 2931. There is no charge to see the nurse.

## **HOUSE SYSTEM**

There are four Houses: Anderson, Cargill, McNab, and Hunter. Each House has a House Leader, a student House Captain and Deputy House Captain.

Inter-House competitions are held regularly during the year.

At present, Houses compete in Athletics, Swimming, Cross Country, and the Prefects' Variety Concert. This House structure is a tradition that has been in place for 80 years.

If students have a family connection with a House, they may request to be in a specific House.

## **INTERVAL AND LUNCH TIME INSIDE AREAS**

Lunch can be eaten in the café or outside. Lunch areas must be left tidy with furniture in place.

## **LEARNING HUB**

A primary trained teacher is always available to assist students who require extra help with their learning.

There is an opportunity for all students to receive one-on-one help with a particular learning skill or curriculum area.

The Learning Hub offers students intensive, specialised support for their learning needs, regardless of their year level.

## **LOST PROPERTY**

- (a) All property brought to school must be clearly named.
- (b) Report losses or items found to the Deputy Principal **immediately**.
- (c) Valuables and money should be left at the office for safe keeping.

## **LUNCH PASSES**

Only students who live within close proximity and who regularly go home for lunch are eligible for a lunch pass. Application forms may be obtained from the office. Students who do not have lunch passes must obtain a leave pass if they are leaving the school at lunchtime. These may be obtained from Mrs Hamilton, Mrs Christie, or Mr Hutchins.

## **NEWSLETTER**

A newsletter is emailed or printed for all families once a fortnight. Details of upcoming events, news of student achievement and school activities are contained in this newsletter. Newsletters are uploaded onto the Gore High School website: **[www.gore-high.school.nz](http://www.gore-high.school.nz)**. The school also has a Facebook page where current event details can be found via **[www.facebook.com/gorehighschoolofficial](http://www.facebook.com/gorehighschoolofficial)**

## **OUTSIDE AREAS**

- Students must not loiter around boundary fences or gateways at intervals or lunchtimes.
- Staff car parks are strictly out of bounds.
- Local shops are out of bounds at intervals and lunch times.

## **PEER SUPPORT PROGRAMME**

The Peer Support Programme is a personal development programme led by Year 13 students. All Year 13 students are trained to take a leadership role in helping younger students to develop the skills, knowledge, and confidence to interact with their peers in positive ways. The programme runs for approximately 14 weeks throughout Terms 1 and 2, with a session once a week during Hauora Time.

The programme empowers senior students to give emotional and moral encouragement to younger peers in Year 9.

All students involved benefit from the process - Peer Support develops leadership skills among those providing the support and it raises self-esteem and confidence of younger students at a time when they may be most vulnerable.

The Peer Support Programme aims to help Year 9 students establish skills and relationships to adapt to a new school environment by providing:

- A safe environment where they can develop the skills to look after themselves and each other.
- Opportunities to relate to each other, establish friendship with their peers and with their senior students.
- Contact with senior students who can help them deal with issues during their first year at secondary school.
- Contact with positive role models.

## **SCHOOL CALENDAR**

The school calendar is available on the school's website ([www.gore-high.school.nz](http://www.gore-high.school.nz)) with key dates.

## **SICKNESS**

If you are feeling unwell, please report to the school office.

- (a) Students must not leave school on account of injury or illness without **FIRST** reporting to Student Reception. Mrs Wyatt will then inform parents of any illness or injury.
- (b) Students needing prescribed tablets at school should notify Mrs Wyatt

## **TIMETABLE**

On Wednesdays school will finish at 2.20 pm. The bell times are slightly different for the Wednesday afternoon. There may be cultural rehearsals and sports practices held at this time. All bus students will be expected to stay at school unless they have made alternative arrangements with their parents. Supervision will be provided for any students who wish to stay at school.

### **Timetable 2020**

| Monday                                      | Tuesday                               | Wednesday                               | Thursday                              | Friday                                |
|---------------------------------------------|---------------------------------------|-----------------------------------------|---------------------------------------|---------------------------------------|
| 8:50 – 9:45<br><b>1</b>                     | 8:50 – 9:50<br><b>1</b>               | 8:50 – 9:50<br><b>1</b>                 | 8:50 – 9:50<br><b>1</b>               | 8:50 – 9:50<br><b>1</b>               |
| 9:45 – 10:40<br><b>2</b>                    | 9:50 – 10:10<br><b>HAUORA</b>         | 9:50 – 10:50<br><b>2</b>                | 9:50 – 10:10<br><b>HAUORA</b>         | 9:50 – 10:50<br><b>2</b>              |
| 10:40 – 11:10<br><b>INTERVAL (30)</b>       | 10:10 – 11:10<br><b>2</b>             | 10:50 – 11:20<br><b>INTERVAL (30)</b>   | 10:10 – 11:10<br><b>2</b>             | 10:50 – 11:20<br><b>INTERVAL (30)</b> |
| 11:10 – 12:05<br><b>3</b>                   | 11:10 – 11:35<br><b>INTERVAL (25)</b> | 11:20 – 12:20<br><b>3</b>               | 11:10 – 11:35<br><b>INTERVAL (25)</b> | 11:20 – 12:20<br><b>3</b>             |
| 12:05 – 1:00<br><b>4</b>                    | 11:35 – 12:35<br><b>3</b>             | 12:20 – 12:40<br>Year/House<br>ASSEMBLY | 11:35 – 12:35<br><b>3</b>             | 12:20 – 1:20<br><b>4</b>              |
| 1:00 – 1:30<br><b>RECTOR'S<br/>ASSEMBLY</b> | 12:35 – 1:35<br><b>4</b>              | 12:40 – 1:20<br><b>LUNCH (40)</b>       | 12:35 – 1:35<br><b>4</b>              | 1:20 – 2:20<br><b>LUNCH (60)</b>      |
| 1:30 – 2:20<br><b>LUNCH (50)</b>            | 1:35 – 2:20<br><b>LUNCH (45)</b>      | 1:20 – 2:20<br><b>4</b>                 | 1:35 – 2:20<br><b>LUNCH (45)</b>      |                                       |
| 2:20 – 3:20<br><b>5</b>                     | 2:20 – 3:20<br><b>5</b>               |                                         | 2:20 – 3:20<br><b>5</b>               | 2:20 – 3:20<br><b>5</b>               |

## **TRANSPORT**

Parents or caregivers need to discuss if it is a sensible decision to allow their child to drive to school. If you allow your child to bring a vehicle to school, we ask that the following conditions are met:

The vehicle may only be used by the driver, and no passengers will be carried, unless the parents or caregivers of both passengers and driver express their permission in writing prior to the journey and this is given to a member of the school staff.

Students are not allowed to drive their car around the town, either to go to a shop or eatery during the school day. The vehicle should predominantly be used only for the purpose of travelling to and from school at the beginning and end of each school day.

If a student wishes to drive a vehicle at any time during the school day, then they need the permission of a member of the Senior Leadership Team.

Students who hold a restricted licence may not take passengers. Any abuse of this traffic law will be reported to the Police. Any student who drives their vehicle in a reckless manner will be reported to the Police.

## **UNIFORM**

It is the right of the Board of Trustees to document its Uniform policy and the responsibility of the school to enforce it. Parents are strongly advised to **ENSURE**, before purchasing items of clothing for school, especially shoes, that they comply with the uniform regulations. **Items marked \* are only available at the Gore High School Uniform Shop.**

### **JUNIOR UNIFORM – YEAR 9 AND 10**

#### **Junior Formal/Winter Uniform**

##### **Option 1**

- Kilt: Green Douglas tartan (when kneeling, hem must touch the floor).\*
- Shirt/Blouse: Plain white, long sleeved, open-necked.
- Dark blue/black tights
- Regulation McKinlays shoes.

##### **Option 2**

- Blue shirt.\*
- Shorts or trousers of the standard school regulation winter weight grey.
- Regulation school socks, grey with gold-blue-gold band. (With long trousers, grey socks without the coloured bands are acceptable).
- Regulation McKinlays shoes

Students may also wear either a collared zipped navy blue jersey, a V-necked navy blue jersey with set-in sleeves or a V-necked navy blue woollen vest. \*

A black soft-shell jacket with the Gore High School crest is available from Southern Workwear. This is the dress uniform jacket for all sports teams, and it may also be worn in classes and assemblies.

Plain dark blue/black long-sleeved coat or jacket without contrasting colours or logos (for outside wear only).

### **Junior Summer Uniform**

#### **Option 1**

- Gore High School regulation junior summer skirt.\* (When kneeling, hem must touch the floor).
- Gore High School regulation summer blouse.\* (may be untucked).
- Either regulation McKinlays shoes and school socks, or black McKinlays sandals without socks.

#### **Option 2**

- Shorts in the standard school regulation winter weight grey.
- Short sleeved pale blue summer shirt. (Shirt may be untucked).\*
- Either regulation McKinlays shoes and school socks, or black McKinlays sandals without socks.

### **SENIOR UNIFORM - YEAR 11, 12, AND 13**

#### **Senior Formal/Winter Uniform**

#### **Option 1**

- Kilt: Green Douglas tartan (when kneeling, hem must touch the floor).\*
- Shirt/Blouse: Plain white, long-sleeved business style with school regulation tie. (\*tie only).
- Dark blue/black tights.
- School regulation McKinlays shoes.

#### **Option 2**

- Long trousers of the standard school regulation winter weight grey.
- Plain long-sleeved business-style white shirt and school regulation tie. (\* tie only).
- Grey socks.
- Plain black dress shoes.

Students may also wear either a collared zipped navy blue jersey, a V-necked navy blue jersey with set-in sleeves or a V-necked navy blue woollen vest. \* Senior students may wear the school regulation blazer instead of, or in addition to, the jersey or vest).

A black soft shell jacket with the Gore High School crest is available from Southern Workwear. This is the dress uniform jacket for all sports teams, and it may also be worn in classes and assemblies.

Plain dark blue/black long sleeved coat or jacket without contrasting colours or logos (for outside wear only)

## **Senior Summer Uniform (Year 11, 12, and 13)**

### **Option 1**

- Gore High School regulation senior summer dress.
- School regulation McKinlays shoes.

### **Option 2**

- Lightweight knee length navy blue dress shorts.
- Plain white business style shirt (short or long sleeved) and school regulation tie\* or
- Optional short sleeved regulation pale blue shirt.\* (The pale blue shirt can only be worn with navy blue shorts and untucked and without a tie).
- Plain black dress shoes.

## **PHYSICAL EDUCATION CLOTHING**

### **Junior (Year 9, 10 and 11)**

- Navy blue shorts.
- Gore High School PE/Sports top\*
- Sports trainers.
- In winter, dark coloured track pants may be worn.

### **Senior (Year 12 and 13)**

May wear any suitable sports clothing

## **UNIFORM REQUIREMENTS**

### **1. Jewellery**

The only jewellery permitted at school is:

- One wristwatch.
- One plain stud or sleeper in each ear.
- One plain, small, and discreet nose stud.

### **2. Hair**

- No unnatural/bright colours.
- Hair must be clean, cut and groomed in a style acceptable to the school.
- Students are to be clean shaven.

3. Fingernails are to be short and clean. Nail Polish is not permitted.
4. Students are not permitted to wear non-uniform clothing in the classroom.
5. If T-shirts are worn for extra warmth, they must be white or black – not coloured. They must also not have advertising on them which is visible under the shirt/blouse.
6. For health reasons, students are required to change into the correct gear for physical education.
7. Full school uniform must be worn to, from and at school. All students in town must be either in full school uniform or wearing no part of it.

## UNIFORM OPTIONS

**Winter/Formal Uniform**



**Summer Uniform**



## UNIFORM PRICE LIST

### Available from Gore High School Uniform Shop

#### OPTION 1

|                                          |          |
|------------------------------------------|----------|
| Summer blouse (GHS logo)                 | \$49.00  |
| Junior summer blue checked skirt         | \$80.00  |
| • Over 97cm                              | \$85.00  |
| Senior summer dress                      |          |
| • Sizes 6-12                             | \$108.00 |
| • Sizes 14-16                            | \$110.00 |
| • Sizes 18-20                            | \$114.00 |
| • Sizes 22+                              | \$116.00 |
| Kilt - winter                            | \$175.00 |
| • Over 97cm                              | \$185.00 |
| Columbine 70 denier tights – full length | \$17.00  |
| White ankle socks – 3 pair pack          | \$15.00  |

#### OPTION 2

|                                     |          |
|-------------------------------------|----------|
| Short sleeved blue shirt (GHS logo) | \$46.00  |
| Long sleeved white shirt            | \$45.00  |
| Senior blue shorts                  | \$36.00  |
| Junior grey socks                   | \$12.00  |
| Senior white socks                  | \$19.00  |
| Vest                                | \$62.00  |
| Jersey V-neck                       | \$75.00  |
| • Over 92 cm                        | \$80.00  |
| Zippered jersey                     | \$120.00 |
| • Over 102cm                        | \$130.00 |
| Tie                                 | \$35.00  |
| School beanies                      | \$10.00  |
| Gore High School PE/Sports top      | \$34.00  |

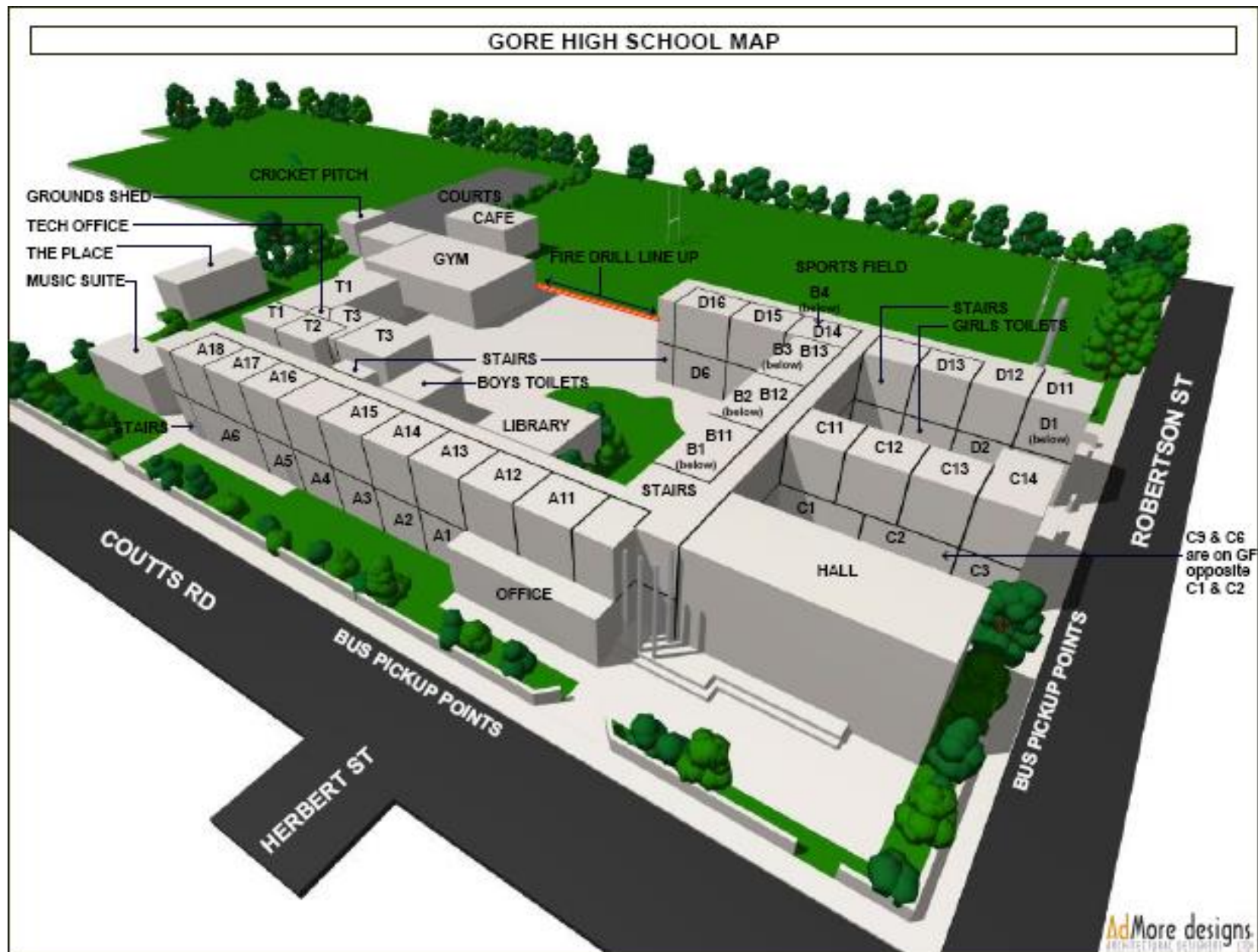
#### SHOES – McKinlays

|                                              |          |
|----------------------------------------------|----------|
| Delta – Unisex, size 9 to 2.5                | \$85.00  |
| Delta – Unisex, size 3 to 15                 | \$100.00 |
| Molly                                        | \$95.00  |
| Jill                                         | \$100.00 |
| Safari Sandal – Unisex Summer, size 23 to 34 | \$70.00  |
| Safari Sandal – Unisex Summer, size 35 to 42 | \$80.00  |

**A 10% discount will be offered to new enrolments for 2021  
if ordered and paid for in full by 6<sup>th</sup> November 2020**

Our uniform shop is open every Wednesday 12.30 pm – 2.00 pm  
Extra opening hours during school holidays will be advertised

Contact details: Mrs Jenny Wallis  
[jwallis@gore-high.school.nz](mailto:jwallis@gore-high.school.nz)



## STAFF CONTACT INFORMATION

| <b>Senior Leadership Team</b>                         |                                                   |                                                                                                                                                                                                                                                        |                            |
|-------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>John McKinlay</b>                                  | <b>Rector</b>                                     | <a href="mailto:jmckinlay@gore-high.school.nz">jmckinlay@gore-high.school.nz</a>                                                                                                                                                                       |                            |
| <b>Mel Hamilton</b>                                   | <b>Deputy Principal</b>                           | <a href="mailto:mhamilton@gore-high.school.nz">mhamilton@gore-high.school.nz</a>                                                                                                                                                                       |                            |
| <b>Clive Hutchins</b>                                 | <b>Assistant Principal</b>                        | <a href="mailto:chutchins@gore-high.school.nz">chutchins@gore-high.school.nz</a>                                                                                                                                                                       |                            |
| <b>Amy Christie</b>                                   | <b>Assistant Principal</b>                        | <a href="mailto:achristie@gore-high.school.nz">achristie@gore-high.school.nz</a>                                                                                                                                                                       |                            |
| <b>Julie McGregor</b>                                 | <b>Executive Officer</b>                          | <a href="mailto:jmcgregor@gore-high.school.nz">jmcgregor@gore-high.school.nz</a>                                                                                                                                                                       |                            |
| <b>Administration staff</b>                           |                                                   |                                                                                                                                                                                                                                                        |                            |
| <b>Name</b>                                           | <b>Position</b>                                   | <b>Email</b>                                                                                                                                                                                                                                           | <b>Telephone extension</b> |
| <b>Hayley Knapp</b>                                   | <b>Receptionist (Attendance)</b>                  | <a href="mailto:hknapp@gore-high.school.nz">hknapp@gore-high.school.nz</a>                                                                                                                                                                             | <b>Ext. 200</b>            |
| <b>Kirsty Wyatt</b>                                   | <b>Student Administrator (MUSAC Edge/lockers)</b> | <a href="mailto:kwyatt@gore-high.scool.nz">kwyatt@gore-high.scool.nz</a>                                                                                                                                                                               | <b>Ext. 206</b>            |
| <b>Jacqui Hutchins</b>                                | <b>Rector's PA</b>                                | <a href="mailto:jhutchins@gore-high.school.nz">jhutchins@gore-high.school.nz</a>                                                                                                                                                                       | <b>Ext. 220</b>            |
| <b>Maree Barclay</b>                                  | <b>Accounts/HR</b>                                | <a href="mailto:mbarclay@gore-high.schoo.nz">mbarclay@gore-high.schoo.nz</a>                                                                                                                                                                           | <b>Ext. 221</b>            |
| <b>Other key personnel</b>                            |                                                   |                                                                                                                                                                                                                                                        |                            |
| <b>Sarah Geary</b>                                    | <b>Bus Co-ordinator</b>                           | <a href="mailto:sgeary@gore-high.school.nz">sgeary@gore-high.school.nz</a>                                                                                                                                                                             | <b>Ext. 235</b>            |
| <b>Jacinta O'Neill/ Tracey Craig</b>                  | <b>Careers/ Correspondence School</b>             | <a href="mailto:joneill@gorehigh.school.nz">joneill@gorehigh.school.nz</a> / <a href="mailto:tcraig@gore-high.school.nz">tcraig@gore-high.school.nz</a>                                                                                                | <b>Ext. 236</b>            |
| <b>Melanie Hamilton</b>                               | <b>International students</b>                     | <a href="mailto:mhamilton@gore-high.school.nz">mhamilton@gore-high.school.nz</a>                                                                                                                                                                       |                            |
| <b>Clive Hutchins</b>                                 | <b>Principal's Nominee (NCEA)</b>                 | <a href="mailto:chutchins@gore-high.school.nz">chutchins@gore-high.school.nz</a>                                                                                                                                                                       |                            |
| <b>Fiona Haslemore</b>                                | <b>Sports Co-ordinator</b>                        | <a href="mailto:phaslemore@gore-high.school.nz">phaslemore@gore-high.school.nz</a>                                                                                                                                                                     | <b>Ext. 233</b>            |
| <b>Natalie Newton</b>                                 | <b>Acting Canteen Manager</b>                     | <a href="mailto:nnewton@gore-high.school.nz">nnewton@gore-high.school.nz</a>                                                                                                                                                                           | <b>Ext. 230</b>            |
| <b>Monika du Plessis/ Nadine Fletcher</b>             | <b>Timetable Co-ordinators</b>                    | <a href="mailto:mduplessis@gore-high.school.nz">mduplessis@gore-high.school.nz</a> / <a href="mailto:nfletcher@gore-high.school.nz">nfletcher@gore-high.school.nz</a>                                                                                  | <b>Ext 252</b>             |
| <b>Lou Dickson (Mrs)</b>                              | <b>Learning Hub/ Student Council</b>              | <a href="mailto:ldickson@gore-high.school.nz">ldickson@gore-high.school.nz</a>                                                                                                                                                                         | <b>Ext. 214</b>            |
| <b>Jenny Wallis</b>                                   | <b>Uniform Shop Manager</b>                       | <a href="mailto:jwallis@gore-high.school.nz">jwallis@gore-high.school.nz</a>                                                                                                                                                                           | <b>Ext. 234</b>            |
| <b>Melanie Hamilton/ Clive Hutchins/ Amy Christie</b> | <b>Passes (Day/Late/Lunch/ Uniform)</b>           | <a href="mailto:mhamilton@gore-high.school.nz">mhamilton@gore-high.school.nz</a> / <a href="mailto:chutchins@gore-high.school.nz">chutchins@gore-high.school.nz</a> / <a href="mailto:achristie@gore-high.school.nz">achristie@gore-high.school.nz</a> |                            |
| <b>Yvette Davis/ Marilyn Watson</b>                   | <b>Librarians</b>                                 | <a href="mailto:ydavis@gore-high.school.nz">ydavis@gore-high.school.nz</a> / <a href="mailto:mwatson@gore-high.school.nz">mwatson@gore-high.school.nz</a>                                                                                              | <b>Ext. 232</b>            |