

## PROSPECTUS 2023

Our vision:  
Inspiring world ready rangatahi.





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TAKAKA**

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**VALUES**      *Manaakitanga, Kaitiakitanga, Whanaungatanga  
Wairuatanga*

**VISION**      *Inspiring world-ready rangatahi*

**SCHOOL  
MOTTO**      *“Ake Ake Kia Kaha”: For ever and ever be strong.*

**COLOURS**      *Our gold and green colours celebrate the  
abundance of sunshine, bush and pasture in  
Golden Bay.*

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# **AIMS OF GOLDEN BAY HIGH SCHOOL**

Our aim is to promote and encourage the following within a balanced education:

- Open-mindedness.
- Resilience.
- Sociability.
- Strong work ethic.

Students graduating from Golden Bay High School will be:

- Literate.
- Numerate.
- Digitally competent.
- Culturally competent (including manawhenua tikanga).
- Critical thinkers.
- Capable participants.

## OUR SCHOOL WHO'S WHO

Listed on these pages are Trustees and Staff expected to be here in 2023.

Beside the teachers' names are their major responsibilities, so you know who to contact with particular questions you may have about your student's work, our organisation, etc.

In most cases, your first point of contact is your student's Class Teacher, Form Teacher or Dean. Every Head of Department (HOD) and Teacher in Charge (TIC) of a subject has special professional and administrative tasks related to the teaching of one or more subjects.

### BOARD OF TRUSTEES

<i>Chair</i>	Susi Struck
<i>Deputy Chair</i>	Brian Nesbit
<i>Parent Trustees</i>	Susi Struck Andrew Lamason Brian Nesbit Tarnae Palmer Gonzalo Vasques Del Rio
<i>Staff Trustee</i>	Dan Padiak.
<i>Student Trustee</i>	Jodi Jefferson.
<i>Principal</i>	Linda Tame.
<i>Manuwhenua Ki Mohua co-opted Trustee</i>	Haydon Ward-Holmes.
<i>Minutes Secretary</i>	Jude Edmondson.



## TEACHING STAFF AND THEIR MAJOR RESPONSIBILITIES

Linda Tame	Principal.
Coralie Stopford	Deputy Principal.
Gerard Tindling	Assistant Principal.
Abbey Gilligan	Guidance Counsellor.
Ben Knoef	HOD Technology.
Bradley Edmondson	HOD Mathematics, and Year 13 Calculus.
Chris Stephenson	HOD Science, and Physics.
Dan Padial	HOD Health & Physical Education
Dominic Hammond	Gateway, Ready for Work.
Gareth Batten	Year 13 Dean, Careers, Geography
Greg Allum	TIC of Outdoor Education, teacher of Health & Physical Education.
Hilary Weaver	HOD Home Economics.
Jan Stark	HOD English.
Jonathan Burt	Chemistry, Biology and Science.
Kat Southee	Mathematics.
Katrina Robbie	English, Social Sciences, Te Kura, and Year 11 Dean
Mark Mackenzie	Science, Biology, Chemistry, and Aquaculture and Year 9 Dean.
Paul Skerten	Physical Education and Health, and Outdoor Education.
Peter Mitchison	HOD Social Sciences, History and Classics.
Sue Mitchison	TIC Spanish, Dean of Years 7 and 8, Social Sciences, and English.
Venini Tindling	English.

## OFFICE STAFF

Principal's PA and BoT Secretary	Jude Edmondson.
Business Manager	Stephanie Hartill.
Administrator/Student Finance/Reception	Cath Tucker.
Student Administrator/Gateway/Careers	Raewyn Solly.
Office Administrator	Shona Erasmuson.
Computer Network Manager	Yvette Ireton.
Computer Technician	Bluey Powell.

## **SUPPORT STAFF**

Arts Co-ordinator

Canteen Manager

Cleaners

Caretaker & Groundskeeper

Kaiarahi

Laboratory Technician

Learning Assistants

Learning Support Co-ordinator

Librarian

Sportfit Co-ordinator

Workshop Technician

Elvira Van der Waay.

Wendy Sonter.

Fay Brownlie.

Jillian Webb.

Izzy Stratford.

Kane Hartill.

Eric Lander.

Lizzy McAlinden.

Dawn Beresford.

Michelle Domett.

Sally Oates.

Melanie Mott.

Nicole Manson.

Angela Berkett.

Daphne Dijk.

Richard Watson.

## DAILY ROUTINE

Form time	8:55am
Period 1	9:05am
Period 2	10:00am
INTERVAL	10:55am
Period 3	11:20am
Period 4	12:15pm
LUNCH	1:10pm
Period 5	2:05pm
END OF SCHOOL	3:00pm

### Wednesday (Week 1)

Whānau Meets	1:50pm – 2:05pm
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### Wednesday (Week 2)

STAFF PLD	8:30am – 9:40am
Period 2	9:45am – 10:35am
Assembly	10:35am – 11:00am

# TERMS AND HOLIDAYS FOR 2023

## **TERM 1 Tuesday 7<sup>th</sup> February to Thursday 6<sup>th</sup> April**

Nelson Anniversary Day	Monday 30 <sup>st</sup> January
Waitangi Day	Monday 6 <sup>th</sup> February
Good Friday	Friday 7 <sup>th</sup> April ( <i>during term break</i> )
Easter Monday	Monday 10 <sup>th</sup> April ( <i>during term break</i> )
Easter Tuesday	Tuesday 11 <sup>th</sup> April ( <i>during term break</i> )
Anzac Day	Tuesday 25 <sup>th</sup> April ( <i>during term break</i> )

## **TERM 2 Wednesday 26<sup>th</sup> April to Friday 30<sup>th</sup> June**

King's Birthday	Monday 5 <sup>th</sup> June
Matariki	Friday 14 <sup>th</sup> July

## **TERM 3 Monday 17<sup>th</sup> July to Friday 22<sup>nd</sup> September**

## **TERM 4 Monday 9<sup>th</sup> October to Friday 15<sup>th</sup> December TBC**

Labour Day	Monday 23 <sup>rd</sup> October
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**Staff only days are to be advised.**

# COURSES AT GOLDEN BAY HIGH SCHOOL

## JUNIOR COURSES

YEAR 7 and 8	YEAR 9	YEAR 10
English	English	English
English/Bilingual	<b>Mathematics</b>	<b>Mathematics</b>
<b>Mathematics</b>	<b>Health/PE</b>	<b>Health/PE</b>
Health/PE		
<b>Exploratory Studies</b>	<b>Science</b>	<b>Science</b>
	<b>Social Studies</b>	<b>Social Studies</b>
Science		
<b>Social Studies, Bilingual</b>		
<b>Māori</b>	Māori	Māori
<b>Spanish</b>	Spanish	Spanish
	Project Based Learning	Project Based Learning
	Adventure Education	Adventure Education
	Recreational Studies	Recreational Studies
<b>Art</b>	<b>Art</b>	<b>Art</b>
<b>Home Economics</b>	<b>Home Economics</b>	<b>Home Economics</b>
<b>Resistant Materials Technology</b>	<b>Resistant Materials Technology</b>	<b>Resistant Materials Technology</b>
Note: <b>BOLD</b> type indicates compulsory courses		

## SENIOR COURSES

NCEA LEVEL 1 (YEAR 11)	NCEA LEVEL 2 (YEAR 12)	NCEA LEVEL 3 (YEAR 13)
Digital Technology	Construction and Mechanical Technology	
Building and Construction	Building and Construction	Building and Construction
<b>English <u>OR</u> Literacy</b>	English	English
	Gateway	Gateway
Hospitality	Hospitality	Hospitality
Humanities	Geography	Geography
	History	History
	Classics	Classics
	Tourism	Tourism
Māori	Māori	Māori
<b>Mathematics – Algebra</b>	Mathematics - Algebra	Calculus
<b><i>OR</i> Mathematics</b>	Mathematics – Statistics	Statistics
		Sports Coaching
Construction and Mechanical Technology	Mechanical Engineering	Mechanical Engineering
Physical Education	Physical Education	Physical Education
	Outdoor Education	Outdoor Education
Practical Art	Painting	Painting
	Photography	Photography
	Printmaking	Printmaking
	Ready for Work	Ready for Work
<b>Science</b>	Aquaculture	Aquaculture
	Biology	Biology
	Chemistry	Chemistry
	Physics	Physics

- Note:**
- All Courses both Junior and Senior are available subject to student numbers and staffing.
  - **Bold Type** indicates compulsory courses.
  - Students not meeting prerequisites may be able to enter the course at the discretion of the teacher responsible for the course.

## **COURSE SELECTION**

Students in Year 8 and 9 select their following year's optional courses in Term 4 after an options evening in November. These options include Spanish, Māori, Adventure Education, Recreational Studies and Project Based Learning.

In Years 10, 11 and 12 students are provided with information about the following year's courses at an information evening in September and this is followed by an individual course selection interview with whānau to ensure that choices being made for the following year are appropriate to student goals and aspirations.

## **SENIOR SCHOOL QUALIFICATIONS**

Students from Year 11 upwards will work towards the *National Certificate of Educational Achievement (NCEA)* at Level 1 (Year 11), Level 2 (Year 12) and Level 3 (Year 13). In addition they can gain credits towards NZ Certificates in vocational areas while they are still at school. See the Course Information Booklet for more information on qualifications.

## **WORK OUTSIDE OF CLASS**

This is intended to:

- Solidify learning, especially through practising skills that have been taught.
- Ensure that practical and theoretical work are mutually supportive.
- Ensure students are well prepared for their next lessons.
- Develop study skills, including organisation and motivation.
- Ensure that the syllabus is covered as fully as possible, while making best possible use of teacher-student contact time.
- Ensure that the essential work not covered during school time is completed in students' own time.

## EDUCATION OUTSIDE THE CLASSROOM (EOTC)

The school organises a comprehensive EOTC programme each year. Each trip is carefully planned with the needs and strengths of each particular year group in mind. In some instances this programme may be changed because of the mix of students, the staff available and other factors.

In 2023 our tentative programme is:

Year 7	Teapot Outdoor Education Camp
Year 8	Abel Tasman National Park
Year 9	Ski Day Paturau Camp
Year 10	Ski Day Odysseys
Year 11	Work Experience
Year 12	Tertiary Investigation & Work Exploration (Cost according to destination)
Year 13	Leadership Day

Some camps offer fundraising opportunities to reduce these costs. Please contact the Guidance Counsellor or the teacher in charge of the activity if finance is a problem.

Many subjects have field trips to apply classroom learning in the wider environment. Those field trips held in Years 11 – 13 are detailed in course information booklets. In addition there are school exchanges and cultural activities.



## READY FOR WORK PROGRAMMES

Using our relational approach to learning, we consider the needs of our students on an individual basis. Most will leave the Bay for further education, training or work. We make a special effort to help them in this difficult transition, through Work Exploration for all students and 'STAR' courses.

We are proud of our student record relating to placements and successes at tertiary level.

Our students tend to have a good work ethic and good conversation skills, as well as optimism for the future.

Students are encouraged to set goals and plan for the future, accept responsibility for determining the quality of their lives and understand how they can benefit from the experience of both success and failure.

- *Career Education* – Year 10. Interests, strengths, career choices and subject choices for Year 11 are considered.
- *Ready for Work* is a subject option for Years 12 and 13. This course aims to help students develop necessary life skills in areas of communication, independence, areas of the law, career planning etc.
- Courses which introduce students to vocational pathways are actively promoted to enhance future opportunities.
- *Gateway Courses* in Years 12 and 13.

## LEARNING SUPPORT

Our Learning Support personnel develop and provide programmes specific to the needs of children with a variety of learning deficits or special aptitudes.

Disabilities range from severe impairment to just one area of learning difficulty, while giftedness can require an extension programme.

Teachers, Learning Assistants and Learning Support Coordinators staff the Learning Support Department. They use a wide range of diagnostic techniques to monitor students' progress.

In addition, they:

- Design suitable programmes.
- Make appropriate resources.
- Have regular conferencing with staff.
- Hold Individual Education Plan meetings.
- Generally provide an environment that supports and motivates the learners.

If you have any concerns about your child's performance, please contact the Assistant Principal in charge of Learner Support, Mr Tindling.

# DEVICES AND NETWORKS

## 1:1 LEARNING DEVICE INFORMATION

We are committed to ensuring our students graduate with the skills and attributes they need to thrive in a world where change is happening at a very rapid pace and the future is unknown. The intention is that 1:1 Learning Devices (Chromebook or Laptop) will be used as a learning tool, to varying extents across different subjects as appropriate, but not to replace all pen and paper work.

## GOOGLE WORKSPACE FOR EDUCATION

Golden Bay High School makes use of the Google Education collaborative tools for learning anywhere, anytime, any budget. With Google Workspace for Education and Classroom, teachers and students can work on their own or collaboratively, wherever they are and on any device.

## LEARNING DEVICES

**Students are to bring their own Chromebook or Laptop** (Windows or Apple) to support and enhance their learning. A cell phone or iPad is not deemed as an appropriate device for this purpose. Every student device needs to have the Google Chrome browser installed to make full use of these tools.

When considering purchasing a new device, it is important to keep in mind how the student is going to use the device. A Chromebook is fast and reliable and offers a full Internet experience with the Google Chrome browser, while a laptop may be better for a senior student or a student that is interested in photography, video editing or gaming.

Chromebook or Laptop (Windows or Apple) devices are good for school use and should:

- Be lightweight and sturdy.
- Be in a protective carrying case.
- Have 5-6 hours of battery power (preferably more) with easy options for charging.

- Have built-in wireless capability.
- Have the ability to connect to the Internet with Google Chrome browser (this is the browser that we use at GBHS due to compatibility and advanced security).
- Offer sufficient storage for documents, photos and videos.
- Have a screen size of no less than 10”.

*For the few students that cannot afford a Chromebook, we may be able to assist with a loan device for a period of time.*

## **DEVICE PURCHASING**

We have special pricing from PBTech available for Golden Bay High School. PBTech are offering finance options for those parents wishing to pay off the Chromebooks. ProtectIt Insurance is optional.

To order any of these offers online please go to:  
<https://www.pbtech.co.nz/education/byod> and select Golden Bay High School.

The code to unlock the deal is **GOLDENBAYHS**.

## **DEVICE INFORMATION**

When considering a 1:1 Learning Device, please also bear in mind that the students will be responsible for ensuring that it is kept in good working order. All devices must be labelled and in a protective case. The school’s ICT support can provide assistance in connecting devices onto the wireless network, but will not provide ongoing technical support.

- Following community voice we have decided to ban the use of cell phones and devices for Years 7, 8 and 9 during break times. We are able to selectively turn off access to the school Wi-Fi during breaks.
- All students and parents must sign the Digital User Agreement before students can connect to our network, use the Wi-Fi and use their Google Workspace account.

Further information about Chromebooks can be found here:

<https://www.google.com/chromebook/>

More information about 1:1 Learning Devices, can be found on our website:

<http://www.gbh.school.nz/byod-and-wifi.html>

## **STAYING SAFE ONLINE**

We recommend all parents visit NETSAFE.ORG.NZ website. It is an excellent source of information for parents and students on how to keep safe when online.

## **COMPUTER NETWORK**

Golden Bay High School has a fully integrated, stable, gigabit fibre-optic network. We are connected to the Ministry of Education's fully funded N4L Managed network, via fibre. It is fast and the internet connection performs with more than enough capacity to meet our students' changing needs.

We have a BYOD programme in place with 1:1 Learning Devices compulsory for Years 7 to 13 in the form of a Chromebook or Laptop (Windows or Apple).

We also have Linewize Internet Filtering in place to provide the most up-to-date protection possible from unwanted content and malicious threats. The software records all sites visited by students and staff. VPN'S are not permitted on any device used at school.

A part-time Network Manager and a part-time Computer Technician are onsite to maintain and develop the network.

## **GUIDANCE NETWORK**

Our school Guidance Network involves all staff.

Form Teachers, Deans, Heads of Departments, Deputy Principals, Principal and the Guidance Counsellor are all involved in the pastoral care of our students, and are committed to meeting their individual needs.

While our students are our main concern, we also try to meet the needs of parents and other caregivers. This is done through the Home and School Association, workshops, report evenings, newsletters, our Facebook page and other forms of communication, which we hope parents find valuable.

The school also has an excellent student/whānau support hub on the school website which has many useful links to support networks.

See <https://www.gbh.school.nz/studentwhanau-support-hub.html>

Please feel free to contact the school if you have any concerns: it is usually better to deal with a problem in its early stages before it becomes too serious.

## **COUNSELLING AT GOLDEN BAY HIGH SCHOOL**

In this world, there are many different experiences that can be difficult for people to cope with. Most of the time, we get on with life. Sometimes we are stopped in our tracks by an event or situation that we may not, at that moment, have the resources to manage. Counselling is a useful option that enables people to tell their stories in ways that make them stronger and is an opportunity for people to:

- Gain insight, awareness and self-acceptance.
- Discover and extend their skills, knowledge and strengths.
- Explore difficulties, concerns and extend their ability to discover solutions and resilience.
- Become better able to develop and maintain meaningful and satisfying relationships.
- Move in the direction of their potential hopes and dreams.

In counselling, students can talk about any problems or concerns in a safe place with somebody who will support them. Counselling is free, voluntary and confidential. Students can decide what works for them, how frequently they attend appointments and for how many sessions. They can also bring

a support person or friend if they wish.

A Counsellor can help students to:

- Explore emotions, thoughts, and behaviour.
- Become more self-aware, identify values and what motivates them.
- Plan and set goals.
- Improve their relationships.
- Reduce their stress.
- Develop their sense of well-being.
- Do things differently.

A Counsellor may:

- See them on their own or with support people.
- Give them information.
- Discuss with them who they could talk to about their difficulties.
- Act on their behalf with their consent.
- Refer them to someone more appropriate.
- Promote healthy communication between families, peers and staff.
- Provide student advocacy, mediation or restorative practices.
- Access support from a variety of external agencies and social services.

A Counsellor is expected to:

- Be trustworthy.
- Respect their confidentiality.
- Listen to them carefully and sensitively.
- Help them sort out how they would like things to be different.

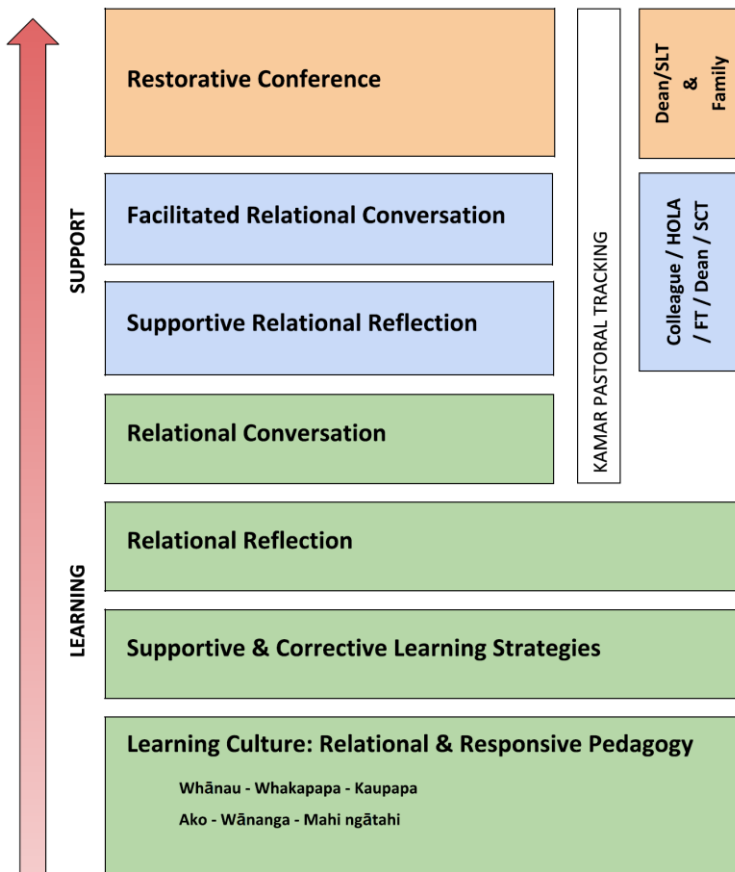
Students can make appointments in the following ways:

- Ask their Form Teacher, Dean, or another member of staff who they trust.
- Email me on **abbey@gbh.school.nz**.
- Text their name and form class to **027 352 0232**.

## DEVELOPING LEARNING RELATIONSHIPS

At GBHS we are striving to forge positive relationships so that all students have the opportunity to be passionate and creative in their learning.

***Strengthening our learning relationships through structure, expectations, support and care.***



**GBHS Learning the Relational Way Overview**  
 RESPECT - KINDNESS - PASSION - CREATIVITY



## **RELATIONAL LEARNING**

Learning the relational way allows our students to build and maintain healthy, respectful and kind relationships with their teachers and their peers in order to better prepare them for their future endeavours.

*The essence of relational practices is disarmingly simple: that human beings are happier, more productive and more likely to make positive changes in their behaviour when those in positions of authority do things with them, rather than to them or for them.*

*Adapted from Wachtel 2004*

Learning the relational way better supports student skill development in literacy, numeracy, digital, cultural competency, critical thinking and participation. Through a relational way of learning our students are encouraged to grow personal qualities in resilience, sociability, strong work ethic and open mindedness.

*“It is teachers who have created positive teacher – student relationships that are more likely to have the above average effects on student achievement.”*

*John Hattie*

These strategies foster the school values of Respect and Kindness.

## **SUPPORTIVE LEARNING STRATEGIES**

These strategies are low key, subtle reminders of expectations. They intentionally aim to minimize drawing attention to misbehaviour and, they place the responsibility for behaviour back on to the student. In this way they facilitate consideration and respect and encourage personal responsibility.

## **CORRECTIVE LEARNING STRATEGIES**

These strategies are used to give assertive verbal messages when unacceptable behaviour persists that is affecting learning in the classroom or life at school. Corrective learning strategies are used to constructively remind students of appropriate behaviour and should outline clear expectations for the student moving forwards.

## RELATIONAL CONVERSATION

For ongoing and unresolved issues that are impacting learning or life at school, a relational conversation may be needed. The aim is to explore the problem with the student, establish the harm that has been caused and who has been affected. There is a three step process to a relational conversation:

1. **Preparation Phase** – this involves gathering evidence and making sure that all parties are ready for the conversation.
2. **Participation Phase** – the conversation.
  - a. **T – Tell the story.** What happened?
  - b. **E – Explore the harm. Who do you think is affected? In what ways?**
  - c. **R – Repair the harm. What needs to be done to put things right?**
  - d. **M – Move on. How can we make sure this does not happen again?**
3. **Follow-up Phase** – touching base and following up on agreed undertakings, with further support and guidance where needed.

## FACILITATED RELATIONAL CONVERSATION

The Facilitated Relational Conversation can be called for by students or teachers, where parties need support to have the relational conversation in order to move forward. It may also be used with behaviour management that has taken place outside of the classroom. The facilitated relational conversation may be necessary when earlier obligations are not being met or where relationships have broken down to a point where support is needed to move forward.

Exploring the issues through independent parties can be extremely helpful in difficult situations.

Facilitators could be one of the following: Dean, Heads of Learning Areas, Deputy Principals or Counsellor (Abbey Gilligan) or another teacher. A facilitated conversation follows the same process as that used in the Relational Conversation. The outcome will be a learning plan or future expectations for the student.

# **EXTRA CURRICULAR ACTIVITIES**

## **CULTURAL AND SPORTING ACTIVITIES**

All students are encouraged to take part in activities outside the classroom.

- We have a winter sports exchange with Queen Charlotte College and participate in several tournaments.
- We offer individual music tuition and depending on demand can provide tutoring in some of the following: brass, clarinet, flute, guitar, recorder, saxophone, keyboards and drums.
- We currently offer the following sports and activities: Athletics, Badminton, Basketball, Rock Climbing, Cricket, Cross-Country, Hockey, Netball, Rugby, Soccer, Swimming, Table-Tennis, Volleyball, Ki-o-Rahi, Caving and Chess.
- Students representing the school in extra-curricular activities are generally required to have a 90% attendance rate.

## **SPORTS DAYS, MUSIC CONCERTS ETC.**

Parents are always welcome at sports and cultural events, especially as volunteer helpers. Details are published in the "Goldie" and/or the Facebook page, website and through emails home. The end of year itinerant music concert is for whānau to attend.

## **SERVICE**

### **SENIOR LEADERSHIP OPPORTUNITIES**

All Year 12 and 13 students can become Senior Leaders, taking on a variety of activities and responsibilities throughout the year.

Activities include "Big Brother Big Sister", mentoring, sports coaching and assistance, representation of the school, etc. Involvement of this sort helps to develop the skills such as leadership of the senior students while providing positive contact between them and younger students, encouraging both groups to participate fully in school life.

## **STUDENT EXECUTIVE**

The Year 13 Executive and Head Students are selected using student votes, teacher references and an interview.

They are responsible for running a variety of events, and for providing regular feedback to school leadership.

# **FACILITIES**

## **THE LIBRARY**

Librarian, Angela Berkett, is available during school hours to help students find recreational reading, relevant material for research and support classroom teaching. Senior students wanting to work in the library when there is a time-tabled class in there should be courteous and check with the class teacher.

To keep up with what's happening in our Library check out the Home Page on the library website: <http://gbhslibrary.weekly.com>.

## **CANTEEN (TE WHARE KAI)**

The Canteen is open on Thursday and Friday on site for lunch and morning tea.

There is no student access to the shop across the road from school.

## **SWIMMING POOL**

We have a 25 meter, 6 lane outdoor heated pool.

## **GYMNASIUM**

This has recently been renovated. The gym is used for Physical Education and Sports including: basketball, netball, badminton, volleyball and indoor football.

## **INTERNATIONAL STUDENTS**

Each year we welcome fee-paying students from other countries, most commonly Germany, although in the past we have had students from a variety of other countries. We value the international perspective they bring to our small community and the friendships that are made help bring an awareness of other cultures.

Detailed information is available on our website.

# WHĀNAU, PARENTS AND SCHOOL COMMUNICATIONS

## NEWSLETTERS (GOLDIE)

Golden Bay High School has a regular newsletter called “Goldie”. It is sent out by email every second Friday.

The Goldie provides up-to-date information on any changes to routines; any activities happening at school; notices of meetings; achievements of our students, staff and community notices. It also will give forward advice on dates for special occasions, e.g. Parent Interviews, Prize-Giving and Performances.

Newsletters can also be viewed on our website: [www.gbh.school.nz](http://www.gbh.school.nz).

Please ensure that you update your e-mail and contact address details with the Office. Contact the office if you would like to receive The Goldie by paper copy.

## KAMAR PORTAL

Parents have access to their child’s information online via the Student Management System (KAMAR). <http://kamar.gbh.school.nz>.

A login and password will be issued by the school via email on enrolment. For further information contact [coralie.stopford@gbh.school.nz](mailto:coralie.stopford@gbh.school.nz)

## SCHOOL WEBSITE

The school website [www.gbh.school.nz](http://www.gbh.school.nz) is also a good source of information. Teacher contact details are available here. If you wish to contact teachers, email is the preferred method.

## FACEBOOK

The school also communicates notices and events through the school Facebook page <https://www.facebook.com/gbh.school.nz/>.

## SCHOOL REPORTS

Formal report meetings for consultation between staff, caregivers and students will be held following the issue of the first reports.

Reports will also be available online through the school Student Management System (KAMAR).

Details of dates for these meetings will be published in the School Newsletter "The Goldie".

## YEARS 7 TO 10 REPORTS

- There are two student reports for the year.
  - the first report will be emailed in the second half of Term 2.
  - the second report will be emailed in Term 4

## YEARS 11 TO 13 REPORTS AND NCEA RESULTS

- A student report, along with interim results for NCEA, will be issued by email twice a year in Terms 2 and 3.

## CONTACTING THE SCHOOL

If you are concerned about your child, please contact us by either:

**Ring**ing the school office and:

- Give the student's name and form class.
- Ask that the year group Dean or Form Teacher contact you.

Or **em**ailing the child's teacher (all teacher's email contacts can be found on the school website).



If the matter is serious, please ask to speak to a Deputy Principal or the Principal.

***For emergencies or serious matters, the Principal may be contacted on 027 222 4798.***

## **ABSENCE, SICKNESS, EMERGENCY**

### **ABSENCES**

**All absences must be explained as soon as possible** by a parent or other caregiver. This can be done by either:

- **PHONE:** Please phone the school on 03 525 9914 before 9:00am and leave a message stating the reason for the absence.
- **TEXT MESSAGE:** Please text the reason for your child's absence to 027 923 5931.
- **Email:** absences@gbh.school.nz

The school will contact you during the day if your child is absent from school and you haven't contacted us.

### **SICKNESS**

A student who becomes sick or injured while at school must report to the office.

Only when a parent or other responsible adult has been contacted and can take care of an ill student will she or he be released from school.

Medical help will be secured where necessary.

**Students MUST sign the Exit book when going out of the school grounds.**

### **ABSENCE FOR REASONS OTHER THAN HEALTH, BEREAVEMENT OR SPECIAL FAMILY OCCASIONS**

Notifications of these absences should be made to the Principal.

*Please note:*

- *The school is not permitted to give permission for time out of school for holidays. This is a parental decision and will be recorded as an*

***unjustified absence.***

- ***Full time attendance is considered to be 90% or greater. Students will generally not be eligible to represent the school for extra-curricular activities if attendance is less than this.***

## **SIGNING IN/OUT**

If a student is late for school or needs to leave school during the day, they must sign in/out at the School office. Students will only be given leave on production of a note or a medical or dental appointment card.

# PAYMENTS TO SCHOOL

## SCHOOL BANK ACCOUNTS

### UNIFORMS

The bank account number to make payments for **Uniforms ONLY** is:

0	3	1	3	5	4	0	5	7	5	6	6	6	0	0	1
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

### SUBJECT COSTS, TRIPS ETC.

The bank account number to make payments for **subject costs, trips etc.** is:

0	3	1	3	5	4	0	3	7	0	1	3	4	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

### DONATIONS

Golden Bay High School has opted into the Ministry of Education Donation Scheme. This means that Boards of Schools opting into the Donations Scheme will receive \$150 per student, so will no longer be seeking parent donations (except for overnight camps and the cost of any take home components).

Class materials and day trips will be funded by the school.

We will be seeking parental funding for material costs for take home workshop projects and overnight trips and camps.

At various times throughout the year there will be costs associated with optional activities such as sports trips, field trips, shows, school ball, plays, defensive driving etc.

### STATIONERY

We are part of the OfficeMax mySchool programme. When you purchase stationery through OfficeMax, our GBHS Home and School Association will receive a 10% cash donation on any online or in store sales. Ordering stationery is very easy and delivery is made to your home address.

Students are expected to have their stationery on the first day of term. Learning does happen on the first day, with lessons planned along with the

Pōwhiri and some administration.

Stationery Lists are available for each year level's subjects when you enter Golden Bay High School on the mySchool's webpage.

Go to mySchool using the following link <https://www.myschool.co.nz>. Start typing in Golden Bay High School, (a list of schools will appear as you type) and select Golden Bay High School from the list.

Once you are on our school's page:

1. Select 'View the requirements list' option.
2. Click 'Start'.
3. Enter your child's name and year level.
4. Select each of the subjects your child is taking.

## **STUDENT SUPPORT FUND**

Financial hardship should not stop a student from taking part in any school activity, such as field, sport or cultural trips. There is a Student Support Fund available to assist. Please contact the Guidance Counsellor or teacher in charge of the activity if finance is a problem.

# GOLDEN BAY HIGH SCHOOL UNIFORM AND PERSONAL PROPERTY

The school reserves the right to decide whether standards of personal dress and grooming are acceptable, and to take action when standards are unsatisfactory.

Items purchased from the School Uniform Store are identified by a school logo.

**If you can't wear any part of the correct uniform:**

See your Form Teacher before Period 1. You must have a note from home explaining the circumstances and the timeframe for this to be resolved.

***All school uniform must be clearly named.***

## SCHOOL UNIFORM DRESS CODE (YEARS 7 TO 11)

**Wearing of the School Uniform is compulsory to and from school.**

### GIRLS



**SKIRT/SHORTS** Black. Skirt to be no more than 5cm above the knee. ***Purchased from school uniform store.***

**TROUSERS/  
CARGO PANTS** Plain black. ***Purchased from school uniform store.***

**BLOUSE/  
POLO SHIRT** Plain white blouse or plain green polo shirt. ***Purchased from school uniform store.***

**TIGHTS** Black. Full footed tights 70+ denier. ***Available from school uniform store.*** May be worn under a skirt or shorts.

**SOCKS** Plain black knee-high, or ankle socks. Plain white ankle socks.

## BOYS

### TROUSERS/ CARGO PANTS

Plain black. *Purchased from school uniform store.*

### SHORTS

Plain black. *Purchased from school uniform store.*

### POLO SHIRT

Plain green polo shirt. *Purchased from school uniform store.*

### SOCKS

Plain black or white ankle socks.

## ALL

### POLAR FLEECE/ JERSEY

Bottle green. *Purchased from school uniform store.*

### JACKET

Plain black (No writing or other colours). Weather proof jacket with full length frontal zip. *Must not be worn in class time or assembly.*

### POLYPROP/ SINGLET

Plain white polyprop/singlet may be worn under white shirt/blouse; plain black polyprop/singlet may be worn under green polo shirt.

### BELT

A plain black belt may be worn.



## FOOTWEAR

### SHOES

Plain black or plain black with a white sole and toe, flat soled ankle boots are acceptable footwear.

### SANDALS

Black sandals with a back strap are permitted (Crocs ok with back strap worn).



## PHYSICAL EDUCATION UNIFORM

**T-SHIRT** Plain house coloured T-shirt. *Purchased from school uniform store.*

**SHORTS** Plain black shorts. *Available from school uniform store.*

**TRACKSUIT  
PANTS/LEGGINGS** Plain black.



**SWEATSHIRT/  
RUGBY JERSEY** Plain black.

**SWIM SUIT** One-piece or two piece competitive swim suit.

**SHOES** Sports shoes must be clean and non-marking.

*Note: All sports gear must be clean for each lesson and without writing or advertising.*

## HATS

- Hats are not to be worn in classrooms or assembly.
- The wearing of sunhats outside is encouraged.
- A warm hat may be worn when it is cold.

## **MUFTI DRESS CODE (YEAR 12, YEAR 13, AND MUFTI DAYS)**

This dress code applies to all students who have permission to wear mufti.

Students at school should be practically, attractively and economically dressed in a manner that allows students and parents some choice.

*The choice of clothing should be neat, clean, decent and appropriate for school life.*

### **Aims**

- To allow students and parents a choice of clothing to be worn to school and on associated school activities.
- To give guidelines to ensure safety and decency and to prevent clothing giving offence.
- To discourage competition of dress and to **encourage modest dress appropriate to everyday work.**

## **GUIDELINES FOR THE WEARING OF UNIFORM AND MUFTI**

- a. Clothing worn to school is to be clean, tidy, decent and not torn or frayed.
- b. Clothing will not carry offensive messages or pictures, or slogans relating to alcohol and other drugs.
- c. Footwear must be worn. It must be clean and in good repair.
- d. T-shirts are acceptable school wear. Year 12 and 13 students will be permitted to wear sleeveless, semi-formal tops (not shoestring straps or singlets). All tops must cover the midriff and cleavage. Under-garments should not be visible.
- e. Shorts and skirts: to be worn no shorter than 5cm above the knee.
- f. Care must be taken with loose clothing and long hair which might be unsafe, e.g. near machinery, bunsens, etc. Students may be asked to remove items of clothing wherever health or safety might be an issue.
- g. Excessive jewellery will not be worn as it can be dangerous in the gymnasium, laboratory and workshops. A small stud, bar or ring no bigger than 10mm is the only jewellery to be worn in any piercing. No sharp or pointed piercings.

Appropriate dress sense, and awareness of the expectations of the community, should be fostered in our students.

***NOTE: The school reserves the right to decide whether standards of personal dress and grooming are acceptable, and to take action when standards are unsatisfactory.***

### ***If you can't wear the correct uniform:***

See your Form Teacher before Period 1. You must have a note from home explaining the circumstances. Students will be asked to remove non-regulation items where possible and continued breaches of the rules may result in items being confiscated for the day. Parents can expect to be contacted if the uniform is incorrect.

***\* School uniforms are supplied by the GBHS Home and School Association. Uniform Shop open days will be notified through the Goldie.***

## **PERSONAL PROPERTY**

**All personal property must be clearly named.** Money and valuables should be handed in to the office for safekeeping.



## HOME AND SCHOOL ASSOCIATION

We are a small, fun, committed and innovative group of parents joined by a teacher and the Principal. Our main task is to raise funds for the benefit of the whole school.

- We ensure that the parents' voices are heard and promote co-operation between Home and School.
- We aim to have as few meetings as possible but have regular email discussion.
- Most recently our main fund raising projects have been stationery and uniform sales.

New members are encouraged and welcomed. Contact the main office or the school website for more information.

# BEHAVIOURAL EXPECTATIONS

## **The following are prohibited at school:**

- Cigarettes and tobacco, vaping equipment, alcohol, solvents, illegal drugs and chewing gum.
- Knives and other such instruments, firearms and other weapons.
- Chemicals, matches and lighters, and any item that violates the law of the land.

## **The following are prohibited behaviours:**

- Smoking, vaping, consumption of alcohol, use of drugs and any other substances for illegal purposes.
- Bullying, fighting, and harassment (including sexual and racial).
- Threats, swearing and insulting language.
- Theft, vandalism, gambling and illicit trading activities.

## ***LEAVING THE SCHOOL GROUNDS***

### **Students in Years 7 to 12 may leave the school grounds only if:**

- They are going home for lunch. If the student goes home for lunch regularly they should bring a note from home at the beginning of the year, and this will be kept at the office once the Form Teacher has signed it.
- They have permission from their Form Teacher, supported by a note from home. This note should be signed by the Form Teacher and brought to the office when signing out.
- They have special permission from a Deputy Principal or Dean of their Year level.

***Year 13 students granted permission to do schoolwork in their own home during timetabled study periods must use the Exit process every time.***

**ALL students leaving the school grounds for any reason must always sign the EXIT book, and sign in when they return to school. (This is for safety reasons).**

# SCHOOL TRANSPORT

## BUSES

- It is the caregiver's responsibility to get their children to pick-up locations and to collect them from drop-off locations.
- It is recommended that they arrive at the bus stop location at least 5 minutes prior to the time advised by the bus provider.
- At the end of school, students are required to wait in the bus line up area. No student shall leave the bus line up area to board a bus without direction from the duty teacher.
- Any questions regarding school bus transport should be directed to the Bus Controller, Dan Padial, or visit the Ministry of Education – School Transport webpage.

### **Behaviour and safety on buses for students.**

- Put your bag and anything else you are carrying on your lap or under the seat in front of you.
- Keep the inside of the bus clean and damage free.
- No eating or drinking on the bus.
- Quiet and respectful behaviour to be shown at all times

### *Leaving the bus:*

- Get out of the front door of the bus unless it is not practicable to do so. When unloading at school both doors (if fitted) may be used.
- Carry your backpack (do not wear, it can catch in the door).
- Step down carefully – no pushing.
- Wait on the verge well back from the road until the bus has gone and you can see clearly.
- Always look both ways, then look again, before crossing.
- Cross the road where you have been told to cross.

## FAQS – WHAT TO DO

### ***If something is lost or found:***

Lost property is quickly returned ***if it is named!***

Unnamed articles will go into the lost property store and if not claimed will be given away to charity. If a student has lost an article of clothing, they may go to the office and have a look for it. Valuables (watches, jewellery etc.) in lost property will be kept at the office. There is also a lost property in the gym for items found there, so try there too.

If a student finds something that has obviously been lost or left behind, please take it to the office and they will try to find the owner.

### ***If a student can't wear the correct uniform:***

They should see their Form Teacher before Period 1. They must have a note from home explaining the circumstances.

### ***If a student is sick or absent:***

*Notify the school by ringing the Office on 525 9914 or texting or calling the absences phone on 027 9235931.*

Parents should ring the school office in the morning before classes to let us know if their child is away.

### ***If a student needs to leave the school grounds during the day (for any reason):***

The student needs to bring a note from home explaining the reason, and get their Form Teacher to sign it in the morning. When they leave, they put their note on the spike at the office, sign the 'Exit' book, and write down the time that they left. Remember to fill in their return time, *when they return to school.*

Those who go home for lunch regularly may bring a note at the beginning of the year which will be kept in the notebook, ***but they must still sign out, and in, every time.***

### ***If a student is ill or hurt during the day:***

They should go to the office. The office staff will make the best arrangements for them.

### ***If a student has problems:***

See the Dean of their Year level or see Abbey Gilligan (School Guidance and

Support). For employment advice see Mr Batten (Careers).

The guidance office is in Te Whare Manaaki. If no one is there, students can leave a note and they will be contacted.

***If a student wants to change their course:***

The student must get permission from the Dean of their year level. After consultation with their parents, Ms Stopford – Deputy Principal (in charge of the timetable) must be informed in writing.

***If a student wants to learn to play a musical instrument:***

There are a range of instruments funded by the school through tutors. Private tutors offer instruction within school time for a fee, including drums and orchestral instruments. Information will be sent to parents in Term 1.

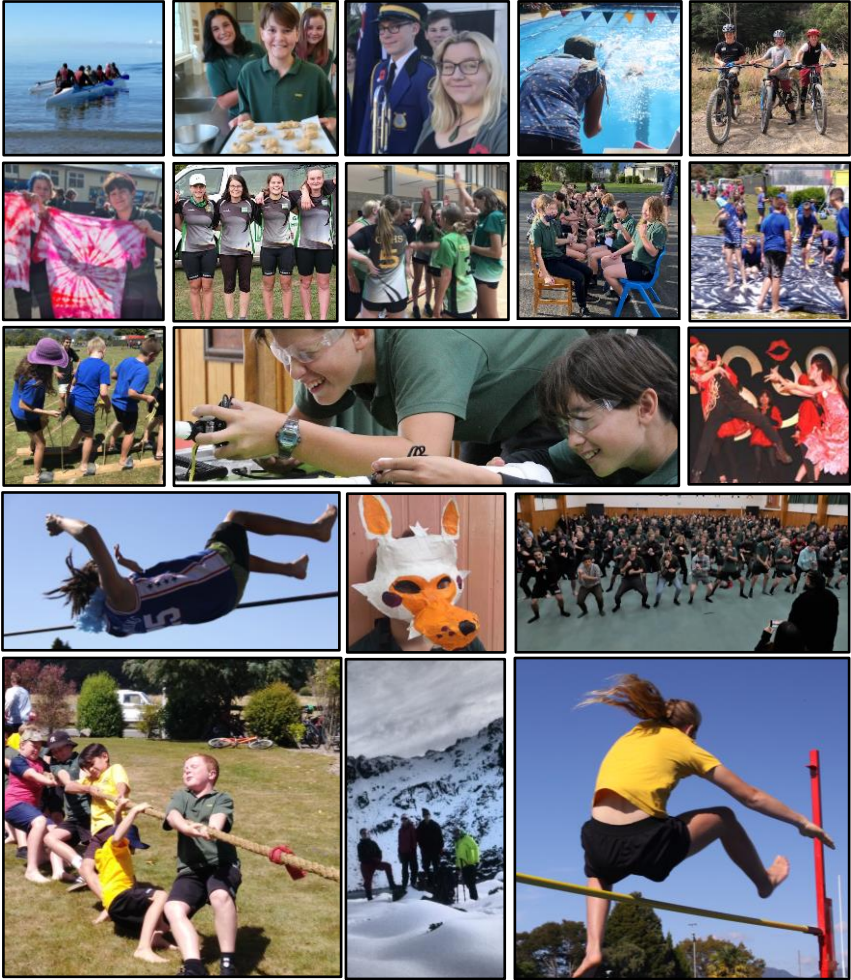
***If a student is going to leave school:***

The student needs to collect a leaving form from the office and follow the instructions. If the student wants a school testimonial they must apply early. They get these forms from their Dean.

*Please keep this booklet handy so you can refer to it when needed.*



# Inspiring world ready rangatahi



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