

PROSPECTUS



**SOUTH WESTLAND
AREA SCHOOL
2019**

CONTENTS

Introduction	3
Mission Statement.....	4
Shared Values.....	5
Caring & Supportive School	6
Staff / Board of Trustees	7
School Enrolment	8
Term Dates.....	9
School Uniform.....	10
Uniform Guidelines	12
Attendance.....	13
Fees.....	13
Stationery.....	13
Information Centre.....	14
Curriculum Organisation	14
Classroom Organisation	15
Home/School Communication.....	16
Student Information	17
Code of Conduct	21

Welcome to South Westland Area School

To Parents and Students

We are pleased to provide you with this Prospectus, which outlines information about the opportunities available at South Westland Area School.

We focus on providing quality education in a caring environment. Our commitment is to support and encourage students to strive for personal goals of excellence and to achieve to their full potential so that they have choices for their future. We put a big emphasis on relationships to create our positive, caring and supportive learning environment to enable each child to develop academically, physically, socially and personally. Close working relationships between students, staff and parents in a family atmosphere are highly valued.

We are proud of a long tradition of high academic, sporting and cultural achievements and are striving to improve them even more. There is nothing like knowing each student as an individual and we work hard to individualise our programmes.

In partnership with our community we seek to provide broad-based learning opportunities that address the needs of all students. We can offer a wide range of senior subjects with a teacher, through our Community of Learning, Te Kura or our video conferencing network.

Dr Mark Caplen
Principal



Phone: 03 753 3160

E-mail: office@swas.ac.nz

Fax: 03 753 3037

Website: www.southwestlandarea.school.nz

South Westland Area School

South Westland Area School was established in 1975 with the aim of catering for pupils from Year 0 – 13.

Our Mission Statement is: ‘South Westland Area School aims

(1) to prepare students to meet the demands of life confidently,

(2) to ensure effective, efficient use of our available resources.’

Our staff are considered as one unit so that strengths of individual teachers can be used across a wide range of classes. This flexibility and continuity gives an area school advantages over primary, intermediate and secondary schools. The school recognises the unique nature of our area including aspects of the community such as hospitality and friendliness. We attempt to reflect these things in the standards we set. We have a unique environment with unique advantages that we try to build on when compared with our city counterparts. Both the school and the community are proud of our young people.

We care for the emotional, physical and academic welfare and progress of your children, our students.



**When you enrol your child at South Westland Area School
you accept our school policies and procedures.**

School Values

Our shared values are the important qualities we try to live by and show in the ways we conduct ourselves, go about our work, and our relationships with others in our school.

Cornerstone Values and Attitudes:

Honesty	Respect	Tolerance	Excellence
Caring	Diligence	Responsibility	Personal
Compassionate	Confidence	Teamwork	Academic

These core attitudes and values are seen to be important to our community.

They guide the school in all it does.



The educational needs of the student are the focus of South Westland Area School. Through our expertise, example and efforts, we aim to help our students to:

- Develop competency in literacy, numeracy, personal communication and problem solving
- Develop confidence in themselves
- Develop a love of learning
- Understand that learning is a life-long process
- Successfully undertake further study or pursue career options of their choice
- Develop skills that fit them to become functioning and contributing members of society
- Be able to gain enjoyment and competency in academic, sporting, cultural and social activities
- Have respect for other people, their property and their ideas
- Recognise the legitimacy of the Treaty of Waitangi and the unique place of Tikanga Maori and Te Reo Maori within New Zealand's setting
- Accept and understand the legitimacy of a variety of non – New Zealand cultural perspectives

A Caring and Supportive School

The Principal and staff are committed to working as closely as possible with families in the best interest of their children.

Parents and caregivers are welcome in the school anytime and there are regular reports and discussion meetings.



The school provides extensive learning support for all students. There is a strong guidance network which includes the Principal, Deputy Principal, Assistant Principal, Homeroom Teachers and Form Teachers.

Senior students accept a caring responsibility for juniors.

South Westland Area School has structures which ensure that everyone in the school community can stand tall.

Teachers work hard to ensure the individual needs of all students are met.

Students with special needs play a respected part in the wider life of the school.

Students with special abilities participate in a variety of extension opportunities.



New Zealand's bicultural heritage is valued.



Staff/Board of Trustees

Board of Trustee Members

Mrs Annie Hughes

Mr Steve Schmetz

Mr Ben Johnson

Mrs Tania Wyatt

Mr Chris McGuigan

Miss Caitlin Cunliffe

Miss Addie Keast

Dr Mark Caplen

Chairperson

Deputy Chair

Parent Representative

Parent Representative

Parent Representative

Student Trustee

Staff Trustee

Principal

Principal

Dr Mark Caplen - *BSc, MSc, Ph.D, PGCE, DipMS*

Deputy Principal

Mr Nick Glancy - *BEd (Hons) Tech*

Assistant Principal

Miss Addie Keast - *BTchLn, PGST (Autism)*

Full Time Staff

Miss Vicky Guilfoyle - *BTchLn*

Mr Colin Lindsay - *BSc, DipTch*

Mrs Carrie Haugen - *BAEng, MEd*

Miss Angela Fox - *BSc, DipTch*

Mrs Bev Muir - *BTchLn*

Mr Mark Still - *BA, DipTch*

Mr Jacob Hannagan - *BTchLn Dip F/TV*

Mr Robert Kelynack - *DipTch, BSpC*

Part Time Staff

Mrs Jane Glancy - *BA, PGCE*

Mrs Annette Lawn - *BEd*

Mrs Fiona Lauder - *Guidance Councilor*

Executive Officer

Miss Ruth Martin

Caretaker

Mr Mike Aynsley

Office Assistant

Miss Karyn Mathieson

Sports Co-ordinator

Debra Manera

Librarian

Mrs Jenny Derks

Teachers Aides

Mrs Heather Abel

Mrs Jenny Derks



School Enrolment Procedure

New Entrants

If you live in the area please contact the school four to six weeks before your child's fifth birthday. This will enable us to arrange some familiarisation visits and forward an enrolment pack. A birth certificate and immunisation / before school check certificate, need to be copied at enrolment.

New Families

If you are new to the area please contact the school as soon as you can. The Principal will arrange to meet with you, show you and your child/children around the school and answer any questions you may have regarding school policies or programmes. An enrolment form, and information sheets will need to be completed before your child's first day at school.

Please keep the school office informed of any changing personal or family circumstances that may affect your child.



Term Dates 2019

Term One	Thursday 31 January - Friday 12 April
Term Two	Monday 29 April - Friday 5 July
Term Three	Monday 22 July - Friday 27 September
Term Four	Monday 14 October - Friday 13 December (to be confirmed)

Public Holidays:

Waitangi Day	Wednesday 6 February	
Good Friday	Friday 19 April	during school holidays
Easter Monday	Monday 22 April	during school holidays
Easter Tuesday	Tuesday 23 April	during school holidays
Anzac Day	Thursday 25 April	
Queen's Birthday	Monday 3 June	
Labour Day	Monday 28 October	
Westland Anniversary	Monday 2 December	



School Uniform

A condition of enrolment is that you accept the wearing of school uniform is compulsory **and that the uniform is to be worn correctly by students at all times, including to and from school and on other school occasions.** We welcome the co-operation of all parents/caregivers in seeing that the uniform is worn correctly. All teachers will enforce uniform rules.

PRIMARY CLASSES: Uniform is compulsory. The cost for a complete Junior uniform is around \$70.00 and all items can be purchased from The Warehouse in Greymouth or online (please see page 11 for instructions). There is no compulsory footwear for the Junior school (Yr 1-6).

Product	Size	Cost (approx)
Polar Fleece Top	5-7 yrs	\$26.99
	8-14 yrs	\$29.99
Polar Fleece Jacket	5-7 yrs	\$26.99
	8-14 yrs	\$29.99
Track Pants	5-7 yrs	\$16.99
	8-14 yrs	\$19.99
Polo Tops	4-6 yrs	\$14.99
(Sky Blue)	8-16 yrs	\$15.99
Grey Drill Shorts	sz 3 - xxl	\$18.99
		\$22.99
Summer Shorts	sz 4 +	\$26.99
		\$34.99
Navy Culottes	4-12 yrs	\$42.99 - \$49.99

N.B. Please note all Polar Fleece products are Navy Blue and have no logo.

Hi Viz vests – to and from school for Years 1-6 (provided by school, please see the office).

SUN HATS

Sun hats have to be worn when taking part in outside activities (including morning tea and lunch time) for Years 0 – 8, during Terms 1 and 4.

Two styles are available at The Warehouse:

(Both in Royal Blue)

Drill Flap Cap \$5.99

Bucket Hat \$18.00



YEAR 7 TO YEAR 11:

Product

Dark Royal Blue

Polar Fleece Top ¼ zip

Polar Fleece Jacket full zip

Polo Shirt – White or Sky Blue

Black Lace Up Shoes - with black laces, need to be polishable and not any type of skate shoe/ballet shoe/trainer

Brown Roman Sandals

Boys

Short or Long Sleeved Shirt - white or blue

Shorts – Grey

Summer Shorts - Grey

Knee Socks – Grey with 2 blue bands

Jersey - Navy Blue

Girls

White Blouse – Short or Long (any style at The Warehouse)

Wide Leg Trouser – Black

College Short – Navy

Culottes – Navy

Sock – Navy

Jersey - Navy Blue

Optional Items

Plain black belt for trousers

Royal blue rain coat (wearing to and from)

Navy beanie (wearing to and from school)

Plain white t-shirt or white polypropylene top can be worn under shirts or blouse. Long sleeve top under long sleeved shirts or blouses only, no other clothing showing.

The Warehouse in Greymouth have a list of the appropriate items above. If ordering by mail order or at other Warehouse stores please quote our school order number **9990306**.

Online ordering: You can order online at The Warehouse. Go to;

The Warehouse>clothing>kids clothing>uniforms by School Tex; type in South Westland Area School. A list of our uniform items should be showing.

YEAR 12 & 13

A tidy standard of dress and hair will be expected. All 12 & 13 students are expected to dress to a standard acceptable for office employment. All tops must have sleeves and all shorts/skirts must be of a decent length.

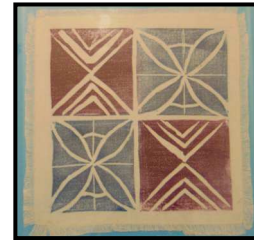
PHYSICAL EDUCATION (all students)

Navy Blue SWAS T Shirt - \$15ea available at school Sz XS – L (Jnr) & Sm – 2XL (Snr)

Navy Blue/Black shorts or track pants - The Warehouse

Non marking sports shoes and white sports socks

Swimming gear (Terms 1 & 4)



JEWELLERY

Stud type earrings, and no more than 2 earrings in each ear. No other body piercing to be visible. One signet type ring and a watch are allowed. These are to be removed for sport.

MAKE UP

Year 12 & 13 students may wear discreet make up. All other students are to wear no make up including nail polish, unless clear.

HAIR

Hair is required to be tied up for Sport/Technology/Science/Art classes; if students do not have a hair tie a rubber band will be supplied.

MUFTI

We have regular mufti days to support our World Vision Child Sponsorship programme. A gold coin is charged and the students are expected to wear tidy, suitable mufti clothing, to a standard expected in office employment. **Mufti is the first Friday of every month.**

Students must wear correct uniform when travelling to and from school unless advised otherwise e.g. camps etc.

Uniform Guidelines

All uniform items should be clearly named.

Please encourage your child/children to check the lost property box if they are missing any uniform items.

Non-marking shoes only to be worn in the gym.

Students, including Year 12/13, must have a change of clothing for P.E./Sport/Lunch time activities with the P.E. uniform expected.

Students are encouraged to shower after P.E.

If there is a problem or concern about your child's uniform please contact the student's Form/Class teacher or send a note.

Any student not wearing correct uniform should bring a note to their Form/Class teacher before school starts.

The school office holds a selection of second-hand uniform items for emergencies and these may be borrowed if the need arises. Any donations of tidy 'used' uniform items are gratefully accepted at the school office. Alternatively, second-hand school uniform items may be advertised through our school newsletter 'Korero'. Please contact the school office to arrange this.

We want to encourage the students at South Westland Area School to look tidy and attractive and to feel good about belonging to our school. We believe our school uniform helps to achieve this.

Parent/Guardian Information

ATTENDANCE

Only illness or some unavoidable cause should be allowed to prevent attendance at school. If you know of the absence in advance please inform the school, or on their return to school students should hand an explanatory note to their Form or Class teacher and the office.

The office will contact parents who have not informed the school on where their son/daughter is. To help out the office please contact the school via phone, email or fax at your earliest convenience. Alternatively parents may use the 'Skool Loop' app. For more details please contact the office. Phone 7533160 or e-mail karyn@swas.ac.nz

SCHOOL DONATIONS

A donation of \$25.00 per pupil in Primary classes and \$40.00 per pupil in Year 7 to 13 (with a maximum of \$70.00 per family) is payable by Term 2 as an Activity Donation. These funds are used for sport, travel, recreation and the library. This money supplements the normal grants to the school. All pupils benefit from the Activity Donation and an early payment would be appreciated. We only ask for a part donation from families who enrol during the year.

SUBJECT FEES

There may be additional fees during the year for some subjects e.g. Hard or Soft Technology. The fee represents a contribution to the cost of materials for projects the students can take home.

PAPER CHARGE

All students will have a paper fee of \$5.00 (GST inclusive) added to their stationery requirements at the beginning of Term 1.

STATIONERY

Stationery boxes for each class up to Year 10 will be available for purchase at the start of the year. A price/stationery list will be sent home in the first week of Term 1. Some of these items can only be purchased at school e.g. homework books.

Throughout the year students can purchase stationery from the office between 8.20am and 8.35am. Stationery should not be purchased outside of this time. Students should make payment at the time of purchase. Credit can only be approved after prior arrangements with parents and the Principal have been made.

INSTRUMENTAL/SINGING TUITION

This service may be available via video conferencing for regular Music lessons. Please contact the school if you are interested. Please note there is a fee payable to Hagley Community College for this.



LIBRARY VISION

VISION STATEMENT

*Our library will enhance knowledge and literacy,
to create a life-long interest and pleasure of reading*

MONDAY TO FRIDAY 9am – 3pm

Students will have regular visits to the library to access resources as well as lessons on information skills etc.

Free membership of our library is available and anyone living in the district is most welcome to come and make use of the facilities on Tuesdays and Thursdays between 10am -11am during the school terms.

All visitors to the Library are required to sign in and out at the School Office.

Please make use of the resources and facilities available at our library. If there is a class using the Library please still feel free to come in and quietly browse at your leisure.

Our book stock is catalogued and issued on computer. Please ask library staff or students for help when first using this facility.

Our library is both the geographical and activity centre of the school; it is also a Community Library that is supported by the Westland District Council via a grant and loans of books from the District Library.

The library caters for all levels from pre-school to adults.

A librarian is employed to work 10 periods in the library per week.



CURRICULUM ORGANISATION

The school curriculum is divided into the eight learning areas – Language/s, English, Mathematics, Social Studies, Science, Technology, Health & P.E and the Arts.

All students from Year 0-10 will receive a broad, balanced education in all eight learning areas.

At Year 11, 12 and 13, students can choose subjects for NCEA Level 1, Level 2, or Level 3 – These include Achievement Standards and Unit Standards.

SCHOOL ORGANISATION

The school timetable is structured around 5 – 60 minute periods per day. Students in Yr 7 – 13 all follow this structure. Younger students, because they have a 'Homeroom', follow a more flexible timetable that meets their needs. Some specialisation occurs at the junior level.

Our morning classes are from 8:35am to 1:05pm with 5 minutes for roll call. Our afternoon classes are from 1:55pm – 3:00pm, with interval at 10:45am – 11:05am. All students are expected to be punctual at the beginning of the school day and for each class during the day.

Full school assemblies are held once a week. There is also a Yr 0 – 6 Junior assembly held weekly. Parents and visitors are welcome to attend, please check with the office for times and days.

In the mornings the school is officially open from 8:15am. There is no supervision before then.

CLASSROOM ORGANISATION

Year 1 to Year 8 operate under a 'Homeroom' situation. The students have one teacher with them for the majority of their time at school and that teacher is responsible for co-ordinating the learning programme for that class.

School Curriculum Area Co-ordinators:

English, Literacy

Mrs Carrie Haugen

Maths

Mr Colin Lindsay

Science, Careers

Miss Angela Fox

Technology

Mr Nick Glancy

The Arts/Languages/Soft Tech

Mrs Annette Lawn

Health & Physical Education

Mr Robert Kelynack

Social Studies

Mr Mark Still

ICT

Mr Mark Still

The school is timetabled under the eight learning areas up to Year 9/10.



Form Teachers:

Year 12 & 13

Miss Angela Fox

Year 11

Mr Mark Still

Year 10

Mr Robert Kelynack

Year 9

Mrs Carrie Haugen

Year 7 & 8

Miss Addie Keast/Jacob Hannagan

Year 4 - 6

Mrs Bev Muir

Year 1 - 3

Miss Vicky Guilfoyle



Home/School Communication

HOMEWORK NOTEBOOK

All students are required to have a homework notebook/diary. This will ensure that parents/caregivers know what their child has for homework, what class activities are coming up and allow parent/teacher communication. These are provided to students at school in the first week.

NOTICES

The school newsletter 'Korero' is published fortnightly, usually on a Friday. It contains numerous items including a calendar of school events, advice of meetings, students' contributions and some community notices. Our Korero is available for viewing at any time online, after publication, on our website www.southwestlandarea.school.nz. From time to time other notices may be sent home with students advising families of particular events.

REPORTS

Full reports are prepared for the whole school mid Term 2 with NCEA students receiving their end of year reports at the end of Term 3 and Year 1-10 at the end of year. Parent/Teacher/Student Academic Review Interviews are held in June. Year 1& 2 have anniversary reports on their birthdays.

Fortnightly Notes are available online via our Edge portal for all Year 7 - 13 students throughout the year. Please note these report on attitude and organisation, not academic ability.

COMPLAINTS

If you have any concerns please talk with your son/daughter's teacher in the first instance or phone/write to the Principal at school. Our Complaints Procedure is available from the school office.

ABSENCES

We require that all absences be notified to the school office preferably before roll call at 8.35am. This can be done by phone (answer machine available), email (karyn@swas.ac.nz), fax or a note sent along with a sibling. Alternatively parents may use the 'skool loop' app. For more details please contact the office. If we have not received any notification then a phone call will be made home to ensure your child is absent with your consent.

PERMISSION SLIPS

On occasions, permission must be sought from parents/caregivers before a student may participate in certain activities. A notice will be sent home giving details on the event and travel arrangements. It would be appreciated if all permission slips are signed and returned to the office as soon as possible for planning purposes.

APPOINTMENTS WITH STAFF

At South Westland Area School we welcome input from the community and encourage communication, with a no surprises approach between staff, students, caregivers and other members of the public e.g. Fortnightly Notes published for senior students. Our staff are busy and unfortunately, are not always available for impromptu meetings during the school day but appointments can be made through the office at a time that suits you both. Should you have any concerns about your child or aspects of school life, please contact the school office with your concerns or requests for appointments.

Phone: 753 3160 Fax: 753 3037 Email: office@swas.ac.nz



Student Information

SCHOOL HOURS

The school is open at 8:15am and closes at 3:30pm. Students must check the cloakrooms/locker-bays each day at the close of school and collect their belongings. These areas will be cleared by duty staff at 3:30pm. Do not leave valuables in the cloakrooms/locker-bays. If you wish to be at school outside these hours, please bring a note from home and get permission from the Principal.

BELL TIMES

8.35am	Form Time
Period 1	8:45am
Period 2	9:45am
<i>Morning Break</i>	10:45am
Period 3	11:05am
Period 4	12:05pm
<i>Lunch</i>	1:05pm
Form Time	1:55pm
Period 5	2:00pm
End of School	3:00pm

Please note: Bell times have changed for 2019.



TEXT & LIBRARY BOOKS

All reasonable care should be taken in looking after any school property. If you treat books roughly or intentionally damage them you will be liable for a monetary charge.

LEAVING SCHOOL GROUNDS

If you wish to leave the school grounds during the day you must ask either the Principal or the Deputy Principal before doing so. ***You must bring a signed note from a parent/guardian*** indicating where you are going and give it to the Principal or Deputy Principal before leaving the school grounds. ***You must sign out at the office when you leave and sign back in when you return.*** Signing out is not automatic authorisation to leave school, this must be obtained beforehand.

BUSES

If you are changing from your normal means of transport home ***you must notify the school*** with a signed note/phone call from home and you ***must inform the bus monitor and driver.*** If you wish to travel on a different bus this must be arranged beforehand as there is not always room for extra passengers.

Students can not change buses/walk home go to a friends/be picked up by another adult/wait for Mum or Dad etc unless we have permission from a parent/caregiver (via note or phone call). ***If we do not have permission students will go home on their regular bus.***

You must travel to and from school in correct uniform. All students are to line up on the tennis court in their bus lines when fine, or in the gym when wet, while being marked on their bus rolls before going home.

ENTRY TO SCHOOL

Cycle helmets are compulsory for all students cycling to and from school. Pupils cycling to school should dismount before entering the grounds. Those crossing the road should also dismount before doing so. When leaving the school, please walk your bike to the gate and cross the road before getting onto your bike. If you walk, please use the South or North gates. **Students are not to be picked up or dropped off in the main car park.** Yr 0-6 students should wear their Hi-Viz vests. If your child brings a scooter or bike to school they can only ride them on the tennis courts. Scooters and bikes need to be walked to and from the courts and helmets must be worn.

LOST PROPERTY

If you have lost something at school you should check the Lost Property areas. Room 1/2 have a collection box in their cloakroom. For all other classes please check in the foyer by Room 1/2. At the end of each term Lost Property is displayed under the covered way for students/parents to check. Any items not claimed will be sent to the local Op Shop. Parents are most welcome to come at any time and check for missing items.

MONEY AT SCHOOL

Students are not encouraged to keep money in their bags or lockers. They should deliver any money being paid for trips/shows etc to the office first thing in the morning. Alternatively all payments can be made online via internet banking. **School bank account 12 / 3166 / 0301253 / 02** Please use student name and event as reference. Any other sums should be left at the office for safe-keeping.

DAMAGE TO SCHOOL PROPERTY

If you damage school property in any way please report the damage to the duty teacher as soon as possible after it occurs.

CELLPHONES

Students are not permitted to have cell phones at school, only with the express permission of the Principal. If cell phones are at school with permission they are to be handed into the office and picked up after school. If students do bring their cell phones to school without permission they will be removed and held in the office. On the first offence for the term students will be able to pick it up at the end of the day. On the second offence students will need to get their parent/caregiver to pick it up from the office. The third offence for the term will see the students cell phone held until the end of the term. If a cell phone is seen in any changing room the cell phone will automatically be removed and student may have to see the disciplinary committee.

SICKNESS

If you are feeling unwell during the day please inform your teacher/form teacher and get permission to go to the sickbay. All students must let office staff know before going into the sickbay. Parents will be contacted if students need to go home.

CAREERS/VOCATIONAL GUIDANCE

Please contact the Careers Adviser (Miss Fox) for advice on careers or tertiary training opportunities. A computer in the Information Centre has the Careers Service database installed which provides users with information about career training/opportunities. This is an excellent up-to-date resource which can be used by students and community. It is supported with pamphlets, references and other reading material.

TOYS AND VALUABLES

Children are discouraged from bringing valuable items to school. We take no responsibility for the loss or damage of such items.

LEAVING SCHOOL

If you are leaving school and require a testimonial, please contact the Principal at least two weeks before your leaving date so it can be arranged. If you do not do this you may not have a testimonial to take with you.

PHYSICAL EDUCATION, GAMES AND SPORT

All students are required to take part in sport and physical activities unless a written parental request, backed by a valid medical reason has been received. Proper dress is required (see uniform requirements). Our aim is to encourage all students to participate in a wide range of activities and skills to the best of their ability. Positive attitudes to physical fitness and personal health are encouraged. We teach skills appropriate for a range of recreational pursuits in the hope that students will gain some experience and feel successful or encouraged enough to pursue them in their own time. Non-participants will be expected to do some other Physical Education or Health related task. In the interest of a healthy environment we encourage students to shower before changing back into their uniform and returning to class.

COMPUTERS

Students and caregivers are required to sign and return to school the Cybersafety contract form prior to using the internet on school computers. School computers are not generally available for use by anyone not enrolled at or employed by South Westland Area School.

DETENTION

If you are placed on detention please wait outside the staffroom until the duty teacher assigns you a detention task. Detention is from 1:20 - 1:50pm on Tuesdays and Thursdays. If you do not turn up to detention, when asked, you will face another day of detention. If you have a concern about your detention, see the teacher who placed you on detention, after class or during break. Remember the teacher is the judge of what is appropriate behaviour or conduct in class/around school. The first three detentions each term are during lunchtime. After that they will be held after school and parents will have to arrange transport home.

MORNING BREAK AND LUNCH TIME

There is always a duty teacher moving around the school. If you have any problems or questions, please see him/her. Duty Rosters are posted on all the main doors with duty teachers easily identifiable by their Hi-Viz vests. Do not go to the staffroom unless it is urgent. Lunch is to be eaten in the covered area outside the Information Centre/Library.

MUFTI DAYS

Students sponsor a child in Onga as part of the World Vision Child Sponsor Scheme. The gold coin students donate for wearing mufti pays for this sponsorship. A high standard of dress is expected on mufti day. **Mufti days are held on the first Friday of each month.**

This is Caroline our sponsor child:



DRIVING A CAR/MOTORBIKE TO SCHOOL

If you wish to bring a car to school please bring a note from your parents allowing you to do so, plus a copy of your current licence. No other students may be passengers in your car while you are driving to or from school (an exception may be made for siblings if we have parental permission and you hold the appropriate licence). Students are not able to use the car at lunchtimes without prior written approval from parents, handed to the Principal.

PERSONAL PROPERTY

Please ensure **all** clothing and personal property is named. This allows for prompt returning of any lost property.



Code of Conduct

We are judged by the way we treat one another. A caring community will develop only by insisting on high standards of behaviour, dress and manners. We encourage students to be responsible for their own actions.

This is our code to promote common knowledge, skills and attitudes in our school community.

We believe that these criteria will advance the growth of learning and citizenship.

Learning First

I will:

- be in class on time
- bring all my equipment/gear
- use my school diary in and out of school
- keep on task
- have a positive attitude
- realise it is okay to make mistakes and learn from them
- be keen to give my appropriate opinions
- act honestly in my work and actions
- allow and encourage others to learn
- value my work and the work of others
- take a leadership role when I can

Look after each other

I will:

- use good manners
- share and take turns
- appreciate the differences in others
- play fair
- control myself when I am annoyed or angry
- avoid bullying - physical or verbal
- leave others' property alone
- be seated and settled on school buses
- respect others' opinions
- negotiate in problem situations
- develop healthy, supportive relationships

Look after myself

I will:

- be self disciplined
- be responsible for myself and my actions
- begin the school day clean, well-rested, and fed
- take pride in my work; find and use my talents
- not be involved in smoking/drugs/alcohol
- learn to be an independent thinker
- seek and consider advice
- wear appropriate uniform correctly
- play safely

Look after the Environment

I will:

- clean up after myself
- put rubbish in the bins
- take care of resources and equipment
- follow the guidelines for specialist rooms
- not chew gum
- respect the environment
- report any damage or injury

Classroom teachers and classes may develop these criteria into particular classroom guidelines and agreements with their own emphasis, opportunities and consequences. This code applies to all the members of our school community.

Signed _____ Student

Signed _____ Parent/Caregiver