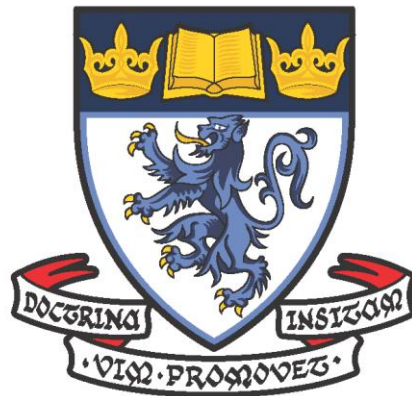
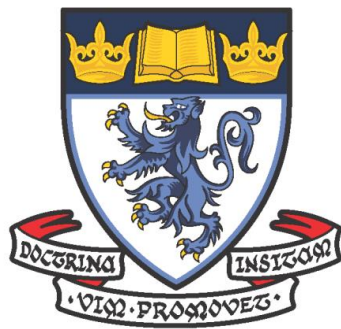

King's High School

Student Information



2017



MESSAGE FROM THE RECTOR

Welcome to King's High School. By choosing King's you have opted for a school that offers each young man wonderful opportunities and experiences.

You will be encouraged and driven to reach your potential in the classroom, in your cultural pursuits and on the sports field.

Your teachers will support you in attaining personal excellence. Make the most of their skills and good will.

You will feel a great sense of satisfaction from doing your best. Don't be afraid to fail. Weakness is not defined by failure but rather an unwillingness to try.

BE READY to try new activities and make new friends.

BE RESPECTFUL to your peers, your team mates and your teachers.

BE RESPONSIBLE for your learning and your actions.

Make the most of your opportunities and abilities. I will watch your progress with great interest and pride.



Dan Reddix

Rector

INTRODUCTION

A warm welcome is extended to every new Year 9 student to King's High School in 2017.

During the next few days you will be faced with a host of new experiences. You will meet many new friends and you will get to find your way around a new school.

This booklet is intended to assist you with the settling in period and will hopefully help to make the transition to high school a pleasant and happy time for you.

There are approximately **seventy** teaching members of staff at King's who take pleasure in helping you settle in. Primarily your **Liaison Teacher**, your **Group Teacher** and your **House Dean** will have many of the answers that you seek. Do not be afraid to ask senior students for assistance either, especially the ones in your Group. Most of them have been here for four years and they know their way around the campus.

You may also come and see the senior staff at any time. We operate an 'open door' policy. We are never too busy to see a student.

Best wishes for your time at King's. Get involved in a wide range of curricular and co-curricular activities. Get the most out of your secondary schooling. It is in the next few years that you lay the foundation for your future aspirations.



Mr Darin Smith
Deputy Rector
Responsible for Year 9 2017



Mr James Westgate
Year Level Dean
Responsible for Year 9 2017

Mr Nic Sullivan
Year Level Dean
Responsible for Year 9 2017



Mr J Farry – 9Jf



Mr J Salisbury – 9Sb

Mr J Westgate – 9Jw



Mr R Gordon – 9Gn



Mr H Higashitani – 9Hi

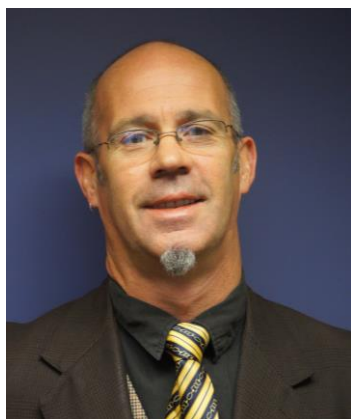
Mr A McKenzie – 9Mk



Mr A Corkhill – 9Co



Mr J Ferry – 9Ds



Mr Garry Turner
Hanover House Dean



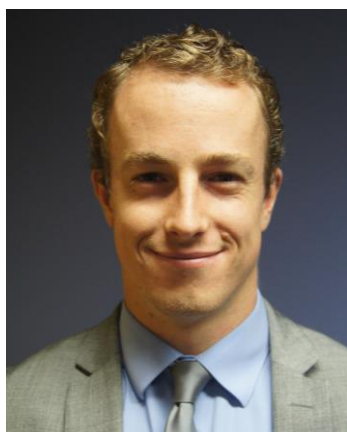
Mr Johnny Simmons
Stuart House Dean



Mr Richard Lindsay
Tudor House Dean



Mr Bradley Scott
Windsor House Dean



Mr Marek Brewster
Academic Dean



Mr Grant Koedyk
Dean of Pasifika Students

Mr Matiu Ratima
Dean of Māori Students



Malachi Buschl
Head Boy



Tame Gouaerts-Paul
Deputy Head Prefect



Sam Gouverneur
Deputy Head Prefect

BEGINNING OF YEAR 2017 - SOME IMPORTANT DATES

Term 1	-	31st January - 14th April
February		1 Full school on timetable 6 Waitangi Day 7 House Day 14 Good Man Evening 14 Athletics Day 19 - 20 Southland Boys' Interschool 21 Athletics Day – Alternative Day if required 28 Parent/Teacher Evening for 9Ds & 9Co
March		2 Academic Blues Assembly 5 - 6 Shirley Boys' Interschool 7 Parent/Teacher Evening for 9Mk, 9Hi & 9Gn 12 -13 Waitaki Boys' Interschool 14 Parent/Teacher Evening for 9Jw, 9Sb & 9Jf 20 Otago Anniversary Day 30 Interim reports sent home
April		13 ANZAC Day Assembly 14 - 17 Easter Weekend
Term 2	-	1st May - 7th July
May		5 Interhouse Cross Country 10 Waitaki Boys' Interschool 15 Student Work Day / Teacher Only Day 18 Summer Blues Assembly 16 Otago Boys' Interschool 19 Senior Progress Report sent home
June		5 Queens Birthday 7 Shirley Boys Interschool 9 Senior Formal 28 Southland Boys' Interschool Swimming Sports
July		7 Junior Reports sent home
Term 3	-	24th July - 29th September
July		27 Junior Parent Teacher Interviews
August		3 Open Night 11 Senior Progress Report 2 sent home 18-22 Senior Exams
September		4-8 Winter Tournament Week 14 Winter Blues Assembly 28 Interhouse Singing 23 Senior Reports sent home
Term 4	-	16th October - 7th December
October		23 Labour Day
November		7 Full School Prizegiving 9 NCEA Exams start 9-14 Junior Exams 27-1 Dec Year 10 Camp Week
December		1 NCEA Exams finish 7 Junior Prize Giving 8 Junior Reports sent home

GROUP AND CLASS INFORMATION

My Name is _____

My Group is _____

My Group Teacher is _____

My Group Room is _____

My Year 9 Deans are _____

My House Dean is _____

My Year Level Class is _____

My Liaison Teacher is _____

Where are my classrooms?

1. On the lines below, complete the list of your subjects, teachers and room numbers.
2. Find all of your rooms on the map of the school. You could colour code each subject and each room. For example blue for Social Studies, red for Mathematics, green for English, etc.

SUBJECT

TEACHER

ROOM

JUNIOR CLASSES AND LIAISON TEACHERS

Year 9 2017

There are nine Year 9 classes in 2017. Each student stays in his liaison class for the year and gets to know the other students in the class very well.

Year 9 – Liaison Management	Acting Deputy Rector	Mr Smith
	Year Level Deans	Mr Sullivan
		Mr Westgate

Class	Liaison Teacher
9Jw	Mr Westgate
9Jf	Mr Farry
9Sb	Mr Salisbury
9Gn	Mr Gordon
9Mk	Mr McKenzie
9Hi	Mr Higashitani
9Co	Mr Corkhill
9Ds	Mr Ferry

Year 10	2017 -	Year Level Deans	Assistant Principal
		Mr Westgate	Mr Ross
		Mr Wesseling	

Year 11	2017 -	Year Level Deans	Assistant Principal
		Mr Harbott	Ms May
		Ms Munn	

Year 12	2017-	Year Level Deans	Assistant Principal
		Mr Fielding	Mr Greenfield
		Mr Koni	

Year 13	2017 -	Year Level Deans	Assistant Principal
		Mr Cushen	Mr Everett

House Deans	Hanover	Mr Turner
	Stuart	Mr Simmons
	Tudor	Mr Lindsay
	Windsor	Mr Scott

Academic Dean	Mr Brewster
Dean of Maori Students	Mr Ratima
Dean of Pasifika Students	Mr Koedyk

WHAT DO THE FOLLOWING PEOPLE DO?

1. Deputy Rector and Assistant Principals

The Deputy Rector and Assistant Principals each have responsibility for a year level

Year 9	Mr Smith
Year 10	Mr Ross
Year 11	Ms May
Year 12	Mr Greenfield
Year 13	Mr Everett

The Deputy Rector and Assistant Principals have the responsibility of looking after students and staff, the school timetable and the school programme for the year.

They will make sure that boys do not mistreat other students, that boys and teachers are fair to each other, and that learning is not adversely affected by poor behaviour.

The Deputy Rector and Assistant Principals also have the responsibility for looking after the reputation of King's High School. We all want to belong to a 'good school'. We take great care to ensure that all boys do their part in adding to the already great name of King's.

2. Deans

There are 10 Year Level Deans responsible in pairs for one year level each. They deal with disciplinary matters, pastoral care, and the academic progress of students.

The House Deans organise all the House activities and are responsible for the organisation of their Houses.

There is also an Academic Dean, Maori Dean and a Pasifika Dean.

3. The House System

With the name of your chosen secondary school being 'King's', the Houses are named after four of the royal households which have reigned over Britain and the Commonwealth during the last few hundred years. You should attempt to discover something about the Royal family associated with your House.

Hanover	Mr Turner
Stuart	Mr Simmons
Tudor	Mr Lindsay
Windsor	Mr Scott

4. Group Teacher

You will be in the same Group with the same Group Teacher as long as you and the teacher are at King's.

Your Group Teacher is there to help you:

- cope with your school work
- cope with any problems you may have

Your Group Teacher is concerned about:

- your school work
- your health
- your involvement in school activities
- your confidence
- your study skills
- your relationships with other students
- your relationships with your teachers
- your attendance record

Your Group Teacher organises:

- your Group's activities
- your school reports

5. Liaison Teachers

Look after the welfare of your class as a Group.

6. Ancillary Staff

This includes:

- The Business Manager (Mr Farry)
- The Rector's Personal Assistant (Ms O'Brien)
- The Executive Officer (Mrs Adam)
- The Financial Administrator (Mrs More)
- The Administration Assistant (Mrs Adie-Cropley)
- The Office Receptionist (Ms Taylor)
- The Reprographic Officer (Mrs McGrath)
- The Property Manager (Mr Davis)
- The Groundsman (Mr Reggett)
- The Attendance Officer (Mr Kyle)
- The Librarian/Careers Advisor (Ms Schaumann)

TEACHING ROOMS

Ms Baker (Bk)	bk@kingshigh.school.nz	Japanese	
Mr Bambry (By)	by@kingshigh.school.nz	Next Steps, Physical Education	Gym
Mr Bell (Bl)	bl@kingshigh.school.nz	Mathematics	A8
Mr Bleckinger (Be)	be@kingshigh.school.nz	Science, Physics	B1
Mr Brewster (Br)	br@kingshigh.school.nz	Mathematics	A11
Mrs Brooks (Rb)	rb@kingshigh.school.nz	English, French	C8
Mrs Calverley (Ca)	ca@kingshigh.school.nz	Commerce	B10
Ms Chipping (Cg)	cg@kingshigh.school.nz	Commerce	B9
Mr Corkhill (Co)	co@kingshigh.school.nz	Physical Education	Gym
Mr Cushen (Cn)	cn@kingshigh.school.nz	Social Studies / Geography	L3
Mr Davis (Dv)	dv@kingshigh.school.nz	Physical Education, Outdoor Education	Gym / L2
Ms Dryden (Dy)	dy@kingshigh.school.nz	Music	Music Rm
Mr Eade (Ea)	ea@kingshigh.school.nz	English	C5
Mr Everett (Ev)	ev@kingshigh.school.nz		
Mr Farry (Jf)	jf@kingshigh.school.nz	Science, Physics	B1
Mr Ferry (Fy)	fy@kingshigh.school.nz	English, Social Studies, Next Steps	S1
Mr Fielding (Fg)	fg@kingshigh.school.nz	Social Studies, History	L1
Mrs Fortes (Fs)	fs@kingshigh.school.nz	Chemistry, Science	B3
Mr Frost (Fr)	fr@kingshigh.school.nz	English, Classical Studies	29
Mr Gavriel (Gl)	gl@kingshigh.school.nz	Music, Social Studies	Music
Mr Gordon (Gn)	gn@kingshigh.school.nz	English	C1
Mr Graham (Gr)	gr@kingshigh.school.nz	English, Reading, Mathematics	C7
Mr Greenfield (Gf)	gf@kingshigh.school.nz	Digital Technology, Computing	T5
Mr Harbott (Ha)	ha@kingshigh.school.nz	Mathematics	A3
Ms Harford (Hf)	hf@kingshigh.school.nz	Media Studies, Drama, English	20
Ms Henderson (hd)	hd@kingshigh.school.nz	Food & Nutrition	A1
Mr Hensman (Hn)	hn@kingshigh.school.nz	English	C4
Mr Higashitani (Hi)	hi@kingshigh.school.nz	Chemistry, Science	B4
Mr Hore (He)	he@kingshigh.school.nz	Social Studies, Geography	19
Mr Jenkins (Js)	js@kingshigh.school.nz	Technology	T2
Mrs Jopson (Jp)	jp@kingshigh.school.nz	Science, Biology	B5
Mr Keiller (Kl)	kl@kingshigh.school.nz	Science	B6 / B2
Mr Kennedy (Ke)	ke@kingshigh.school.nz	Art	22
Mr Koedyk (Ko)	ko@kingshigh.school.nz	Mathematics	A7
Mr Koni (Ki)	ki@kingshigh.school.nz	Physical Education, Mathematics	26 / Gym
Mr Lindsay (Ly)	ly@kingshigh.school.nz	Sports Science, Mathematics, Physical Education	29 / Gym
Mrs Marsh (Mh)	mh@kingshigh.school.nz	Japanese, Languages	B7
Mr Martin (Ma)	ma@kingshigh.school.nz	Social Studies, Classics	24
Ms May (My)	my@kingshigh.school.nz	English	29
Mr McAuslan (Ml)	ml@kingshigh.school.nz	Mathematics	A11 / A3
Mr McLean (Mn)	mn@kingshigh.school.nz	English, Food & Nutrition	A1 / A2
Mr McNaught (Mc)	mc@kingshigh.school.nz	DVC	T6
Ms Munn (Im)	im@kingshigh.school.nz	English	C3
Ms Randall (Rn)	rn@kingshigh.school.nz	Physical Education	Gym
Mr Ratima (Rs)	ra@kingshigh.school.nz	Maori	
Mr Ross (Rs)	rs@kingshigh.school.nz	Science	B2
Mr Scott (St)	st@kingshigh.school.nz	Physical Education, Mathematics, Sport & Recreation	27 / Gym
Mr Lorne Secord (Sd)	sd@kingshigh.school.nz	Mard Materials Technology	T1
Mrs Sharma (Ag)	ag@kingshigh.school.nz	Art	23
Mr Sharma (Sr)	rs@kingshigh.school.nz	Mathematics, English	C6
Mr Simmons (Si)	si@kingshigh.school.nz	Technology	T3
Mr Smith (Ds)	ds@kingshigh.school.nz	Science	B3
Mr Smith (Sh)	sh@kingshigh.school.nz	Digital Technology	T7
Mr Sullivan (Sn)	sn@kingshigh.school.nz	Social Science	
Dr Thomas (Ts)	ts@kingshigh.school.nz	Mathematics	A4
Ms Thomas (Tm)	tm@kingshigh.school.nz	ESOL	ESOL
Mr Turner (Tr)	tr@kingshigh.school.nz	Mathematics	A9
Ms Vercoe (Ve)	ve@kingshigh.school.nz	SENCO / Social Sciences	
Mr Waters (Ws)	ws@kingshigh.school.nz	DVC, Art	23 / 27
Mr Wesseling (Wg)	wg@kingshigh.school.nz	Mathematics	A10
Mr Westgate (Jw)	jw@kingshigh.school.nz	English	C6
Mr Westgate (Rw)	rw@kingshigh.school.nz	History, Classics	25
Ms White(We)	we@kingshigh.school.nz	Digital Technology	
Mr White (Wt)	wt@kingshigh.school.nz	Science	
Mr Conrad	dconrad@kingshigh.school.nz	Director of Sports	A5
Mr Jury (Jy)	jy@kingshigh.school.nz	Sports Co-Ordinator	A5
Mr Belcher (Tb)	tb@kingshigh.school.nz	Asst. Sports Co-Ordinator	A5

“WEEKLY NOTES SYSTEM”

A student's progress in regard to his application and effort is assessed by the Weekly Note.

All Students receive a grade from “5” (Personal Excellence) to “1” (referral from class or incomplete homework).

Weekly Notes – Subject Teachers

The following are indicators for the grades available in Weekly Notes.

What we see in a student who gains a “5”.

- Student produces a piece of work or result of an “exceptional and outstanding” standard.

What we see in a student who gains a “4”.

- Student applies himself fully to his work, reflecting personal excellence.

What we see in a student who gains a “3”.

- Student applies himself to consistently meet the classroom expectations.

What we see in a student who gains a “2”.

- Student does not meet expectations in terms of their application to tasks assigned and their behaviour.

What we see in a student who gains a “1”.

- Student has been “referred” from class.
 - Student has not completed homework task(s) for the week.
-

WEEKLY NOTES SYSTEM: REWARDS AND RESPONSES

Top “Weekly Note”

- The student at each “Year Level” who receives the highest overall average in a term receives a “major prize”.

Average of 3.7+

- This is referred to as “honours”.
- If a student receives 6 honours awards in a term they will be presented with recognition and an “Honours Certificate” in the first assembly of the following term.

Average of 2.50 – 3.69

- Satisfactory – no action taken.

Average of 2.00 – 2.49

- Spoken to by a Senior Manager if weekly results of this nature occur in a row.
- A phone call home will occur.

Below an average of 2.00

“Off the Board” (OTB).

- First occasion in a term – spoken to by a Senior Manager and the consequences for a second OTB explained.
 - Second occasion in a term – A phone call home will be made by a Senior Manager.
 - Third occasion in a term – A meeting will occur between Senior Managers and Parents/Caregivers.
-

OESTREICHER LEADERSHIP PROGRAMME YEAR 9 & 10

Throughout the year students earn points for displaying outstanding leadership qualities in a variety of different contexts. These points are tracked and displayed at the end of each term allowing students and classes to see where they sit. At the conclusion of the academic year, the top achieving students will be awarded a gold, silver or bronze award depending on their points total.

Points are awarded for weekly notes performance, report summaries, scholarship winners, nominations from sports coaches and culture leaders, nominations from House Deans and Liaison Teachers, performance on camps and leadership days, and performances during the leadership class.

SETTING AND MAINTAINING STANDARDS

King's students are expected to apply self-discipline at all times. The school outlines the expected action/behaviour to follow in specific circumstances. The following explanations will be most useful to you during your secondary schooling career.

General Behaviour

King's High School has a positive "tone", which is based on the mutual respect that exists between staff and students.

ALWAYS speak to the staff and to your fellow students with respect.

ALWAYS carry out all exercises, homework, and school related work to the best of your ability and make sure it is completed on time.

ALWAYS strive for personal excellence in your co-curricular activities and try to raise your standard as you gain experience.

Remember that you represent King's at school and on the way to and from school.

Should a message arrive in class for you to come to a Senior Manager's Office, you must do so immediately (unless the class teacher needs you for another minute in order to complete some task). Upon arrival at the Senior Manager's Office, you must knock on the door and wait if it is closed.

CLASSROOM RULES

These rules are non-negotiable.

Any time you break them you can expect to be answerable to the class teacher, your Year 9 Dean, or the Assistant Principal!

- ❖ Be punctual to class
- ❖ Bring all the correct equipment to class
- ❖ Keep the classroom environment tidy
- ❖ Be prepared for class – ensure your homework is complete
- ❖ Do not talk when the teacher is talking
- ❖ Do not call out in class
- ❖ Do not interfere with other students or their property
- ❖ Remain in your designated seat unless instructed otherwise by the teacher
- ❖ Use your King's Diary for recording homework
- ❖ Use your Device as instructed

The purpose of having these rules is to:

- ❖ Enable every student to do his best each lesson
 - ❖ Ensure no student disrupts another student's learning
 - ❖ Ensure YOU are accountable if you cause a disruption in class
-

BRING YOUR OWN DEVICES

Introduction

The values promoted by King's High School include respect for self and all others. These values underpin this entire policy which includes information about staff, parent and student obligations and possible consequences of not meeting them. The School is responsible for maintaining an on-line culture in keeping with the values of the School, legislative and professional obligations. All members of the King's community benefit from being party to this agreement.

Primary Rules and Regulations

In order to meet the School's legislative obligation to maintain a safe physical and emotional learning environment and to be consistent with the values of the School, the following regulations are imposed;

- Take care of School-owned equipment
- The IT Network Manager monitors the network to ensure compliance
- Do not store inappropriate or illegal content on your personal device
- Report any discovery of access to illegal or inappropriate content
- Do not post photos, details or recordings of other people without permission
- Do not share passwords
- Report compromised passwords
- Keep your device as up-to-date as possible
- Teachers dictate access to devices during class
- On-line chat during class is strictly prohibited
- Copyright infringement is illegal. Do not do it.

The Copyright Act 1994 is very comprehensive. Staff and students should rely on their common sense in avoiding doing something against the law. To help you understand what may be illegal, the most relevant pieces of the statute are listed below with a layperson's interpretation.

The Copyright Act 1994 defines the following:

a. Infringement by copying

The copying of a work is a restricted act in relation to every description of copyright work.

Don't take images, songs, text or video off the web if it is copyrighted material.

b. Infringement by issue of copies to public

The issue of copies of a work to the public is a restricted act in relation to every description of copyright work.

Don't keep or share images, songs, text or video that someone else given you if is copyrighted material.

c. Infringement by communicating to public

Communicating a work to the public is a restricted act in relation to every description of copyright work.

Don't use images, songs, text or video in presentations without the copyright owner's permission. Don't copy all of your MP3 songs onto a pen drive and give them to a friend. Don't make copies of applications and give or sell them to your friends.

Age-restricted and objectionable content is illegal. Stay away from it.

Possession of content which is deemed *age-restricted* or *objectionable* under the Films, Videos and Publications Classification Act 1993 is a very serious matter. King's is obliged to report violations to law enforcement and to comply with their investigation(s).

Breaches of this Agreement

- Violations of the acceptable use agreement can undermine the values of the School and the safety of the learning environment.
- Violations will be brought to the attention of the Rector and possibly the Board of Trustees Discipline Committee. The School will respond to any breach of the use agreement in an appropriate manner, taking into account all relevant factors, including contractual and statutory obligations.
- If a violation involves the use of School-owned systems including laptops, mobile phones, or other electronic devices, the equipment will be confiscated and inspected. King's is obliged to report violations to law enforcement and to comply with their investigation(s).
- If a violation involves the use of student-owned systems (laptops, mobile phones, or other digital media), the School's network monitoring software will assist in providing evidence of the alleged activity.

Acceptance

Use of School-owned equipment as well as use of privately-owned equipment that enjoys privileged access to the King's High School network constitutes an implied acceptance of the agreement. Whenever you enjoy access to the School's network, or when you use School-owned equipment, you are bound by the terms of this policy.

CELL PHONE / ELECTRONIC DEVICES

Cell phones must be switched off during class and may not be used between class periods apart from at interval and lunchtime. If cell phones or other devices are used inappropriately the following process will apply:

- (a) The appropriate teacher will confiscate the cell phone and take it to the school office, where it is placed into an envelope and clearly identified. Information is recorded in the confiscated items log book.
- (b)
 - First Offence: Confiscated until 4pm.
 - Second Offence: Confiscated for three days.
 - Third Offence: Confiscated until collected by the parent/caregiver. There will be a minimum stand-down period of no phone at school for four weeks.
- (c) The same process applies for any other electronic device.

TRAVELLING TO AND FROM SCHOOL

From the time you leave home until the time you return again, we expect a high standard of behaviour

1. All boys will wear correct school uniform to and from school.
 2. You **DO NOT** smoke or drink alcohol when attending school, or representing the school in any capacity.
 3. A student may be removed from travelling on a bus should his behaviour be inappropriate.
 4. Boys leaving on buses must do so from the front of the school. It is expected that students will line up and move forward under the direction of the supervising teacher.
-

EXEATS CARDS

In order to leave school during the day you must obtain an Exeat Card. This is a temporary pass to allow you out of the school. A note from your parent/guardian or an appointment card must be taken to the Attendance Office. He will check, if necessary, then issue an exeat card.

LUNCH PASSES

King's operates a closed campus at lunchtime. No one is allowed to go out or home for lunch.

COMMON ROOMS/LUNCH ROOMS

Students above Year 9 are allocated a Common Room.

If these rooms are left in an untidy state, they may be locked and remain so until further notice.

The School Canteen sells a range of very good food at reasonable prices. There are lines for senior students and separate ones for juniors.

The Year 9 students will be allocated classrooms for lunchrooms when necessary.

The Performing Arts Centre is open during wet weather.

NOTICES

At group time your Group Teacher will read the daily notices.

Listen carefully for notices which affect you and carry out the instructions given.

ATTENDANCE

All students must attend school unless prevented by illness or other urgent cause.

Parents are required to ring or email the attendance officer to explain an absence:

- Mr Kyle - ky@kingshigh.school.nz or 455-7547

Contact should be made by the parent before the commencement of the school day (8.45am) that the student will be absent.

RESTRICTED AREAS

We normally expect boys to make full use of the School Campus, but certain areas are **OUT OF BOUNDS**

1. You do not play or congregate at the fences bordering Bathgate Park School.
 2. You do not play or congregate in the area adjacent to the Queen's High School fence.
 3. You do NOT go on to Tonga Park or Bathgate Park without staff supervision.
 4. The main foyer in the Administration Block is out of bounds to students at ALL times. Entry through the front door is prohibited.
 5. STAFFROOM.
 6. Steps of the Gymnasium as a place to congregate.
 7. Student carpark area.
-

DISCIPLINE

Loss of School Time

For various reasons a student may miss some school time. If so, he is expected to do extra work to catch up with the class.

Detention

Occasionally you may be required to do extra time in detention. This is normally done by reporting to the mound at either interval (11am – 11.20am) or lunchtime (1.25pm – 2.00pm) or to L2 at the end of the school day.

Referral

If you are Referred by a staff member you must go immediately to your Senior Manager's office. The Senior Manager will record your details, then you are asked to phone home to explain, that you have been removed from class. You will remain outside the Senior Manager's office until the end of the lesson. The Senior Manager will inform you of the consequences of your referral.

Once a student accrues more than one referral there are increasingly serious consequences.

These are:

1 st referral per term	Process is followed	Parents informed (phone)
2 nd referral per term	Process is followed	Parents informed (writing)
3 rd referral per term	Internal Withdrawal (1 day)	Parents to meet a Senior Manager
4 th referral per term	Outside agencies	Parents informed, RTL, Counsellor
5 th referral per term	Stand down	Rector

GENERAL ADMINISTRATION

To help the School during the year you will be required to fill in a number of forms.

YOU should inform the School office as soon as any of your personal details such as address, email or phone number change.

FIRST AID

Whenever you are feeling unwell or have been injured in some way, please go directly to the Attendance Office, where Mr Kyle will attend to you.

STUDENT TELEPHONE

A telephone that students are permitted to use (other than during class time when it is switched off) is located at the southern end of the Administration Block, next to the photocopy office.

UNIFORM

King's students are expected to wear the regulation uniform at all times.

Should you need to have an item of uniform repaired you **MUST** bring a note to your Senior Manager. It must be signed by your parent/guardian and must state what item is missing, the problem, and how long you will be without it. The School would expect **ONE** or **TWO** days would be sufficient in most cases. Usually the school will supply the article of uniform to the student (in the interim) so that consistency of dress standard is maintained.

SCHOOL OFFICE

Should you need assistance from the main office you are required to enter from the School Quadrangle door, then make your enquiry at the sliding window.

HEALTH EDUCATION

One of the main aims in Health Education in New Zealand schools is to enable students to understand the basic requirements of good health, to develop a sense of responsibility for their own health, and to take constructive action for personal health, for the health needs of others, and for health issues in the community.

Because the subject has such a broad scope in the new curriculum statement, it will be an integral part of your learning at all levels throughout the school.

The School also ensures that you receive some teaching in Drug and Alcohol Education.

SCHOOL COUNSELLOR

The School Counsellor is available full time to help students and their families deal with problems and other hassles that may concern them at any time.

The Counsellor's time is spent dealing with individuals, parents and families, visiting homes, liaison with outside agencies and administration duties.

The Counsellor is not a regular classroom teacher.

What sort of things do you see the Counsellor for?

- Health and personal concerns
- Home problems
- School subject difficulties
- Problems with other students or teachers
- Financial concerns
- Getting outside agencies to assist with family/other concerns

Interviews

You could ask your Group Teacher, Liaison Teacher, or Senior Manager to make a time for you to see the Counsellor.



Mr H Korth, School Counsellor

Leigh Gillespie (Are we placing anything in here about Leigh??)

SCHOOL DIARIES

Diaries are issued to all students.

The cost of diaries are \$7.00. This amount is charged to each students account.

These diaries are for the recording of all homework and other important messages.

Teachers will check these are being used, on regular occasions.

SCHOOL ID CARDS

School ID cards are a requirement for Year 9 and Year 10 students.

Photos are taken early in term 1.

WHAT IF SOMEONE PICKS ON ME?

NO FORM OF BULLYING (physical or verbal) WILL BE TOLERATED BY THE STAFF AT KING'S.

ANY STUDENT WHO IS FOUND BULLYING ANOTHER STUDENT CAN EXPECT TO BE DEALT WITH SEVERELY.

If you are picked on at any time at school (or even on the way to or from school), please inform a member of staff who you feel comfortable approaching. They will ensure your case is **IMMEDIATELY** brought to the attention of the appropriate person.

GETTING ORGANISED FOR SECONDARY SCHOOL

While there will be some changes from your Primary and Intermediate School days, you will find that many of the 'organisational tasks' you performed previously will still apply at King's.

1. Put your **NAME** and **FORM/GROUP** on all your exercise books, pens, pencils, pencil cases, rulers, calculators, etc.
You should do this in **PERMANENT PEN**, not in pencil.
2. Name **ALL** items of uniform clothing – include your school bag, your physical education gear, and any other sporting gear you may need to bring to school.
3. Start using your King's homework diary immediately. This is your daily record of things **YOU** are required to do.
4. Start checking your homework diary each night and make sure you do it when you are given it. Repeatedly missing homework without any justifiable reason may result in you being given extra work to complete.
5. Check your timetable each morning to make sure you bring the correct books and sports gear. Note that Friday's revolve. Your Group Teacher will explain how this system operates.
6. Do you have a locker? If not, you should seriously consider getting one. There is a small annual rental. You provide your own lock. Your possessions will be safe providing you ensure the locker remains locked at all times. You **MUST** collect what you need from your locker before school, at interval, at lunchtime, or after school. You will not be allowed access during class time. See the office for details about lockers.
7. Do you know when school starts in the morning?
There is a warning bell at 8.40am at which time you should move to your **GROUP ROOM** for morning Group time (except on Monday's when classes start at 8.45am).

Failure to attend this meeting is treated as being absent, and you will be required to make up the lost time.

“TWENTY QUESTIONS”

The following are the most commonly asked questions by students during their early days at secondary school. You may find some of the answers in the School Rules. You could also ask your Liaison Teacher, Group Teacher, or senior student members in your Group.

1. What do I do if I am ill and unable to attend school?
 2. What do I do if I have an appointment during school hours?
 3. What do I do if I am feeling sick at school or have an accident at school?
 4. What do I do if I'm late for school?
 5. When is the school canteen open?
 6. Can I order my lunch from the canteen?
 7. What do I do if I have lost something?
 8. When is the school library open?
 9. Is there a telephone I can use at school?
 10. When do we get our stationery?
 11. Am I able to go home for lunch?
 12. Which bike stands can I use?
 13. When can I get a locker?
 14. When are we allowed to go to our lockers?
 15. Are we allowed in classrooms during interval and lunchtime?
 16. If the weather is bad where do I have my lunch?
 17. What time does school begin and end each day?
 18. Are we able to borrow sports gear at lunchtimes; from where?
 19. What do I do if I am unable to be in my correct uniform?
 20. Who is the best person to answer my questions about rooms and subjects?
-

With the help of your Group Teacher or Senior students complete the sections below

What is the **ROLE OF**

The Rector

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The Deputy Rector and Assistant Principals

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The House and Year Level Deans

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The Group Teachers

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The Guidance Counsellor

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What are the things that you would like to achieve during your time at King's High School?

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What things do you expect King's High School to do for you?

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.....
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List your FOUR main goals for this year, at King's High School:

1.....
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2.....
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3.....
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4.....
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Now ensure that you reach them!

King's offers a very wide range of choices in the sports and activities that students may pursue during their time in the School.

The following list is not exhaustive. Should there be a sport or activity not included that you follow please ask your Group Teacher whether such an activity is available here. If not you may be able to assist in setting it up!

SUMMER ACTIVITIES and STAFF CONTACTS

Athletics	Mr Koedyk
Bands (all year)	Mrs Dryden
Chess (all year)	Mr Farry
Choirs (all year)	Mrs Dryden
Cricket	Mr Conrad
Cross Country	Mr Koedyk
Duke of Edinburgh Awards (all year)	
Futsal	Mr McNaught
Golf	Mr Koni
Mountain Biking	
Pacific Island Culture Group	Mr Koedyk
Robotics	Mr L Smith
Rowing	Mr Conrad
Sailing	Dr F Thomas
Softball	Mr Scholten
Squash	Mr Harbott
Surfing/Bodyboarding	Mr Simmons
Surf Life Saving	Mr Conrad
Tennis	Mr Brewster
Touch	Mr Koni
Volleyball	Mr Lindsay
Water Polo	Mr Belcher

WINTER ACTIVITIES and likely STAFF CONTACTS

Badminton	Mr Graham
Basketball	Mr Fielding
Cross Country	Mr Koedyk
Debating	Ms Harford
Drama Productions	
Football	Mr Hore
Golf	Mr Koni
Hockey	Mr Ross
Ice Hockey	Mr Wesseling / Mr Sharma
Orienteering	Mr Belcher
Rugby	Mr Jury
Skiing	Mr Turner / Mr Davis
Small Bore Rifle Shooting	Mr Graham
Speech Competitions	Ms Harford
Stage Challenge	Mrs Sharma / Mr Sharma
Trap Shooting	

There is a Director of Sport (Mr Conrad), Sports Co-ordinator (Mr Jury) and Assistant Sports Co-ordinator (Mr Belcher) who will be able to answer any questions you may have about sports or activities in the School.

Their office is in Room A5 which you can locate on your map.

All 3 staff are available at interval and lunch times.

At lunchtime you are able to access various types of sporting equipment from A5.



Mr D Conrad
Director of Sport



Mr K Jury
Sports Co-ordinator



Mr T Belcher
Assistant
Sports Co-ordinator

An Inter-House competition is organised each year for the House Shield. Your House Captains may need you to play in a team at some time. Join in, you will get to meet other students. Hanover House is the current House Champion.

SCHOOL BELL TIMES FOR 2017

The school operates a 24 period week plus one hour allocated for Junior and Senior Assemblies.

Each day will have five one hour periods in it.

Monday

Period 1	8.45am – 9.45am
Senior Assembly	9.45am - 10.00am
Period 2 (Juniors)	9.45am – 10.45am
Period 2 (Seniors)	10.00am – 11.00am
Junior Assembly	10.45am – 11.00am
Morning Tea	11.00am – 11.23am
Period 3	11.25am – 12.25pm
Period 4	12.25pm – 1.25pm
Lunch	1.25pm – 2.00pm
Period 5	2.00pm – 3.00pm

Tuesday – Friday

Group Time	8.45am – 8.57am
Period 1	9.00am – 10.00am
Period 2	10.00am – 11.00am
Morning Tea	11.00am – 11.23am
Period 3	11.25am – 12.25pm
Period 4	12.25pm – 1.25pm
Lunch	1.25pm – 2.00pm
Period 5	2.00pm – 3.00pm

Friday - On a Friday Period 3 always remains the same but the other periods rotate every week i.e.

Week 1 - Rotation will be	1	2	3	4	5
Week 2 – Rotation will be	5	1	3	2	4
Week 3 – Rotation will be	4	5	3	1	2
Week 4 – Rotation will be	2	4	3	5	1

ASSEMBLIES 2017

Monday

Terms 1 & 2

- Senior Assembly - 9.45am to the PAC
- Junior Assembly - 10.45am to the PAC

Terms 3 & 4

- Junior Assembly - 9.45am to the PAC
- Senior Assembly - 10.45am to the PAC

Thursday

- Senior Assembly - Period 4 - 12.25am to 1.25pm

Friday

- Junior Assembly - Period 5 - 2.00pm – 3.00pm

House Assemblies are also held by Deans at regular intervals.

The Deputy Rector and Assistant Principals will hold Year Level Assemblies as needed.

CANTEEN

It is open at interval and lunchtime each day. It offers high quality food at an affordable price.

No food is sold during class time.

Because we operate a closed campus between 8.40am and 3.00pm, no student is permitted to leave the school grounds to purchase food, this especially applies to Wests and local dairies.

LIBRARY

The well-stocked library is there for your benefit. A wide range of books are available for either research or for pleasure reading. The first time you visit the library you will be given an information pack from Ms Schaumann, the librarian, who is available during the day until 4.00pm.

INTERNET

Students found to be abusing this privilege will have their access denied.

STUDENT and PARENT NOTES

King's High School

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Phone (03) 4557547 Fax (03) 4556688

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www.kingshigh.school.nz
