



Parent and Student Handbook

NEW ZEALAND

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OneSchool Global Ltd confirms that contents of the document are for OneSchool stakeholders to gain understanding of the Self-Directed Learning Model to drive success at each school. Each reader should make their own evaluation of whether the material is suitable for his/ her circumstances. OneSchool Global Ltd has endeavoured to provide up to date information as at 20th October, 2022. Please contact us at admin@nz.oneschoolglobal.com or your own advisors for further information.

Ethos, Values, School Motto & Guiding Principles

Introduction

This School is a registered and accredited Non-Government multi-campus School established to provide a quality education to the New Zealand community and, in particular, to Brethren students.

The School's Ethos, Values Statement and Guiding Principles govern the School, and are reflected in a series of policies, procedures and guidelines which are developed and reviewed to meet registration and curriculum requirements. These Policies, Procedures and Guidelines are to be adhered to in all aspects of the operation of the School and its Campuses.

All parents/guardians and students are required to respect the Ethos, Values Statement and Guiding Principles.

Ethos

At the School, students are encouraged to develop their full potential and understand how to learn, while upholding Christian teachings and beliefs.

The truth and authority of the Holy Bible and strong family values underpin the commitment of the School to provide high-quality teachers, facilities, management and curriculum in a safe and caring environment.

Values Statement

In coming to this School each student, parent and staff member shall uphold the values of the School which include:

Integrity – uprightness, honesty and decorous conduct, governed by the Holy Bible

Care & Compassion – kindness, consideration and generosity to all

Respect – for all people, property, opinions and authority

Responsibility – for our actions, progress and environment; and

Commitment – to self-discipline and the pursuit of excellence.

School Motto “Learning to Learn”

The School is committed to creating and delivering learning programmes that meet the educational needs of each student, and to nurture the attitudes and skills necessary for the continual learning and personal growth throughout life. “Learning to Learn” means to use learning as a tool whereby students are equipped with the ability to think critically, process information perceptually, analyse data accurately, and evaluate situations intelligently in order that they fulfil their true potential.

Guiding Principles

The following Guiding Principles of this School are based on the teachings of the Holy Bible, as believed, taught and practised by the Plymouth Brethren Christian Church (‘the Brethren’):

The Directors of the School, as practising members of the Brethren, are committed to a way of life that is governed by the Holy Bible. The conduct of the students and staff must consistently reflect Biblical values at the School. The Directors in their absolute discretion can determine and exercise their authority as to what conduct or activity within the School environment is in accord with the Holy Bible and the beliefs, teachings and practices of the Brethren.

The Brethren uphold the sanctity of marriage, the family unit and the principle of separation. Staff are to maintain a positive and professional attitude and conduct themselves modestly and decorously, setting a proper example to students and in a manner which is respectful of the management, fellow staff, students and parents/guardians, and the Brethren community and way of life.

A dress code applies and is to be upheld by all staff and volunteers at all times. Short trousers are not acceptable professional wear and must not be worn at any time. Female staff must wear knee length dresses or skirts, business dress trousers, and any shirts/blouses must cover their shoulders and are in no way revealing or low cut. Staff must present for duties with a neat and tidy standard of dress and general presentation so as to be a role model for students. Unorthodox or casual dress, and unshaven appearance or long hair for men is inconsistent with the attitude and image promoted by the School.

All staff must maintain a positive, professional and supportive attitude to the School management and fellow staff members, and generally demonstrate a willingness to assist in maintaining an encouraging, harmonious and welcoming educational environment throughout the School. Interaction between staff and students should be positive and professional at all times. Class and individual discussions should avoid staff or student private lives and be respectful of the beliefs and practices of students, their parents and the Brethren.

Peer support and positive working relationships between students are encouraged; however staff are not to condone activities that are not according to the beliefs, teachings and practices of the Brethren.

Parents, students, and staff are expected to conduct themselves with integrity at all times, and in a responsible manner. Bad language, vaping, smoking, alcohol and other mind-altering substances are not permitted at any School, venue or function at any time or for any reason.

The School Board encourages the use of a wide variety of high quality educational material and resources

(including multimedia) to provide a well-rounded education. All teaching programmes, resources, assignments and assessments are to be in accordance with the Guiding Principles in this document and are subject to review by the School Board.

The OneSchool Learning to Learn Mission

A global education ecosystem that develops life-ready students who learn how to learn.

OneSchool is a dynamic, global, high-achieving school which challenges learning norms and fosters a positive learning culture.

We develop critical thinkers who engage in a variety of on-request learning experiences. We teach collaborative problem-solving and leadership skills so our pupils can lead with integrity through tomorrow's challenges.

A shared language of learning underpins a culture in which education is personalised and progress is measured and celebrated.

The OneSchool culture values and nurtures a growth mindset which inspires continual innovation and facilitates the development of self-directed, life-long learners.

We continuously develop staff through the OneSchool Teacher Academy, which enables career pathways through 'global' professional collaboration.

We communicate and share practice through management systems and digital platforms to create effective learning and teaching environments.

The One School culture values and nurtures a growth mindset which inspires continual innovation and facilitates the development of self-directed, life-long learners.

This Parent and Student Handbook is intended to provide parents/guardians and students with important information about the School and Campus, and your obligations and responsibilities in relation to it. Please read it carefully and keep it on hand for easy reference.

A full set of policies, procedures and guidelines are available that include more comprehensive information with regard to each area of this Handbook.

Your knowledge and support of the contents of this Handbook are important in the promotion of a caring, stimulating and safe school environment.

Parent and Student Information

Attendance & Absence

Enrolment at the School is voluntary, but once enrolled, attendance is compulsory. At enrolment and at the commencement of subsequent years at the School, parents/guardians and students are required to confirm their agreement to, and their acceptance of, the Parent and Student Handbook, the School Ethos and Guiding Principles, and the School Policies as outlined in this Handbook and as updated from time to time. The enrolment procedure requires the collection of certain information about the student and their parents/guardians in accordance with Government requirements, particulars of any medical condition, any learning support requirements and emergency contact details. Students may be assessed prior to attending, and will be assessed at different times during their attendance.

Note that parents/guardians must also advise the Office Administration at any time if changes in contact details/circumstances or medical conditions occur. The Campus must also be kept informed of any court orders applying to students.

Students are required to attend every designated school day for the duration of the daily schedule. This includes sport and excursion days, and compulsory extra curricula activities. Each day, students will be marked as either present or absent on the roll.

If a student is absent unexpectedly, the Campus Office must be notified no later than School start time. The parents/guardians are required to notify the campus by sending an email to the Office Administrator, via the Edge app, or by a phone call.

Leave of absence for a student to attend church meetings, weddings, funerals or for other reasons requires a request for special leave from parents/guardians in advance of the first day of absence. The request must be approved by the Office Administration.

Whole Campus absence for church meetings, weddings or funerals requires advance notice from the Campus Administration (CA) Team, after taking advice of school assessments and other events from the Campus Principal and Regional Leadership Team.

Where the Campus Principal and Campus Administration (CA) Team has approved of a student's legitimate, long term absence, the Campus will endeavour to provide support for the student's learning programme.

Attendance Times

Students are expected to be punctual and arrive at the Campus before the designated time of the first bell. Unless prior arrangements have been made, students must not arrive earlier than 20 minutes before the start of school.

Students who are late must report to the Office Administration before going to lessons – this ensures that attendance can still be recorded. Patterns of lateness will be dealt with through the behaviour management system.

Whenever a student needs to leave the Campus other than at the end of school, it is important that the correct procedures are followed:

A note explaining the circumstances and requesting permission must be shown to the Office Administration on arrival.

The student must sign out from the Office when leaving, and sign in again if they subsequently return the same day (e.g. from an appointment etc.).

This procedure ensures that the Campus records accurately show who is present at the Campus, which is essential when an evacuation is necessary in order for the Campus to accurately account for all students.

Behaviour

To maximise individual potential, students, parents/guardians and members of staff need to work in partnership to maintain a well-ordered, well-disciplined and purposeful learning environment. Self-discipline and self-directed behaviour are fundamental to the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration of other people. It is the first step toward self-directed learning.

Students must accept the responsibility for their own behaviour, both at School and while pursuing out of School activities, and understand that, whilst procedural fairness will be applied to any matter, there are logical consequences that follow both positive and negative behaviour.

Parents/guardians can help their children by supporting School regulations in a positive manner. Our Aim is to:

- create an environment that encourages and reinforces good behaviour
- promote self-discipline and mutual respect, define acceptable standards of behaviour
- encourage consistency of response, self-esteem, self-discipline and positive relationships
- create a positive and disciplined School environment for the whole community, ensure that the School's expectations and strategies are widely known and understood, and
- create a safe and stimulating environment in which we all learn.

Behaviour Management

Students, teachers and parents/guardians are to be aware of the progression of consequences for inappropriate, unacceptable or disruptive behaviour. The steps below are an outline of the process:

Step 1 - Alerting the student

Step 2 - Restatement and rule reminder

Step 3 - Class teacher discipline/sanction (e.g. relocation, withdrawal of privileges)

Step 4 - Student in a reset space to try to reframe and restore the learning moment

Step 5 - Behaviour Management Plan (with input from Campus Principal, parents/ guardians and student)

Step 6 - Disciplinary Sanctions at Campus (e.g. in-Campus stand-down/suspension – must have Regional Leadership Team approval, via Regional Principal)

Step 7 - Major Disciplinary Sanction that may include a Positive Behaviour Agreement and possible suspension (involves Regional Principal and Regional Leadership Team)

The aim of the School is to be restorative; to restore learning opportunities and relationships where they are lost or damaged due to poor behaviour or decisions. However, there are appropriate consequences for both positive and negative behaviour. The consequences will be applied consistently, calmly, firmly and without prejudice towards individual students. Very disruptive, dangerous or morally unacceptable behaviour will be dealt with immediately and acted upon appropriately.

Further information can be found in the Bullying Policy.

Bullying, Harassment & Teasing

We aim to provide a safe and caring environment for both students and staff. Bullying, harassment or teasing will not be tolerated. Each student must respect the right of others to feel safe and secure.

Harassment can consist of belittling, unwelcome, offensive, abusive threatening behaviour, or practical jokes directed at either students or staff. It is usually based on some real or perceived difference such as age, national or ethnic origin, sex, disability, religion, or some other characteristic, and which may lead to the person harassed being excluded, offended, humiliated, intimidated or disadvantaged in some way. Bullying is regarded as a serious matter, and any reports that bullying has occurred will be thoroughly investigated and acted on appropriately.

Further information is in the Behaviour Procedures document.

Care of School Environment

It is the responsibility of all who attend the School to ensure it is always kept clean, neat and tidy. All litter should be put in bins to maintain the appearance and hygiene of the School. School bags must be stored in designated areas and not left obstructing walkways.

On completion of lessons, desks must be left clean and tidy and the floor clean.

Wilful damage of School property (e.g. writing on desks) will be viewed very seriously. Vandalism is a serious offence against our School and community, and parents/guardians will be held responsible for replacing items damaged or stolen by their children or for repairing damaged property. In addition, students will face disciplinary consequences.

CCTV

The presence of CCTV is to encourage a positive engagement in all areas of the school in line with the OneSchool Global vision, and to ensure that the objectives of safety, learning, conduct, and compliance are met. Further details are in the “Global Standard for Campus CCTV Provisioning” policy.

Communications

Communication between parents/guardians, students, teachers and the School Administration is an important element of maintaining good working relations so that learning can flourish. Appropriate methods of communication reflecting the professional standards of the School are provided. Care should be taken not to use electronic communications in an unprofessional manner. Parents/guardians should maintain a good line of communication with the School, including regular use of the diary and Educa for our year 3-6 students.

Methods of transferring electronic files where necessary are provided by the School. Any email communication between teachers and students is only approved through School controlled email addresses. Personal email communication between teachers and students is not in accordance with the School Ethos.

Students who use the internet and online communication services provided by the School must be aware of and abide by the conditions of the Student ICT Policy and other acceptable usage policy. Students should be aware that a breach of this policy may result in disciplinary action in line with their School's discipline and behaviour guidelines.

Computer and Device Use

Students must comply consistently with the current OneSchool Global Student ICT Policy and Student ICT Agreement. The Campus Principal and Campus Administration (CA) Team reserves the right to regularly monitor all student work.

Students are not to bring non-School computers, mobile phones, wearable technology such as smartwatches, other technology or digital storage to School, on School transport or to School venues. Students must not use the staff computers at any time. Refer to the Mobile Phone section of this handbook for further details about mobile phones.

Parents/guardians should be aware of their child's use of computers, whether at School, home or elsewhere. Computers should be used in an open, trafficked area and supervised. Parents/guardians are advised to follow cyber safe principles, including regular monitoring of their student's device activity.

Breaches of the current Student ICT Policy will be viewed very seriously and disciplinary action will be taken in accordance with ICT Misuse – Behaviour Management Policy.

The three associated documents are available from all Campus Principals and from Campus

Administration (CA) Teams.

Critical Incident Management

A 'critical incident' is broadly defined as any situation faced by a School community causing its members to be frightened, upset or injured. The School has a Crisis Communications Plan to care for the welfare of staff & students of the School and has as part of its goal to return the Campus to its normal routine as soon as safe and practical.

The School will endeavour to keep parents and the wider Community informed when a critical incident is in progress. The School request that during such times, wherever possible, communication is through the relevant Campus Office, rather than through personal communication with students and other staff.

Curriculum

Overview

The curriculum is designed to provide opportunities for students of varied abilities and interests. Subjects are offered which cover Key Learning Areas and address requirements of the appropriate Education Authority.

There is also a focus to encourage and develop self-directed learning principles with students and to facilitate students to grow in areas of personal development and personal skill alongside their academic growth.

The aim is to provide a balanced curriculum which promotes personal development and prepares students for increasing independence and responsibility. The School is committed to offering a seamless learning experience through to university entrance level and will actively encourage all students to obtain an accredited senior graduation certificate and prerequisites for further studies.

Assessment, Student Progress and Reporting

Assessment is essential to give meaningful feedback to students. Students who know who they are as learners, know where they're going and know what to do next have great opportunities to be self-directed. Staff will monitor progress of students, identifying learning difficulties, and reporting on progress to students and parents.

Assessments will meet the requirements of the relevant Education Regulatory Authority, and provide assurance of the student's suitability for promotion to the next level of study.

Students are responsible to abide by copyright rules/laws when copying information from any electronic source. The source should be acknowledged with any researched information used.

Diary and Planning

Students are expected to plan their time and learning effectively and are encouraged to keep a personal physical or digital diary.

Goal setting opportunities will be provided to students and these goals will be used as part of learning coaching conversations as students make progress in their learning.

Parents/guardians are requested to look at student organisation regularly as an additional accountability for students as Self-Directed Learners.

Duty of Care/School Policies

It is very important that all policies, procedures and guidelines are respected and adhered to. The policy documentation is available for viewing at the Campus by parents/guardians at any time on request.

Where there is disagreement that results in a complaint being raised students and parents can do so through the Campus Administration (CA) Team, Campus Principal or, when necessary their Regional Principal. Complaints will be dealt with in line with the complaints procedure with an aim to restore learning opportunities and/or relationships.

Emergency Evacuation Procedure

Emergency plans are posted in all areas of each Campus. Practice drills are carried out periodically. In the event of an emergency requiring evacuation, the evacuation alarm will sound and students/adults on-site must follow staff instructions.

When directed, students must proceed calmly with their teacher to their designated Emergency Assembly Area, where their names will be marked on the roll. Students are not to take School bags, books or any other items with them. Once the 'all clear' is given, students are to return to their classroom when instructed.

Examinations

OneSchool exams for students in Year 11, 12 and 13 or who are entered in NCEA are held during Term 3 in preparation for the NZQA external examinations held in November. Clear guidelines for appropriate behaviour during both OneSchool exams and NZQA exams will be provided to students prior to the exam. These guidelines will be those provided by NZQA and strictly adhered to.

Excursions

Excursions are planned as an extension to classroom learning and to provide experiences that cannot be gained in the classroom. They form an integral part of the curriculum, and may be an expectation of a

government or local authority. Prior to any excursion, a parental consent form will be signed by a parent/guardian.

Excursion costs within the schools approved excursion plan will be covered by the school.

Education Outside of the Classroom (EOTC) procedures and guidelines are available and must be followed.

Fees

Enrolment fees as outlined in the enrolment information are charged by the School to contribute towards necessary educational expenditure. Additional charges for extracurricular programmes, special courses, stationary, workbooks, book hire and other requisites may be applied as required.

Grievances

Should any parent or student have a grievance on matters they feel have not been adequately addressed by the Campus Principal or Campus Administration (CA) Team, they are encouraged to consult with the Regional Principal who will look to resolve the matter and may include the Regional Leadership Team.

Homework

In the primary years of schooling it is likely that any homework given to students will help develop the skills of independence and time management in the students from an early age. The focus of homework in these early years is usually on literacy and numeracy development.

In the secondary years, students should have plenty of opportunity during their self-directed learning times in the Learning Centre to complete the set tasks as part of their learning, however at certain times of the term, their workload may increase as checkpoints and final deadlines for submitting completed assessments falls due. We advise students to manage their time well, being mindful of other family and community commitments. Meeting checkpoints and deadlines will be required to complete learning tasks as outlined in each subject assignment.

Illness or Accident at School

The safety and welfare of students, teachers, parents/guardians and visitors is of prime importance at the School. Occasionally accidents, injury and sickness can occur, and the School has procedures in place to ensure such events are handled appropriately.

If any student feels ill or injures themselves while attending School, they must report to the Office Administration immediately. If the extent of the injury inhibits mobility, the student is not to be moved, and first aid assistance called immediately.

Minor ailments or injuries will be treated in the equipped First Aid Room. Parents/guardians will be notified

and advised of the incident, and where appropriate, requested to take their child home. Follow-up medical attention should be sought by parents wherever necessary. Local insurances may be in place. Where this is the case, claim forms should be sought from the Campus.

In emergencies or in serious situations, Campus staff will use their discretion to seek assistance from emergency services before parents/guardians are notified.

Condition	Exclusion from school
Covid	In line with Government Regulations
Chicken Pox	Exclude from school for 1 week after appearance of rash, or until all blisters have dried.
Hand, foot and mouth disease	Exclude from school until blisters have dried. If blisters are able to be covered, and the child is feeling well, they will not need to be excluded.
Head Lice (nits)	Children will not need to be excluded from school, but the Campus should be informed. Treatment should be taken to kill eggs and lice.
Measles	Exclude children from school for 5 days after appearance of the rash.
Diarrhoea & Vomiting	Children should not return to school until they are well, and 1-2 days after the last episode of diarrhoea and vomiting.
Streptococcal sore throat	Exclude from school until well, and/or has received antibiotic treatment for at least 24 hours.
Whooping Cough	Exclude children from school for at least 5 days from commencing antibiotic treatment or, if no antibiotic treatment then 21 days from onset of illness or until no more coughing, whichever comes first.
Conjunctivitis	Exclude child from school while there is discharge from the eyes.

* Sickness and Medication in Schools Policy

Learning Conferences

Learning conferences are an opportunity for students, parents and their teachers and/or Campus Principal to discuss a child's progress, achievement and development. Two way (parents and teacher) or three way (student, parents and teacher) conferences are held during the year at set times. Parents can choose which conference format they would prefer (two or three way). Other learning conferences can take place throughout the year to address individual problems and concerns. The video conferencing technology we are using as a school for online classes can also be used for meetings. Whilst face to face meetings are often more effective and the preferred option for many, it is not always possible to have everyone in the same physical space at the same time. The Campus Principal and staff will arrange these times and support to use technology for meetings if and when required.

Student Support

The School is committed to enable each student to learn and progress according to their full potential academically, socially and emotionally. All levels of ability will be supported to provide a personalised learning programme for all students. The School will work closely with the parents to ensure the student is supported throughout his/her learning journey.

The School has a commitment to ensure early identification of educational needs and early intervention. Identification is by accredited screening tests and professional observation. Intervention is supported by an individualised learning plan (ILP) in accordance with a regionally approved policy document and includes

setting appropriate targets, providing support to students, professional development for staff, evaluating outcomes and maintaining consistent records. Referral to medical practitioners or specialists may be requested or recommended. In addition, those students who show particular talent or aptitude will also require support to achieve their full potential. Students identified as gifted and talented will be supported through an ILP. The identification process is based upon assessment results (MAP) over a period of time consistently falling within the top 10th percentile. Identification via an educational psychologist or through observation and data held by the campus/teaching staff. Parents, students and staff should be present to set goals and to report back on progress made.

Lockdown/Lockout

Lock down is a procedure where all Campus personnel are quickly moved to a more secure area within the School buildings, to preserve the security of the Campus and the safety of its personnel, in the event of threat of harm inside the School grounds.

Lockout is a procedure which prevents unauthorised persons from entering the School. It is implemented to preserve the security of the Campus, and the safety of its personnel, in the event of threat of harm by incursion from outside the School grounds.

Parents/guardians that are outside the School grounds at the time of a lock down should make NO attempt under any circumstances to enter the School grounds.

Lockers

Where lockers are available, students are responsible for the cleanliness and good condition of the locker allocated to them. There is to be no interference with the locker of another student. Lockers can be inspected by staff or administration personnel at any time.

Medical Records & Treatment

Parents/guardians are required to notify the Campus of any serious medical condition that may require special care or medication during the School day such as:

- anaphylactic conditions such as allergies to peanuts, bee stings, etc.
- medical conditions such as asthma, diabetes, etc.
- recent serious injuries or operations.

A Consent to Administer Medication Form must be signed by the parents/guardians before any medicine can be administered by the Campus. The Student Management System will carry all details of medication, where it is stored and who may administer.

While the Campus will make every effort to cooperate, secondary students must assume the responsibility of going to the office for the medication. Immunisation programmes at the School are voluntary, and any involvement is solely the responsibility of parents.

Merit Awards

Merit Award systems including the annual OneSchool Award are used to promote both long and short-term goals in appropriate School behaviour and encourage every student to achieve their full potential.

The student's demonstration of upholding the values of the school earns a house point which contributes to their House's total score, as well as their own individual score. Throughout each school year the students try to earn enough points for their House to win the Global House Cup, and to achieve an individual benchmark of Bronze, Silver, Gold or Platinum. One recipient in each year level will also be awarded the overall OneSchool Award at the Recognition of Excellence and Graduation ceremonies.

Mobile Phones, Music Devices & Cameras

Student mobile phones, wearable technology such as smartwatches and fitness trackers, music storage/playback devices and non-school computers are not permitted at school or on school transport for any reason and if found will result in an immediate 2-week confiscation.

The School-owned device is the only electronic device that should be in use. Provision is made by the School for any necessary telephone communication. For exceptional circumstances where a student phone is required, e.g. chronic medical conditions, this must have prior agreement from the School Management Team.

Parent/Guardian & Community Involvement

Permission of the Campus Principal must be given before entering any classroom. Parents/guardians need to understand that they are fully under the direction of professional staff at all times, and interference in the lesson or undermining the teacher's authority is unacceptable.

Any volunteers who are given permission to be on-Campus must understand that the highest level of confidentiality is essential, and classroom operation including any student's progress must not be discussed in general conversation.

Any volunteers who work with the students must sign a volunteer agreement prior to beginning the work with our students.

Parent Responsibilities

The School holds that parents have the prime responsibility for the education of their children. Students' education is then a partnership between the student, parents and the School.

Parents who elect to enrol their children at the School are encouraged to maintain a detailed interest in their children's education, and are required to uphold the authority of the School and the Campus, and to endorse the guidelines contained within this Handbook and in School policies, procedures and guidelines.

Any learning, behaviour or disciplinary action needs the full support of parents to be effective.

Physical Education & Sport

Physical education and sport are mandatory and all students are expected to take part. Allowance is made for medical conditions, the details of which may need to be supported by a medical certificate.

Any student recovering from an injury that has previously kept them out of PE/Sport may require a note authorising their return to action.

It is an accepted practice that boys and girls will engage in separate activities.

Primary Students

To ensure the safety and welfare of primary students (Years 3-6), their facilities and activities will normally be segregated from those of the secondary students (Years 7-13).

Privacy

The School Privacy Policy determines how the School uses and manages personal information provided to or collected by it. The School is bound by the relevant legislation in each region. The complete School Privacy Policy can be accessed at the office on request.

Any parents/guardians or other volunteers helping at the Campus must maintain the highest standard of confidentiality, and not discuss any matter concerning students or staff with others. If anyone has a particular concern, they should discuss it with the Campus Principal, Campus Administration (CA) Team or, where necessary, the Regional Principal.

Student records are confidential, and can be accessed only by authorised administration personnel and teaching staff. Office and record storage areas are out of bounds to unauthorised personnel.

Prohibited Items

The School has a firm policy regarding Prohibited Substances and Restricted Articles. A range of items are not allowed at School, including but not limited to: e-cigarettes, vapes, tobacco, illegal

drugs or substances, aerosol cans, knives, weapons, imitation weapons, laser pointers, fireworks, chewing gum, and electronic devices including mobile phones, games and digital storage or any music devices. The Campus Administration (CA) Team has absolute authority to determine what items may not be at School and the confiscation, return or disposal of these items is at the discretion of the Campus Administration (CA) Team.

Unsuitable magazines and literature must not be brought to the Campus at any time, including on School transport, at any School venue or School related function or activity.

Alcohol and other mind-altering substances are not permitted at the Campus at any time.

Public Relations & Media

In the event of any request for information by a representative of the media, other member of the public or those in authority students, parents, staff and Campus staff should refer to their Regional Principal in the first instance. The name and number of the caller should be taken and the Regional Principal contacted immediately.

Should parents/guardians or students observe inaccurate information about the School on any public source of information, they should report this to the Office Administration, who should inform the Campus Principal for them to take appropriate action.

Recess/Lunch Periods

At recess and lunch breaks, students are permitted to use the prescribed play areas, and must ensure that all activities are safe and considerate of others. Rough play and body contact sports are not permitted. Primary and secondary students are to play separately and boys and girls at all levels should play separately.

At the conclusion of recess and lunch breaks, all play must cease immediately. Students are expected to use the toilets and have a drink during these breaks. Loitering or playing in toilets is not permitted.

In wet weather, students are responsible to keep themselves dry and to remain in the designated/supervised wet weather area during recess and lunch breaks.

School Bulletins/Newsletter

A newsletter will be issued regularly to each family which will report on the assessment tasks, tests, excursions, community events, activities, etc. that take place during the term. It will also contain important information about the running of the School and should be carefully read by all parents/guardians and students.

School Rules

There are some very important rules that underpin all student conduct. These are to be understood and adhered to at all times. These are:

- attend lessons regularly and punctually
- be loyal to the School community and always honest
- use appropriate language at all times
- treat all members of the School community and property with respect
- participate positively and diligently in all learning activities
- contribute towards a safe and well-ordered environment
- wear the School uniform with decorum
- remain on the School grounds unless otherwise permitted
- When speaking and acting in physical and digital environments THINK:
 - Is it **T** rue, **H** elpful, **I** nspiring, **N** ecessary, **K** ind

Student Accident Insurance

The School may have an insurance policy which covers students whilst engaged in School activities. Parents/ guardians should be aware that, where insurances are in place, any financial reimbursement related to accidents or injuries may be capped according to a predetermined schedule. Therefore any ongoing medical expenses may not be covered.

Student Rights & Responsibilities

Student rights and responsibilities aim to enable students to develop self-awareness, self-discipline and respect for the rights of others. Arising from the rights students enjoy at our School, are their responsibilities to themselves and for other members of the School Community, and the general public that they come into contact with.

As a member of the School Community, I have the right to:	To ensure that this right is maintained for myself and others, I have a responsibility to:
Learn and participate fully in all classes and activities.	<p>Make the most of classroom opportunities for learning by:</p> <ul style="list-style-type: none"> • Not missing School days or lessons without permission. • Being on time to School and lessons. • Paying attention in class and contributing to a positive learning environment. • Bringing the necessary books and equipment to class. • Completing all classwork, asking for assistance when I need clarification. • Recognising that effective learning requires consolidating the day's work by completing homework. • Make the most of all the opportunities given to me at School by participating in all School activities.

Be in a safe and well-ordered environment.	Respect the safety and sense of wellbeing of others by not being involved in teasing, bullying or harassing behaviour, either in or out of School. Carefully follow teachers' instructions for the safe use of School equipment/facilities. Avoid reckless behaviour that puts the safety of others at risk. Have appropriate equipment / technology with me in all lessons. Observe School procedures re the diary, newsletters, sport, roll call etc. Move through the School in a quiet and orderly manner.
Have my property respected.	Take good care of equipment, School resources and library books. Be careful with other people's possessions.
Benefit from privilege of attending my community's School.	Behave well at all times that I am in School uniform, both in and out of the School. Wear my uniform with honour, complying with uniform and grooming requirements.
Enjoy a clean and attractive environment with well- functioning facilities.	Look after School property and furniture, treating it with care, keeping it graffiti-free. Keep classrooms and School grounds clean and tidy, put rubbish in the bins, not eat or drink in the classroom. Respond cooperatively when requested to assist with classroom / grounds clean up. Respect the rules for prohibited items.

Textbooks, Devices and other Equipment

Digital Equipment and books are the tools of learning and should be used with care. Once textbooks, library books and devices are checked out/loaned/given to a student, the student becomes financially responsible for the condition and return of these items. Students are not to deface School books or damage devices in any way. At the time of issue, School personnel will note the condition of the book/device. Parents will be expected to pay for any damage other than typical wear from use.

Transport to and from the Campus

It is expected that students will normally be taken to and from School by car or by a School-provided van. Parents are to be made aware that they are to take full responsibility (in consultation with the school) for getting their child safely to and from school, whether it be by car, bicycle, or walking. Students must not be dropped off at School any earlier than 20 minutes before start time. They should be picked up within 10 minutes of dismissal time out of consideration for staff who cannot leave until all students have left the Campus. The School will not be responsible for students outside of these times, unless by specific arrangement.

Parents/guardians are expected to drop off and pick up students in the designated areas, and

designated areas must be used when parking cars. Where 'drop down/pickup' areas are provided, these should be used in such a way so as not to obstruct traffic flow.

In some cases a student may be allowed to travel to and from School by bicycle. This will require the permission of both the parent and the Campus Administration (CA) Team, both of whom must sign the Student Permission to Bring a Vehicle or Bicycle to School. Students who are granted permission to ride their bicycle to School must abide by the Campus rules, including not riding them in the Campus grounds. Bicycles are to be used solely as a means of transport to and from School, and students must observe the traffic code for cycling (NZTA), especially the requirement to wear a protective helmet.

If the Campus make specific allowance for students to drive cars to School, the correct procedure including seeking explicit permission from the Campus Administration (CA) Team, must be followed. Permission to drive to School will be revoked if there are any safety breaches or use of vehicles outside the guidelines set by the Student Permission Form. Written parental permission is required for a student to bring a car to School, either short or long term. In addition, written consent of the parents/guardians of both driver and passengers must be obtained to carry other students in the vehicle.

In the event of travel by School arranged transport, all students are bound by the School Transport Policy, which includes the following:

- students must sit where instructed by the driver
- no moving around the vehicle while it is moving; seat belts, where fitted, are to be worn
- no damage to the vehicle at any time; the parents/guardians of any student who maliciously damages the vehicle in any way will be responsible for the cost of repairs
- no gestures or abuse to people outside the vehicle or in other vehicles; no limbs or other objects to protrude outside the vehicle
- all windows are to be kept closed unless otherwise directed by the vehicle driver, and no items to be thrown out
- no litter of any kind to be left on the vehicle
- no behaviour at any time that would distract the driver
- students need to be respectful of the driver and other passengers
- any misbehaviour will be reported, and may jeopardise the students' use of the vehicle. If unsatisfactory behaviour has been recorded on three occasions, the student will consequently be suspended from travelling in the vehicle for one week. The parents/guardians of the student will then be responsible for the student's travel arrangements.

If students need to travel to School using public transport, parents/guardians must notify the Office Administration in writing of their travel arrangements.

Uniform

The Academy Clothing School wear, including School uniform and sports uniform, is the only acceptable

uniform. A copy of the uniform code is supplied to all new enrollees and is available on request from the Office. Note that the School uniform and the sports uniform are to be kept distinctively separate. The footwear as specified in the Uniform Code is not supplied by Academy Clothing, and is to be purchased privately. It is a requirement that fully enclosed leather footwear is worn.

Students are to wear the complete uniform with decorum on all School days, including to and from School and on excursions, unless specifically authorised otherwise. Supporting the uniform is one of the terms of enrolment. Uniform must be kept neat and clean, and the student's name is to be written on all items.

If unable to wear the correct uniform for any reason, a note of explanation needs to be handed into the office. Sun hats are to be worn during outdoor activities as stipulated by the Campus. Coloured t-shirts, under shirts or blouses are not part of the uniform and should not be worn.

Use of Campus Facilities/Equipment After Hours

Members of the School Community may request the use of the school-owned facilities, property and premises after school hours (for example) for band and sport practises and other educational or non-educational use. The School may make the facilities available outside of school hours, and when not required by the School, without charge, under the terms outlined in the Guidelines for Use of School Facilities Outside of School Hours document.

Withdrawal/Transfer

If any student is to be withdrawn or transferred to another School, the Campus Principal, Campus Administration (CA) Team, Regional Principal and Regional Leadership Team must be part of the decision-making process.

The Office Administrator will be able to assist with this process in the first instance.

Workplace Health & Safety

The School is required to provide and maintain, as far as is reasonably practicable, a School environment that is safe and without risks to health.

Local and Regional policies and procedures will apply and should be followed at all times.

The Office Administration and professional staff are responsible to keep the Campus secure and safe by controlling the entry and exit of all persons in and out of the property.

All visitors to the Campus including parents/guardians, helpers, community members, trades people and contractors must report to Reception. Visitors will be advised as to evacuation, lock down procedures and any other relevant safety requirements, and are required to wear a visitor badge at all times and sign in and out on entering and leaving the property.

Appendix: Policies

Please find all associated policies and procedures below:

Bullying Policy
Child Protection Policy
Enrolment Policy
Excursions Policy
Global Standard for Campus CCTV Provisioning Policy
Privacy Policy
Reporting to Parents Policy
School Transport Policy
Sickness and Medication in Schools Policy
Student ICT Agreement – Primary
Student ICT Agreement – Secondary
Student ICT Policy
Student Interaction Policy
Student Permission to Bring a Vehicle or Bicycle to School
Student Search Policy
Student Uniform and Dress Code Policy
Student Vaccinations Policy
Work Health and Safety Policy



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