

Information for Students, Parents/Caregivers

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The School Day

Monday, Tuesday, Friday

8.30am Staff Briefing
8.45am Form Period (warning bell at 8.40)
8.55am Period 1
9.45am Period 2
10.35am - 10.55am INTERVAL
10.55am Period 3 (warning bell at 10.50)
11.45am Period 4
12.35pm - 1.35pm LUNCH (warning bell at 1.30pm)
1.35pm D.E.A.R.
1.50pm Period 5
2.35pm Period 6
3.20pm End of the School Day

Wednesday

8.30am Staff Briefing
8.45am Form Period (warning bell at 8.40)
8.55am Period 1
9.35am Period 2
10.15am Assembly
10.35am - 10.55am INTERVAL
10.55am Period 3 (warning bell at 10.50)
The programme continues as for Monday, Tuesday, Friday.

Thursday

Staff Professional Development takes place from 8.20am - 8.55am.
Period 1 starts at 8.55am. The day then follows the programme for Monday, Tuesday, Friday.

Other events

Selected D.E.A.R. (Drop Everything and Read) times (usually on Tuesdays, 1.35pm to 1.50pm) may be used for singing practice for either juniors or seniors at crucial times of the year.

Uniform and Personal Presentation

Timaru Boys' High School maintains the tradition of a school uniform enabling the boys to have a sense of pride and belonging.

PURPOSE:

1. The uniform makes the school identifiable in the community.
2. The uniform encourages a sense of pride in the school.
3. The uniform provides all students with functional, economic and appropriate clothing.
4. The uniform encourages students to participate to their full potential on school occasions.

GUIDELINES:

1. The school uniform should be worn correctly as outlined in the school prospectus.
2. Parents/caregivers should take responsibility for ensuring their sons wear the correct uniform.
3. The staff of the school should also ensure that the boys wear the correct uniform.
4. The senior boys at the school should also take responsibility to make sure they wear correct uniform and help to ensure that the juniors wear the correct uniform.
5. Any changes made to the school uniform should only be done so in consultation with the parents, staff and students and the changes would have to be approved by the Board of Trustees.
6. This policy will be reviewed as the need arises or annually.

UNIFORM SCHEDULE

School uniforms are required both in and out of school – details are given on school occasions as detailed in the rules. The uniform should be worn correctly at school and out of school. It should be clean and neat. Students needing exemptions must report to their Dean(s). Parents and the school expect a high standard of grooming.

- No jewellery or articles of personal adornment are to be worn
- No underclothing is to be visible
- Students must be clean shaven
- Hair is to be clean, tidy/well groomed (able to be brushed with a standard brush or comb), clear of the face and tied back as requested, to the satisfaction of the Rector or his nominees. Artificial hair colouring must be confined to natural hair colours
- All articles of clothing must be marked with the owner's name
- It is essential that students take care of their uniform and other personal property.

Junior Uniform - Years 9 & 10

- grey long sleeved shirt
- lightweight navy walk shorts
- grey trousers and black or blue belt - winter option terms 2 & 3
- blue jersey with school winged sandal logo
- black school socks with white/blue/white band with shorts; black or dark grey with winter trousers
- black leather shoes that can be polished.

Senior Uniform - Years 11, 12 & 13

- white long sleeved shirt
- school tie (navy blue with narrow blue and silver stripe)
- Year 13 have their own regulation tie
- blue jersey with school winged sandal logo
- lightweight navy walk shorts or grey trousers and black or blue belt
- black school socks with white/blue/white band with shorts; black or dark grey socks with trousers
- black leather shoes that can be polished
- school blazer

Optional

- Boys are permitted to wear sandals as part of their uniform at the discretion of the Rector
- The regulation scarf (10cm blue and white stripes), floppy sunhat, cap and beanie may be part of the uniform where appropriate and approved.

Physical Education Uniform

For all physical education classes all boys are required to have:

- suitable footwear with non marking soles
- white sports socks
- school blue (nylon or cotton) athletic shorts
- blue school sports top (Physical Education short and top purchased at the student office). (White polo top is allowed until phased out)

Boys are not permitted to do physical education in normal school uniform

Sports Team Uniforms

For school sports' teams boys wear school blue shorts with the appropriate jersey or singlet for that sport. Tracksuits may be worn but these must be in the correct school blue colour; sets of tracksuits are available for hire. School sports jackets may be worn where appropriate.

Approved School Jackets

These can only be brought through the school office. Only approved school jackets are to be worn to and from school or within the school.

Student Payments

The system

- the student office is set up to take all payments from students
- a "slot" has been provided to avoid students waiting and to utilize marked envelopes for efficiency
- staff managing the student office will process the payments received daily after lunch - directly onto the personal record for each student
- EFTPOS is available for payment of accounts

Student Leaving Procedure

All students that leave the school must formally complete leaving procedures ('sign out'). This involves the following:

1. Discuss decision with Form Teacher or Dean
2. Obtain a grey leaving form from the Student Office
3. Consult with the careers advisor (as appropriate)
4. Parent or Caregiver approval/signature require before leaving procedure commences
5. Return all texts (and paying for loss or damage) to each subject teacher
6. Pay all accounts to the Student Office
7. Return Library books and pay fines
8. Students on transfer will have record of learning forwarded to the next school.

Sign off with:

The Form Teacher
The Student Centre
NZQA Co-ordinator
The Dean
The Rector

8. Leaving card returned to the student office on completion of leaving procedures.
Obtain a **Leavers Certificate** on completion of all requirements

School Rules

The Timaru Boys' High School community presumes that boys attending school present well and give their best.

The expectation is that boys get it right –

- right time
- right place
- right gear
- right attitude

The following **rules** provide this guidance.

These rules apply to all situations where you are:

at school, or traveling between home and school, or at a school function or activity, including school trips, or anywhere in school uniform.

1. To and from School

We must know where you are at all times. You may not leave school without permission.

- a) You must arrive at school by 8.40am or 5 minutes before the start of the school programme. If you arrive late you must sign in at the student office before going to class or assembly.
- b) Daily routine – there is a warning bell five minutes before the beginning of morning school, end of morning break and before the beginning of afternoon school. This warning bell is a signal to move towards the classroom.
- c) If you need to leave during the school day for an appointment, or because you have become sick, **you must sign** out at the student office. If you are sick the Student Office will contact your parents. If you return to school that day you must sign back in again before you return to class.
- d) Boys who normally lunch at school may not leave the school grounds except with the written permission of the Rector or Deputy Rector. If you wish to go home for lunch you must have a lunch pass.
- e) If you are absent your parent/guardian must ring the Student Office as soon as possible explaining your absence for that day.

If you are going to be absent on a certain day/days a note by a parent/guardian must be given in advance to your Form Teacher.

If you want special leave from school a letter addressed to the Rector is required making the leave request.

- f) Approved reasons for absence are ill-health, bereavement, medical appointment.

The following are **NOT** approved reasons for absence:-

driving lessons, employment holiday, assisting parents at home or work.

If you want special leave from school you must apply in writing to the Rector.

- g) If you wish to drive to school (Year 12 and 13 students) you must obtain a school vehicle pass.
- h) If you travel in another student's car you require written permission from your parent and the parent of the car owner.

2. Appearance

Timaru Boys' High School chooses to have a uniform as part of the style of education that we provide. The students who choose to be part of our School also choose to accept that wearing our uniform well is part of Timaru Boys' High School values and standards.

- a) You must wear school uniform, and wear it correctly. Your socks must be up, shoes polished, and if you wear a T-shirt under your school shirt it must not show. Your shorts should be no longer than the knee, and shirts tucked in.
- b) If you need to wear a non-uniform item of clothing, for health reasons, or because part of your uniform is being fixed or replaced, you must take a note from a parent/guardian to the Dean to obtain a uniform pass before Period One.
- c) You must be clean-shaven. Hair is to be clean, tidy/well groomed (able to be brushed with a standard brush or comb), clear of face and tied back as requested, to the satisfaction of the Rector or his nominees. Artificial hair colouring must be confined to natural hair colours.
- d) No form of jewellery should be visible.
- e) Tattoos must not be visible.

3. Out-of-Bounds

For health, safety and the security of school and private property out-of-bounds areas are well publicised and include:-

- a) All staff car parks.
- b) The hostel (to day boys).
- c) The Hall unless supervised or permission has been given.
- d) All laboratories and technical areas unless supervised or permission has been given.
- e) The swimming pool, unless under adult supervision.

4. Personal and School Community Safety

For your own safety and safety of others the following activities are prohibited.

- a) Possess or use cigarettes, matches or cigarette lighter.
- b) Possess or use alcohol, illegal drugs, weapons or pornographic material.
- c) Access, downloading or sending any pornographic, violent or abusive material on the school computer system as outlined in your personal IT contract.
- d) Engage in verbal abuse, foul language, bullying, fighting, gambling, harassment, physical assault, vandalism or theft.

This behaviour is regarded as serious, and may lead to your being stood down or suspended from the school

- e) Drop litter or spit on the ground.
- f) Use cellphones or E.E.D.'s including leaving them on during class, assembly or any other meeting.

Remember to:-

- g) Report any damage you cause immediately to the Student Office and you will need to fill out a damage report. Damage may have to be paid for.
- h) Treat staff in a respectful manner outside the school, as well as inside.
- i) Play games in a sensible and responsible manner.

5. Classroom Conduct

You are expected to act with courtesy, common sense and consideration for others at all times.

- a) Starting the period –
Arrive on time --- line up quietly --- enter --- immediately take out all equipment needed for the lesson.
- b) During the period –
Work hard --- follow instructions --- remain in your seat unless instructed otherwise --- raise your hand if you wish to speak to the teacher or the class --- listen to others when they are speaking and wait your turn to speak --- respect others and their belongings --- respect your classroom environment (desks free of graffiti, litter in rubbish bins, use equipment appropriately).
- c) Copy down any homework.
- d) Your teacher is in charge you need to follow instructions and directions.

SPECIFIC POINTS

Smoking and drinking by boys when involved in any activity associated with the school, and at all times when in school uniform, are prohibited.

Attendance: All boys are expected to attend except for medical reasons. If a boy is absent, unless a verbal or phone message has been received, he is required on the day of his return to bring a note, signed by the parent or guardian, stating the reason for the period of the absence. .

Students may be excused for other reasons if necessary. It is only courtesy to give prior warnings for such requests. If a boy is likely to be absent for a lengthy period, parents should notify the Rector or Form Dean so that help with studies can be arranged.

Uniform: (See Uniform and Presentation)

Jewellery or Articles of personal adornment are not part of the uniform, and **must** not be worn while in school uniform, e.g. rings, ear-rings, locketts, bangles, etc. (see Uniform and Presentation on pages 33 & 34)

Buildings & Grounds: The school is clean and tidy. Keep it that way. Keep off all garden areas. Keep to the paths and keep off the grass please.

Visiting Shops: The dairy opposite the main school gates and the fish and chip shop on the corner of Otupua Road and North Street are out of bounds for students.

Motor Vehicles: Requests for permission (Year 12 & 13) to bring motor vehicles to school must be lodged immediately with the Deputy Rector (Mr D Thorp). Drivers must not transport other pupils without express parental and school permission.

Year 11 students are not to bring motor vehicles to school. Only exceptions with Rectors permission.

Damage: All damage to school property must be reported immediately to the office and a Damage Report completed. Wilful damage must be paid for.

First Aid: Report serious injuries to any staff member. Boys with minor injuries go straight to the student office.

Daily Routines: There is a warning bell five minutes before the commencement of morning school, before the end of morning break, and before the resumption of afternoon school. This warning bell is a signal to move towards the classroom.

Lunch at School: Boys lunching at school may not leave the school grounds except with the permission of Deputy Rector or Rector. Boys who normally go home for lunch must have a lunch pass.

Morning Interval: 10.35am to 10.55am – no Year 9 – 12 students can leave the school grounds.

Two Weekly Notes

A student's progress, particularly his application and effort, is assessed by a 'fortnightly notes' system.. From 2010 the system was extended to cover all Year 9 -13 students..

How it works

Every two weeks, teachers of Years 9-11 classes assign a grade of 1 to 5 to each student. We have included the criteria for each grade so that you can see how your son is progressing. Notes range from '5' (excellent effort) to '1' (most unsatisfactory). A score of 3.5-3.8 denotes a satisfactory effort. The system is intended to provide both 'well done' as well as 'needs to improve' feedback to students. Students will start the 2 weeks with a '3' and are awarded grades according to their effort. There are special pages in the Homework Diary for the boys to record their fortnightly notes scores. Where boys have done especially well, or where there is cause for concern, we will make contact with home.

What we see in a student who gains a 5

- Shows enthusiasm in class
- Participates willingly in class activities
- Sincere effort
- High standard of homework and class work as befits his ability
- Follows classroom rules well
- Uses student homework diary consistently
- Stands out from the class during the week in his effort and application

What we see in a student who gains a 4

- Greater involvement in lessons, positive attitude
- Does homework requirements with evident application
- Shows evident application in class work
- Uses student homework diary well
- Meets classroom rules as outlined by staff

What we see in a student who gains a 3

- Does the ordinary things with no negative or positive impact in class
- Generally meets classroom rules
- Generally uses student homework diary
- Generally fulfils the basic requirements of class work and homework

What we see in a student who gains a 2

- Inconsistent in meeting classroom rules
- Homework and / or class work not up to standard or done consistently
- Poor behaviour that impacts on student's learning and those around him. Distracts others
- Erratic use of homework student diary
- Shows little inclination to be involved in class activities
- Reluctance to make the effort required in class

What we see in a student who gains a 1

- Consistently not meeting Classroom rules
- Homework and / or class work not done consistently
- Behaviour that is disruptive in the class and inhibits the learning of others
- No inclination to be involved in class activities
- No use of student homework diary
- Deliberate choice not to work

Interpreting Two Weekly Note Averages

- Less than 3.0 Off the board – action necessary – contact made with home
- 3.00 – 3.50 Needs to work harder
- 3.51 – 3.80 Satisfactory
- 3.81 – 4.24 Above average
- 4.25 – 5.00 Very good – Honours – contact made with home

Map

