

WAITAKI BOYS' HIGH SCHOOL



NEW PARENT AND STUDENT HANDBOOK 2023

WELCOME FROM THE RECTOR

At Waitaki Boys we are enriched by a proud heritage, but forward-looking and progressive in our task of educating boys to meet the challenges of the today's world.

The environment and traditions of the school have exercised a remarkable effect upon generations of boys. We are blessed with a spectacular site, magnificent buildings and gardens, and generous resources. Our ethos is that boys will “be their best,” regarding their academic performance, culture, sports and most importantly their character. We are clear about our primary task. It is to identify and develop the potential of every boy.

With a roll of just under 400, we are small enough to know each boy well, and to recognise his individual character and needs, but large enough to offer an extensive academic and growing vocational curriculum, and an impressive co-curricular programme.

Our students are proud to be Waitakians. You will find here a tremendous school spirit. The big 'events' of the school year such as the Cultural Competition and the Senior Prizegiving are inspirational. The enthusiasm and vitality of the boys shines through.

As our school mission states, we are “inspiring young men of outstanding character.”

The primary purpose of this handbook is to outline the expectations, guidelines and procedures which will ensure your son has the support to enable him to fulfil his potential.

This is an exciting time for Waitaki Boys, and I am looking forward to sharing this journey with your sons.

Kind regards

Darryl Paterson
Rector

SCHOOL DAY

1. Timetable

All students should be at school by 8-35am each school day. Classes end at 3-05pm each day.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.40am (60) 9.40am	8.40am (60) 9.40 am	Departmental time 8.15am – 9.00am	8.40am (60) 9.40 am	8.40am (60) 9.40am
Assembly	9.40am (20) Assembly	9.40am (20) House Group	9-00am (60) 10.00am Period 1	9.40am (20) House Group	9.40am (20) Assembly
Period 2	10-00am (60) 11-00am	10-00am (60) 11-00am	10-00am (60) 11-00am	10-00am (60) 11-00am	10-00am (60) 11-00am
Interval	11-00am 11-25am	11-00am 11-25am	11-00am 11-25am	11-00am 11-25am	11-00am 11-25am
Period 3	11-25am (60) 12-25pm	11-25am (60) 12-25pm	11-25am (60) 12-25pm	11-25am (60) 12-25pm	11-25am (60) 12-25pm
Period 4	12-25pm (60) 1-25pm	12-25pm (60) 1-25pm	12-25pm (60) 1-25pm	12-25pm (60) 1-25pm	12-25pm (60) 1-25pm
Lunch	1-25pm 2-05pm	1-25pm 2-05pm	1-25pm 2-05pm	1-25pm 2-05pm	1-25pm 2-05pm
Period 5	2-05pm (60) 3-05pm	2-05pm (60) 3-05pm	2-05pm (60) 3-05pm	2-05pm (60) 3-05pm	2-05pm (60) 3-05pm

Student and teacher timetables follow a **6-day cycle within the weekly timeslots** (meaning Monday Week 1 is Day 1 and Monday Week 2 will be Day 6)

2. Attendance

- Student achievement is closely linked to student attendance
- Missing 1 day in a week represents missing 20% of the learning for that week
- Attendance is monitored closely by the Year Level Deans.

3. House Group Time

- Students are placed in vertical House Groups and stay with that group for the time that they attend school
- Students are required to attend House Group Time.
- It is important to develop a good relationship with your House Group Teacher as he/she will be the one staff member who knows the most about you
- House Group is used for primarily pastoral care, academic mentoring, taking the daily roll and developing House activities

4. Healthy school lunches

- The school is engaged with the Ministry's Healthy school lunches programme, which provides all students with a free healthy lunch. The menu is posted on the school Facebook page at the start of each term. If you choose not to eat the lunch provided it is your responsibility to bring your own lunch. Seniors eat lunch in the Social Centre and Juniors in the Dining Hall.

SCHOOL UNIFORM AND APPEARANCE

1. Uniform

- a. Uniform can be purchased from the school Uniform Shop (housed in the Social Centre at the main gate; It is open on Wednesdays from 3pm – 6pm).
- b. Students are expected to wear the school uniform correctly on the way to and from school and during the school day
- c. Uniform should be cleaned regularly
- d. Non-uniform items may be confiscated by Senior Staff and returned when appropriate.
- e. Shoes must be polished plain black leather with a heel or black leather sandals if wearing Tupenu
- f. The following combinations are appropriate
 - i. JUNIORS ONLY. Blue school shirt, grey shorts (or long grey trousers or Tupenu), school socks, black school shoes
 - ii. SENIORS ONLY. White school shirt, school tie, grey shorts or long grey trousers, socks (grey or black), black school shoes. For Year 13 students it is compulsory to wear a school blazer
 - iii. Number 1's (to be worn when representing the school and for special events such as ANZAC Day, prizegiving's) - White school shirt, school tie, blazer, long grey trousers, socks (school socks, grey or black socks), black shoes.
- g. The grey school jersey, red and black rain jacket, black soft-shell jacket, or school blazer may be worn with normal uniform on any day
- h. The school beanie and school bucket hat can be worn
- i. The PE uniform consists of a House vest and black PE shorts. These are sold through the uniform shop and no variations to this Kukri product are acceptable
- j. Students use swimming trunks of their choice for PE periods during Term 1 and 4



2. Naming of all uniform items

- a. All items of uniform should be clearly and permanently named to minimise losses and assist with dealing with lost property
 - b. Lost property is held in the Deans' suite
- ### 3. Hair and jewellery
- a. Hair must be clean and tidy. Long hair must be tied up, if necessary, in high-risk areas such as Technology, Science and Agriculture
 - b. No hair adornments are allowed
 - c. Students must be clean-shaven during the school day or whilst representing the school in any capacity
 - d. Students may wear watches and medic-alert bracelets – no other bracelets and rings may be worn
 - e. Taonga and items of cultural or personal importance may be worn once approval has been given by the Rector
 - f. Students may wear a small ear stud at the discretion of the SLT

PERSONAL ITEMS

Students are personally responsible for the safe-keeping and responsible use of all personal items, especially high-value digital devices/spectacles/sports equipment/vehicles/cash and cards - the school is not responsible.

1. Stationery

- a. Stationery lists for Year 9 and new students are provided with the enrolment pack
- b. All stationary lists are available at the school office and on the website.
- c. Complete stationary packs for Years 9 and 10 can be ordered directly from Paper Plus on Thames Street.
- d. Students can purchase stationary from any supplier.

2. Mobile phones

- a. Mobile phones and any other electronic devices being used for non-educational purposes will not be permitted on your 'person' between the 8:40am (9:00am on Wednesdays) and 3:05pm.

- See mobile phone and device policy on the school website.

3. Laptops and Tablets

- a. As we have a BYOD policy, students are encouraged to bring laptops and tablets to school – students in Years 9 and 10 are expected to have an appropriate digital device at school daily.
- b. Students can connect to the school wireless network.
- c. All students are required to sign an Acceptable Use of the Internet Agreement as part of enrolment at school.

4. Naming of all personal electronic items

- a. All personal electronic items must be clearly and permanently named to minimise losses and assist with dealing with lost property.

(The school does not accept any responsibility for lost or damaged personal electronic devices).

5. Insurance

- a. Students have Liability Insurance under the School Insurance while they are engaged in school activities.
- b. Parents are advised to ensure that high-value items are included in their personal Car, Home, and Contents insurance.

TRAVEL TO AND FROM SCHOOL

1. Walking

- a. Pedestrians should always use appropriate sidewalks and pedestrian crossings
- b. Student behaviour is noted by the general public and poor behaviour is often reported to the school
- c. Pedestrians should stay clear of Waitaki Avenue before and after school to minimise risks from the high volume of vehicle traffic
 - i. Pedestrians from the south should enter and leave school via the cycle path behind the Social Centre
 - ii. Pedestrians from the north should enter and leave school via the white gates and front gardens
 - iii. Pedestrians must use the 'gates' when crossing the railway line or Waitaki Ave
- d. No pedestrians may exit through the front gates or cross Waitaki Avenue between 3:05 and 3:40pm to minimise the risk of accident and injury

2. Cyclists

- a. All cyclists entering school must use the cycle path behind the Social Centre
- b. Bicycles may only be stored in the school bicycle enclosure
- c. If a student needs to retrieve a bicycle during the school day, he should notify the Deans' Secretary when he signs out at the Deans' suite
- d. Cyclists heading north when leaving school must exit via the front gardens and white gate
- e. Cyclists must wear helmets

3. Parent transport

- a. Parents should drop and pick students up
 - i. On Thames Highway
 - ii. In Virgil Street
 - iii. In Regina Lane near the railway crossing
- b. Parents should not drop or pick a student up inside school grounds unless he
 - i. Is ill/going to an appointment and is being collected from school
 - ii. is unable to walk effectively (on crutches etc), or for legitimate medical reasons
 - iii. is loading/unloading large items
- c. All vehicles must stop both ways at the railway crossing
- d. The speed limit is 20km/h in in the school grounds, and in Waitaki Avenue while buses are parked there
- e. No vehicle may be parked in Waitaki Avenue between the Milner Pavilion and Railway crossing between 3:05 and 3:40pm – this is a restricted area for buses.
- f. No vehicle may stop in the round-about outside the school gates in Waitaki Avenue, as indicated by the dotted yellow lines and signage.

4. Buses

- a. Many buses use Waitaki Avenue before and after school
- b. Bus boys must sign and return a Bus Code of Conduct to the Deputy Rector in order to use the buses
- c. Buses leave from Waitaki Avenue from 3:40pm each day

ABSENCES

1. Notifying the school

- a. If a student is absent from school, the parent/guardian must notify the Attendance officer (Mrs Bond)
 - i. By text 0274063878, email lynb@waitakibhs.school.nz or by phone 03 4370841
 - ii. Before 9:30am on the day
- b. The Attendance Officer will phone parents/guardians of absent students if no text/email/ phone call is received by her by 9:30am on the day of absence
- c. After a longer period of absence for medical reasons, the student should also bring a doctor's note to the Attendance Officer on returning to school
- d. Parents/caregivers requesting Leave for their son's must receive permission from the Rector by completing a Leave Permission form. This form is on the website.

2. Truancy

- a. As soon as a student is noted as truant, the parent/guardian will be texted to notify them - another text will be sent if/when the student returns during the day
- b. Students who are regularly truant
 - i. Will have their parent/guardian notified and called in for a discussion
 - ii. Could be referred as per the behaviour management system

3. KAMAR

- a. The school uses the KAMAR Student Data Management System
- b. Parents and students can access their individual data via the school website using access codes provided by the school - please contact the Deputy Rector on 4370137 or rogervb@waitakibhs.school.nz if your access code does not work and needs resetting
- c. Student attendance is available to parents on the parent portal on KAMAR

4. Signing in and out

- a. The school is responsible for all students during the school day, and we must know where they are
- b. Students must sign in at the Deans' suite when
 - i. They are late for school
 - ii. Returning to school after an appointment
- c. Students must sign out at the deans' suite whenever they leave school during school hours

5. Illness during the school day

- a. When a student is ill or injured during the school day, he must report immediately to the Attendance Officer in the Deans' suite
- b. The Attendance Officer will inform parents/guardians - the student should not make arrangements to be collected from school without her knowledge
- c. Students who are injured will be assessed and if necessary, an ambulance will be called, and the student will be sent to the Oamaru Hospital. His parent/guardian will be notified immediately.

6. Medical and Dental appointments

- a. As medical and dental appointments are often difficult to make outside of school hours students may leave school for them
- b. Parents should inform the Attendance Officer in advance of such appointments to facilitate signing out
- c. Physiotherapy and other appointments must be made outside of school hours

ACADEMIC ACHIEVEMENT

1. Subject Options and Selection

- a. Students in Year 9 follow the Year 9 course
- b. All students in Years 9 to 12 are given Course Option booklets to complete and return at the end of Term 3 for the following year
- c. The school manages a process during Term 3 and early Term 4 to enable students and their parents to discuss subject selections for the next year
- d. Student option selections are accommodated as far as is possible
- e. Subject availability depends on student interest in the subject and the availability of a staff member to deliver the course

2. Parent, Teacher, and Student meetings

- a. Parent-Teacher-student meetings are important opportunities for students to lead discussions with their teachers and parents regarding their learning
- b. These meetings are scheduled on the school calendar on the school website, currently twice a year
- c. Parents are also notified in advance through the newsletter and via email of upcoming meeting dates
- d. Parents must book appointments through the school website using the access codes supplied for the event
- e. Parents who are unable to make internet bookings must contact the Rector's PA, rectorspa@waitakibhs.school.nz who will book on their behalf

3. Assessment – Junior (Year 9 and 10)

- a. Students in Years 9 and 10 are assessed regularly throughout the year (formative assessment) and at the end of year.
- b. All Year 9 and 10 students sit final exams (summative) around week 6 of Term 4 - these results are used to determine class prizes for the current year and also class allocations for the following year

4. KAMAR

- a. Parents are able to access all of their students' achievement data throughout the year using the access codes provided by the school
- b. The KAMAR portal is accessed via the school website

5. Reporting to Parents

- a. The school will use live reporting to parents via KAMAR
- b. 'Weekly notes' – a snapshot grade (1 – 5) are also reported via the KAMAR portal
- c. Parents can track student progress by accessing the KAMAR portal

6. Supporting Student Achievement

- a. Students who achieve at school usually do so because they
 - i. attend school and go to all of their classes
 - ii. interact positively with their teachers and classmates during lessons
 - iii. complete homework and assignments
 - iv. have an active learning programme at home that supports learning at school
 - v. have definite learning and career goals that extend well into the future
 - vi. participate socially and competitively in sport and cultural activities
- b. Parents can support student achievement by
 - i. Encouraging their sons to do all of the above
 - ii. Providing a supportive home environment that includes good nutrition, enough sleep, a quiet learning space, and positive recognition for all successes, and support during failure

- iii. Seeking help from staff as soon as they detect any issues that may hinder student success at school
- c. Who to contact to discuss Academic Achievement
 - i. In the first instance the classroom teacher. Teachers email addresses can be found on the school website.
 - ii. Year 9 Dean Mr Winders
 - iii. **Heads of Department:**
 - English Mr Plunkett
 - Math Ms Prosser
 - Science Mr Mansell
 - Technology Mr Robinson (acting)
 - Social Sci Mr Blackbeard
 - Phys Ed Mr Cathcart
 - Teachers-in-Charge:**
 - Agriculture Mr Ratcliff
 - Art Ms Strathern
 - Music Mr Hinds
 - iv. Parents may also contact subject teachers directly through the school office

STUDENT WELLBEING

1. The WBHS Pastoral Care System

- a. Student wellbeing is integral to the achievement of academic success
- b. The key to ensuring student wellbeing is the development of strong positive teacher-student, House Group teacher-student, and parent-school relationships
- c. The elements of the Pastoral Care System are
 - i. Peer Support students
 - ii. Prefects
 - iii. Subject teachers
 - iv. House Group teachers
 - v. Deans
 - vi. Guidance Counsellor
 - vii. Senior Leadership
- d. Peer Support students in Year 13 are trained and available to mentor assigned juniors, to enable their successful integration into the school – an organised programme runs throughout the year
- e. Prefects are a direct line to Senior Leadership and provide information on student wellbeing as well as support to individual students
- f. Subject teachers are often the first to detect a developing issue in their students and refer them on for support
- g. House Group teachers perform a key role because
 - i. Their students are with the House Group for the duration of their school career
 - ii. They work at developing strong relationships with their students as individuals
 - iii. They work at developing the school - home relationship by making regular contact with home
 - iv. They mentor and advocate for their students
- h. The Deans support student wellbeing by managing individual student issues at a higher level as required. The Transition Dean along with the Year 9 Dean in particular facilitates transition into the school
- i. The Guidance Counsellor provides confidential and individual support to students who are either referred or self-referred for support and counselling for a range of issues
- j. Senior Leadership ensures that resources are available to students and parents when the need arises. Senior Leadership and in particular the Deputy Rector can offer access to outside agencies that offer additional and greater levels of support for students and their parents
- k. Students are surveyed annually using nationally available tools including the NZCER Wellbeing@school survey, to determine student needs and opinions in relation to their wellbeing, data is gathered particularly at well-being assemblies

2. Positive Behaviour and School values

- a. WBHS is a PB4L school – at WBHS this is branded as He Ara Tika
The programme
 - i. As a PB4L school we have a restorative practice approach to behaviour management
 - ii. Is based on the 3 school values: Respect, Resilience and Motivation
 - iii. Teaches school expectations in all areas of school life
 - iv. Has a structured approach to dealing with poor student behaviour
 - v. Provides a consistent approach to student management throughout the school
 - vi. Works to modify student behaviour using positive reinforcement rather than punitive measures

3. KAMAR

- a. All key interactions involving students are recorded on the individual student's Pastoral Record
- b. This is available to students and parents via the KAMAR portal on the school website
- c. The record includes positive and negative events and is used as the basis for discussions between staff and students and parents

4. Who to contact if you need support - for students

- a. Any trusted Prefect or Peer Support student
- b. Any trusted Staff member
- c. Your House Group teacher
- d. Your Dean
- e. Janice Vermuelen (Guidance Counsellor)
- f. Senior Leadership Team

5. Who to contact if you need support - for parents

- a. The House Group teacher through the school office
- b. The Dean
- c. The Guidance Counsellor
- d. Senior Leadership Team

CO-CURRICULAR ACTIVITIES

1. Outdoor Education

- a. The Year 9's participate in a three-day class camp during Term One. Options include tramping, kayaking, activities at the school lodge at Lake Middleton, and activities based around Oamaru. The programme is user-pays, and some financial support may be available if necessary

2. Sports options

- a. The Sports Co-ordinator is Mrs Twyla Kingan who is available to assist with issues and enquiries relating to all school sports - sc@waitakibhs.school.nz
- b. A Sports Expo is held at school during Week 1 Term 1 to enable students to link up with available sports
- c. Sports options include:
 - i. Summer - athletics, cricket, touch, swimming, tennis, bowls, rowing, croquet
 - ii. Winter - rugby, soccer, hockey, smallbore shooting, basketball, badminton
 - iii. Trapshooting, e-sports, and chess year-round
- d. If you are entered for a sport, performance, or event, your first obligation is to attend.

3. Cultural options

- a. The school encourages students to be participators in all areas of school life
- b. Cultural options include
 - i. SCRANO (interhouse competition involving drama, choir, and haka)
 - ii. Kapa haka
 - iii. Polyfest
 - iv. Music – includes Elite and Big Choir
 - v. Drama and performance
 - vi. Debating
 - vii. Mastermind competition
 - viii. Talent quest
 - ix. Public speaking

4. Expectations of students

- a. When boys sign up for a sport or cultural activity it is expected that they
 - i. Attend all rehearsals, practices, and games
 - ii. Behave in a gentleman-/ sportsman-like manner
 - iii. Dress correctly before, during and after the activity
 - iv. Contribute to the costs of the activity
 - v. In other words, respect the school values and vision

5. Yellow and Red cards for boys who represent the school

- a. Representing the school is a privilege, not a right.
- b. Students are placed on these cards when they are at risk of not meeting school expectations for behaviour, attendance and/or attitude
- c. The criteria for being on Yellow card are:
 - i. Receive a second referral from class OR
 - ii. Have an attendance rate of less than 75% OR
 - iii. Have an attitude rating below 3.0 average on the fortnightly report
- d. Being on a Yellow card gives a student a fortnight to get up to date with his behaviour, attendance and/or attitude. If he does so, he will be taken off the Yellow card.
- e. If this fails, the student is placed on a Red card and for a fortnight may not represent the school. He is expected to attend all practices and events/games but may not participate/play during that time.

- f. The student's situation is then reviewed and he either continues on Red card or has his right restored. During the fortnight, the Dean work with the student to assist his progress.
- g. The Deans will inform the Deputy Rector and Staff about students on Yellow or Red cards.
- h. The Deans and Deputy Rector will inform specific TiCs and coaches about current Yellow and Red cards.
- i. It is essential that staff and coaches
 - i. Warn students about consequences when placed on Yellow card
 - ii. Enforce the co-curricular non-participation of a student on a Red card

SCHOOL BEHAVIOUR EXPECTATIONS

1. Behaviour Matrix - expected student behaviour at Waitaki Boys' High

		All Settings	Classroom	Non-classroom	Cyberspace / outside school
Waitakians Are	Respectful	<ul style="list-style-type: none"> Wear our uniform well Use our manners nicely Speak nicely to others Respect our core values by being honest and truthful Care for each other Include others Respect members of our community and the school rules 	<ul style="list-style-type: none"> Attend all our classes Are on time for classes Use correct names Use appropriate language Use 'inside' voice Respect the right to teach and learn Follow instructions Say 'please' and 'thank you' 	<ul style="list-style-type: none"> Look after our environment Share our spaces Play fairly Respect privacy and personal space Move around school calmly and with patience Keep left and give way in corridors, and hold doors open for others 	<ul style="list-style-type: none"> Use appropriate language Respect the safety procedures in place Use our manners at all times Model our core values Are loyal to our school
	Motivated	<ul style="list-style-type: none"> Support each other Look after each other Follow instructions Own our behaviour Report concerns Represent the school with pride, wearing correct uniform Picking up our rubbish 	<ul style="list-style-type: none"> Bring the right gear to class Listen and take turns Follow instructions Wait patiently Look after our own things Ask to borrow equipment Leave the classroom tidy 	<ul style="list-style-type: none"> Put our rubbish in the bins Leave our spaces tidy Allow others to feel safe and comfortable Care for our equipment and environment Use equipment safely Encourage others to act responsibly 	<ul style="list-style-type: none"> Report damage or faults Are personally responsible for our own actions Respect members of the wider community
	Resilient	<ul style="list-style-type: none"> Are helpful and interested Cooperate and encourage Work and train hard to improve our skills Celebrate others successes 	<ul style="list-style-type: none"> Are prepared for lessons Are ready to start learning Wait, listen, then ask for help Are on task and do our best Take responsibility for our own learning Participate with interest and enthusiasm 	<ul style="list-style-type: none"> Follow instructions Model being a good sportsperson Apply our values in situations outside the classroom 	<ul style="list-style-type: none"> Share, look and listen Follow directions Report anything of concern Model good behaviour Learn and try new things

2. Classroom expectations (These are in every classroom)

- a. Arrive on time.
- b. Line up quietly.
- c. Check your uniform
- d. When instructed, enter quietly.
- e. Only talk when appropriate
- f. Focus on your own learning
- g. Have the right equipment
- h. Work hard to achieve your goals
- i. Treat others respectfully
- j. Follow all teacher instructions
- k. Have your homework completed
- l. Electronic devices are in your bag and used only when permitted by your teacher
- m. Classroom expectations are followed to enable all students to do their best

3. Using the school network

- a. Keep your ICT username and password to yourself
- b. Report any damage to\interference with computers to your teacher immediately
- c. Do not access social networking or commercial sites during school time on school equipment
- d. Do not get involved with spam, viruses, and cyber bullying.

BEHAVIOUR MANAGEMENT SYSTEM

1. In the first instance all staff will deal with low level misbehaviour by using a number of pre-referral strategies i.e., ‘mini-chat,’ change of seating plan etc and will endeavour (where possible) to contact home before using the referral system (see below).

2. Student referral

- a. Student behaviour issues are dealt with at the lowest possible level
- b. Managing classroom and non-classroom issues
 - i. The teacher works to resolve the matter using resources at hand, including peer teachers and the Restorative Process
 - ii. Unresolved classroom issues are referred to the Dean
 - iii. Escalating issues may involve the Guidance Counsellor
 - iv. The Deputy Rector may become involved in major discipline issues or issues that cannot be resolved at a lower level, and may involve RTLBs, and Special Education staff

3. Referral Process

1 st Referral	30-minute detention Dean phones home
2 nd Referral	60-minute detention Dean sends 1st referral letter home
3 rd Referral	2 nd letter home. Group conference (might include parents / caregivers / whanau / Dean / Teacher / Guidance Counsellor / SLT and other outside agencies)
4 th Referral	Internal withdrawal Dean sends 3 rd referral letter home
5 th Referral	Stand-down
Leading up to and during the referral process, regular contact will be made with parents/whanau/caregivers to keep them updated and to ensure an opportunity is created where we are working together to help students meet school-wide expectations	

4. Stand-downs and Suspensions

- a. Students may be stood down from school by the Rector for serious misconduct.
- b. Thereafter, ongoing serious misbehaviour may result in suspension to the Board of Trustees.
- c. A student who is suspended will have to appear before the Board of Trustees, and decisions will be made about consequences and conditions for further school attendance as per MOE legislation

5. Lateness to class

- a. A student arriving late to school will go directly to class and will be marked late (L)
- b. A student repeatedly late to class, or class, will be identified by the classroom teacher, House Group teacher and/or Dean. In the first instance the student will be given a warning. If lateness continues, contact will be made with home. If lateness continues, then the referral system will be used as per the behaviour management system (see MSB referral form).

PARENT/CAREGIVER PARTNERSHIPS

1. School Communications

- a. The school uses the following methods of communicating
 - i. Staff with individual parents – phone-calls, texts, emails, letters, parent interviews. The expectation is that staff (excepting weekends) will respond within 24 hours
 - ii. School with parent groups - Kamar emails, newsletters, website, Facebook, specific group meetings
 - iii. School with community – newspaper, Facebook, and radio

2. The Community Association

- a. The Community Association is the WBHS Parent/Teachers Association and meet on the 1st Tuesday of every month in the teachers' staff room at 7pm.
- b. This group of volunteer parents fundraise for selected projects each year.
- c. The Community Association also run the School Uniform Shop, operating from the Social Centre
- d. All profits are donated to the school

3. Other Opportunities for Parental Support and Assistance

- a. In addition to supporting the Community Association, parents are welcome to support our students by
 - i. Serving on the Sports Advisory Council
 - ii. Standing for election to the Board of Trustees
 - iii. Managing, coaching, and refereeing sports teams
 - iv. Providing management and support for drama/musical productions
 - v. Transporting students to and from events
 - vi. Attending sport and cultural events

4. Assemblies, Prizegiving's, and Award Ceremonies

- a. Parents are welcome to attend all events held in the Hall of Memories
- b. All key events are published on the website in the annual calendar
- c. Weekly Assemblies are held at 9-40am on Monday and Friday mornings
- d. Prizegiving's are held during Term 4
 - i. Sports prizegiving during Week 1 Term 4 (Red and Black Sports Awards are also presented at this event)
 - ii. Senior Prizegiving during Week 3 at night - this is our premier annual event
 - iii. Junior Prizegiving on the Friday of the penultimate week of Term 4 preceding school camps

5. Sporting and Cultural Events

- a. Parents are welcome to attend all sporting and cultural events
- b. These events are included in the school calendar on the website and advertised in the school newsletter
- c. Annual events include
 - i. School athletics sports Term 1
 - ii. School swimming sports Term 1
 - iii. Biannual Drama/Musical production Term 1/2
 - iv. SCRANO Interhouse performances Mid-term 2
 - v. School Ball Mid-term 2
 - vi. Talent Quest Term 2/3
 - vii. Winter Concert Term 2/3
 - viii. SKC interschool week Last week Term 2
 - ix. Summer and Winter Interschool days (King's, Otago Boys', Timaru Boys')

COMPLIMENTS, CONCERNS AND COMPLAINTS

1. Compliments and concerns

- I. Compliments should be directed to the individual teacher in the first instance.
- II. For any concerns or complaints please follow the concerns and complaints procedure as outlined on the Board of Trustees page on the school website. In the first instance we encourage you to make direct contact with the person you have the concern or complaint about.
 - Please see Waitaki Boys' High School website for concerns & complaints procedures.