



[www.fiordlandcollege.school.nz](http://www.fiordlandcollege.school.nz)

# STUDENT HANDBOOK 2022



*Photo courtesy of Graham Dainty*

## Vision

To be recognised as an inspiring, innovative learning environment and a centre of environmental excellence, where staff and students thrive in an atmosphere of motivation, co-operation and achievement – a place for all to thrive

Fiordland College  
4 Howden Street, PO Box 23  
Te Anau 9640, New Zealand

Phone: 64 3 249 7819  
Email: [admin@fiordland.school.nz](mailto:admin@fiordland.school.nz)



# Contents

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<b>Staff .....</b>	<b>3</b>	<b>General Information .....</b>	<b>13</b>
Leadership Team		Activity Donation	
Positions of Responsibility		Stationery and Class Materials	
Teachers		Bus Transport	
Support Staff		School Lockers	
Board of Trustees		Pain Relief	
PTA		Complaints Procedure	
<b>Pastoral / Communication .....</b>	<b>4</b>	<b>Expectations.....</b>	<b>14</b>
Queries with Day to Day Admin or Absences		Overall Code of Conduct	
Pastoral Matters		Rules and Procedures	
Learning or Assessment Queries or Concerns		Attendance & Absences	
More Serious Problems		Lunch Passes	
		Appointments During School Time	
		School Buses	
		Damage to School Property	
		School Uniform	
<b>Pastoral / Communication .....</b>	<b>5</b>	<b>Expectations .....</b>	<b>15</b>
Parents/Caregivers		Rules and Procedures	
Guidance Counsellor		Driving to School	
Homework		Cycle Helmets	
Reporting to Parents		Mobile/Cell Phones	
Parent/teacher Interviews		Smoking, Vaping, Alcohol, Non-prescription	
College Newsletter		Drugs and Substance Abuse	
School Diary		BYOD and Cyber Safety	
<b>Values / PB4L.....</b>	<b>6</b>		
School Values			
Green Card Rewards			
<b>School Year.....</b>	<b>7-8</b>	<b>Extra Information .....</b>	<b>16</b>
Start of Year Dates		Fiordland College Website Details	
Term Dates			
<b>Uniform .....</b>	<b>9</b>		
<b>Summer Co-Curricular Week.....</b>	<b>10-11</b>		
Summer Camps			
<b>Winter Co-Curricular Week.....</b>	<b>11-12</b>		
Winter Camps			



# Staff

## Leadership Team

### Principal



Steven Mustor  
BA, PGDipArts, BEd

### Deputy Principal



Shaun Cantwell  
Mathematics  
BSc, Dip Maori, Dip Tchg

### Assistant Principal



Nigel Wilson  
Science  
BSc(Hons), Dip Tchg

### Administration Manager



Sue Walker  
BA

## Support Staff

School Secretary  
Principal's PA  
Administration Assistant  
Caretaker  
Assistant Caretaker/Cleaner  
Cleaner  
Sports Co-Ordinator  
Librarian/Internation Coordinator  
Science Technician  
Gateway/Careers  
Teacher Aides

Suzanne Carruthers  
Liz Hodgson  
Zita Matthews  
Steve Davison  
Pascale Brown  
David Thomas  
Kate Malan  
Cassie Thomson  
Sue McKenzie  
Zita Matthews  
Tracy Couling  
Sarah Anderson  
Kiri Bell  
Zita Matthews  
Rod Gilder

Workshop Technician

## Positions of Responsibility

Head of Social Sciences  
Head of Mathematics  
Head of Science  
Head of Junior School  
Head of English  
Head of Technology  
Head of Physical Ed/Health  
Head of The Arts  
Head of Languages  
Guidance Counsellor

Sue Peoples PhD, Dip Tchg  
Katie Jones (Acting HoD for 2022)  
Jamie Cooper BSc, PGCE  
Colin Roy BTheol, Dip Tchg  
Anna Hubbard BA, MEd, Dip Tchg  
Aileen Moon Dip HSc, Dip Tchg  
Shelley Wilson BPhEd, Dip Tchg  
Rebecca Straker-Cunningham BFA, Dip Tchg  
Rebecca Wilson BA, LLIB, Dip Tchg  
Fiona Humphries BEd, M.Couns (Distinction), MNZAC, Dip Tchg  
Katie Jones BSc, Dip Tchg

Specialist Classroom Teacher & Principal's Nominee

## School Board

The dates of Board meetings are published in the Newsletter. Parents are welcome to attend.

Presiding Member  
Principal  
Parent Representatives

Nigel Humphries  
Steven Mustor  
Madeleine Peacock  
Murray Willans  
Kathryn Wright  
Christine Wallace  
Christoph Zink  
Josh Ruddenklau  
Sue Walker

Staff Representative  
Student Representative  
Secretary

## Teachers

Social Sciences & Recreation Skills  
Gateway/STAR/Distance/ & Mathematics  
Chemistry  
Social Studies / History  
Technology / Graphics  
English  
Physics / Science  
Junior School  
Mathematics  
Music / Careers  
Physical Ed / PB4L  
Learning Support Co-ordinator  
SENCO

Vaughn Filmer BSc (Hons), NZOIA  
Rock 1, Dip Tchg  
Tina Perry BSc (Hons), Dip Tchg  
Elaine Robertson BSc, Dip Tchg  
Devon Grant MEd, BCom, Dip Tchg  
Daniel Hermann BDes, Dip Tchg  
Chris Hawtin BA (Hons), Dip Tchg  
Christoph Zink PhD, Dip Tchg  
Kelly Hunter BEd (Tchg)  
Rebecca Howe BPhysEd, Dip Tchg  
Fiona Humphries See Guidance Counsellor  
Alice Sutherland BPhEd, Dip Tchg  
Chantal McClean BA, BEd (Tchg)  
Rebecca Wilson BA, LLIB, Dip Tchg



Nigel



Steven



Madeleine



Murray



Christine



Kathryn



Christoph



Josh



Sue

## Parent Teacher Association (PTA)

The College is fortunate to have an active and supportive PTA. Monthly meetings are relaxed and social.

If you are interested in finding out more about the PTA please phone the school office on 03 249 7819.

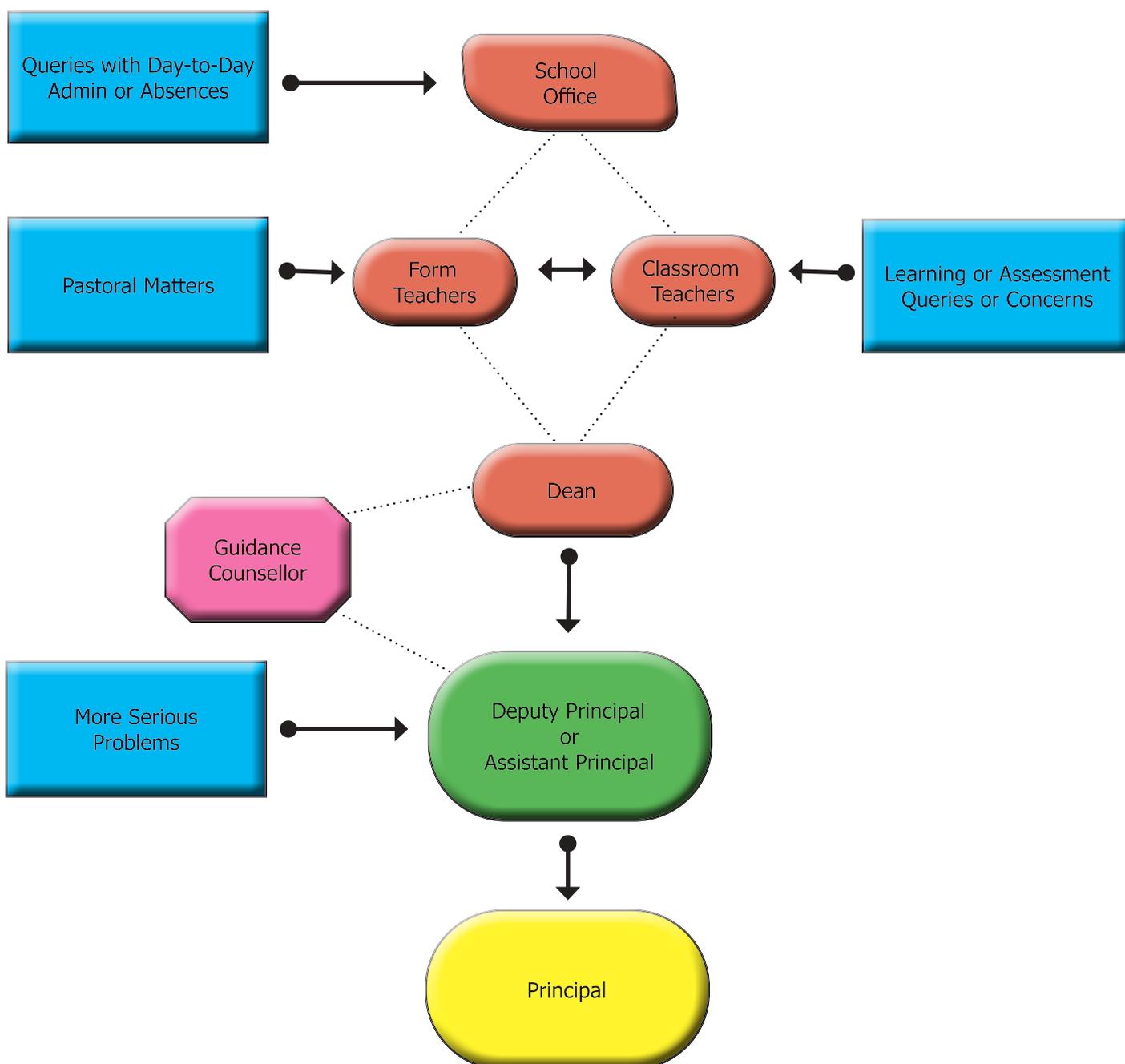


# Pastoral / Communication

At Fiordland College we value effective two-way communication between the home and school as this forms the basis of a highly successful educational partnership. We operate an open-door policy and welcome both visits and enquiries from parents and caregivers. Telephone enquiries may be made through the School Office and interview appointments can be made either directly with teaching staff or through the School Office.

## Pastoral/Admin

## Classroom



## Parents/Caregivers

- When any type of problem arises, it is always best to deal with it as quickly as possible and at the lowest level possible.
- Contact should be made ideally with the person concerned – by phone, logbook or in person.
- We encourage parents and caregivers to take an open-minded approach to any issue, instead of basing an approach solely on their child's reporting which may lead to misunderstandings. Remember that staff are always trying to put the students' welfare and interests first (but teenagers by their very nature will generate some issues from time to time!)
- If an issue is unresolved or very serious, parents/caregivers should contact another person as per the flowchart on the previous page.

## Guidance Counsellor

Fiordland College offers a full Guidance service through our Guidance Counsellor, Mrs Fiona Humphries. She is available to all students on an individual and confidential basis and may also be approached, on a confidential basis, by parents.

## Homework

Homework is an essential part of a student's daily life. It serves two purposes:

- Helps the teaching process by giving time for individual practice, memory work or research.
- More importantly, develops a habit of individual study and concentration.

Parents should ensure that all students study regularly. Time spent on homework will vary according to a student's age, abilities and needs as well as the individual teacher or subject requirements.

Regular reading at home to supplement homework is recommended for all students. Parents are asked to encourage this practice.

It is essential that students plan their overall load very carefully and do not over-commit to sports, paid employment, social or cultural activities and so on at the expense of their school work, which must be their priority whilst enrolled at College. Staff expectations will reflect this. Other commitments should not impact on homework requirements.

Fiordland College recognises that each subject is different and the duration and variety of homework for each subject will be different. It is therefore difficult to give a specified time allocation. A guide to parents will indicate that in Year 7 a student should be doing approximately 5 hours per week

and a Year 13 student, following a mainly academic course, would be completing a minimum of 10 hours per week and up to 20 hours per week. The duration will also depend on timings of assessments and examinations.

## Reporting to Parents

Formal reporting to parents occurs twice a year. Comprehensive reports on students' achievement and participation will go out in Terms 2 and 4. These reports indicate the level at which the student is working in each curriculum area.

In the case of senior students the reports show their progress in NCEA assessment.

## Parent/Teacher Interviews

Interviews will be held in Term 3 for Years 7-10 (Juniors) and Term 2 for Years 11-13 (Seniors). Information about interviews is sent home to parents via the College Newsletter and bookings are made online by parents.

## College Newsletter

A newsletter is published every 2nd Thursday.

- The College emails the newsletter home to parents on Thursday afternoon.
- The newsletter is also posted on the College website and facebook page.

Interested family or community members can also elect to have a copy emailed to them. Please phone the school office to add names to the email list.

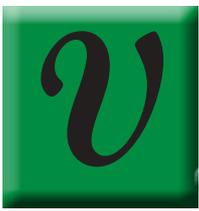
**Website:** [www.fiordlandcollege.school.nz](http://www.fiordlandcollege.school.nz)

**Facebook:** <https://www.facebook.com/Fiordland-College-157679034923394/>

## School Diary

Each student must have a School Diary. These will be given to students at the start of the year and there is no charge to parents thanks to our wonderful sponsors. This diary is used on a daily basis to record homework details and provides an opportunity for parents to check on homework.

- Subject teachers often use the Diary to communicate directly with parents.
- Parents are encouraged to communicate with teachers using the same system.
- Diaries must be signed by parents every Thursday evening.
- Students must present the signed Diaries to their Form Teacher every Friday at form time.



# Values / PB4L

At Fiordland College we place a high value on a positive attitude, believing this will reinforce participation and success. This is reflected in the value we place on Effort, Respect, Integrity and Curiosity. As a school we value the community and environment in which we live, including the significance of our cultural heritage.

This is reflected in:

Effort	Respect	Integrity	Curiosity
Participation	Diversity	Honesty	Enquiry
Motivation	Human Rights	Courage	Self-Analysis
Self-Discipline	Rights of Others	Self-Control	Understanding
Perseverance	Self-Respect	Compassion	Lateral Thinking
Practice	Society	Ethics	Inventiveness
Leadership	Community	Responsibility	Innovation
Excellence	Obligations	Fairness	Sustainability
Teamwork			
Adaptability			

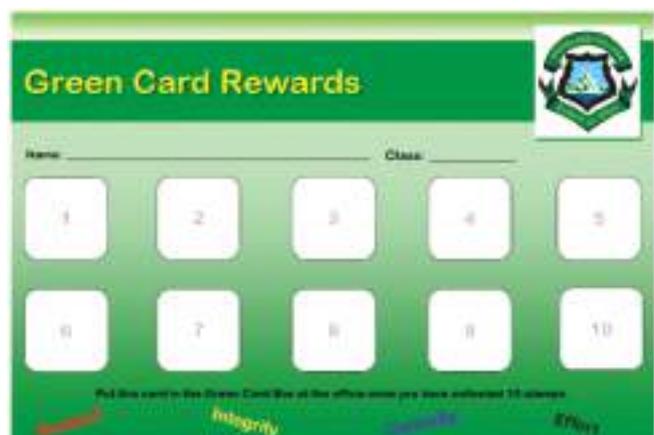
## Green Card Rewards

**PB4L (Positive Behaviour for Learning)** is a programme, within the school, for Years 7-10 to develop and reinforce these values.

Students receive a Green Card. Every teacher will have a stamp with their initials on it. If a behaviour that reflects our school values is noticed, the student receives a stamp.

Once the card is full, the student puts it in the Green Card Box at the office. They then get a new card to fill in.

A draw of all the Green Cards will be held at the end of each term in assembly, with prizes involved.





# School Year

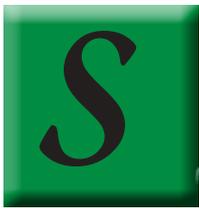
## Start Dates for Fiordland College in 2022

Year	Date	Notes
Year 7	Wed 26 to Thu 27 Jan Tue 01 Feb	Year 7 Interviews (Appointment times sent at the end of school year) 9.00 am to 12.00 noon - Homeroom 12.00 noon - 1.30 pm - Welcome BBQ (Parents Welcome) 1.30 pm - 3.00 pm - Peer Support Starts
Year 8	Wed 02 Feb	Full Day
Year 9	Wed 02 Feb	Full Day
Year 10	Wed 02 Feb	Full Day
Year 11	Wed 02 Feb	Full Day
Year 12	Wed 02 Feb	Full Day
Year 13	Tue 01 Feb	Full Day all Year 13
All Students	Wed 02 February	Full Day 8.50am to 3.10pm
Please note:	Mon 31 Jan	Staff Only Day (no students at school)

## Important Events During the First Few Weeks of 2022

Date / Week	Event	Notes
Mon 31 Jan	Staff Only Professional Development Day	No Students at School
Tue 08 Feb	1500m at lunchtime	Parents Welcome
Wed 09 Feb	Triple Jump / Hurdles at lunchtime	Parents Welcome
Fri 11 Feb	3000m at lunchtime	Parents Welcome
Tue 15 Feb	Athletics Sports	All Students - Parents Welcome
Wed 16 Feb	Year 10 Bike Camp Practice Ride	Period 5
Mon 21 - Fri 25 Feb	Summer Co-Curricular Week	All Students
Wed 09 Mar	Swimming Sports	All Students - Parents Welcome

*"A place where all can thrive"*



# School Year 2022

## Term & Dates

Term	Start	Finish	Holidays At A Glance
Term 1	Tue 01 February	Thu 14 April	Fri 15 April to Sun 01 May
Term 2	Mon 02 May	Fri 08 July	Sat 09 July to Sun 24 July
Term 3	Mon 25 July	Fri 30 September	Sat 01 October to Sun 16 October
Term 4	Mon 17 October	Thu 08 December	

## Public Holiday Dates

Waitangi Day Observed	Mon 07 February	(observed this day)
Good Friday	Fri 15 April	(observed this day - becomes part of school holidays)
Easter Monday	Mon 18 April	(observed this day - becomes part of school holidays)
Southland Anniversary	Tue 19 April	(observed this day - becomes part of school holidays)
Anzac Day	Mon 26 April	(observed this day - becomes part of school holidays)
Queen's Birthday	Mon 06 June	
Matariki	Fri 24 June	
Labour Day	Mon 24 October	

## Co-curricular Weeks

Summer Co-Curricular Week	21 - 25 February
Winter Co-Curricular Week	08 - 12 August

## School Hours

The formal school programme operates as follows:

8.50am to 3.10pm

The school office is open from 8.00am until 4.00pm.

You can leave a message outside these times on the answerphone. Phone 249-7819  
or email [admin@fiordland.school.nz](mailto:admin@fiordland.school.nz)

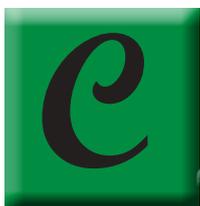
Daily student absences to be either phoned or emailed to the office by 9.00am please

# U niform

- **Uniform is gender neutral.** Choose from the list below. For example a girl might choose to wear trousers instead of a skirt. Uniform Samples are available to try on for sizing at the school office.
- Order forms for Adventure Outfitters are available at the school office. Orders are placed, and payment made, directly to Adventure Outfitters, by parents.
- Kukri Sports Jackets and School Hoodies are available through the school office. Phone 249-7819.

ITEM	DETAILS	PURCHASE FROM
Skirt	Regulation green tartan skirt. 'A Line' design and to be approximately knee length.	Adventure Outfitters
Kilt	McKinnon Hunting Tartan Kilt. Length – no shorter than touching floor when kneeling .	School Office
Trousers	Black regulation trousers - 'The Perfect Pant'. These come in four different cuts for a fabulous fit for different body shapes.	Adventure Outfitters
Shorts	Regulation Black Shorts	School Office (Limited sizes) or Adventure Outfitters
Blouse	Regulation white, short or long sleeve Domino blouse with collar – to be worn untucked over skirt. Blouse must have a straightedge hemline.	Adventure Outfitters
Polo Shirt	Regulation green with gold inserts. Breathable mesh knit. Short or long sleeved.	Adventure Outfitters
Fleece Top	Regulation green Polar Fleece embroidered with small Fiordland College on front	Adventure Outfitters
Jacket	Kukri jacket (water resistant)	School Office
Hoodie	The Hoodie is black with Fiordland College printed on the back and an embroidered logo on the front.	School Office
PE Uniform	All students up to, and including, Year 11 must wear the PE uniform for PE classes. <ul style="list-style-type: none"> <li>• Either plain black sports shorts or plain black tracksuit pants</li> <li>• Regulation PE top</li> <li>• Kukri jacket and school hoodie are optional</li> <li>• Sports shoes and change of socks</li> </ul>	Adventure Outfitters Adventure Outfitters School Office No specified company
Socks / Tights	White knee length or white ankle socks (no sockettes) Green or black tights (no other colour and not pantyhose), may be worn Black socks with green & yellow stripe	No specified company No specified company Adventure Outfitters
Sports Teams / Travel Uniform	Black track pants with PE top, school micro fleece top or school hoodie, and/or the Kukri jacket. Some teams (with prior permission) may wear team uniform if it is in school colours.	
Shoes	Regulation black, leather, low cut, lace-up shoes.	
Hats	Suitable sun hat that will shade the face and neck / Black merino beanie (no logo)	





# Co-Curricular Programme

## Education Outside the Classroom (EOTC)

Fiordland College offers a wide and varied range of EOTC sporting, cultural, academic and environmental activities. Our co-curricular programme is one aspect of EOTC at Fiordland College that sets us apart from other schools in New Zealand. It is one of our key points of difference.

Because community consultation has identified this as being a key component of education at the College, we place considerable emphasis on our co-curricular programme. We recognise our unique physical location and the benefits the programme provides, which include:

- Developing environmental awareness
- Building self-confidence
- Developing self-reliance and skills in outdoor activities

Programmes vary from year to year depending on student interest, cost, staff expertise, weather, and safety (which is paramount).

## Covid Precautions for EOTC

We are required to ensure we have systems in place to meet the Government’s new mandated requirements relating to Covid-19. Please note the following in relation to Education Outside the Classroom (EOTC) situations:

### Mask Wearing

Masks will have to be worn by students, staff and volunteers on EOTC activities where mandated (eg retail outlets, sports stadia etc). Our school rules on mask wearing do not “follow us” when we are on EOTC activities. We must comply with the venue or place we are using.

### Vaccination

All staff and volunteers on EOTC activities must be fully vaccinated (1st vaccine by 15 November 2021 and fully vaccinated by 1 January 2022). As with the police vetting process, we need evidence that all parents/caregivers, volunteers and various others (depending on circumstances) are vaccinated in order to assist with EOTC activities. Parents/caregivers will need to bring proof of their vaccination status to the College in order to be involved.

Note These are Government-mandated requirements.

## Summer Co-Curricular Week (21-25 February)

### Year 7 – Te Anau Based

(Indicative contribution requested \$20)

The Year 7s experience a range of activities including: challenges, triathlon, an Amazing Race event and school based activities.

### Year 8 – Te Anau Based

(Indicative contribution requested \$20)

The Year 8s participate in a range of activities including: self-defence, tramping, an overnight camp, mountain biking and walking a stoat trap line.



### Year 9 - Hope Arm Camp

(Indicative contribution requested \$40 plus food)

With this camp the students are dropped across the Waiau River at Manapouri and tramp into Hope Arm with their packs. They then pitch their tents and spend the week camping and cooking their own meals over an open fire. Students experience camping and self management skills along with environmental and water based activities.



### Year 10 - Cycle Camp

(Indicative contribution requested \$200)

The students cycle from Te Anau to Queenstown via the Around the Mountains Cycle Track. Bikes and students will be transported between Kingston and Frankton. After a rest day in Queenstown the return trip is across Lake Wakatipu with Real Journeys to Walter Peak, then biking the back road past Mavora Lakes.



## OR Year 10 - Kayaking & Water Skills

(Indicative contribution requested \$200)

Kayakers head out to Mavora Lakes to set up base camp. The students pitch tents (which are home for the week) and cook their own meals. During the week students are given lake instruction. They learn rafting and kayaking skills, with a qualified instructor.



## Year 11 - Tramping - Greenstone Caples Track

(Indicative contribution requested \$65)

During this camp students will spend four full days tramping and staying overnight, in tents, in the Fiordland National Park.



## OR Year 11 - Day Walks/ Other Activities

(Indicative contribution requested \$65)

This is an opportunity for students to experience some great local day walks (not the easy option!) and other community activities.



## Year 12 - School Based

(Indicative request - free)

Students participate in a two day First Aid Course which, if completed, gives them a valid First Aid Certificate. They also have a two day Careers Programme and the Loves me Not Relationship Programme on the last day.



## Year 13 - Peer Support Training

(Indicative request - free)

There is a one day course at the start of the school year that focuses on building leadership skills amongst the Year 13 students, and the Peer Support Programme.

During Summer Co-Curricular Week the Year 13s help on the camps of other year levels as Student Leaders.



## Winter Co-Curricular Week

(08-12 August)

## Year 7 - Borland Lodge Camp

(Indicative contribution requested \$190)

Base camp for the Year 7s is Borland Lodge, Lake Monowai. During the week the students participate in a wide range of activities both around camp and in the surrounding area.

Activities include: tramping, team-building and problem solving activities, self-esteem courses, climbing, caving and environmental studies.



## Year 8 - Queenstown Ski Camp

(Indicative contribution requested \$330)

This busy week starts with a day tramp. They are then off to Queenstown for a few days where they go skiing/ snowboarding, ice skating, and there is always the odd hour to hit the shops!



*“A place where all can thrive”*

## Year 9 - Maori Culture

(Indicative contribution requested \$35)

The Year 9s are largely based at school with a week of Māori culture. They have fun activities including art, morning teas, language, problem solving and leadership.

As part of this cultural week, the students will travel to Murihiku for two nights at the Marae. They participate in activities such as bone carving, poi, flax weaving and learn about the history of the Marae. The school covers the cost involved with the Marae Visit.



## Year 10 - Work Experience/Luxmore Hut Tramp

(Indicative contribution requested \$30)

This camp is based locally with students participating in three days of work experience before tramping to Luxmore Hut, where they spend the night.



## Year 11 - Careers

(Indicative contribution - free)

This camp is career focused but it will include a trip to SIT to explore future career options. The students will also have Careers based activities at school such as creating a CV.



## Year 12 - Stewart Island

(Indicative contribution requested \$400)

This camp takes the students on the ferry from Bluff to Stewart Island for a week of tramping, fishing and environmental adventures. Last year's group even saw a kiwi in the wild!



## Year 13 - Nordic Skiing

(Indicative contribution requested \$400)

Students head to the Pisa Range (Wanaka) to learn Nordic Skiing. They stay in a back country hut during their stay and spend time cross country skiing. A highlight on this camp is to build and sleep in a snow cave, if there has been enough snow.



**Students also experience  
Education Outside the Classroom (EOTC)  
through a range of curriculum based field  
trips.**

**These include Geography, Biology and  
History trips.**



# General Information

## Activity Donation

The voluntary donation set by the Board of Trustees for 2022 is:

- \$50 per student with a family maximum of \$120

Receipts are issued and the donation is tax deductible.

## Pain Relief

Unless parents stipulate otherwise, the College will provide students, on an occasional basis, with one or two tablets per day of pharmacy pain relief (eg Panadol), at the request of the student.

## Stationery and Class Materials

Lists of stationery requirements for each year level are issued in December. The local Paper Plus has stocks of all stationery items required. Stationery should be purchased by the first week of school.



For some subjects additional materials may be recommended for purchase, eg Art and Technology.

Details are included in the Stationery lists.

## Complaints Procedure

Most complaints or queries are easily dealt with by parents making contact with the staff members concerned. Parents are welcome to contact staff regarding any concerns they may have. If a parent wishes to discuss a matter further, they are encouraged to contact the HOD or Year Level Dean.

Complaints directed to the Board of Trustees will, in the first instance, usually be directed to the Principal for investigation and response. The Board's full Concerns and Complaints Policy is available at the School Office or on the website [www.fjordlandcollege.school.nz](http://www.fjordlandcollege.school.nz).

## Bus Transport

Free bus transport to the College may be available for those students living more than 4.8km from the College.

Full details are available by contacting Bus Controller Mr Colin Roy, at the College.



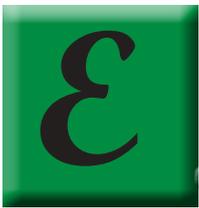
## School Lockers



Lockers are made available to students on an annual basis. They remain the property of the school at all times.

The College maintains the right to allocate, reallocate, inspect or search lockers at any time. Lockable lockers are available on request.





## Overall Code of Conduct

1. Students must obey the instructions of the teaching staff. Staff have both a right and an obligation to issue instructions and ensure a suitable teaching environment is maintained.
2. A student may not act in such a way as to detract from the teaching environment. Students whose actions cause disturbance and undermine the learning of other students must expect to be dealt with seriously.

## Rules and Procedures

### Attendance & Absences

By regulation, students must attend school regularly and punctually. If your child is sick, please keep them at home. Student Absence procedures are as follows:

- Parent rings School Office before 9.00am if child is going to be absent.
- Explanations are required for ALL absences - either by phone or email. If a student is absent due to illness for more than three days, the school should be contacted and a medical certificate provided.
- Students must sign out if they leave during school hours, and sign in on return to school.
- If students become ill at school, they need to report to the office. The office staff will contact the parents/caregivers before allowing them to go home. Students should not contact home directly without first reporting to the office.
- Requests for extended leave of absence are to be made to the Principal in advance.
- If a student does not provide adequate reason for absence within a reasonable time, this may be treated as truanting.
- If a senior student misses an assessment deadline or NCEA exam due to illness, it is essential to obtain an **NZQA Medical Certificate** from the doctor. Please note this must be a special NZQA Medical Certificate.

### Lunch Passes

- Students who wish to lunch regularly at home require a written parental request and a lunch pass from the school.

- The lunch pass is used only for lunching at the student's own home and does not include buying lunch from local shops. It is not a blank pass to be absent from school during the lunch hour.

### Appointments during School Time

- If parents wish their child to leave the school during school time (eg for an appointment with the dentist or doctor), a written note or phone call from the parent is required, and permission must be obtained by the student from a senior staff member.
- The Sign Out book at the Office must also be completed by students when they leave or arrive/return during the school day.

### School Buses

- Students travelling by school bus must behave sensibly.
- Misbehaviour may lead to the cancellation of the privilege of bus transport.
- Students must sign off the bus if they are not travelling on the bus on a particular day.

### Damage to School Property

- Any damage to school property must be reported immediately to the Deputy or Assistant Principal.
- Damage caused by misbehaviour or carelessness will be charged to the parents or caregivers.

### School Uniform

- All students in Years 7-12 are required to wear the school uniform, as outlined in this Student Handbook.
- Year 13 students have a dress code which must be followed. The expectations are given to students at the start of the year.
- Uniform is required to be worn at school, on the way to and from school and on other occasions as instructed by staff.
- Piercings - students may have their ears pierced as long as it does not cause a health and safety issue. All piercings must be unobtrusive.

- Any make-up worn with the school uniform must be unobtrusive.
- No other jewellery is to be worn with school uniform.

### Driving to School

- Students may only bring a car or motorbike to school with the prior permission of the Deputy Principal.
- Permission will be granted only at the written request of the parent or guardian.
- Approval will generally be reserved for Year 11-13 students.
- Passengers must not be carried unless all parents have given their consent in writing, in advance.
- All laws pertaining to restricted and full licences must be adhered to.

### Cycle Helmets

- Cycle helmets are legally required to be worn. Students cycling to or from school (or when involved in a school event), must wear a cycle helmet.

### Mobile Phones

Student mobile phones will be permitted at school under five conditions:

1. They are subject to the Fiordland College Cyber Safety Agreement Guidelines.
2. They are out of sight during class time.
3. They are turned off (not just on silent mode) during class time.
4. Students have registered their phone number with the office and advise any changes.
5. Any mobile phone abuse could result in a ban.

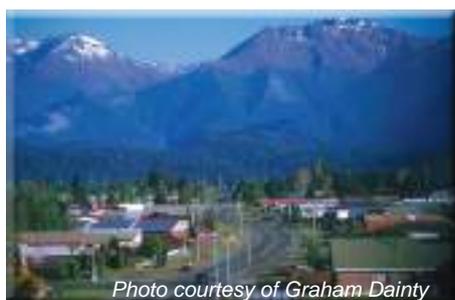
### Smoking, Vaping, Alcohol, Non-Prescription Drugs and Substance Abuse

- It is forbidden for any student to smoke/vape or be in possession of smoking/vaping materials while:
  - At school
  - In school uniform
  - On school trips
  - Attending school functions
  - Coming to or going from school
  - On the school grounds at any time
- These rules also apply to alcohol, non-prescription drugs and any form of substance abuse.
- Students are also prohibited from “being under the influence” of any of these substances.

### BYOD and Cyber Safety

- It is an expectation that all students will have access at school to their own device.
- For Junior students (Years 7-10) a Chromebook is ideal for general word processing and research online. Specialist subjects in Years 9/10 (Art, Photography Graphics, Digital Technology) a laptop is better than a Chromebook.
- Senior students (Years 11-13) will need to invest in a laptop which enables offline work and external programs, required for specialist subjects, to be loaded onto it.
- There are a very limited number of Chromebooks available to borrow during the school day, from the office, for students whose device is damaged or has a flat battery.
- Expectations around the use of devices at school are outlined in the Cyber Safety Agreement.

By signing the Fiordland College Enrolment Form, both parents and students agree to abide by the Cyber Safety expectations around device use.



*Photo courtesy of Graham Dainty*



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## *xtra Information*

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If you would like to see a copy of the Student Handbook or other documents, then please visit our website.

**[www.fiordlandcollege.school.nz](http://www.fiordlandcollege.school.nz)**

On the homepage go to the tab “about” click on this to bring up the drop down list and scroll down to Enrolment Info, where you will find a variety of useful forms and booklets.

