



Te Huruhuru Ao o Horomaka **HORNBY HIGH SCHOOL**

A Centre of Creative Excellence

Who's Who?

Principal	Mr I. Murray
Deputy Principal	Mrs K. Wheeler
Deputy Principal.....	Mrs R. Robertson
Assistant Principal	Mrs L.Tafau
Guidance Counsellor	Ms C. Thomas
Careers and Transition Teacher	Mrs L. Edmonds

SCHOOL OFFICE

Open	8.00am – 3.30pm daily
Telephone	(03) 349-5396
E-Mail Address	office @ hornby.school.nz
Website	www.hornby.school.nz
Office Receptionist	Mrs K McNicholl
Bursar	Mrs L. Madsen
Attendance Officer (ext. 838 anytime)	Mrs C. Soper
Executive Officer	Mrs S. Martin

THE SCHOOL DAY

The day begins at 8.30am and finishes at 2.45pm. There are five 60-minute lessons each day. There are four periods before the lunch break which runs from 1.15pm to 1.45pm.

Monday to Friday inclusive (times do not vary)	
8.30-9.30	Period 1 – warning bell at 8.25
9.30-10.30	Period 2
10.30-10.45 10.45-11.15	Kai Time – Wananga class groups 15 mins Interval 30 mins
11.15-12.15	Period 3
12.15-1.15	Period 4
1.15-1.45	Lunch 30 mins
1.45-2.45	Period 5 – school finishes for the day BEFORE 3pm

Hornby High School & Manaiakalani Outreach

Kawa of Care



The Kawa of Care is an agreement between students, parents, and schools, to ensure the best care and responsibility is exercised with their Chromebook during each student's time at Hornby High School.



Responsible Use Student agreement:

- I will respect the equipment (my Chromebook, power charger and bag/sleeve) by always looking after it and keeping it safe.
- I will respect others by always using this Chromebook to interact with anyone in a kind, positive and helpful way.
- *I will make the most of this opportunity to LEARN and CREATE lots of new things and to SHARE my knowledge and understanding with others.*
- I will always be in the right place, at the right time, when I am online. If in doubt I will ask my teacher or parent.
- I will protect my password and keep it completely secret.
- When I take my Chromebook home, I will make sure I bring it back to school to use, fully *charged and ready for learning.*

Responsible Use Parent agreement:

- I will ensure we are cybersmart at home to keep my children safe whilst they are working on-line.
- I will interact with my child's learning in a kind, positive and helpful way.
- I will respect the terms of the 'Kawa of Care' and ensure my child is encouraged to be a responsible user.

School agreement – we will:

- offer technical support for student devices where applicable.
- ensure the classroom environment adheres to the Cybersmart curriculum.
- support parents in engaging with student work.

Connecting to the Internet

The aim of Hornby High School and the Manaiakalani Outreach Programme is to have all of our students who live in the area able to connect their Chromebook to the internet. Parents should ensure there is a broadband connection at home if possible. The school may be able to help with this. Please ask.

User Conditions

All Chromebooks must have a safe place for charging and storage at home. This should be on a desk or shelf, never on the floor.

When using your Chromebook

1. No food or drink is allowed near your Chromebook.
2. If you are charging your Chromebook while using it, you must work in a space where no one will be able to walk on, trip over, or damage your charger while you are using it. Make sure the cables will not create a hazard to the device or other people.
3. If you are working at a table, keep your Chromebook away from the edges and other contents that could lead to the damage of your device.

4. If you are working on the floor, choose a space where people can see you so they don't trip over and hurt you, themselves or the Chromebook.

When moving your Chromebook

1. If you are passing your Chromebook to anyone or carrying your chrome book in the classroom you must:

- a) ensure the lid is closed.
- b) you must carry it with two hands.
- c) never carry a Chromebook by its screen.

2. When Chromebooks are being carried anywhere outside they must be:

- a) inside their bag.
- b) the bag must be carried by its handles OR inside a suitable school bag/backpack.
- c) protected from rain and wet or damp conditions at all times

Teachers will regularly reinforce and remind students of this Kawa of Care. These are all common-sense rules that ensure the safety and efficient use of student digital devices. We ask all parents & caregivers to support the rules and guidelines in this Kawa of Care.

Internet Use at Hornby High School

Hornby High School makes the internet available to students to use for learning. Using the internet responsibly is a condition of enrolment at Hornby High School which all students must accept.

Hornby High School has taken steps to make the internet as safe as possible. All content is filtered to ensure only suitable content can be viewed. The school will teach students to access, use and evaluate online content. These are essential skills in our modern connected world. We have also put in place rules to discourage practices which might be harmful, inappropriate or illegal.

Requirements for using the internet at Hornby High School:

- Normal school rules, values, and standards, of good behaviour apply.
- Access to the internet is a privilege, not a right. Inappropriate use is likely to lead to the loss of access privileges.
- Within the bounds of the law, staff reserve the right to review files, pen drives, and other data storage devices to ensure they are safe for use at school.

The following uses of the Hornby High School internet are not permitted:

- Accessing or attempting to access inappropriate websites, chatrooms, or any material which you would not show your grandmother.
- Displaying offensive messages or images
- Using obscene language
- Bullying, threatening, harassing, insulting or attacking, other people either inside or outside the school community. This could include using another person's image without permission
- Damaging computers, computer systems, or networks, by either physical damage or by the introduction of computer malware.
- Violating copyright laws
- Trespassing on or changing settings, folders or files, belonging to other computer users.
- Wasting limited resources, including printer paper & ink, technician's or pastoral staff time.

Students who do not adhere to these requirements will be dealt with using normal disciplinary procedures, which could include losing the privilege of using the school's network and internet.

STUDENT USE OF MOBILE PHONES AND DIGITAL DEVICES

1. Hornby High School is a 1:1 digital school. We require all students to have a digital device (with keyboard) for their day-to-day learning. We require all students in Years 7-11 to have a **Chromebook**. Senior students may have a laptop.
2. Hornby High School accepts no liability for the loss of, or damage to, any student's personal digital device that may be brought to, and used at, school.
3. Students must ensure that their devices are kept safe during times when they are not with their belongings e.g. during PE periods and at interval/lunch.
4. **In Class:**
 - a. Digital devices are used in all classes *to enhance teaching and learning* at the discretion and under the direction of the teacher.
 - b. Some examples of when students may use digital devices in class are to
 - i. Make calculations, notes, research
 - ii. Publish work in blogs or Google drive
 - iii. Listen to audio tracks or You-Tube clips
 - iv. Translate vocabulary for ESOL students
 - c. Students must not make or receive calls or texts without express teacher permission.
 - d. Students must not use these devices to take any photos or movies of staff or students without teacher permission.
 - e. Students must stay on the correct site when working and not stray into other sites.
5. Students who use devices without teacher permission and/or for unauthorised uses will have the device confiscated by the teacher. Refusal to hand over a device is defiance and is to be reported to the Dean or Senior Leadership Team for further consequences.
6. **Outside of class**
 - a. Devices must be switched off during assemblies and meetings.
 - b. Students may take and receive calls and texts during interval and lunchtime.
 - c. Students may use digital devices for accepted purposes that meet the school's expectations as acceptable use of the school network. (See Internet Use Procedures)
 - d. Students must not have the device volume high enough to disturb others.
 - e. Students must not photograph staff or other students without permission.
 - f. Images of other people or personal information must not be published (uploaded to the internet) by any means without the express permission of anybody identified in the material.
7. **Lockdown**
 - a. Mobile phones must be switched to silent.
 - b. Mobile phones are not to be used by students to send texts or make calls unless the teacher instructs them to do so.
8. **Sanctions**
 - a. Students who use digital devices at school and via the school network for illegal and/or unacceptable purposes will have their privileges regarding digital devices and internet access revoked for a period of time determined by a member of the Senior Leadership Team.
 - b. Repeated unacceptable use of devices will result in further disciplinary action appropriate to the individual circumstances.

GENERAL INFORMATION

SCHOOL DONATION (Activities Fee)

The school is not requesting a donation for the current school year.

EMERGENCY CLOSING

In the event of storms or other dangerous situations requiring the school to be closed, a cancellation notice will be broadcast on local radio stations, our website, Facebook page, School App, and our school-links text system.

CONTACTING STUDENTS

Those who wish to contact students during the school day, whether by telephone or in person, should do so only through the school office. All visitors must report to the school office on arrival. The conditions during Covid-19 lockdown are to be observed by all visitors to the site. It is not acceptable to phone or text students on cell phones during class time.

SPECIAL EMERGENCY SIGNALS

Evacuation Alert: Emergency Evacuation Alarm. Students are to proceed quietly to the assembly area on the main playing field on the northern side of the school.

Lockdown Alert: Emergency Lock Down. Students must stay quietly in their classroom and follow the teachers' instructions carefully.

STUDENT ILLNESS OR INJURY

Students who feel too unwell to attend class should report to the school nurse. In the event of a student receiving an injury at school the school office must be notified. Injuries of a minor nature will be dealt with at school. If the injury is more serious and further medical attention is required parents/caregivers will be contacted and it is their responsibility to take whatever action they feel is appropriate. If a parent cannot be contacted the school reserves the right to obtain, at parent/caregiver's expense, whatever reasonable medical assistance is appropriate.

STUDENT ABSENCE

It is essential that the school is contacted when a student is away due to illness or other reason. Phone the school at any time and leave a message for the attendance officer on **extension 838**.

C.A.R.R. AWARD SYSTEM

Hornby High School encourages students uphold the school values of **Commitment, Achievement, Resilience, and Respect**. Excellent effort or conduct may be acknowledged with a **C.A.R.R. Award or postcard**. These awards are recorded by the Dean as they accumulate during the year. When certain levels are reached a reward is given or a prize draw is held.

SCHOOL RULES AND REGULATIONS

The following rules are not designed to restrict students unduly, but to form the basis for responsible action. The best rule could be stated to be - 'Use courtesy and common sense.'

Each student must be neatly dressed with the correct uniform and footwear.

School Uniform

The school's colours are navy blue and gold. The correct uniform must be worn at school including travelling to and from school. Wearing the full school uniform is compulsory at all levels. The Principal and staff would appreciate the co-operation of parents in seeing that the uniform is worn correctly, with strict regard to rules concerning jewellery and hair. Note also:

- * It is important that ALL articles of school clothing are clearly named.
- * Skirts are to be worn at regulation length
- * Under clothing must not be visible
- * Regulation scarves and woollen hats or caps may be worn outside.
- * Junior students must wear the PE uniform during PE lessons.

Students who are unable to wear full regulation uniform are required to obtain permission from their Dean, or Jude Howie, Whanau Support, with a note from their parents/caregivers.

SCHOOL UNIFORM

Regulation Skirt or Regulation Trousers or Shorts Regulation le Faitaga Regulation Shirt or Blouse Regulation Cardigan or Jumper Socks or Tights Shoes	Regulation navy, regulation length. Regulation navy Regulation navy Short or Long sleeve style with logo. Regulation navy with gold trim & logo Navy (ankle or knee length) or navy tights. Black closed-in, plain style school leather shoes (laces, buckles or straps). Sports style shoes, suede, canvas or high heeled shoes are not permitted.
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These uniform items are optional:

Regulation School Jacket
Regulation Cap or Beanie
Regulation Scarf
Regulation Blazer
Regulation School Tie

Physical Education Uniform

- All students are required to wear the approved sports uniform during PE lessons.
- Sports shoes and socks are recommended, but bare feet are permitted.
- The Hornby High School PE uniform can be purchased through the Uniform Shop.

The Hornby High uniform is sold ONLY from the Uniform Shop on the school campus.

General Appearance

Students' appearance at all times should conform to acceptable standards.

No 'Colours' should be visible under school shirts or blouses.

Long sleeved undergarments must not be worn under short sleeved uniform items.

Jackets, scarves, beanies, or caps, must not be worn in class.

Make up, if worn, should be minimal and discreet. Nails must be short with clear or natural nail polish.

Hair

Must be clean, tidy, and clear of the face and not too long to be dangerous in workshops

Extreme hairstyles or hair colours are not permitted.

Hijabs/headscarves are required to be a plain, solid colour that compliments the school uniform. e.g. navy blue, white or black.

Boys must be clean shaven - no moustaches or beards are permitted.

Piercings

Students are permitted to wear one small nose stud 3mm or smaller.

Jewellery

No jewellery is to be worn except for:

- small plain earrings, one in each ear. Stretchers are not permitted.
- A watch
- One other piece of jewellery, e.g. plain ring, necklace or bracelet.
- Taonga or other items of cultural or religious significance are permitted.

Students must stay in the school grounds unless they have permission to leave.

i. Leaving the school grounds

For the protection of students, parents/caregivers, and the school, no student is allowed to leave the grounds during the day unless s/he has first obtained permission from the student office. Year 13 students are required to study at school and the only exception is if they have a study period at period 5, then they may leave at lunchtime. They are required to sign out at student reception.

ii. Exit passes

Exit passes for medical, dental, or other appointments, are obtained from the student office. A student will not be released by her/his classroom teacher unless the student presents an exit pass. Students should bring a note from home or an appointment card to the student office when requesting an exit pass.

iii. Lunch passes

Students need a lunch pass to go home for lunch. Students are only permitted to go to their own home at lunchtime. Permanent lunch passes will be provided to students who fill in the form available from their Dean. One-day lunch passes will be provided to students who deposit a written parental request with the student office. The pass will be available for collection at interval if the request is received before 8.30am or at lunchtime if the request is deposited at interval.

iv. Boundaries: The following places are out of bounds to students:

Grounds

The area to the east of the basketball half court facing Carmen Road.
The garden area on the north side of the music suite.

All building sites or other areas marked off to ensure student safety.
The playing field beyond the near rugby field boundary unless actively involved in sport.
Car and motorcycle parks and all bicycle, scooter and skateboard stands
The Waterloo Road frontage.
All garden areas.
The area around the gym and the bus shed, the far end of the tennis courts, Horticulture etc.

Buildings

The Administration area (unless on business), all specialist rooms unless under adult supervision, classrooms at interval or lunchtime unless it is wet, very cold, or under the direct supervision of a teacher.

Students must attend all classes.

a. Attendance & Punctuality

Students should be at school by 8.25 a.m. and leave by 3.30 p.m. Outside these times students at school should be under the direct supervision of a teacher.

Lateness for school or class will result in a Dean's consequence unless excused.

Parents are requested to ring the attendance officer (ext. 838) to excuse an absence.

A student who has been absent must, on the day s/he returns, bring a dated note signed by a parent / caregiver. This note should state:

* the date(s) of absence

* the reason for the absence

b. Truancy (bunking)

The only acceptable reasons for absence from school are sickness, family bereavement, approved dental or medical appointments, or an emergency. Students who absent themselves from classes without permission will face consequences.

Theft of, damage to, or interference with other peoples' property is unacceptable.

Damage to school property must be reported immediately to the Deputy Principals. Students found damaging, defacing, or losing, school property are liable for the cost of replacement or repair. This applies to staff or students' property also.

Litter must be placed in the bins provided.

Hurting other people physically or verbally, bullying, or using offensive language, is unacceptable.

These actions are unacceptable in the school environment (**including digital platforms**) where, for learning to take place, respect for others is essential. Offensive language, verbal abuse, and other antisocial behaviour in class that prevents others from learning, will result in a referral from that class. Parents will be informed of the referral.

Incidents of bullying, harassment, or violence, will in the first instance be dealt with in a restorative manner. This will involve bringing all parties involved in or affected by the incident(s) together and the impact of the incident(s) is discussed. Wrong-doings are attempted to be put right and strategies put in place to stop the incident from happening again. Parents may be contacted depending on the seriousness of the issue. The incident will be recorded in the student's pastoral file.

If the incident is of a more serious nature or a restorative approach has been ineffective then the principal or deputy principal may stand a student down for a

number of days. The principal may even suspend the student if other students' learning is being seriously compromised or staff and students' safety is at risk. In extreme circumstances the principal may lay criminal charges. Parents will be contacted in all situations of stand down or suspension.

Possessing or using tobacco, vapes, alcohol or harmful drugs or substances is prohibited.

Students while at school, or in school uniform, or on any school trip / camp, or at any time when they are identifiable by the public as members of the school, may NOT consume alcoholic liquor, tobacco, or other prohibited drugs, or be associated with students who are smoking or consuming alcoholic liquor, tobacco, or other prohibited drugs.

Each student must follow the rules regarding general behaviour around the school.

- * Students are to treat others in a courteous manner.
- * There is to be no eating in classrooms during lessons.
- * No chewing gum is to be brought into school.
- * Students are responsible for any possessions which they bring into school.

a. Bicycles, scooters & skateboards:

- * Bicycles, scooters & skateboards are not to be ridden in the school grounds. Bike stands are out of bounds unless a student is placing his/her vehicle in, or collecting her/his own vehicle from, the stands.
- * Scooters and skateboards are to be left at the racks provided and may NOT be carried around school during the day or used during break times.
- * Students riding bicycles to or from school are required to wear helmets.

b. Motor vehicles:

Students may bring motor vehicles (cars and motorcycles) to school provided that:

- * The student has an appropriate driver's licence and the permission of her/his parents,
- * the student complies with any legal restrictions that apply to his/her licence,
- * the vehicle has a current Registration and Warrant of Fitness,
- * the vehicle is used only for the purpose of travelling to and from school,
- * passengers are carried only with the written consent of the passengers' parents/caregivers and the driver's parents/caregivers
- * students' vehicles must not be parked on school grounds.

The school reserves the right to restrict the use of a student's motor vehicle for school transport if any breach is made of the school's regulation on motor vehicle use.

9. Each student must follow the classroom rules and routines which are based on our C.A.R.R Values, courtesy, consideration & respect for others

Learning Zone Rules

- The school values – Commitment, Achievement, Resilience, & Respect, are to be observed at all times
- Follow the instructions of the teacher. Teachers are in charge in learning zones.
- Do not behave in a way that interferes with the rights of other students to learn.
- Do not act in a way that endangers the health and safety of other students

Learning Zone Routines – Follow the C.A.R.R. Values

At the discretion of teachers, these routines may be amended to suit a particular situation.

1. At the start of a lesson students will line up quietly outside the learning zone. Correct uniform must be worn or a pass shown to the teacher.
2. Students will sit in seats allocated by the teacher.
3. Students must not leave their seats without the teacher's permission.
4. Upon entering the learning zone students must get their equipment out, put their bag in the appropriate place and wait quietly for the lesson to begin.
5. Each student must be properly equipped for each class with the appropriate equipment. Borrowing gear from others is not permitted.
6. Students speak only after putting up their hand and being asked to by the teacher. Calling out is not permitted.
7. Eating, drinking or chewing is not permitted, except teachers may allow students to have water bottles in certain circumstances.
8. Personal digital devices must be switched off and put away when in learning zones and assembly. The school takes no responsibility for any loss or damage to these items. These items can be confiscated for increasing lengths of time if used inappropriately or at the wrong time.
9. Students will use Chromebooks when invited by teachers.
10. At the end of a lesson students must pack up and leave only when directed. The learning zone must be left tidy.

Hornby High School Vision Statement

Hornby High School provides caring, progressive and individualised education.

Hornby High School Values

Commitment

Achievement

Resilience

Respect

Respect for self, Respect for others, Respect for the school.

MANAGING STUDENT BEHAVIOUR (Referral System)

Hornby High School has adopted a system for dealing with disruptive classroom behaviour which is non-confrontational and restorative. The aims of this system are:

- * To remove any student from the class whose behaviour is preventing the teacher from teaching the class and/or other students from learning.
- * To encourage the disruptive student to be responsible for modifying his/her own behaviour so that it conforms to accepted standards of class conduct.

The system and how it works to achieve a 'win-win' situations is fully explained below.

All teachers endeavour to create a warm and purposeful teaching environment in their learning zones.

If, after two warnings and referral to the class rules, a student will not behave satisfactorily or is interfering with the right of other students to work, then they will be referred from the learning zone.

Referral Room

The teacher sends the student to the referral secretary at 'Student Services'. Students take their bag and the student half of referral slip with them on referral. On arrival, the referral secretary will help the student write a statement giving their side of the problem. Parents and the Dean will be notified that a referral has occurred. The student returns to class when they have demonstrated that they are 'learning ready'.

Working It Out

Either the student or the teacher may request a 'work out' to discuss the classroom incident. 'Work out' is an opportunity for a calm and reasoned discussion between the student, teacher, and dean.

Persistent Disruptive Behaviour

A student who has several referrals will be referred to the Dean or Deputy Principal. Parents will be notified, a meeting is usually held and options discussed. If the poor behaviour persists, the student could face stand-down, suspension, or alternative action by school management. Parents will be closely involved in this process.

Outside the Classroom

The Hornby High School Values encourage student behaviour outside the classroom to show respect for people and property and to follow the school rules. The following consequences exist for those students who break the rules of acceptable conduct.

- **Dean's Consequence** means that students must report to their dean at a prearranged time to discuss the situation which brought them to the dean's attention. They may be required to stay to perform tasks appropriate to the situation.
- **After-School Detentions** run for one full hour from 3-4pm and usually involve work around the school. After-school detentions are a higher level response for more serious offences or repeat offences.
- **Principal's Detentions** run at 7.30am. These detentions are for very serious or persistent problems.

COMPLAINTS

Please refer to the Hornby High School formal complaints policy at <https://www.schooldocs.co.nz/>

Username: hornby

Password: creativeexcellence