



WELLINGTON GIRLS' COLLEGE

Te Kāreti Kōtiro O Te Whanga-nui-a-tara

Parents' Handbook 2017

Wellington Girls' College Strategic Goals 2016-20

Mission Statement
Wellington Girls' College prepares young women to go out into the world as independent thinkers with respect for themselves and others, the confidence to accept and respond to challenges and an enduring passion for learning.

Vision
Mā te kahukura ka rere te manu, ka rere runga rāwa
Adorn the bird with feathers and let it fly, let it soar

Learning
We will celebrate learning
We will embrace diversity
We will nurture creativity.

Environment
We will encourage innovation
We will optimise our resources
We will promote staff and student wellness

Community
We will foster resilience
We will partner with whānau
We will connect locally, nationally and globally

Values
learning from mistakes, reliability, generosity of spirit, love of learning, challenge, confidence, self belief, trust, sustainability, participation, equality, respect, inclusiveness, equity, mātauranga, whānau, manaakitanga, honesty, responsibility, respect, inclusion, equity

ARCPIA

We hope your association with
Wellington Girls' College
will be a rewarding one

Please do not hesitate to contact us if you have any queries or concerns.

P O Box 12 471, Wellington 6044
Phone: (04) 472 5743
Absence Line: (04) 494 6125
Email: wgc@wgc.school.nz
Absence Email: absence@wgc.school.nz
WGC Intranet: wgc4me.wgc.school.nz

NAMES OF STAFF with whom you'll have most contact

Principal Mrs J Davidson julia.davidson@wgc.school.nz

Senior Management Team

Deputy Principal Ms J Kahl jo.kahl@wgc.school.nz
Deputy Principal Ms M Denzler melissa.denzler@wgc.school.nz
Assistant Principal Ms Penny Greenwood penny.greenwood@wgc.school.nz
Assistant Principal Ms Suzanne Pidduck susanne.pidduck@wgc.school.nz

Guidance Counsellor

Ms Karen Swain karen.swain@wgc.school.nz
Ms Sally Kendall sally.kendall@wgc.school.nz

Deans

- Year 13 Mr S Beckett stephen.beckett@wgc.school.nz
- Year 12 Mrs J Woods julia.woods@wgc.school.nz
- Year 11 Ms M Moran maria.moran@wgc.school.nz
- Year 10 Ms Anna Simonsen anna.simonsen@wgc.school.nz
- Year 9 Ms Holly Hueston holly.hueston@wgc.school.nz

HOD Learning Support Ms R Hall rachel.hall@wgc.school.nz

International Student

Manager Mrs H Twigg heather.twigg@wgc.school.nz
Homestay Manager Ms H Balfourt hali.balfourt@wgc.school.nz
Business Manager Ms A Freeman alys.freeman@wgc.school.nz
Enrolment Officer Mrs M Ashby marilyn.ashby@wgc.school.nz
Financial Manager Ms M Foster maree.foster@wgc.school.nz
Principal's Assistant Mrs A Gilbert ann.gilbert@wgc.school.nz
Reception/Admin Ms L Stafford lorraine.stafford@wgc.school.nz
Student Office Mrs K Knell karen.knell@wgc.school.nz
Attendance Mrs V Benning vivienne.benning@wgc.school.nz
Arts Co-ordinator Mr P Maskill paul.maskill@wgc.school.nz
Sports Director Mrs C Kirkpatrick carolyn.kirkpatrick@wgc.school.nz
Sports Coordinator Ms A McLaughlan april.mclaughlan@wgc.school.nz

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ATTENDANCE

Attendance at school is compulsory by law for all students up until the age of 16. Any students enrolled after the age of 16 continue to receive government funding and must also attend school each day the College is open. Regular attendance at school is one of the most significant factors influencing student achievement.

By law, and in the interests of student safety, we must know who is present and who is absent. We check the roll in every class, every lesson of the day.

Parents can check attendance lesson by lesson on the Kamar [student/parent portal](#).

You will be emailed if your daughter has any unexplained absences. Students with absences that remain unexplained receive demerit points.

Absence Line	-	494 6125
Absence Email Address	-	absence@wgc.school.nz
Apps	-	download from Apps/Play store

1. When a student is absent from school:

- **Either** email the absence email address from a verified and/or workplace address, **or** phone the absence line, giving the following information:
 - daughter's name
 - form class
 - reason for absence (required by law)
- For **absences that are planned in advance** you must contact the Principal in writing giving details and dates involved.
- In the case of **serious or long-term illness** contact the Dean and form teacher who will help manage work and assessment loads as appropriate.

2. When a student feels unwell at school:

- She must let her form teacher or subject teacher know and then go to the Student Office.
- If a student needs to go home Student Office staff will contact a parent/caregiver to make arrangements for you to collect her from school, or to get your permission for her to go home independently.
- If you cannot be contacted, the student will be cared for at school.
- If your daughter contacts you by phone or text message asking to be picked up, the Student Office must be advised and your daughter must still go to the Student Office to sign out.

3. Punctuality:

- Classes start at 8.45am on Monday, Tuesday, Thursday and Friday and at 9.35am on Wednesday. We expect students to be in class ready to learn 5

minutes before the start of class.

- Students who **arrive late must sign in at the Student Office** and must give a reason for the lateness.
- Parents and caregivers will be contacted if a student arrives late to school on a regular basis.

4. Appointments in school hours:

- Appointments should be made outside school hours wherever possible.
- When students leave the College for an appointment or any other reason, they must sign out at the Student Office. Should they return that same day they must sign back in.
- Note that students may not leave the school grounds without letting the Student Office know, even when with a parent.

Please ensure your day-time contact number, mobile number and email address are up-to-date.

You can check your contact details at any time on the Kamar student/parent portal.

Please email details of any changes to wgc@wgc.school.nz.

ASSESSMENT

Regular assessment provides information that is used to help improve students' learning. Teachers use assessment results to track student progress and to design appropriate programmes to meet ongoing learning needs. Results for summative assessments and NCEA internal assessments are available for parents to view throughout the year on the [parent portal](#).

Senior students receive a summary of major assessment activities for each of their subjects at the beginning of the school year, as well as a booklet with information on NCEA assessment. For queries about specific assessments students are encouraged to approach their subject teachers. General assessment questions can be raised with the Dean. Queries about assessment for national qualifications should be directed to Mr Jayesh Morar, jayesh.morar@wgc.school.nz.

B

BOARD OF TRUSTEES

The Board of Trustees is the College's governing body and is responsible for ensuring that the College complies with all relevant laws and regulations.

The Principal is responsible to the Board for the everyday running of the College and for implementing policy as directed by the Board.

Board meetings are held at the College on the last Thursday of the month and are open to the public.

The Board of Trustees consists of parent representatives and co-opted and selected

members, plus one elected student representative, one elected staff representative and the Principal. Elections for parent representatives are held every three years and all parents and caregivers of students are entitled to vote. You can find information on dates of Board meetings and election of parent representatives on the school website.

The current Board members are:

Chairperson: Ms Nicola Campbell

Mrs Julia Davidson (Principal), Sarah Boyd, Mr Phil Conroy, Mr Jeremy Salmond, Mr Mark Jurgeleit, Ms Linda Lee, Ms Simina Toimata, Ms Susan Waugh, Mr Roger Wood, Zoe Smith (Student Representative), Paul Holmes (Staff Representative)

Secretary: Mrs Ann Gilbert

The next elections are 2019.

C

CALENDAR 2017

Term 1: Monday 1 February to Thursday 13 April

Term 2: Monday 1 May to Friday 7 July

Term 3: Monday 24 July to Friday 29 September

Term 4: Monday 16 October to Thursday 8 December

Two weeks holiday will be taken at the end of Term 1, Term 2 and Term 3.

The following public holidays will be observed:

Waitangi Day	Monday 6 February
Good Friday	Friday 14 April
Easter Monday	Monday 17 April
Easter Tuesday	Tuesday 18 April
Queen's Birthday	Monday 5 June
Labour Day	Monday 23 October

There will also be Teacher Only days on Wednesday 10 March and Friday 2 June and mid-term break on Friday 1 September.

CAMPS AND TRIPS - EOTC

Most subjects include out-of-class activities as part of their course structure and from time to time year level camps and trips are organised. Where any of these activities involve costs to parents and/or interruption to other courses of study, a letter of explanation is always sent home. Examples of such activities include:

- Year 13 Camp
- Year 9 and 10 Geography field trips
- Senior PE activities and camp
- Senior Biology and Geography field trips
- Visual Art outings to exhibitions

At the start of the year parents are asked to sign a general permission slip to allow

their daughter to travel on trips in the CBD.

CANTEEN

The College leases a canteen which is open daily at both interval and lunch time. It offers a wide range of food at reasonable prices. Eftpos is available. At lunchtime students may not leave the school grounds unless they are in Year 13 or have a Year 12 lunch pass.

CO-CURRICULAR ACTIVITIES

There are a variety of music, drama, sports and other cultural and recreational activities on offer. There is something for everyone and we encourage all students to get involved in the extra-curricular life of the school.



A number of activities are coordinated by staff members; many are student-run. We welcome the support and assistance of parents. If you are interested in being involved in initiating, coaching or supporting a particular activity please contact the Sports Director or Arts Co-ordinator.

We produce a Sports Booklet and a Clubs Booklet at the beginning of the year, both of which detail the range of activities available, the requirements of the activity, and any associated costs. These booklets are available on WGC4me.

COLLEGE SUPPORT GROUPS

Parents' Association

The Parents' Association is an incorporated society and registered charity. All parents of students enrolled at the college are automatically members of the Parents' Association.

Parents' Association meetings are held twice a term in the Foundation Foyer starting at 12.15pm. The Parents' Association Social sub-committee meets in the Foundation Foyer on the first Wednesday of the month at 5.30pm.

Look on the school website and on WGC4me for details of meeting dates and office holders.

The Parents' Association coordinates:

- Seminars for parents and caregivers on a wide range of topical issues
- Second-hand uniform sales
- Dances for Years 9 and 10
- Balls for Year 12 and 13
- The year 13 Leaders' lunch, a staff morning tea and the Leavers' Cocktail Party
- Fundraising

Whānau Group

This group provides support for our Māori students. If you are interested in knowing more about the support we can offer please email Melissa Denzler, Tauira Pattison (Māori Academic Advisor) or Linda Lee (BOT Rep).



Nga Manu Korero Group

COMMUNICATION TECHNOLOGY & ICT/INFORMATION

Students and teachers enjoy access to ultra-fast broadband and wireless connectivity is also available across the college. Students are strongly encouraged to bring their own devices (BYOD) to connect to the network. Details of minimum recommended specifications for student-owned devices are updated annually and can be found on WGC4me and the school website.

All students sign an Acceptable Use Agreement and are required to follow agreed rules to protect the security of the college's network. **Usernames and passwords are only issued once this agreement is signed by student and parent/s.**

WGC4me is our Moodle-based student learning system. From here students access course work and, amongst other things, news items, daily notices, email, Google Apps, our school websites, and a range of other educational websites. WGC4me is a cornerstone for student learning. <http://WGC4me.wgc.school.nz/>

COMMUNICATION between SCHOOL & HOME

There is regular communication in a variety of formats.

- The School's Intranet WGC4Me <http://wgc4me.wgc.school.nz/> is the main information platform for our school community. Parents can view the front page to see news of up-coming events and past successes, while students can log in and access notices, lesson resources and other school related things. There is also a section WCG4Parents

<http://wgc4parents.wgc.school.nz/> which has detailed specific information of interest to parents

- The **school website**, www.wgc.school.nz, includes a wide range of general information about the school and links to WGC4me and the Parent Portal.
- The **Parent Portal** can be accessed via a link from the website or at <http://sms.wgc.school.nz>. By logging in to this secure site parents can view a range of information including their daughter's timetable; details of attendance; online reporting; results in school and NCEA assessments; and accounts paid and owing
- The **Daily Notices** are available live on the Parent Portal each day (no login required) and on WGC4me.
- Our Student Management System allows us to **email** a variety of information directly to parents. Reminders about upcoming events are emailed. For this reason it is essential that parent/caregiver email addresses are always up to date. Please notify us promptly of any changes to your contact details.
- **Parent Evenings:** Parents are invited to meet informally with their daughter's form teacher. There will be a **Year 9 Parent Evening early in February** so that, as parents, you can connect with the form teacher and other parents from the form class to establish a strong network.
- **Principal's Forums:** Each year the principal invites a random selection of parents from each year level to attend a meeting to provide feedback on what the school is doing well and to identify areas for possible improvement. The results of this feedback are shared by email with all other parents in the year group.

CONCERNS and COMPLAINTS

Please see our [Concerns and Complaints Policy](#)

CURRICULUM

Our teaching programmes are aligned with the vision, values and principles of The New Zealand Curriculum. We foster a learning environment in which all participants work together, supporting each other to become confident, connected, innovative and resourceful life-long learners.

While meeting the academic needs of our students, we also provide for their healthy physical and emotional development and encourage responsibility for self, others and the environment.

The prospectus contains an overview of the curriculum. The prospectus can be found on our school website www.wgc.school.nz, as can copies of our junior and senior course booklets. These booklets contain more detailed curriculum information.

If you have questions about subjects you can contact Heads of Department and subject teachers for advice. Form teachers, deans and members of the senior management team can support you if you have questions about course selection.

D

DAMAGE TO SCHOOL PROPERTY

Any damage to school property must be reported to the Deputy Principals immediately. If there is evidence of deliberate damage and/or if the person responsible fails to report it, the College may require the student to pay for the repair either in part or in full.

DANCES

Dances for students in Years 9-10 are held periodically during the school year. These dances are the responsibility of the Parents' Association and are well supervised. Students must have a permission slip signed by their parent/caregiver to buy a ticket. Parents are responsible for ensuring the safe transport of their daughters to and from these events.

In addition, the College, by arrangement, sells tickets for other schools' dances. The College takes no responsibility for supervision at these dances. A written note must be supplied by a parent/caregiver to buy a ticket.

For all dances, the same school rules in relation to behaviour, smoking and drinking apply as at any other time or for any other school event. Students failing to obey these rules will be dealt with by a Deputy Principal, or in more serious cases, by the Principal and Board of Trustees.

DEMERIT POINTS

We have high expectations in all dimensions of school life. The demerit point system is designed to encourage students to accept responsibility for their actions and to be part of our school community that values the principles of honesty, integrity and accountability.

Demerit points will be issued for any unexplained absence or behavioural issue. If any student earns five demerit points in a term, they will not receive an Effort Certificate. If a student has five or more demerit points in total they will lose their privilege to attend school dances and balls. Each term students begin with a clean slate, although all previous entries are kept on each student's individual file. In Year 13, if a student earns eight demerit points throughout the year, they will not receive a citizenship award.

The demerit system is designed to support and assist students to make good decisions. Parents will be notified through email or post if a demerit point is issued. If a pattern of demerit points develops, parents will be asked to meet with the year level Dean or Senior Management, if necessary. Further consequences may also ensue if patterns continue. We would appreciate your support to ensure that your daughter does not earn any demerit points.

E

EFFORT AWARDS

Our Effort Awards system is currently under review

EMERGENCY CONTACT

In an emergency parents may contact students during school time by phoning and leaving a message with the Student Office - 472 5743.

We are unable to deliver messages of a non-urgent nature to students in the course of the school day because of the number of students in the school and the size of the campus.

EXPECTATIONS

Learning Environment

At Wellington Girls' College we aim to foster a positive and inclusive school culture and classroom environment. Each student should feel comfortable and valued and be able to achieve to her potential.

H

HOMEWORK

In Year 9 and 10 you should expect your homework to be minimal. You might get a bit of vocabulary to learn for your language class or some lines to learn for a drama performance. Instead of doing lots of homework, we would like you to keep your life in balance through extra-curricular activities or spending time with family and friends.

From Year 11 onward, any homework you get will be related to NCEA assessment.

I

IDENTIFICATION CARDS

When students start at Wellington Girls' College photos are taken to be used for ID/Snapper cards. ID/Snapper cards can then be ordered and purchased. ID photos are re-taken in years 11 and 13. ID/Snapper cards are used for student travel on public transport. They also allow students to borrow items from the school library and use the photocopiers.

INTERNATIONAL STUDENTS

Wellington Girls' College values the contribution made by its International students.

The College provides English Languages classes and assistance in other subjects to

help international students reach their full potential. The international students are “buddied” with other students who act as support people when they join the College.

Mrs Heather Twigg is responsible for international students and the homestay programme.

J

JURISDICTION OF THE SCHOOL

The College acts *in loco parentis* from the time a student leaves home until she returns home after school.

This responsibility applies to all functions organised by the College whether in school time or outside of normal school hours.

L

LEAVING SCHOOL

When a student is leaving the College the following procedure applies: The parent should contact the Dean or year level Deputy Principal in charge to advise that the student is leaving. The student should then see the Principal's PA, Ann Gilbert to collect a leaving form. The family is expected to return or pay for any outstanding accounts before signing out.

LIBRARY

Our library is well-resourced for learning in the digital age. Students have access to a wide range of material for research and recreational purposes. The library is fully computerised and your daughter will use her student ID card to withdraw books. She will also be able to borrow some books in digital format if she wishes to by going to the library website and following the instructions there. We can also make arrangements for her to access information from numerous external sources.

LIFT PASSES

Only Year 13 students are allowed to use the lifts to go up to floors 4 and 5. Where a student has an illness or injury which makes use of the stairs difficult, she may apply for a lift pass. This is collected from the Student Office by written request from the parent or caregiver.

LOCKERS

Lockers are available for hire. The cost is \$30 per year. This cost is invoiced along with other optional items at the start of each year.

LOST PROPERTY

All personal property and equipment brought to school must be named. Students must take full responsibility for the security of any items brought to school.

Found property is taken to the Student Office. Every effort is made to return students' property **but it is essential that articles are clearly named**. Students can arrange for messages regarding items lost to be included in the Daily Notices at the Student Office.

If a student suspects personal property has been stolen, this should be reported to the Student Office, dean or a Deputy Principal as soon as possible. This will increase the chances of recovery.

M

MAGAZINE

Our school magazine, *The Reporter*, is published at the end of each year. The magazine is produced by an editorial team of teachers and students. The magazine profiles the year's activities and along with many articles includes form class photos and sporting and cultural group photos.

The Reporter is invoiced as an optional item on your daughter's school invoice.

MEDICATION

Parents/caregivers may leave medication for their daughter in the Student Office if necessary. It is a school policy that medication is not given out to students unless supplied by parents/caregivers. The Student Office has Panadol available when required. If a parent has not previously advised that a student is permitted to be given Panadol the Office will phone for permission.



Combined Colleges Soiree at Sacred Heart Cathedral

MUSIC LESSONS

Itinerant music teachers give lessons at Wellington Girls' College during school hours. The lessons rotate so that students do not always miss the same classes. Some instruments can be hired from the College. The lessons offered are announced in the Daily Notices. Further information can be obtained from the HOD Music. Further information is on WGC4me under clubs, music and sport.

P

PHOTOGRAPHS

Class, team and group photographs are taken each year, providing a full record of the life of the school. Students may purchase copies by placing orders at the appropriate time.

R

REPORTS and REPORT MEETINGS

In 2014 we changed our reporting system to move away from formal written comments that were sent out once a year and towards formative feedback that parents and students can access via the portal. This means that during the term teachers will enter results and a comment into KAMAR. Parents will have immediate access to these comments via the 'current year's results' tab.

As well as these comments, each term parents will receive an progress report. This will give you an indication of the effort and level that your daughter is working at in a particular subject area.

Parent contact is welcomed at any time. If you have concerns at any time please **email** subject teachers, the form teacher and/or the Dean to make arrangements to discuss your concerns. There are also opportunities for you to come and discuss your daughter's progress with her teachers.

S

SCHOOL EXCHANGES

Wellington Girls' College has inter-school exchanges throughout the year. Traditional exchanges are with Wellington East Girls' College and Palmerston North Girls' College.

Students taking part in an exchange are supplied with the details shortly before the event.

SCHOOL FACILITIES

The school facilities are available to the community for hire. Anyone wishing to take advantage of this arrangement should contact Ms Foster in the Finance Office.

SCHOOL DONATIONS, RECOMMENDED ITEMS AND OTHER SCHOOL COSTS

General Education Support - \$295 per student: This donation helps pay for equipment, facilities hire, sport subsidy, music, drama, debating, public speaking, cultural activities, clubs and various student competitions, student leadership and student wellness. We encourage wide participation in these activities by partially subsidising them, but we also retain user pays content for individual costs e.g. individual sports or cultural activities.

A component of the donation meets the costs of materials provided by the College for personal use by students. Textbook repairs, photocopying and some class resources are examples of materials consumed.

Technology Donation - \$205 per student: Wellington Girls' College has a sophisticated intranet which enables girls to access College course materials and other regular communications from home. The benefit for each student is enormous, as many girls log-in each day to the same desktop they use at school to retrieve notes, work they have been doing at school and comment from their teachers. There is also access for parents through a parent portal. We wish to maintain and develop our Intranet and the opportunities it provides. We also provide a wide range of ICT technologies for the girls to use as part of their normal programmes including a full wireless network which means girls can use their own ICT devices anywhere on site.

Wellington Girls' College continues to be at the leading edge of educational development in information and communication technologies. We wish to maintain and grow your daughter's opportunities to engage with technology at the forefront of these developments. Technology funding from the Ministry pays for about 10% of the total cost so the remainder is met from this donation and income derived from international students attending the College.

Development Fund \$190 per family: The Development fund, managed by the Board of Trustees, invites contributions towards capital projects that are not provided for by the Ministry of Education. In 2011 \$1.2m was contributed to the new Pipitea building. In 2013 the Development Fund contributed funds for the creation of an artificial turf. In 2014 the Development Fund was involved in fundraising to help the school redevelop the quad and Brook courts. In 2015 and 2016 it has paid for the work developing our new signage and wayfinding which will begin to be permanently installed over the summer.

The contributions paid by parents are essential to the College. Without your support the College community's expectations of what will be provided cannot be met. Of course any family who cannot meet full payment because of financial difficulties may write in confidence to the Principal to request a reduction.

Donation for 2017

Donation for:	
General Education Support	\$295 per student
Technology	\$205 per student

Development Fund	\$190 per family
Total	\$690

Recommended Items and Other School Costs

Recommended Items: Some subjects have costs. The amount charged and purpose will be advised in addition to the stationery requirements for each subject. Subject costs are also advised in the junior and senior courses information which is available to view under the Courses heading on WGC4Parents and WGC4Students.

Sports Fees: Registration costs range from \$20 up to \$200 depending on the sports code. Some sports incur larger additional fees for tournaments, travel, coaching and equipment. Full details of costs are supplied in the Sports Booklet which can be found under the Clubs, Music, Sport heading on WGC4Students.

NZQA fees: These are set by NZQA. At present domestic students will pay \$76.70 per candidate. The cost for NZQA fees will be added to a student's accounts by the beginning of term 2.

Invoicing:

Invoices/Statements are sent out by email twice a term. Receipts for payments made appear at the bottom of the Invoice/Statement. Your account can be viewed anytime through the Parent Portal. For any enquires regarding your account contact Maree Foster (04) 472 5743 ext 734 or email maree.foster@wgc.school.nz

Methods of Payment

Internet Banking - Payment can be made to the Wellington Girls' College bank account 03 0518 0027013-02 or 002. Please include your daughter's name as a reference.

Eftpos - Is available in the Student Office.

Drop Box - Payment by cheque or cash can be made by completing an envelope with the student's name, class and purpose of payment and placing this in the drop box, located at the North West end of the Atrium (Pipitea, ground floor) underneath the TV screen in the wall.

Automatic Payment - To assist parents in paying the school donations an automatic payment facility is available. Contact the Financial Assistant, Maree Foster, for details.

Post Cheque. Along with details of the student's name and the activity being paid for to: Freepost 3721
Wellington Girls' College
P O Box 12-471
Wellington 6011

Credit Card - Payment can be made at the Student Office or by contacting the Financial Assistant Maree Foster with your details. Note that overseas trips and international students' costs cannot be paid via credit card without incurring a 2% transaction charge.

SCHOOL UNIFORM

Wellington Girls' College Guidelines and Procedures require all students to wear uniform as described in the prospectus until the end of Year 12.

The uniform is mix and match capsule style wardrobe and we encourage girls to wear the components in which they feel most comfortable. Uniform is available at NZ Uniforms, 167 Thorndon Quay, phone 238 4727 (www.nzuniforms.com).

Full details are available on the website.

PLEASE NOTE

- Articles of school uniform must be marked clearly with the owner's name.
- Shoes need to be plain black, leather lace-ups.
- Girls wear plain white ankle socks or black pantyhose (any thickness, but not patterned) if they are wearing shoes.
- No undergarments or T-shirts are to be visible at the neckline.
- School Hoodies (sports/ cultural) are not part of the school uniform.
- No jewellery is worn, except for a watch. For pierced ears, one small stud is permitted in each ear. Multiple studs are not permitted. No other visible piercings are permitted.
- Make-up and coloured nail polish are not to be worn with the uniform.
- Extreme hair colours are not permitted. ('Extreme' is defined as those colours outside the range of natural hair colouring)

STATIONERY

A list of stationery requirements, as well as other subject-related expenses, is available on the school website from early December each year.

To help you with budgeting for these start-of-year expenses, most students entering Year 9 spend \$80-\$150, depending on options chosen and the number of "extras" purchased. Stationery expenditure after Year 9 tends to be lower.

STUDENT LEADERSHIP & PARTICIPATION

2017 Head Students - Katie Fenton and Brooke Kinajil-Moran

We value leadership and active participation in the life of the school. Our students have many opportunities to be involved in a diverse range of activities; active participation, support for the efforts of others, service to the school community and leadership are encouraged and acknowledged. A formal leadership programme runs at Year 13, coordinated by Ms Holst and Ms Herrick

Executive Council

The Executive Council includes the Head Girls, the student representative on the Board of Trustees and the head of each Leadership Committee.

Leadership Committees

Year 13 Leadership Committees are formed each year to represent interest areas within the College. Current committees are: Arts; Digital and Information Literacy; Houses; Te Rōpū a Kiwa; School Council; Sport & Recreation; Student Learning; Student Support; World & Environment. The role of the Leadership Committees is to oversee and coordinate student-led clubs and interest groups and to support fundraising efforts.

Prefects

Prefect badges are awarded throughout the year to Year 13 students who demonstrate outstanding academic effort, active participation in the life of the school, support for others, service, initiative and leadership.

Student Representative on Board of Trustees

Students in years 9-12 elect their representative for the Board of Trustees every September. This position is for one year and any student may in year 9-12 stand for election. The student representative is a full member of the Board with full voting rights.

School Council

The School Council is made up of voted class representatives. The Council meets once a week with the School Council Leadership Committee, and is chaired by the School Council Executive Prefect. Members of the School Council help organise special events and celebrations in the College, as well as providing a voice for students in curriculum and in the running of the school.

Clubs and Groups

There are numerous groups and clubs in the college, and over 100 sports teams. All students are encouraged to participate. Clubs and interest groups are a good starting point for students to demonstrate support for others, service to the school community and leadership.



Mrs Davidson, Brooke and Katie

STUDENT SUPPORT

The Student Support Team aims to provide support and direction for students so that their time at College is positive and profitable, and they leave school with a sense of purpose.

The Deans have the particular responsibility of monitoring the welfare and progress of students at a year level. They meet regularly with Form Teachers and work closely with senior staff, the Guidance Counsellor, the Careers and Transition staff and Learning Support staff.

Each member of the SMT has overall responsibility for a year level. Ms Pidduck Yr 10, Ms Denzler – Yr 9 and 11, Ms Kahl – Yr 12, Ms Greenwood – Yr 13,

Student Support is offered in the following areas:

- learning needs
- health and well-being
- personal problems
- confidence and motivation
- setting and attaining academic goals; course selection
- career education and vocational guidance
- study organisation and time management
- courses with other training providers
- work placement.

Parental contact with the College is always welcome. If you have any concerns about your daughter's progress, behaviour or about any incident which happens at school, please do not hesitate to make contact with the school to discuss the problem. The Dean, SMT member or Guidance Counsellor are the staff to speak to in the first instance.

Form Teachers and Form Time

The Form Teacher is the first and most important point of contact for your daughter. Form time is used not only for administrative purposes, but more importantly, to allow form members to share in the wider issues of school life and spend time with their Form Teacher. The form teacher will be with your daughter for the five years she is at school. Building strong relationships is a focus alongside establishing good communication with parents. The best way to contact your daughter's Form Teacher is via email. Please see the website for details, www.wgc.school.nz. Form Teacher also deliver the Pastoral Programme – Wellbeing sessions specifically designed for each year level

Tuakana Teina Programme – Jolene Herrick and Kay Holst

The Tuakana Teina programme enables all year 12 and 13 students to act as a big sister "Tuakana" to a year 9 student "Teina". Tuakana Teina is a concept based on relationships. The purpose is to provide a model or buddy to someone else, such as an elder sibling guiding a younger sibling. Activities in the programme include; interactive student led lessons with clear learning objectives, one to one time together, shared lunches, collaborative form times, emails and a variety of events throughout the year.

We have been most impressed by the leadership displayed by our senior students

and the positive relationships that they have formed. The programme is designed to assist the year 9 students with their transition into the college and offer them on-going support throughout the year. We are confident that the programme encourages long lasting friendships and ensures that a strong connected community is established.

Careers and Transition – Ms K Johnson, Ms Moran, Ms W Caseley

Information in areas related to career choice is available from the Careers and Transition Department staff. They are also available to assist students with subject choice and in transition from school to work. There is a link on the school website to provide you with more up to date information.

Students can make an appointment to see a team member during school time. Parents are also welcome to contact the staff if further information is required.

Learning Support – Ms R Hall

The Learning Support Department works closely with all teachers and shares information about students' learning. Students who need extension or support are identified and programmes are adapted to suit their needs. Parents are welcome to contact the Head of Learning Support if they have any concerns about learning.

The school has four other staff who offer support and extension to students. They are:

- Gifted and Talented Coordinator Ms L Van Milligan
- Māori Achievement Advisor Ms T Pattison
- Pasifika Achievement Advisor Ms J Kennedy
- Senior Learning and Support Advisor Ms B Shaw

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TEXTBOOKS

Textbooks are lent to all students. At the end of each year all text books must be returned to the school in preparation for re-issuing the following year. Books lost or damaged must be paid for.



Athletics Day

TIMETABLE

The timing for school days in 2017 is as follows:

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.45 - 9.35am	8.45 - 9.35am	9.35 - 10.20am	8.45 - 9.35am	8.45 - 9.35am
Period 2	9.35 - 10.25am	9.30 - 10.25am	10.20 - 11.05am	9.35 - 10.25am	9.35 - 10.25am
Assembly	Council Meeting 10.10 - 10.25am			Yr 11, 12, 13 10.25 - 10.50am	Yr 9 & 10 10.25 - 10.50am
Form Time	All Forms 10.25 - 10.40am	All Forms 10.25 - 10.40am	No form time	Yr 9 & 10 10.25 - 10.50am	Yr 11, 12, 13 10.25 - 10.50am
Interval	10.40 - 11.00am	10.40 - 11.00am	11.05 - 11.25am	10.50 - 11.10am	10.50 - 11.10am
Period 3	11.00 - 11.50am	11.00 - 11.50am	11.25 - 12.10pm	11.10 - 12.00pm	11.10 - 12.00pm
Period 4	11.50 - 12.40pm	11.50 - 12.40pm	12.10 - 1.00pm	12.00 - 12.50pm	12.00 - 12.50pm
Lunch-time	12.40 - 1.40pm	12.40 - 1.40pm	1.00 - 1.50pm	12.50 - 1.40pm	12.50 - 1.40pm
Period 5	1.40 - 2.30pm	1.40 - 2.30pm	1.50 - 2.35pm	1.40 - 2.30pm	1.40 - 2.30pm
Period 6	2.30 - 3.20pm	2.30 - 3.20pm	2.35 - 3.20pm	2.30 - 3.20pm	2.30 - 3.20pm

TRANSPORT

Public Transport - Many students travel to and from school by bus or train.

Buses and Trains: Both run on a user-pays basis. Students must use the Snapper identification card issued through the school as proof of their status as students to receive discounted travel. For further information regarding buses go to www.metlink.org.nz.

Students are reminded that whatever form of transport they use to travel to school, the same school rules apply, especially with regard to behaviour and to wearing full, correct uniform. Students are expected to stand and give up their seats to full fare paying adult passengers.

Vehicles at School - For safety reasons the College does not encourage students to drive motor vehicles to school, nor that a student be driven as the passenger of another student. The College does not provide on site student parking and cars not owned by staff will be towed from the site.