



HELPFUL INFORMATION ABOUT OUR SCHOOL

February 2013

VISITORS

All visitors to Kerikeri High School must report to Reception on arrival.

THE DEANS' CENTRE

Kerikeri High School has a Deans' Centre to assist the students and their parents. Our Deans' Centre and Student Services Receptionist, Mrs Joanne Davis, or one of our Year Level Deans will always be there to assist students with town leave passes (with a note from home), lost property, care of student property, urgent telephone calls, school uniform and the whole host of things that students might need to help their day at school go more smoothly.

The attendance of students, including students who are late or out of class for some reason, is administered at the Deans' Centre and in the Attendance Office. Exemptions for uniform are issued by the Deans at the beginning of school each day from the Deans' Centre.

This year our Deans are:

Year 7	Mrs Jane Jarman
Year 8	Miss Kate Langman
Year 9	Miss Kate Crawford
Year 10	Mrs Katie Smith
Year 11	Miss Amanda Henry
Year 12	Miss Erica Collins
Year 13	Mrs Emma Wise

WHO ELSE CAN HELP?

Your child's Form Teacher and the Deputy Principal for your child's Year Level:

Year 7 and Year 10	Mr Mike Clent
Year 8 and Year 11	Mr Daniel Wise
Year 9 and Year 12	Mrs Judy Cleaver
Year 13	Mrs Glenys Ross

The Deputy Principals' Personal Assistant is Mrs Faye Robertson and our Guidance Counsellors are:

Mrs Gill Luke
Mrs Jen Edmonds

KEEPING IN TOUCH

We send Newsletters home on a regular basis with the youngest child in each family. These are numbered, so if you miss one, please ask us for a copy. Copies are delivered to the Kerikeri Public Library and are available on the school's web site www.kerikerihigh.ac.nz Student Handbooks are a critical link between home and school and they are full of interesting information about the school.

See the Flyer enclosed on how to access the website and subscribe to get news posts from Kerikeri High School and the PTA to your email address.

STUDENTS' PHOTOGRAPHS

Students' photographs are published from time to time on our website, in our school magazine, in news articles about our school and in educational publications. If you do not wish this to take place for your child please contact their Dean.

LUNCHES

Students can buy their lunches from the Tuckshop where an extensive daily menu is offered. The Tuckshop is open before school, at intervals and at lunchtimes. There are special arrangements for lunches to be ordered and delivered for Year 7, 8, 9 and 10 students at the beginning of their lunchtime. Lunches should be ordered and paid for before school.

2013 TERM DATES

TERM 1	4 February – 19 April
TERM 2	7 May – 12 July
TERM 3	29 July – 27 September
TERM 4	14 October – 11 December

SCHOOL BELL TIMES

8.35	Warning bell]
8.40	Period 1 – Form Time
8.55	Period 1 – Form Time Ends
9.00	Period 2 Begins
9.55	Period 2 Ends
10.00	Period 3 Begins
10.55	Period 3 Ends
10.55	Interval Begins
11.15	Interval Ends
11.20	Period 4 Begins
12.15	Period 4 Ends
12.20	Period 5 Begins
1.15	Lunch
1.30	Seated lunch ends for Years 7-10
2.00	Lunch Ends
2.05	Period 6 Begins
3.00	End of classes for students
3.20	End of Non Contact period

CYCLE HELMETS

Cycle helmets are compulsory by law and students who cycle to and from school are expected to wear helmets.

THE SCHOOL CONTRIBUTION AND ACCOUNTS

An account for every student has been posted home. This will include the School Contribution and also Subject Fees for some subjects where there is a "take-

home” component to cover the cost of materials that are provided by the school. Year 7 and Year 8 students pay subject fees for Technology, Art and Life Technology.

We realise that there are many expenses at the beginning on the year with stationery, school uniforms and camps, and we will be pleased to arrange for accounts to be paid over a period of time. Automatic Bank Payments are encouraged. Please contact Reception to ask for the forms to start up a regular direct credit to Kerikeri High School that will cover your family's expenses in easy payments throughout the year.

The School Contribution is very important to the school. This contribution can be claimed as a donation for tax purposes. The School Contribution is used to pay the huge number of extra services and activities at this school for which we receive no Government funds.

HURT OR SICK

A sick or injured student at school must report to the St John Centre or to Reception. In the best interests of the students' safety we will only release a student to go home unwell from school once a parent or caregiver has been contacted. We need accurate records in the event of an emergency, so it is important that the school is informed of:

- **Change of address/circumstances**
- **Change of telephone numbers (work or home)**

EDUCATION OUTSIDE THE CLASSROOM

We do run an extensive Education Outside the Classroom programme that includes everything from routine filed work to after school sailing, camps, tramps and weekend sports events. Permission for routine and low risk activities is given on enrolment and we will contact parents for permission for each major or higher risk EOTC event before it occurs.

SUN PROTECTION

We encourage all students to wear hats and sunblock when outdoors.

PARENT TEACHER ASSOCIATION

The Parent Teacher Association meets monthly and all parents/caregivers are encouraged and welcome. The meetings are advised in the School Newsletter.

BOARD OF TRUSTEES

The Kerikeri High School Board of Trustees meets monthly in the Boardroom at 5.30pm. These meetings are open to the public and interested parents and

caregivers are always welcome to attend. Please contact the Board Secretary Ms Loree Jellick for details.

STATIONERY AND UNIFORM SHOP

Students may purchase their stationery requirements from the school's shop at very competitive prices. The school uniform is only available from the school's shop. Shop hours are:

8.15am – 12.00pm Monday and Friday
8.15am – 2.00pm Tuesday and Thursday

SCHOOL UNIFORM

At Kerikeri High School we place a lot of importance on high standards of presentation and we thank all those students and their parents who have made a big effort with school uniform. We ask that parents and caregivers support our high standards and also our stand against graffiti on exercise books, folders and school bags. Thank you.

KERIKERI HIGH SCHOOL BUS BAY

The Bus Bay at the front of Kerikeri High School only just accomodates the buses for the High School and Primary School. Even one single car parked there at bus times means that buses are left blocking Hone Heke Road. Please keep clear as directed by the signs.

DON'T FORGET – KEEP TURNING LEFT

Traffic congestion in Hone Heke Road is a major concern – please remember the “Left Turn Only” rule between the hours of 8.15am – 9.00am and 2.45pm – 3.45pm. This rule covers the area from Oripiro Road past the entrance to the Kerikeri High School Tennis Courts and Community Swimming Pool.

SMOKE FREE ENVIRONS ACT REMINDER

We have always adopted a “smoke-free” environment at Kerikeri High School ever since the 1970s and we would like to remind parents and community users of the school that our entire campus is smoke-free. We absolutely require your cooperation in this.

PHYSICAL EDUCATION GEAR

The Physical Education Department recommends to parents that your child's name or initials be marked clearly on all sports clothing. They also recommend that sports shoes are worn for outdoor activities. We hope that this round-up of school information is helpful for you.

Best wishes for a great year at Kerikeri High School.

Principal:	Mrs Elizabeth Forgie
Deputy Principals:	Mrs Judy Cleaver, Mr Mike Clent, Mrs Glenys Ross, Mr Daniel Wise
Administration:	Jolanda, Lynn, Sue, Susan, Lorraine, Loree, Faye, Joanne
Guidance Counsellors:	Mrs Gill Luke, Mrs Jen Edmonds and Mr Stuart Angus, Chaplain
Careers:	Miss Eileen Andrews
Board of Trustees Chairperson:	Mr Rick Palmer
Parent Teachers Assoc:	Lisa Baker, Justine Strang
Website:	www.kerikerihigh.ac.nz
Contact Us:	Hone Heke Road, P.O. Box 92, Kerikeri, Office Ph 4078916, Fax 4079323, enquiries@kerikerihigh.ac.nz