



HELPFUL INFORMATION ABOUT OUR SCHOOL

February 2016

THE STUDENT CENTRE

Kerikeri High School has a Student Centre to assist the students, their families and whānau. Our Student Centre 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 Student Centre and in the Attendance Office. Exemptions for uniform are issued by the Deans at the beginning of school each day from the Student Centre.

This year our Deans are:

Year 7	Miss Abby Hope
Year 8	Miss Laura Choat
Year 9	Miss Lee Blackwell
Year 10	Mrs Jane Jarman
Year 11	Miss Anette Riedlinger
Year 12	Miss Kate Crawford
Year 13	Mrs Kate Miller

WHO ELSE CAN HELP?

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

Year 7 & Year 9	Mr Mike Clent
Year 11	Mr Daniel Wise
Year 10 & Year 13	Mrs Judy Cleaver/Mrs Maddy Haydock
Year 8 & Year 12	Mr Julian Cosgrove

The Deputy Principals' Personal Assistant is Mrs Faye Robertson and our Guidance Counsellor is Mrs Gill Luke.

KEEPING IN TOUCH

We email Newsletters home on a regular basis and for those without an email address, a copy is posted to you. These are numbered, so if you miss one, please ask us for a copy. Copies are also posted 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.

Parents are encouraged to sign up for Kerikeri High School News and Sports News to receive notifications of new posts direct to your email. This is a great way to get news such as examination timetables, upcoming parent evening information and the names of the students acknowledged at our Academic Celebration Assemblies. It is also an invaluable way to get fast news to you about any emergency events.

Just visit our website, click on the What's Happening Link and select General News and/or Sports News, enter your email address in the email subscription box and click **Sign Me Up**.

Kerikeri High School also has a School App available from the Apple and Android App Stores – just search for Kerikeri High.

- Send student absentee notifications
- Check the Daily Notices
- Keep up to date with School News and events
- Receive notifications that are useful to you and your student via alert subscriptions
- Plus handy links for students to access their School Office 365 account and curriculum resources and more

All from your Apple or Android tablet or smartphone!

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.

Permission for students to leave the school grounds during school hours must be applied for at the Student Centre and an appropriate chit will be issued.

2016 TERM DATES

TERM 1	5 February – 15 April
TERM 2	2 May – 8 July
TERM 3	25 July – 23 September
TERM 4	10 October – 8 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	Period 6 Ends

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. We realise that there are many expenses at the beginning of 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 voluntary 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.

ST JOHNS CENTRE

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 really 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 field 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 Miss Loree Jellick for details.

STATIONERY AND UNIFORM SHOP

Stationery is available from the school's shop at very competitive prices. The school uniform is only available from the school's shop. The Shop hours are:

Week of 1 February	8.15am – 3.00pm (Closed Monday)
Week of 8 February	8.15am – 3.00pm (Closed Monday)
15 - 26 February	8.15am – 2.00pm

SCHOOL UNIFORM

At Kerikeri High School we place a lot of importance on high standards of personal 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 between 8.00am and 10.00am in the morning and between 2.00pm and 4.00pm in the afternoon.

DON'T FORGET – PLEASE 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.

VISITORS

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

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.

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 the Deputy Principal for your students year level.

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, Mr Julian Cosgrove, Mr Daniel Wise
Administration:	Jolanda, Tania, Sue, Susan, Lorraine, Loree, Faye, Joanne, Janet, Jo
Guidance Counsellors:	Mrs Gill Luke, Mrs Maria Salinas
Careers:	Miss Eileen Andrews
Board of Trustees Chairperson:	Mr Rick Palmer
Parent Teachers Assoc:	Tania Moyle, 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