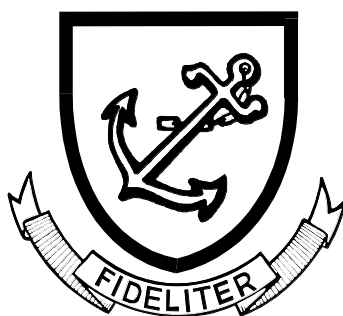


# WHANGAREI BOYS' HIGH SCHOOL



**Handy Hints to help you and your son during his time here.**

**Please keep in a safe place for ease of reference.**

Website: [www.wbhs.school.nz](http://www.wbhs.school.nz) - Please check this regularly for Notices, Newsletters and information. The KAMAR portal (Student Information Management System) can be accessed through the website. Use this to check your son's attendance, progress etc. Please contact the Office if you require assistance.

## ***Important Phone Numbers***

Student Centre: Direct dial 430 4176 or 430 4170 ext. 724  
(Mrs Jacqui Grierson (Mon/ Tues), [j.grierson@wbhs.school.nz](mailto:j.grierson@wbhs.school.nz)  
Ms Michelle Cherrington (Wed/ Thur/Fri) [m.cherrington@wbhs.school.nz](mailto:m.cherrington@wbhs.school.nz)  
**Absences, messages for your son etc.** Please leave a message on the voice mail as these are cleared regularly.

Main Office: 430 4170 Ext 0 General Account enquiries (Mrs Raewyn Cannons)  
[r.cannons@wbhs.school.nz](mailto:r.cannons@wbhs.school.nz) Open 8:00am – 4:30pm.

Enrolment Officer: 430 4170 ext 742 (Mrs Maeve Waggott)  
[m.waggott@wbhs.school.nz](mailto:m.waggott@wbhs.school.nz) for any enrolment enquiries

Wellness Centre: 430 4170 ext 807  
Receptionist Alison Webb, [a.webb@wbhs.school.nz](mailto:a.webb@wbhs.school.nz)  
Registered Nurse Jo Williams ext 797 [j.williams@wbhs.school.nz](mailto:j.williams@wbhs.school.nz)

## ***The School Day***

Whānau:	8:45 - 9:00	Period 3:	11:30 - 12:30
Period 1:	9:00 - 10:00	Period 4:	12:30 - 1:30
Period 2:	10:00 - 11:00	Lunch:	1:30 - 2:10
Interval:	11:00 - 11:30	Period 5:	2:10 - 3:10

Tuesday timetable:

Period 1: 8:45 - 9:40

Period 2: 9.40 - 10:35

Interval: 10.35 - 11:10

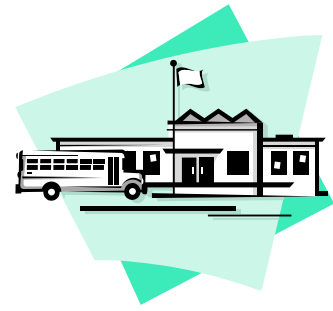
Period 3: 11:10 - 12:05

Period 4: 12:05 – 1:00

Assembly: 1:00 – 1:30

Lunch: 1:30 – 2:10

Period 5: 2:10 – 3:10



### ***Whānau Class***

During Whānau time information is relayed from the Daily Notices. School wall planners are issued with important dates. Students are encouraged to approach their Whānau Teacher in the first instance if they have any concerns.

### ***Uniform***

Please refer to the Prospectus for the correct school uniform. The Parent Teacher Association (PTA) sells second hand uniform in good condition and the person to contact is Denise Limby by texting 021 213 2568.

Your son **must** have a **Pass** issued by the Student Centre for not wearing the correct uniform. This will **only** be given for valid reasons and **must** be supported by a note from his parent/caregiver.

### ***Late to School***

If your son arrives during Whānau time he should go straight to his Whānau class and explain why he is late to his Whānau teacher. If your son arrives after Period 1 has commenced he **must** go to the Student Centre to receive a **Late Pass** before going to class.

His Whānau Teacher will contact you for an explanation if your son does not bring a note to school explaining why he is/was late.

### ***Medical / Dental appointments***

Whilst it is in the best interests of your son's education to arrange medical or dental appointments outside school hours, we understand this may not always happen. If your son has to attend an appointment during the school day, please issue him with a note to take to the Student Centre. A **Pass** will be prepared for him to collect at either interval or lunch. This pass will allow him to leave class at the allotted time. He is then required to report back to the Student Centre on his return.

### ***Absence***

If your son is too ill to attend school you will need to ring in and report his absence to the Student Centre ext. 724. Please follow this up with a written note on his return. Texts and emails are automatically sent out at 10:30 every morning which will alert you if your son is not at school.

### ***Change of Address or Circumstances***

Please advise the Enrolment Officer if your family circumstances change, if you move house, change jobs or change your email address. This will ensure we have up to date details in case of an emergency.

### ***Tuck Shop***

The tuck Shop serves a wide range of healthy snacks at very reasonable prices and opens at 7.30 each morning. Lunches may be ordered in advance.

### ***Taking your son out of class***

If you are aware in advance that your son will need to leave school early, please furnish him with a note to take to the Student Centre in order for him to get a **Pass**.

Whilst we try to accommodate every request, please note that it is not always possible, particularly at short notice to find your son. As we do not have an inter-communication system operating between the office and the classrooms, it could mean that a staff member has to go and find him. Generally, once 2.50 pm arrives it is virtually impossible to do this as staff are at their busiest towards the end of the day. A phone in the Student Centre is available for students to make local calls. Calls to cell phones cost 50c.

### ***Bus Enquiries***

On the first day of the school year all new students who travel on school buses receive bus information. The bus controller is Ms Lisa Ross who may be contacted on 430 4170, or by email to [l.ross@wbhs.school.nz](mailto:l.ross@wbhs.school.nz)

### ***Wellness Centre***

Our Wellness Centre operates from *Te Awatea* with Jo as the full time Registered Nurse and Alison at Reception and First Aider. Jo is able to provide both acute and routine nursing services. Regular medication should be supplied from home. If your son feels unwell during the day he may visit the Wellness Centre (*Te Awatea*) once he has obtained permission from his teacher. You will be contacted to collect him if he is not able to return to class. A doctor and physiotherapist visit the school once a week and appointments for these clinics are arranged at *Te Awatea* reception.

### ***Guidance Counsellor***

Boys may visit one of the Guidance Counsellors by making an appointment with Alison at *Te Awatea* reception or by contacting Mr Karl Burns 021 828 366 [k.burns@wbhs.school.nz](mailto:k.burns@wbhs.school.nz) or Mr Steve Smithson 021 152 9712 [s.smithson@wbhs.school.nz](mailto:s.smithson@wbhs.school.nz)

### ***Social Worker***

The school has a full time Social Worker Susan da Silva 021 928 561 [s.dasilva@wbhs.school.nz](mailto:s.dasilva@wbhs.school.nz) , who is available to work with whānau and students to meet their needs both within and outside of the school environment.

### ***Payment of Accounts***

We endeavour to send out accounts within the first week of each month. Payment instructions are noted on the statements. If your son is taking the payment to the Main Office, please ensure it is in a sealed envelope with his name on the outside and what you are paying for. Carruth Hostel accounts are separate to the day school.

### ***Eftpos***

We have an Eftpos machine in the main office and this may be used for payment of accounts or trips etc. We do not give out **cash** on Eftpos Cards.

### ***Behaviour Management***

The school is a Restorative Practice organisation. A range of consequences may be enacted for behavioural issues depending on their level of seriousness. Minor issues will usually be dealt with by the general teaching staff. On occasion students may be required to carry out Community Service after school hours. Parents will be advised in advance when that is required. For very serious incidents your son may be given a Stand Down, meaning he would be sent home (you will be contacted to collect him) for up to 5 days a term or a maximum of 10 days per year. Once this has been exceeded (or for very serious offences) he could be suspended to the Board of Trustees.

### ***Leaving School***

If your son wishes to transfer to a new school or leave to start a training course or apprenticeship he must complete a clearance form. This is signed off by the Main Office (to check fees), the Library (to check overdue Library / Text books), his Dean and all his teachers. Once completed, he should return the form to the Main Office. His name can then be removed from the roll. If he is not enrolling at a new school he will be issued with a Leaving Certificate (providing fees are paid and all books returned). If your son is under 16 you must apply for an exemption for him from the Ministry of Education.

### ***BYOD (Bring your own Device)***

Parents will be aware that WBHS is a fully wi-fi capable campus, with Ultra-Fast Broadband throughout. Boys are encouraged to bring their own “device” to school – and can use these devices at the teacher’s discretion during class time. If the devices are used at times other than when directed by the teacher, they will be confiscated.

### ***Confiscation of Items***

If your son has items confiscated e.g. incorrect uniform, these will be given to the Deans or a member of the Senior Leadership Team. Your son will need to call to the Deans/Student Centre office on the following Friday at the end of the school day to have the item returned.

### ***Library***

The Library is situated at the heart of the school off the main quad and is managed by Mrs Dee Brooker. Opening hours are 8:00 am to 3:30 pm. There are 10,000 print books, over 150 e-books and a large collection of Graphic Novels. Library promotions are run every term.

Your son may borrow 3 books at any one time. If a book is not returned or has been lost you will receive an account for the replacement cost.

### ***PTA (Parent Teacher Association)***

The PTA meet on the 4<sup>th</sup> Wednesday of the month at 7:00pm in the Staffroom. New members are always welcome.

### ***Kōtuku ki te Rangī (Māori Parent Hui)***

The Māori Parent Hui meets on the 2<sup>nd</sup> Tuesday of every month at 6.00pm in the Staffroom. It provides a forum for parents of our Māori students to meet and discuss matters which impact on improving educational outcomes. Those interested in attending should contact Allister Gilbert (Deputy Principal) email [a.gilbert@wbhs.school.nz](mailto:a.gilbert@wbhs.school.nz)