

## General Information

### Absences

Parents/caregivers are asked to telephone the school on the morning of an absence, a note is not then required. Absences can also be emailed to: [absences@avonside.school.nz](mailto:absences@avonside.school.nz) Otherwise, students must bring a note to their Pouako on the day they return to school. The note should show name, form, dates of and reasons for absences, and be signed by a parent or caregiver.

### Alcohol, Tobacco and Drugs

Students are not permitted to bring tobacco, alcohol, party drugs or any other drugs to school. Using any of these drugs at school while in uniform or on a school camp/activity is not permitted and will be treated very seriously as a discipline issue.

### Canteen

The canteen is open at interval and lunchtime. A wide range of food and drinks is available with an emphasis on healthy eating.

### Cell Phones

Cell phones are to be switched off and out of sight in classrooms unless the teacher allows it; continued misuse of cell phones may result in confiscation.

### Classroom Behaviour

Students are expected to be courteous to staff and other students at all times, to be on time and bring all necessary books and equipment for learning. Students must also comply with staff instructions. Behaviour where it disrupts others' learning is not acceptable. Rules for classroom behaviour are displayed in classrooms.

### Detention

A school detention may be given for infringements of rules. Detentions are held at 1.10pm until 1.45pm on Wednesdays. There is no alternative to these times. Students are given 24 hours' notice of such detentions.

### Environmental Care

Everyone is expected to help keep the school environment clean and tidy.

### General Behaviour

Students are expected to keep the law of the land – our school community enforces laws against theft and assault.

### Homework

Parents are asked to see that their daughters have adequate time and a suitable place for study and preparation. The following is a guide per evening:

Years 9 and 10	1 – 1.5 hours
Years 11, 12 and 13	2 – 3 hours

Revision or reading should be done if no specific work is set. Homework is study done at home: it should not be confined to completion of work set by the teacher.

### Lateness

Effective learning requires students to be in class on time. Students who arrive late during the day must sign in at the office before going to class.

### Leave Appointments

Dental and medical appointments should be made out of school time. If this is not possible a note (signed by a Deputy Principal) or appointment card must be brought to the school office when the student signs out to go to the appointment.

### Lunch Hour Leave

Students, in general, do not leave the school at lunchtime. Lunch passes are issued at the beginning of the year only to those who go to their own home for lunch **every day**. A student who wishes to leave the grounds at lunchtime for any reason, on a particular day, must bring a note to one of the Deputy Principals on that day. Permission to leave will be granted only in exceptional circumstances.

### Extended Leave

If a period of extended leave from school is planned, a letter requesting the leave and indicating the reasons, must be sent to the Principal. This should be, at least, two weeks before the absence, if possible.

## **Leaving School**

Students are not permitted to leave the school grounds between 8.30am and 2.45pm without permission.

## **Property**

All articles of clothing and other personal property should be clearly named. Students should go to the main office to enquire about lost property.

Students are discouraged from bringing valuables to school e.g. cell phone, ipod, discman, mp3 player. The school will not be responsible for the safety or recovery of any such items if lost or stolen. Valuables may be left at the office (including large amounts of cash).

## **School Donations**

The school donation is \$120.00 per student (\$180 for two or more) which provides funds for sports equipment, musical instruments, team and travel and library resources. The annual donation to the PTA is \$25.00 per student. The PTA has set an annual donation of \$25.00 per student in the place of fundraising activities.

## **School Hours**

Monday, Tuesday, Friday	8.30am – 3.00pm	Lunch	1.10pm – 2.00pm
Wednesday	8.30am – 2.35pm	Lunch	12.50pm – 1.35pm
Thursday	8.45am – 3.00pm	Lunch	1.10pm – 2.00pm

## **Sickness**

Students who need to have access to particular medicines, other than inhalers, should leave them at the school office. Any student who is unwell, must report to the office with a note from their teacher. Parents will be contacted by the office staff as a matter of safety. Girls must not leave the school without our knowledge. Panadol or other medicines are not given to students without parents' permission. Parents are asked to keep their daughters at home if they are not well.

## **Stationery**

Students will be advised by mail of stationery required. At the start of the year stationery is ordered on line and delivered to students at home.

## **Textbooks**

Girls are issued with the textbooks they need. These belong to the school and are on loan to the students. They must be returned at the end of the year or a replacement fee will be charged.

## **Travel**

The school is within a few minutes' walk of Richmond and Avonside bus routes. Depending on student numbers, girls from Sumner, Lyttelton, Heathcote, Redcliffs, Mount Pleasant, South Brighton, North Beach, Rangiora, Woodend, Kaiapoi and Parklands have special buses to and from the school.

## **Vehicles**

For girls who drive vehicles to school, some parking is available on vacant sections, which can be accessed from Cowlshaw Street.

If passengers are carried, written permission from the parent/caregiver of both driver and every passenger must be filled with the school office.

## **Uniform**

Wearing the school uniform means wearing the complete uniform at all times. This includes travel before and after school, during the entire school day and on school trips and excursions. Brown shoes are part of the complete uniform.

Winter uniform is to be worn in Terms 2 and 3 and summer uniform in Terms 1 and 4. At no time should a student wear a mixture of summer and winter uniforms.

Make-up and nail polish are not to be worn. Hair is to be clean and tidy and of a natural colour. Extreme hair styles are not permitted. If hair is long it must be tied back in practical subjects.

Jewellery is not permitted other than a watch and plain ear studs. Most eyebrow, tongue or any other facial piercing (including use of a retainer) is not permitted.

## **Confiscation of non-uniform items**

Should a student wear jewellery or clothing that is not uniform, it will be confiscated by a teacher and held in the office. Items can be collected by students at the end of the term.