



Sacred Heart Girls' College

H A M I L T O N

2017

Sacred Heart Girls' College
52 Clyde Street, PO Box 4064, Hamilton, New Zealand
Telephone: 07 856 7874, Fax: 07 856 2316
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School Information

School Hours:

Monday, Wednesday, Thursday & Friday 8.45am to 3.10pm.

Tuesday 9.30am to 3.10pm. The Library is open at 8.30am for supervision.

Staff Professional Learning 8am to 9.45am.

Library: Monday – Friday 8.15am to 3.45pm. Closed at interval. Open at lunchtimes.

- **Attendance** If a student is absent from school through illness, we ask that parents contact the school in the morning using TxtStream or leave a message on the answer phone. All absences from a class or school require a parent/caregiver to contact the school (TxtStream, phone, email or signed note) to confirm the absence. Signed notes should be handed to the Attendance Officer at the Student Centre.
- **Planned Absence for Non-School Activity** (more than one day). A letter explaining the situation should be written to the Principal in advance of the absence.

Students are to be on time for class and to have with them books, pens or other material needed for classwork. Students should only be away from their timetabled class if they have written permission from a teacher.

Late arriving to school – students must sign in at the Student Centre before going to their timetabled class.

Leaving school grounds – Year 9-12 students may not leave the College grounds without written permission. Request to leave must be supported by a note from parents which is to note the name, reason and time for College records. Students obtaining such permission should go directly to and from school. Marian School and the gully are out-of-bounds.

All students who leave school for medical reasons or for the reasons stated above, must sign out at the Student Centre.

Year 13 students may go to Hamilton East during lunch or study time. They must sign out and sign in again for their safety.

- **Buses** Most buses arrive and depart from Firth Street. See Mr Lang for details as the bus timetables vary depending on your location.
- **Careers Counselling** Students can make appointments to see the Careers Advisor by placing a request in the box outside the Careers office Rm 118.
- **Cigarettes, Lighters, Matches, Alcohol** and other drugs are not permitted.

- **Conduct** The highest standards of courtesy and manners is expected from all students. Harassment in any form is not tolerated.
- **Cybersafety Agreement** All students have signed this agreement on enrolment. The expectation is that students will follow all the regulations as stipulated. Bullying, negative comments, use of inappropriate language i.e. swearing, or posting photographs/images/videos without permission is not permitted. Refer to www.netsafe.org.nz for further information.
- **Daily Notices** It is the student's responsibility to make sure that they check the notices every day. Copies are available at the Student Centre.
- **Disabilities** Parents/caregivers should ensure that the school is made aware of any disability, temporary or permanent that a student has. Contact the Dean or Deputy Principal, Pastoral Care for Learning.
- **Emergency Procedures** Emergency procedures are on the wall of every classroom and office. Emergency practice drills are held regularly. The assembly point is Steele Park. In the unlikely event of an emergency every effort will be made to notify parents/caregivers via TxtStream. In the case of an earthquake, students and caregivers should have a plan of where to meet (if Steele Park is inaccessible).
- **Food and Drink** In summer, food and drink should be eaten outside only. In winter, or when it is raining, students will eat in the hall or gymnasium at interval or lunchtime depending on instructions. Litter should be placed in the litter bins provided. Chewing gum is not to be brought to school.
- **Front Foyer and Entrance** This area is reserved for the use of staff, visitors and parents. To avoid unnecessary congestion, we ask that students use alternative entrances.
- **Guidance Counselling** The College has a fulltime Guidance Counsellor. Students can make appointments by placing a request in the box outside the counsellor's office. All appointments are confidential.
- **Harassment and Bullying** Harassment and bullying occurs in all schools. At SHGC we encourage all students to report such events. Have the courage to minimise this type of behaviour in our school. Report it to your tutor teacher, Dean or counsellor. If you are being cyberbullied, report it both online and offline. The Netsafe website has some useful tips. Your safety is a conversation and a shared responsibility for all of us.
- **Homework and Study** Homework is issued by subject teachers. It is the student's responsibility to complete homework. If homework is not issued students should spend time revising work that has been covered in class.

- **Interval and Lunchtime** For student's Health and Safety corridors are to be 'student free' during interval and lunchtime. Students are to move into the outside allocated areas as soon as possible when the bell sounds. Students are permitted to go to their locker at the beginning of the break, before the bell sounds.
- **Lockers** Lockers are allocated by Student Services. Orders and payments are made with the Student Stationery fees. Students are responsible for keeping their lockers clean. Valuables should not be left in lockers. Students should note that they can go to their lockers before and after school and at interval and lunchtime. They should not go to their lockers between classes.
- **Lost Property** All personal property must be clearly marked. Students who find lost property are expected to hand it in to a Staff member or at the Student Centre. Those who have lost possessions should enquire at the Student Centre or the Front Office at lunchtime or at 3.10pm.
- **NCEA Information** Visit the NZQA website, talk with your subject teacher or the Deputy Principal responsible for Curriculum and Assessment.
- **Out of Bounds** The staffroom and staff offices are to be entered only in the company of staff.
- **Payments** All payments for sports, subject changes, school trips and activities are to be placed in the Payments Box outside the Accounts office.
- **Personal Electronic Devices** are to be switched off and put away during school hours. They are not permitted to be used during school hours unless specifically directed to do so by a staff member. See also Cybersafety Agreement.
- **Printing Credit** Printing credit can be obtained from the Accounts Office. Place money in an envelope labelled Print Credit, student's name and CCM class.
- **School Boundary Lines** All students are to remain well inside the school boundaries. No student should go beyond the end of the Gym during lunchtime or interval unless on her way to or from a Music practice, the Puawai or the Library.
- **Sickness** A student who has an accident, or becomes sick while at school, should report to a teacher and ask for a note to go to the Student Centre. This note should be handed in at the Student Centre, and the student should sign in the Health Centre Book.

If the illness or accident is of a nature where it is not possible to stay at school, the Attendance Officer will contact parents to ensure that someone is available to look after the sick student at home.
- **Valuables** The College accepts no responsibility for valuables or large sums of money. If such things must be brought to school, they should be handed in at the Student Centre for safe keeping.

- **Vehicles** Students require parental permission to bring a vehicle to school. They are required to complete a 'Permission to bring a Car or Motorcycle to School' form. The form can be obtained from the Student Centre and returned to the Student Centre when completed. If students wish to carry a passenger they must obtain signed permission from both groups of parents beforehand. This is to ensure our students are safe.
- **Visitors** Visitors must report to the Administration Building, where they will sign in and receive a Visitors Pass. Informal visiting is not allowed. All visits are at the discretion of the college.

Eligibility for Enrolment



Preference of Enrolment

Catholic schools are bound by law to enrol a majority of students (usually 95%) for whom it can be established there is “particular or general religious connection with the Special Character of the school.” A Parish Priest must decide on preference before the school’s Principal may consider enrolling a student. The criteria the Parish Priest may select from to determine preference are:

- ☐ 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- ☐ 5.2 The child’s parent/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- ☐ 5.3 At least one parent/guardian is a Catholic and although their child has not yet been baptised, the child’s participation in the life of the school could lead to the parent having the child baptised.
- ☐ 5.4 With the agreement of the child’s parent/guardian, a grandparent or other significant adult in the child’s life, such as an aunt, uncle or godparent, undertakes to support the child’s formation in the faith and practices of the Catholic Church.
- ☐ 5.5 One or both of a child’s non-Catholic parents/guardians is preparing to become a Catholic.

If you believe your daughter qualifies for Preference for Enrolment, you should make an appointment with your Parish Priest so that he may consider your case. He will have a copy of the relevant form. If he can be presented with sufficient evidence, he will sign that form to grant preference. You must bring that form to the school with your enrolment form, so that your child might be considered for enrolment.

UNIFORM

All students must wear the regulation uniform as listed below. Uniform requirements are obtainable from NZ Uniforms, Cnr Rostrevor and Tristram Streets, Monday – Friday 8.30am – 5.00pm and Saturday 9.00am – 3.00pm. The Uniform consists of the following:



Sturdy black polish-able leather, low-heeled enclosed shoes (as in the pictures)

Blouse

Regulation white school blouse

Skirt

Checked regulation skirt for Years 9-12. Black for Year 13

Jersey

Regulation jersey – Maroon with school monogram. The jersey is optional

Pantyhose

Black pantyhose/woollen tights with feet (winter only)

Blazer

Regulation blazer. Must be worn to and from school unless indicated otherwise by Senior Management. The blazer is a compulsory part of school uniform

Scarf

The school scarf, is the **only** scarf permitted to be worn. Scarves are not to be worn in class

Footwear

Summer

Black Roman sandals or black leather shoes with white ankle socks. Shoes as per the photos above

Winter

Black leather shoes.

Sneaker/ballet-style/street/skate shoes are NOT acceptable. Footwear is available at Collins Family Footwear, Hamilton East as well as Hannahs, Number One Shoes etc.

Pantyhose

Black pantyhose are to be worn

Physical Education

Regulation maroon t-shirt and black shorts.

Students are expected to wear appropriate sporting footwear at all times

Jewellery

The following may be worn: A wrist watch, a discreet chain with a small medal, a cross or taonga worn discreetly (no fashion chains). One pair (one in each lobe) of small, plain gold or silver studs or small sleepers. Studs with coloured stones/decorative etc. are not to be worn. Jewellery/ornaments worn in piercings other than the ears (i.e. one earring in each lower ear lobe) is not permitted) *Any confiscated jewellery will be held in the Student Centre and returned to the student at the end of each school term.*

Hair

Well groomed, naturally coloured, discreet hair styles. Plain hairclips. Ribbons or hair ties are to be white, black or maroon.

Hair is to be worn up/tied back off the face in one ponytail, plait or bun. Hair is not to be worn loose on the shoulders.

Nails

Clear nail polish may be worn.

Make Up

Make up is not to be worn.

Tattoos/moko

Tattoos/moko are not to be visible

Bag

Backpacks/bags are to be graffiti-free.

When a student is unable to wear the full correct uniform, a note from a parent or guardian must be presented to a Deputy Principal or Year Level Dean seeking a uniform exemption by explaining the reason and indicating the length of time required to replace the missing item(s).

Learning and Building Learning Power (BLP) at Sacred Heart Girls' College

BLP is an approach to helping young people to become better learners, both in school and out" (Claxton 2011).

"It is about creating a culture in classrooms and in the school more widely that systematically cultivates habits and attitudes that enable young people to face difficulty and uncertainty calmly, confidently, and creatively" (Claxton 2011).

This uncertainty comes from the rapidly changing world around us.

Students who are more confident of their own learning ability learn faster and learn better - and because of this confidence, they do better in tests and examinations".

We also want to consider the learning process – of life-long learning - and refocus on acknowledging and celebrating the learning journey – this way we can acknowledge all levels of achievement NOT just the end result. Learning takes all shapes and forms and parents and whānau can support learning by ensuring that they too acknowledge all steps of the learning process, from beginning to end, remembering that important journey in the middle. This includes acknowledging draft copies, planning, revising ideas and commitment to doing the best that their daughters can. The student learning committee will celebrate learning throughout the year. A celebration in which we all acknowledge the learning achievements of all. From those that are most improved, to those who have achieved their first learning goal and through to those for whom learning is about NCEA and Excellence outcomes. Everyone can learn and everyone deserves the opportunity to develop their strengths both with others and independently in order to fulfil



their aspirations.

Collaborating for learning is a powerful tool and valued in the workplace and in tertiary studies. In this photograph staff are collaborating on a learning challenge on the Teacher Only Day.

Professor Guy Claxton also refers to the powerful research conducted by Stanford Professor, Carol Dweck on the Growth Mindset. Understanding the basic concepts of a 'growth mindset' or a 'fixed mindset' can make a real difference in learning. As we are all learners, we encourage you to develop your growth mindset too.

What Kind of Mindset Do You Have?



I can learn anything I want to.
When I'm frustrated, I persevere.
I want to challenge myself.
When I fail, I learn.
Tell me I try hard.
If you succeed, I'm inspired.
My effort and attitude determine everything.



I'm either good at it, or I'm not.
When I'm frustrated, I give up.
I don't like to be challenged.
When I fail, I'm no good.
Tell me I'm smart.
If you succeed, I feel threatened.
My abilities determine everything.

Created by Carol Dweck. www.dweck.com © 2006. All rights reserved.

Another important aspect to learning is valuing diversity. 21st Century citizens need to be educated for diversity - both in the people sense and the knowledge/ideas sense. The changing global environment requires our students to engage and work with people from a wide range of backgrounds. Students need to be cognizant with a variety of different world views that are both similar and different to their own. With a rapidly changing world around us, unsettled and often without peace, the need to be mindful and aware of others remains necessary. BLP builds resilient learners who are also resourceful, reciprocate and are self-reflective. As our College develops learners who can demonstrate these traits, they too will be better prepared for the rapidly changing world around them.

HEAD HEART HANDS

At Sacred Heart Girls' College PB4L is known as 'HEAD, HEART, HANDS (HHH).

For further information please go to the following website - <http://pb4l.tki.org.nz/PB4L-School-Wide>.

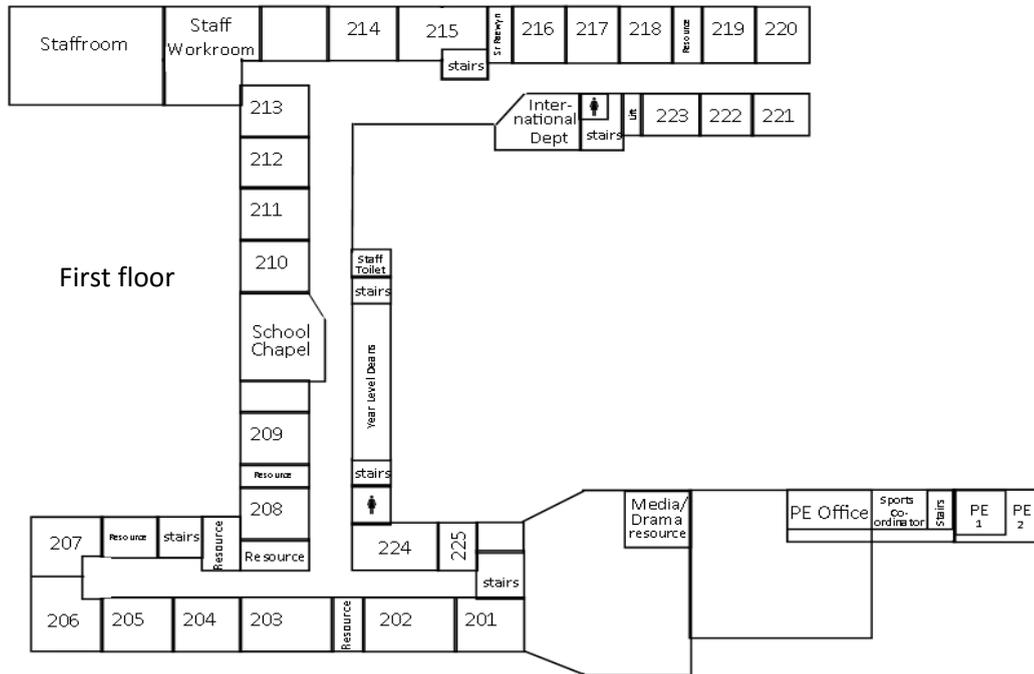
HHH looks at building and consistently applying our school values that underpin everything that happens in the school.

It is an evidence-based framework designed to help schools build a positive school culture. It guides our school leaders in using data for decision-making and problem-solving, so we can create our own system of behavioural supports for students.

HHH is aimed at changing the school environment, systems and practices, so that students are supported to make positive behaviour choices.

The expectation is that, as students' behaviour improves, teachers will be able to spend more time teaching, so students will be more engaged and better able to achieve.

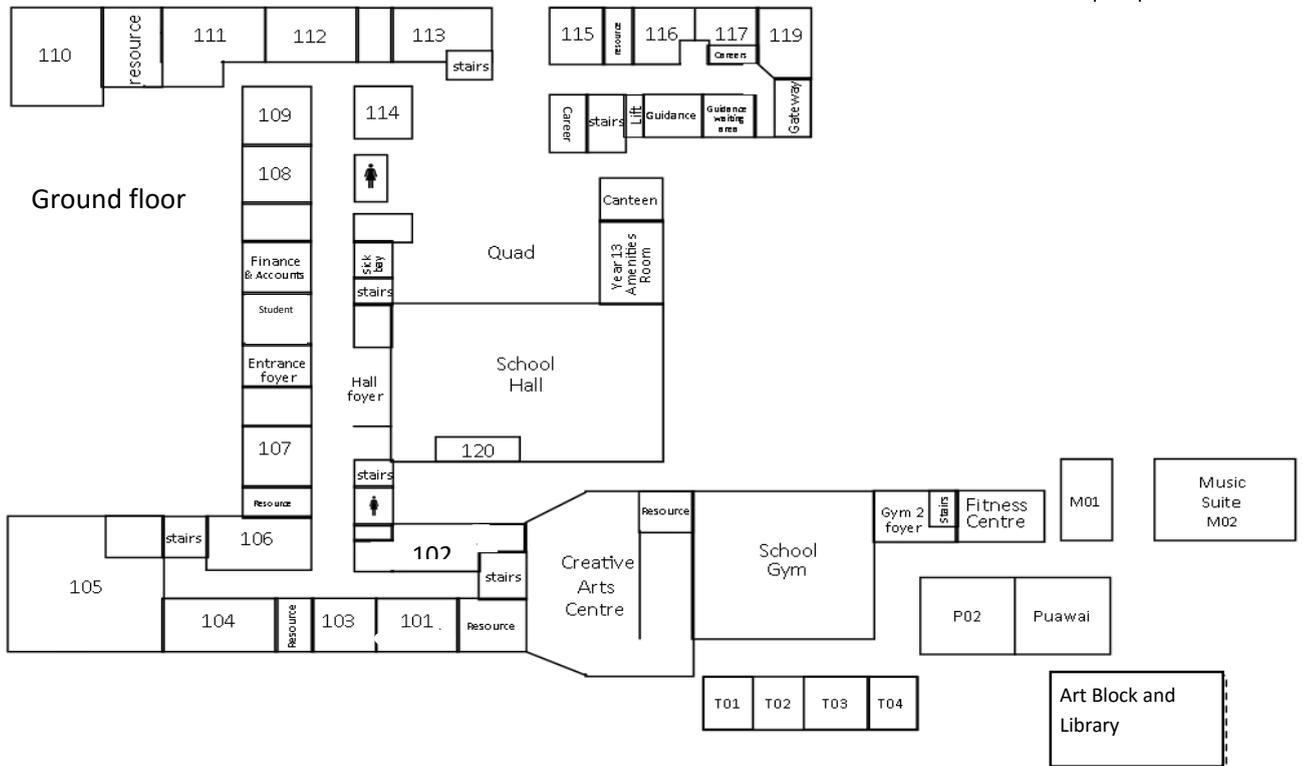
Firth Street



Clyde Street

Cook Street

SCHOOL MAP



Grey Street