

**GLENFIELD  
COLLEGE**



# **INTERNATIONAL STUDENT INFORMATION 2023**

# Welcome

A very special welcome to new international students to Glenfield College.

Overseas study is a great opportunity to gain experience and knowledge of another culture, to improve your language skills and to make new friends. We hope you will gain a lot from this experience and I encourage you to join in the wide selection of extra-curricular sporting and cultural activities on offer at Glenfield College, as well as embracing your academic study.

The staff at Glenfield College are committed to helping you so do not hesitate to ask if you need help, whether it is with your study, your homework, your homestay or how to find your way around the school.

This is an exciting and challenging time so I encourage you to set yourself goals for the year, work hard and make the most of your overseas experience.

**Mr Paul McKinley**  
Principal





# Student Support



## People you may need to see:

Principal                      Mr P McKinley

Deputy Principals        Mrs M Cleaver (responsibility for International Students)  
                                     Mr J Bonneywell  
                                     Mrs J Spencer-Bates

Deans	Year 9	Mr R Jenkins
	Year 10	Miss N Patterson
	Year 11	Miss A Williams
	Year 12	Mr R Anderson
	Year 13	Mr A Tod

International Student                      Ms J Kilroy  
Administrator/Support

## Sick Bay

Glenfield College has a trained First Aider on duty in the Health Centre between 8.30am and 3.30pm daily. For safety reasons students who become unwell at school must report to the Sick Bay and must not leave the school without permission. Caregivers will be contacted if the student requires further medical assistance or needs to be collected.

## Physiotherapy

There is a physiotherapist available on site through PhysioAction. Bookings can be made before school with the school First Aider.

## Counsellor

A Counsellor is available in the Student Wellbeing Centre. Students may request appointment bookings at the Student Wellbeing Centre reception.

# School Rules





The school rules reflect the school community's expectations of acceptable standards of behaviour, dress and personal presentation in the widest sense. Students are expected to abide by the school rules at school, when in uniform or when engaged in activities that are associated with the school. At these times, a student is deemed to be under the jurisdiction of the school for the purposes of these rules.

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## 1. Prohibited Items

The following items are **not** to be brought onto the school grounds.

- Alcohol
- Drugs
- Any device associated with the use of drugs
- Synthetic cannabis
- Chemicals
- Cigarettes or tobacco or vape pens
- Knives or other weapons
- Chewing gum
- Lighters/Matches
- Explosive or dangerous materials (fireworks)
- Marker pens
- Skateboards
- Gang-associated clothing/accessories
- Portable speakers

## 2. Electronic Devices

are permitted at school, but students are discouraged from bringing these unnecessarily. Classroom use of electronic devices, such as cameras, iPads, laptops and tablets, as tools for learning is increasing. However, use of these in the classroom is at the discretion of the teacher and must be appropriate to purpose.

Cellphones: While cellphones are permitted at school, use of cellphones at school must be appropriate. It is not acceptable or appropriate for students to send/receive text messages or phone calls in class. If appropriate, permission may be given by teachers for cellphones to be used as a tool for learning, eg to take a photo, to video record an experiment, or to access information. When not used for these purposes, during class time, at assemblies, and between classes, cellphones are to be switched off and in bags, packed away or out of sight. Earphones/AirPods should remain in bags and should not be seen around school.

The inappropriate use of any electronic device for the following is also prohibited and may result in serious consequences:

- a) The unauthorised taking of any still or moving images
- b) The unauthorised sharing or posting (electronic or otherwise) of any still or moving images

The school will not be held responsible for any loss of stolen devices.

## 3. Forbidden Behaviours

The following behaviours are strictly forbidden, both on the school grounds and when students are away from the school grounds but under school jurisdiction. These behaviours may constitute gross misconduct, which is a dangerous and harmful example to other students, and may result in a detention, stand down, or suspension. This list is not exhaustive:

- Being in the possession of, distributing, or consuming alcohol, illegal drugs, synthetic cannabis, or cigarettes/vaping.
- Distributing printed or electronic literature of any description without the permission of the principal, including material which is obscene, offensive, or inappropriate for a school setting
- Stealing
- Bullying, intimidating, or harassing another person in any way, including by cyber or text and includes physical, sexual, or mental (emotional) harassment
- Assaulting or using violence of any kind against another student, staff member, or member of the public, or threatening to use violence
- Using obscene or inappropriate language, or engaging in obscene and inappropriate behaviours
- Behaving in a rude or disrespectful way towards other members of the school, or wider community, such behaviour reflecting badly on the school and the Glenfield Way

- Causing loss or damage to school property, or the property of another member of the school, or wider community
- Cheating or otherwise misleading the school, including during the course of an investigation by the Principal or one of the Deputy Principals
- Failing or refusing to comply with instructions regarding attending detentions
- Accessing inappropriate websites on the school computer systems or while under school jurisdiction, or distributing material from such sites
- Failing to comply with instructions or directions from a staff member
- Otherwise behaving in a way that brings the school into disrepute

#### 4. Attendance

Students are required to attend all classes and remain in the school grounds during the school day.

- All requests for extended leave from school (three days or more) must be addressed in writing to the Principal in advance. Emailed requests should be sent to [principal@gc.ac.nz](mailto:principal@gc.ac.nz).
- Students are required to be punctual at school
- In case of absence, parents must notify the school by telephone, 09 441 9773 or by email – [absences@gc.ac.nz](mailto:absences@gc.ac.nz) on the morning of the absence. Students are to bring a note confirming the reason for their absence on the day they return to school. This should be given to their Form Teacher. The Attendance Officer may accept emails from a parents' work email address; however, notification from a home email address will still require a signed note.
- Trips to the airport, birthday celebrations, driving tests/licences, and interviews for part-time jobs are not justified or acceptable reasons for being absent from school.
- Students who are late to school must obtain a pass from the Student Wellbeing Centre in order to be admitted to class.

#### 5. School Uniform

The school uniform is to be worn tidily and correctly, both at school and between home and school at all times. This includes the journey to and from school each day. Hair must be clean and tidy, with long hair, both for boys and girls, tied back off the face, primarily for health and safety reasons. Hair must not be extreme in either style or colour. All hair ties, clips and ribbons must be plain black, white, or red. Excesses of current fashions are not acceptable. Boys are to be clean-shaven. Boys and girls may also wear a small, plain gold or silver stud earring in the lobe of the ear. Non-regulation items, including jewellery, may be confiscated. Tattoos, cultural or otherwise, must not be visible. Make-up and nail polish must not be worn.

Uniform Passes – as a general rule, no muffi items are permitted. Students may not wear muffi unless a school-wide muffi day is declared.

- In exceptional cases, each of which is treated on its merits, students may be given a uniform pass from the Duty Dean. A letter from home is required explaining the situation with the incorrect uniform. On their arrival at school the student is to request such a pass from the Student Wellbeing Centre and must carry the pass all day.
- Students who continue to wear incorrect uniform (medical reasons notwithstanding) will be sent home to rectify this before being allowed to return to school and parents will be notified.
- If a student has incorrect uniform and no uniform pass, they should not be allowed entry to class and will be sent to the Student Wellbeing Centre. They will also receive a detention.

Glenfield College is a school with high standards and values. There is an expectation that all students will wear their uniform with pride. This means wearing the uniform correctly at all times and taking personal presentation seriously. The school requires that correct uniform is worn in the correct manner when students are at school and travelling to and from school.

All items of uniform must be purchased from NZ Uniforms.

- No clothing may be worn over the uniform
- No visible T-Shirts are permitted
- Beanies may not be worn
- Nail polish and make-up must not be worn
- It is expected that all items of clothing will be clearly named, with the student's name and form class.
- No adjustments are to be made to the shape of the uniform

## 6. School Bags

Every student must have their own school bag. The bag must be suitable for the purpose of carrying school books and equipment. It must be sufficient size, be sturdy, waterproof, and comfortable to carry. Bags must be free of graffiti and slogans.

## 7. Lost Property

All articles of clothing, shoes, books, bags and other personal property, including digital devices must be clearly marked with the owner's name. No responsibility can be accepted for unmarked property. Students who lose (or find) items of personal property should, in the first instance, report it to the Student Wellbeing Centre.

**8. Bicycles/Scooters** are to be stored in the bike racks. They should be securely locked to the racks. Basic road safety rules must be obeyed on the way to and from school. Bicycles may not be ridden in the school grounds. It is compulsory for all students riding bicycles to wear a helmet.

## 9. Vehicles

International students at Glenfield College **are not permitted** to drive a car.



# General Info



## Form Classes

All students are placed in a form class. Year 9 students will be placed in a form class to study the core subjects: English, Mathematics, Science, Social Studies, Physical Education, Health, Te Reo Maori and Digital Citizenship. Option classes are made up of students from a variety of Year 9 classes. Form Classes meet as per the schedule below. The Form Teacher is involved with the daily pastoral care of group members; checking on absences, monitoring progress, and following up on classroom behaviour. It is also where a number of administrative tasks are carried out. Students ideally remain in the same form class for their five years at high school.

## The Timetable

From 2022, Glenfield College runs a ten day timetable. Senior students have eight lessons per option over a two-week period. Junior students have seven/eight lessons per subject over a two-week period. Timetables can be viewed via the Parent Portal.

## Class Times

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
First Bell 8:40	First Bell 8:40	8:40	First Bell 8:40	First Bell 8:40
<b>Period 1</b> 8:45-9:40	<b>Period 1</b> 8:45-9:40	<b>PD / Department</b> First Bell 9:40	<b>Period 1</b> 8:45-9:40	<b>Period 1</b> 8:45-9:40
<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>
<b>Period 2</b> 9:45-10:40	<b>Period 2</b> 9:45-10:40	<b>Period 2</b> 9:45-10:40	<b>Period 2</b> 9:45-10:40	<b>Period 2</b> 9:45-10:40
<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>
<b>Form Class</b> 10:45-11:05	<b>Mentoring / Reading Plus</b> 10:45-11:05	<b>Assembly</b> 10:45-11:05	<b>Mentoring / Reading Plus</b> 10:45-11:05	<b>Form Class</b> 10:45-11:05
<b>Interval</b> 11:05-11:30	<b>Interval</b> 11:05-11:30	<b>Interval</b> 11:05-11:30	<b>Interval</b> 11:05-11:30	<b>Interval</b> 11:05-11:30
<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>
<b>Period 3</b> 11:35-12:30	<b>Period 3</b> 11:35-12:30	<b>Period 3</b> 11:35-12:30	<b>Period 3</b> 11:35-12:30	<b>Period 3</b> 11:35-12:30
<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>
<b>Period 4</b> 12:35-1:30	<b>Period 4</b> 12:35-1:30	<b>Period 4</b> 12:35-1:30	<b>Period 4</b> 12:35-1:30	<b>Period 4</b> 12:35-1:30
<b>Lunch</b> 1:30-2:10	<b>Lunch</b> 1:30-2:10	<b>Lunch</b> 1:30-2:10	<b>Lunch</b> 1:30-2:10	<b>Lunch</b> 1:30-2:10
<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>	<b>Travel Time</b>
<b>Period 5</b> 2:15-3:10	<b>Period 5</b> 2:15-3:10	<b>Period 5</b> 2:15-3:10	<b>Period 5</b> 2:15-3:10	<b>Period 5</b> 2:15-3:10

## Assembly

Assembly is held (usually) on a Wednesday at 10.45am. Students line up outside the Theatre with their Form Class where the teacher takes the roll. A teacher at the front of the Theatre will ask you to stand when the Principal enters the Theatre. At the end of assembly, you stand again when the Principal leaves.

## Buses

Information regarding buses can be found on the Auckland Transport website:

<https://at.govt.nz/bus-train-ferry/timetables/school-timetables>.

### Behaviour Expectations When Travelling on the Bus

1. When crossing the road, students must use the pedestrian crossings or traffic island where available.
2. In the morning upon arrival students are expected to enter the school grounds straight away and not linger in front of the school or in surrounding streets.
3. In the afternoon, students waiting to board their bus are to line up under the direction of duty staff.
4. While on the bus, students are expected to behave in a way which does not cause offence to other passengers or to the bus driver. All instructions of the bus driver are to be obeyed without question. Behaviour which does not comply with normal school rules may result in the students concerned being denied access to the bus service for a period of time.

## ID Cards

The Student ID Card may be necessary for some students to get student concessions on public transport, etc. ID photos are taken early in February and cards can be purchased for \$5 from the Finance Office.

## MyMahi

In 2022, Glenfield College introduced “MyMahi”. MyMahi is **a digital platform that** has been developed specifically for students so that they can better discover, develop and manage their future pathways. There are many features to this app for students, including

- encouraging them to own and manage their own progress
- helping them to discover who they are, their passions and strengths, and how they can develop these
- helping them understand the relevance of what they are learning by connecting their academic programme to their preferred pathways
- supporting their exploration of future pathways, and helping them to develop work-readiness: attitude, skills and experiences
- providing them with opportunities such as work experience, volunteering, tertiary course information and open days
- connecting them to people who can support them in their journey: at school, at home, and in a community

## Lockers

Lockers are available to hire at a cost of \$40 per year. Students must provide their own lock and should make payment at the Finance Office where they will be assigned a number.



## Personal Property

It is important to name all items a student wears or brings to school so that anything misplaced can quickly and easily be returned to the owner. If clothing items are lost the student should visit the Student Wellbeing Centre where found items are held. Students are responsible for their personal property. No responsibility is taken by the school for loss or damage.

Electronic devices are permitted at school but must only be used in class when specific permission has been given by the teacher. Headphones are not to be visible during class times and school events unless specifically allowed by the teacher of that lesson or responsible for the event.

## Stationery

Stationery may be purchased from any stationery outlet. If you choose to shop at Warehouse Stationery quote the school code **BYS2LBZ**. This gives support points to Glenfield College. A stationery list will be provided towards end of the year, in preparation for the following year.

## Help with Homework

For students who need help with understanding work, homework or assessments, the Learning Hub runs after school on Tuesdays and Thursdays in the library.

## Junior Camp

Each year, Year 9 and 10 students have the chance to attend Junior Camp. The location of this changes each year.

Everything we do at Glenfield College is about trying to extend our students to help them become well-rounded individuals as they grow through the teenage years. The camp experience embraces all the values of the Glenfield Way and we encourage children to attend. The cost of this is approximately \$100.

## Communication with Parents Overseas

Fortnightly reports are emailed to parents/caregivers and give an indication of how students are progressing during a two-week time frame, their commitment to their studies, and their effort and attitude. Homestay parents are also emailed a copy.

## Overseas Contact Details

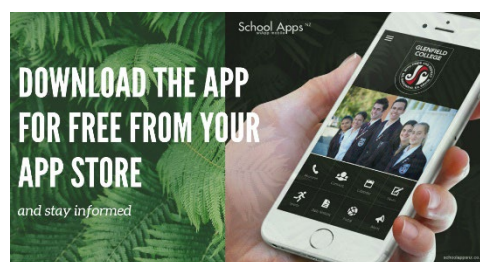
It is very important that the school always have full contact details of your parent(s) overseas. If family details change, you must write down the new details and give them to the International Student Administrator.

## School Newsletter

School newsletters are emailed home to parents/caregivers three times a term. If you require a paper copy of the newsletter, please let our office know.

## School App

Download the Glenfield College School App from your device's App Store for notices, events and other important school messages. Use the app to notify us absences, contact a teacher, access the parent portal and find links to maps and key websites. Receive alert messages and notices instantly from your chosen groups, such as sports team.



## Travel Outside of Auckland

**The school needs to know of your whereabouts at all times.**

If you want to travel out of Auckland your parents must email their permission to the school. Sent this to [admin@gc.ac.nz](mailto:admin@gc.ac.nz)

The email must include details of the trip including places, dates, accommodation details and a contact phone number.

You must get a form from the International Student Administrator. When completed, return the form to the International Student Administrator who will give you a copy of the form to give to your Homestay parent.

This is necessary for all travel out of Auckland.

## School Assessment Policy

There is a school assessment policy available in classrooms from teachers (or on the wall). This gives the policy for all assessments for NZQA, including NCEA assessments.

These points need to be noted.

- **Absences** - If you are sick and cannot attend school on the day of an assessment you must bring a Medical Certificate. Give it to your subject teacher. **(This means that you must see a doctor before or on the day of the assessment).**
- If there are special circumstances such as a family crisis or bereavement your parents should send an email to the Director of International Students explaining your absence.
- **Dishonesty** - You get zero if there is any dishonesty or cheating in an assessment. You must not copy another student's work and you must not let another student copy your work.
- **Authenticity** - All work submitted (handed in) must be your own work.

## School Textbooks

Textbooks are issued to you either for the year or part of the year that you are studying a particular topic. You borrow them and return them at the end of the year or earlier if requested. Do not write in textbooks. They must be returned in good condition. If you lose a textbook you will be charged for it.

At the International Department, you will be given a textbook form that will have "International Student" stamped on it in red. Hand this form to every teacher that you have and they will give you your textbook free as this is included in your fees.

## Money/Valuables

Do not bring large amounts of cash to school. Do not leave money or valuables in your bag. If you are unsure on our currency and what is an acceptable amount to carry, please see our International Student Administrator.

## Code of Practice

Glenfield College is a signatory to the Code of Practice of International Students.

This is a document that the New Zealand Ministry of Education has produced to ensure standards of care are in place for international students.

Each new student receives a pamphlet summarising the main points of the code. The full Code of Practice is available at

<https://assets.education.govt.nz/public/Documents/Pastoral-Care-of-Domestic-Tertiary-Education-Students/Education-Pastoral-Care-of-Tertiary-and-International-Learners-Code-of-Practice-Nov-2021.docx>

## Library

The library is open before school, morning interval, lunchtime and after school. You are not allowed food or drink in the library.

## Lost Property

If you have lost or found anything, go to the Student Wellbeing Centre.

## Toilets

There are single sex toilets for students in all blocks and a gender diverse toilet in the Student Wellbeing Centre.

## Cafeteria

The school will be using a new lunch ordering system from Term 2 2023. Please see the International student Administrator for more information on Easy Lunch.

## Clubs & Activities

There are a number of activities you may wish to take part in. See the International Student Administrator for a list of options.



# Grievance Procedures

## **Problems with subjects or teachers:**

Make an appointment to see the DP in charge of International Students. You may ask any staff member, including your Form Class teacher, Counsellor or the International Student Administrator for advice.

## **Problems with friends**

See the School Counsellor. You can make an appointment at the Student Wellbeing Centre. You may also ask other teachers for advice or see the International Student Administrator.

## **Homestay problems**

See the International Student Administrator or your representative from Lake Panorama Homestays.

24 hour contact number:

If any problems remained unresolved, see the DP in charge of International Students. Your parents may also make contact at any time (m.cleaver@gc.ac.nz).

# BYOD



From 2022, all Year 9 students must have a suitable mobile device such as a Chromebook or laptop to use in class. Activities in class will often involve use of mobile devices to keep notes, collaborate with others and access on-line resources. Mobile devices and ICT are now the pens and paper of our children's world.

In accordance with Glenfield College's Strategic Plan 2020 and beyond, it is expected that all Year 9 students will have their own devices to utilise as part of their learning programme. We will operate in a blended learning environment where a computing device is just one of many tools students will use for learning each day. While on-line and digital learning is important, Glenfield College students will also learn through paper-based books and resources, handwritten tasks, group discussions, hands-on practical tasks and physical activities.

We are able to support multiple devices, Mac and PC; however, it is expected that a Chromebook will be the most effective device in the junior school. Please note that no further software purchases will need to be made as students will use open source tools. It is important that the device is fit for purpose and meets the minimum specifications as outdated, poor quality or shared devices will make it difficult for students to have an effective learning experience. As the student progresses through the school, a laptop/notebook is the most effective device, especially at the senior levels when students may opt for subjects that need more specific software. The staff will be able to advise on this when the time comes. As an International Student, we can provide a Chromebook for your use while at Glenfield College.

## What Device Should You Consider?

### Minimum recommended specifications

The key requirements are that it should:

- Be able to connect to wireless networks and use the Google Chrome browser.
- Have a processing capacity that enables creation and manipulation of text and data.
- Have a minimum screen size of 10 inch (13-14 inch is preferable).
- Have a battery life of at least 5 hours (please note that some laptops fall well short of this. We do not provide charging facilities at school).
- Lightweight, portable and durable.
- Have anti-virus software – this is essential to protect the data on the device and to prevent the spread of malware.
- Have a protective case.

Please note that we will provide help to connect to the school WiFi network if needed. Beyond that students will need to take responsibility for their own devices for problem solving and trouble shooting.

### Software

Students will be able to achieve much of what they need to do using on-line open source tools and Google Apps. For this reason, it is important for the device to have an up-to-date operating system and a modern browser.

### Accessories

Students will need suitable headphones and a solid protective case.

## Google Apps for Education

Google Apps for Education is the preferred platform at Glenfield College. This allows us to be able to share information within the college and beyond. Google Apps for Education is a cloud-based platform that allows users to create and share documents on-line making the information available at school, as well as at home, as long as there is an internet connection. Google Apps for Education is free for schools and does not contain advertising anywhere within it. Many New Zealand schools are using Google Apps, including some of our feeder Intermediate schools, as well as many of the world's universities.



### **What does this mean for the students?**

- Students will be given a school Google email account with their own password.
- Students will be able to collaborate on documents with other students and staff.
- Students will be expected to be responsible digital citizens, their work and communication through the Google platform will be able to be tracked.
- When students leave Glenfield College their Google account will be deleted.

## **Frequently Asked Questions**

### **Is a smart phone a suitable device?**

A phone is not a suitable as the main device for learning. It may be used in class for some activities with teacher permission.

### **Will students be spending all their time on a device?**

A device is just one aspect of classroom activities. They will be used as part of the mix that makes up good teaching and learning.

### **Will the students share devices with others in the class?**

No. It is their device and students are not permitted to share. This is for their protection.

### **How will Glenfield College ensure that cyber-bullying is not occurring?**

The College's WiFi will block access to certain websites, and all students will sign an ICT User Agreement when they enrol at the College. Any cyber-bullying will be dealt with under the College's anti-bullying policies.

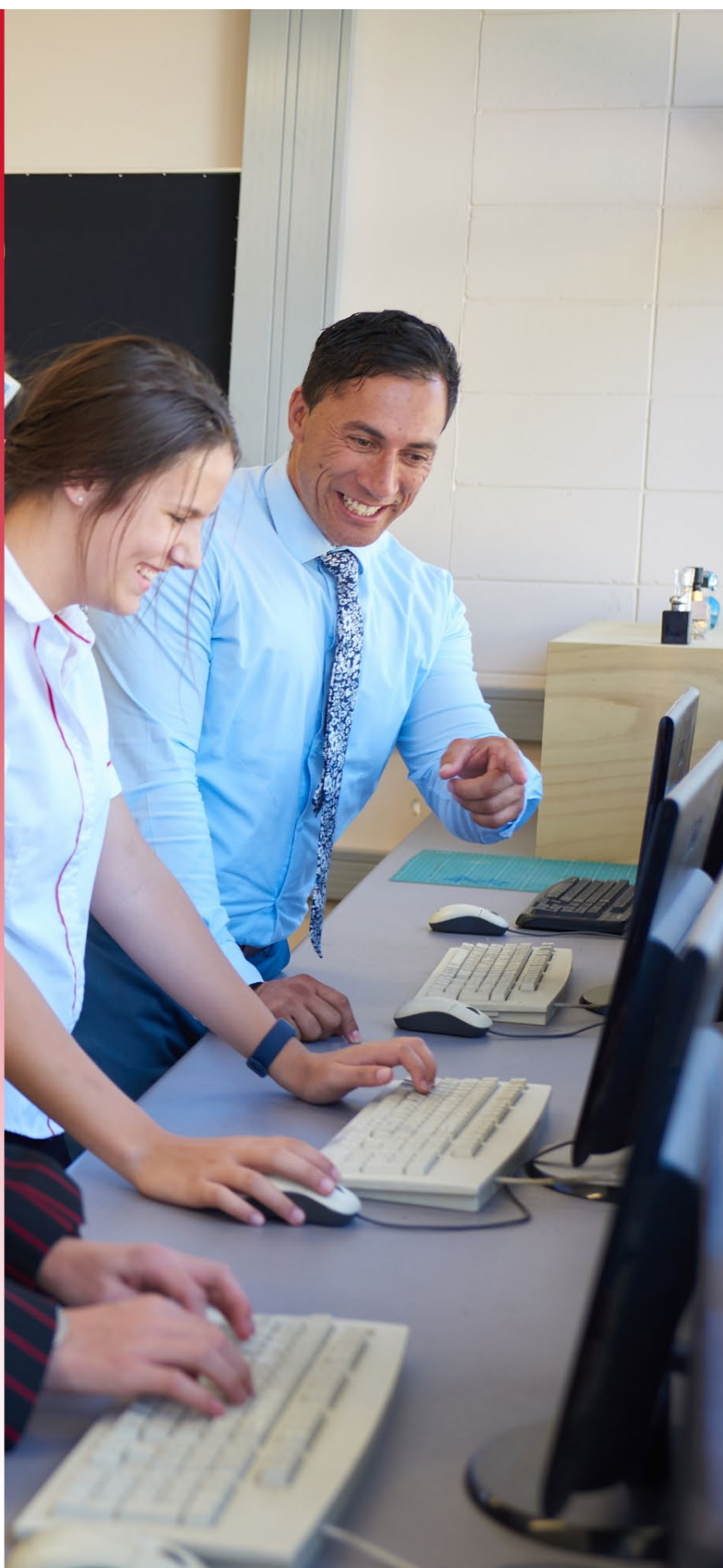
### **What happens if my device breaks or fails?**

The device is the responsibility of the student and should be treated with care at all times. Should it break or fail, you can speak with the school IT Technician for advice.

### **Do I need to get Microsoft Office installed on my device?**

No. Students will use Google Apps for Education which is free and that includes many tools including email, word processing, spreadsheets and the ability to create presentations.

# cybersafety



Students and parents\*/caregivers/legal guardians please read and discuss all sections carefully. Please keep this document for future reference. If you have any questions about this agreement please contact Mr Bonneywell – [j.bonneywell@gc.ac.nz](mailto:j.bonneywell@gc.ac.nz).

Your indication of agreement on the enrolment form, signals that you agree to the terms of this agreement.

**\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

**Important terms used in this document:**

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

## SECTION A: Introduction

The measures to ensure the cybersafety of the Glenfield College community outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Glenfield College, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on or off the school site.



## SECTION B:

### Rules to Help Keep Glenfield College Students Cybersafe

As a safe and responsible user of ICT, I will help keep myself and other people safe by following these rules:

I cannot use school ICT equipment until my parent and I have read and signed my use agreement form and returned it to school.

1. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
2. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also apply to mobile phones and other digital devices. I will only use my mobile phone(s)/digital devices at the times that I am permitted to during the school day.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
  - Access, or attempt to access, inappropriate, age-restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
9. If I accidentally access inappropriate material, I will:
  1. Not show others;
  2. Turn off the screen or minimise the window; and
  3. Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
14. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems.
  - Not attempting to hack or gain unauthorised access to any system.
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT.
  - Reporting any breakages/damage to a staff member.
15. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
16. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
17. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

# attendance



All students must arrive by 8.40am, be in Period 1 by 8.45am (except Wednesdays, in class by 9.45am) and attend all timetabled classes while at school, unless otherwise directed by a staff member.

## Lateness

If you are late to school, you are to bring a note giving the reason and sign in at the Student Wellbeing Centre for a late pass.

## Absence

### Absence Through Sickness

If you are unable to attend school due to illness, your homestay should phone the school before 8.30am on 441 9773, or 444 9776, or email [absences@gc.ac.nz](mailto:absences@gc.ac.nz), leaving your name, year level and the reason for absence. A note is to be given to the Form Teacher when you come back to school.

### Appointments (Doctor/Dentist)

You must bring a note from your homestay parent or an appointment card and go to the Student Wellbeing Centre to sign-out. They will issue you with a pass. When you return, you need to sign back in at the Student Wellbeing Centre.

\*Trips to the airport, birthday celebrations, driving test/licences and interviews for part-time jobs are not justified or acceptable reasons for being absent from school.

## Special Leave

Should time away from school be required for reasons other than sickness (for three days or longer), a formal letter of request should be addressed to the Principal, preferably four weeks in advance of the anticipated leave. You will need to complete a School Leave Compliance Form which will indicate the work you will miss during your absence. This will be sent to you in the Principal's response letter.

## Term Dates 2023

Monday 30 January	AUCKLAND ANNIVERSARY DAY
Tuesday 31 January	Year 9 and all new students and Prefects and Peer Support Leaders
Wednesday 1 February	Day 3 – whole school
Thursday 2 February	Day 4
Friday 3 February	Day 5
Monday 6 February	WAITANGI DAY
Tuesday 7 February	Day 7
Thursday 6 April	End of Term 1
Friday 7 April	GOOD FRIDAY
Monday 10 April	EASTER MONDAY
Tuesday 11 April	EASTER TUESDAY
Monday 24 April	Term 2 starts – Teacher Only Day
Tuesday 25 April	ANZAC DAY
Wednesday 26 April	First day back for Term 2
Monday 5 June	KINGS BIRTHDAY
Thursday 29 June	End of Term 2 for students
Friday 30 June	Teacher Only Day
Friday 14 July	MATARIKI
Monday 17 July	Term 3 starts
Friday 22 September	End of Term 3
Monday 9 October	Term 4 starts
Monday 23 October	LABOUR DAY
Wednesday 6 December	End of Term 4 for students



# School Uniform





### Glenfield College Uniform

Available from 'New Zealand Uniforms'

**Store:** 19a Douglas Alexander Parade, Albany, Auckland, 0632

**Phone:** 09 4776 300

**Email:** albany@nzuniforms.com

**Store Hours:** Weekdays 9am – 5pm, Saturday 9am – 1pm

**Web:** www.nzuniforms.com

#### Payment Options:

NZ Uniforms accepts Cash, Eftpos, all major Credit Cards and WINZ payments.

We also offer finance through Gilrose Finance and have a 'Uniform Club' which is a great way to save for your School Uniform purchases.

#### 'Uniform Club' :

It's easy, set up an account and make automatic payments (weekly, fortnightly or monthly) in advance and watch your balance grow. When you are ready to make your Schoolwear purchases with NZU, your money is already available and waiting to be spent! Call or visit the store today to get started.

<b>Junior Uniform</b>  Year 9 to 10 students	<b>Boys</b>	Gingham shirt Shorts or long pants with Glenfield logo Long, knee-length black socks Shoes – black leather lace-up with defined heel Black Roman sandals may be worn without socks, if shorts are worn Outer garment is jersey or soft shell jacket
	<b>Girls</b>	Gingham blouse Mid-length skirt or culottes with Glenfield logo White socks with black band Shoes – black leather lace-up with defined heel Black Roman sandals may be worn without socks Black tights may be worn with shoes in winter Outer garment is cardigan/jersey or soft shell jacket
<b>Senior Uniform</b>  Year 11, 12 & 13 students	<b>Boys</b>	White Glenfield College shirt Long, knee-length black socks Shorts or long pants with Glenfield logo Shoes – black leather lace-up with defined heel School blazer and tie (must be worn on Assembly day (Wed) & Friday) Soft-shell jacket may be worn on Mon, Tues, Thurs
	<b>Girls</b>	White Glenfield College blouse Long skirt, mid-length skirt or culottes White socks with black band Shoes – black leather lace-up with defined heel Black tights may be worn with shoes in winter School blazer and tie (must be worn on Assembly day (Wed) & Friday) Soft-shell jacket may be worn on Mon, Tues, Thurs

## Physical Education/Dance

All Year 9 and 10 students, as well as those taking PE, require the Glenfield College PE shirt and black sport shorts. Students taking Dance will require a suitable change of clothes for all practical lessons.

## House Competition T-Shirts

The new Glenfield College House Competition t-shirts are now available from NZ Uniforms Albany for \$29. House Competition t-shirts are compulsory for all Year 9 students and any new students to the school.

## Optional Items:

- **Soft-shell jacket:** this is not to be worn in summer or in classrooms
- **Scarf with Glenfield College logo:** this is the only scarf permitted
- **Cap with Glenfield College logo:** this is the only cap permitted

## Please note:

- Hair must be tidy and excesses of extreme (colour/style) fashion, such as partly shaved heads, are not acceptable. Long hair, for both boys and girls, must be tied back for health and safety reasons.
- Boys and girls may wear one small, plain gold or silver stud earring in the lobe of the ear
- No other jewellery is permitted except a wristwatch
- Beanies/bucket caps may not be worn
- Tattoos, cultural or otherwise, are not to be visible
- Caps are to be the official Glenfield College cap which can be purchased at the NZ Uniform Shop
- Make-up or nail polish must not be worn

**All garments need to be clean and in good condition  
reflecting our motto of "Pride and Respect"**

**NO STUDENT MAY WEAR MUFTI TO SCHOOL EXCEPT ON DESIGNATED MUFTI DAYS.**

We appreciate your support with the items listed above,  
as we work towards the raising of standards and expectations of our students  
as we prepare them for life outside of school.

**IN ALL UNIFORM MATTERS THE PRINCIPAL'S JUDGMENT IS FINAL**

# Map





# Homestay



Keeping these simple rules of respect will help make your homestay experience happy and positive.

1. Be part of the family - enjoy your host parents, brothers and sisters. Respect them and be friendly. They will treat you the same way.
2. Respect the house as a home - it is not a hotel. Respect personal and private property of your family. Always ask before borrowing or using any items.
3. Supply your own tissues, hair shampoo and toothpaste.
4. Always tell your family where you are going and when you are coming home. Your family worries about you just the same as their own children.
5. Tell your family if you are not coming home for a meal.
6. Ask if it is OK to invite your friends to your house.
7. Keep your key to your homestay in a safe place.
8. You must ask your homestay parent's permission to stay out overnight. They will require a telephone number to contact you in an emergency.
9. Before any overseas student leaves his/her homestay for trips or visits he or she should inform the homestay parents. Written permission from parents overseas is also required. This can be done by email.
10. At all times your homestay parents must know where you are. You must be home at the times agreed to with the homestay parents.
11. If you wish to return home during the school holidays you should leave and return within this time. All students are encouraged to return home during the December - January holidays.

We want you to be happy during your time at Glenfield College. However, sometimes problems do arise. If you have any problems, please see the International Student Administrator or Lake Panorama Homestay Agency to talk about these. You will have an interview once a term with Lake Panorama Homestays to make sure everything is ok.

# Questions to ask your host family

Use this for discussion with your homestay in the first few days.

- What do I call you? Mum, Dad or your given name?
- What I am expected to do daily other than?
  - make my bed
  - keep my room tidy
  - leave the bathroom clean and tidy after use
  - set or clear the table
  - wash, dry and put away the dishes after a meal
  - load or unload the dishwasher
  - empty the rubbish bin.
- What is the procedure about dirty clothes?
  - Where do I keep them until wash day?
  - Should I wash my own clothes?
- What is the procedure about ironing clothes?
- May I use the iron, washing machine, sewing machine without asking?
- Where can I keep my bathroom/toilet accessories?
- When is the best time for me to use the bathroom on weekdays? mornings or evenings?
- Can I have a bath?
- When are mealtimes?
- May I help myself to food and drink (non-alcoholic) in moderation at any time or must I ask first?
- What are your feelings about me drinking alcohol?
- Do you object to me having wine at the table with you – or an occasional beer?
- May I smoke in the house?
- What areas are strictly private eg study, sewing room, pantry, wine cellar, homestay parents' bedroom?

- Where can I store my suitcases?
- What time am I expected to go to bed on a school night?
- What time must I get up on weekday mornings?

## Bedroom

Please feel free to study in your room but do not spend all your time in your bedroom. You will have things to share and talking with your homestay family will improve your English.

There are no locks on bedroom doors in our country. If a door is shut please knock.

The bed may be different from your country. We sleep between the sheets which we wash regularly. Ask your family if you are unsure to show you how to make your bed.

Keep your room tidy. Your homestay will tell you about arrangements for changing bedding and vacuuming your room.

New Zealand families like to let sunlight and fresh air into bedrooms. We pull back the curtains and open the windows. Please ask your homestay about leaving windows open during the day.

## Using the Shower and Bathroom

In most New Zealand homes the bathroom is very busy in the morning. Try to be as quick as you can.

### Bathing and Showering

Ask your family what time is best to have your shower or bath.

- You should supply your own personal toiletries (shampoo, soap, toothpaste).
- Try not to use too much water.
- Put your wet towels in the laundry.

### Toilet

Males: Remember to raise the toilet seat before urinating.

Females: Ask you host mother about the disposal of your menstrual pads or tampons. These must not be put down the toilet as they cause blockages.



### **Laundry**

Your homestay will wash your clothes and tell you where to put your dirty clothes. If you wish to do your own washing talk to your homestay about it.

### **Underwear**

Your host mother will be happy to wash this for you. However, you may choose to do it yourself. It is our custom to dry our underwear outside on the clothesline. Please do not be embarrassed to do the same.

**Remember** you must not hang wet clothing and underwear in your wardrobe or bedroom.

## **Mealtimes and Eating**

- Start your meal when the family starts to eat.
- New Zealand families usually eat their meals together.
- Remember to ask someone to pass the salt, salad, sauce etc. to you. It is good to pass these things to other people. Do not reach over the table.
- It is okay to say "no thank you" to food you do not like. Your family will not mind, but do try a few new foods. It is all part of your New Zealand experience.
- It is usual to stay at the table until everyone has finished eating.
- Host families may appreciate help to:
  - \* set the table
  - \* serve the meal
  - \* clear the table
  - \* do the dishes
- Ask your family what food you can eat between meals.
- You may want to cook for your family. Talk to your homestay about this as sometimes New Zealand ovens can be different to those in your country.

**Remember you must always tell your family in advance when you will not be home for a meal.**

### **Lunches**

Talk to your family about lunches. Tell them what you like and what you do not like.

## **Helping Around the Home**

In New Zealand it is usual for men and women to help with household jobs. These may include:

- helping with the dishes, stacking the dishwasher
- helping to prepare meals
- setting and clearing the table after meals
- keeping your own room tidy.

## **Family Outings**

It is fun to join with the family outings and visits. This is a chance to see the country, make new friends and practice your English. If your family goes somewhere that costs money, for example, a restaurant or the movies, offer to pay your share.

## **General Information**

### **Banks**

Banks are open from 9.00am to 4.30pm Monday to Friday.

**ASB Bank Glenfield Mall** is open Monday, Tuesday, Wednesday, Friday 9.00am – 4:30pm

Thursday 9.00am – 7.00pm, Saturday and Sunday 9.00am – 4:30pm

**Glenfield Shopping Mall** is open 7 days per week 9.00am – 6.00pm

Late night is Thursday and Friday until 9.00pm

The supermarkets in the Mall are open until 10.00pm 7 days a week

### **Transport**

All buses are pay as you enter. Show your ID when using public transport.

## **Pets**

New Zealanders enjoy family pets. Many families own either a cat or a dog.

## **Electric Blankets**

Many families use an electric blanket to warm the bed. Do not sleep with the blanket turned on. Make sure it is turned off during the day otherwise it may cause a fire. Families who do not use electric blankets will provide alternative heat such as extra blankets or a hot water bottle.

## **Using Heaters**

Do not leave your heater on for long periods of time. Electricity is expensive in New Zealand.

## **Smoking**

Many New Zealand homes are non-smoking. Do not smoke at your homestay without asking for permission first. You must smoke outside if your homestay family requests this. Ask what to do with your cigarette butts. It is illegal to smoke in New Zealand under 16 years of age.

## **Telephone Calls**

It is important to talk to your family about this. It is advised you purchase an international phone card for calling overseas.

## **Taxis**

We recommend you take a taxi home after dark. It is not safe to walk around the streets at night. In an emergency situation you can call the International Student Administrator.

## **Valuables/Money**

Be careful with money. Carry only what cash you think you will need. Do not lend money to other students. Your homestay / International Student Administrator will help you open a bank account and arrange an eftpos card. You may like to have a credit card issued to you from your home bank. Please ensure that you talk to your bank about how this may work in New Zealand.

## New Zealand Law

1. In New Zealand you must wear a cycle helmet when you ride a bicycle.
2. You must wear a seat belt in a car.
3. You are not permitted to travel in a car being driven by a person with a restricted licence.
4. It is illegal to buy cigarettes or tobacco products if you are under 18 years of age.
5. You are not permitted to enter Hotels, Taverns or Nightclubs if you are under 18 years of age.
6. If you hold a restricted drivers licence you are not permitted to drive if you have been drinking alcohol. You are not allowed to carry passengers in the motor vehicle that you are driving at certain times of the day with a restricted licence.

## Shopping Hours

Shops are open in general for the following hours:

- |                     |                     |
|---------------------|---------------------|
| • Monday – Thursday | 9.00am – 6.00pm     |
| • Friday            | 9.00am – 9.00pm     |
| • Saturday          | 9.00am – 6.00pm     |
| • Sunday            | 10.00am – 6.00pm    |
| • Supermarkets      | Daily 7.30am – 10pm |

## Emergencies

In New Zealand we telephone 111 for emergencies (police, fire and ambulance).

- In an emergency:
- There is no charge for this service.
  - This is a free call from a telephone box.
  - Dial 111 and tell the operator which service you require (police, fire or ambulance).
  - Give your name, address and phone number.
  - You will be prosecuted if you abuse this service.

## Health

Please speak with your homestay about any health problems. Do not feel embarrassed as changes in climate and food can often affect your health. Your homestay will contact the school if you are unwell.

New Zealand has many doctors both male and female. You will attend your homestay family doctor if necessary or if preferred it can be arranged to attend a doctor of your nationality.

Please inform your homestay if you have a known medical condition.



## Medical Insurance

1. It is compulsory for all International Students to have medical insurance.
2. This is arranged before you leave your home country.
3. The school offers an excellent medical insurance policy to the students through the Uni-Care Company.

## Personal Safety Outside of School

Students should always ask members of the host family about any situations which make them feel uncomfortable or frightened.

When you go on an outing with friends you should always tell your host parents:

- where you are going
- who you are going with
- what time you will return
- how you are getting there and back.

**Leave a phone number where possible or carry your cell phone switched on. You must return home at the stated time.**

**Keep your host family's name, address, cell phone and home phone numbers with you at all times. Also keep the name and phone number of Julie Kilroy with you.**

The New Zealand Police are friendly and helpful. If you are lost, ask for assistance from a Police Officer. In many places there is a Community Police Officer.

In addition, students and families should discuss:

- Is it safe to walk around the neighbourhood after dark? alone or with friends?
- How can I keep myself safe when alone, especially at night?
- Are there areas of the city or community where it is not safe for people to be at night? During the day?
- What should I do if I get lost or separated from my friends? Whom should I ask for help? How do I use the public telephone?
- What are the laws and practices about crossing the street?
- Is it safe to carry money? If so, should I take any precautions?
- What should I do or where should I go if I don't feel safe?
- Is it generally safe to accept rides from friends and school acquaintances in their cars? They must hold a full licence.