

STARTING AT GLENFIELD COLLEGE 2024

belong strive succeed



WELCOME

This booklet is designed to introduce you to Glenfield College and the way we do things.

Students at Glenfield College are expected to work hard and to always do their very best academically. In addition, we encourage all students to participate in the hugely valuable co-curricular opportunities available through the school.

Glenfield College is in its fifth decade of meeting the educational needs of its local community exceptionally well. We are very proud of the fact that many second generation students are in our school as we value that strong sense of community and support from home.

We work hard to provide a supportive, positive learning environment in the school so that all students can realise their full potential in their time with us. Our modest size enables us to know each of our students well and build excellent working relationships with them. We care about each student and their development into capable, well-rounded citizens.

I look forward to getting to know you and encourage you to be involved in your child's progress during their time at Glenfield College.

Mr Paul McKinley
Principal *Tumuaki*

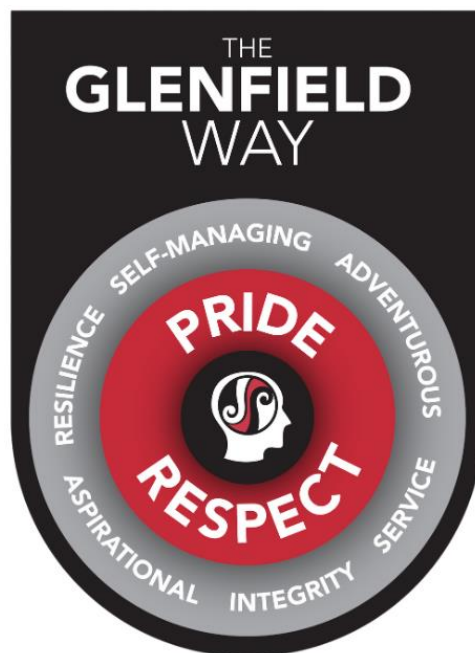


SCHOOL RULES

Glenfield College proudly promotes the Glenfield Way that includes the values, 'Pride and Respect' – for others, for oneself, for property and for the environment. The guiding principles of the Glenfield Way recognise that everyone in the school community has both rights and responsibilities. The foundation/pillars of the Glenfield Way are supported by the six values that promote key elements which reflect the culture of our school and enable a positive teaching and learning environment to be maintained in the classroom.

A Glenfield College student will be thoughtful, tolerant and cooperative, they should respect others' right to learn without interruption, be well-mannered, considerate and friendly to each other, to staff and to visitors. They should be punctual, attend class and complete classwork/homework to the best of their ability. They should be proud of their school and keep it clean, safe and attractive. Students should wear the correct uniform properly and behave well at all times. They should remember self-discipline and common sense.

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.



Embodying our values means having high expectations for student behaviour, attitude, presentation and effort.

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)
- Permanent marker pens
- Skateboards
- Gang-associated clothing/accessories
- Portable speakers

Electronic Devices/Laptops are a part of classroom activities, but the use of these is at the discretion of all teachers and must be appropriate to purpose. Students must follow the Glenfield College ICT Code of Conduct Agreement when using devices at school. Please also see the BYOD guidelines for further clarification. It is also expected that devices are brought to school fully charged and ready for use. **Please note that no electronic devices are to be used during interval or lunchtime.**

Cellphones: If a student brings a phone to school, it is to be kept turned off and in their bag from their arrival at 8.40am to leaving at 3.10pm. Phones are not to be out during classes, nor in the grounds at break times. On occasion there may be some specific instances where permission may be given by teachers for phones to be used as a tool for learning, but at all other times phones are to be 'invisible, inaudible, in bags'. Parents and students can contact each other via the school office.

NB: The inappropriate use of any electronic device for the following is also prohibited and may result in serious disciplinary consequences: a) the unauthorised taking of any still or moving images. b) the unauthorised sharing or posting (electronic or otherwise) of any audio recordings and/or still or moving images.

Earphones: Any earphones - cabled/Bluetooth etc - are not permitted to be worn, seen on, or used by students during school hours. These cannot be used in class unless specifically given permission by a teacher for a learning activity.

Phones and earphones will be confiscated if they are seen during the school day. These can be collected from the school office at the end of the day. The school will not be held responsible for any loss of stolen devices

2. 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 or vape pens.
- 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. Intentional/wilful/reckless damage will result in caregivers being invoiced for the damage repair.
- 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.
- The use of any food delivery services, eg Uber Eats, to the school grounds to students, is prohibited because this poses potential safety risks. Students are required to attend all classes and remain in the school grounds during the school day.

3. 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.
- Students are required to be punctual at school – Monday, Tuesday, Thursday, Friday - school begins at 8.45am and Wednesday, 9.45am.
- In case of absence, parents must notify the school by telephone, 09 441 9773 or by email – 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 Centre in order to be admitted to class.

4. 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 (below the shoulders), both for boys and girls, tied fully 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 one small, plain gold or silver stud earring in the lobe of the ear. Non-regulation items, including jewellery, may be confiscated. There are to be no visible body piercing or tattoos, unless approved by the Principal by formal exemption. Excessive make up, false lashes and nail polish must not be worn.

Uniform Passes – as a general rule, no non-uniform items are permitted. Students may not wear non-uniform unless a school-wide non-uniform 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 or non-uniform hats may not be worn
- Nail polish and excessive make-up and false eyelashes 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/skirts at or below knee length

5. 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 or inappropriate language.

6. 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 Centre.

7. 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 and e-scooters to wear a **helmet**.

8. Vehicles

Students who bring a vehicle to school must not use or access the vehicle during the school day without the permission of a Deputy Principal. Students must not park in the staff carpark. Student parking is on the street, or the left-hand side of the top school driveway (beside the rugby fields). The Road Rules must be adhered to at all times. Students must register their car and obtain a pass.



GENERAL INFO

Form Classes

The Timetable

Class Times

Buses

ID Cards

MyMahi

Lockers

Personal Property

Stationery

School Donation & Contributions

Payments

Help with Homework

Junior Camp

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

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. School begins at 8.45 each morning, except on Wednesdays where school starts at 9.45 (period 2).

Class Times

Monday	Tuesday	Wednesday	Thursday	Friday
First Bell 8:40	First Bell 8:40	PD/Department 8:40	First Bell 8:40	First Bell 8:40
Period 1 8:45 – 9:40	Period 1 8:45 – 9:40	First Bell 9:40	Period 1 8:45 – 9:40	Period 1 8:45 – 9:40
Period 2 9:45 – 10:40	Period 2 9:45 – 10:40	Period 2 9:45 – 10:40	Period 2 9:45 – 10:40	Period 2 9:45 – 10:40
Form Class 10:45 – 11:05	Mentoring/Reading Plus 10:45 – 11:05	Assembly 10:45 – 11:05	Mentoring/Reading Plus 10:45 – 11:05	Form Class 10:45 – 11:05
Interval 11:05 – 11:30	Interval 11:05 – 11:30	Interval 11:05 – 11:30	Interval 11:05 – 11:30	Interval 11:05 – 11:30
Period 3 11:35 – 12:30	Period 3 11:35 – 12:30	Period 3 11:35 – 12:30	Period 3 11:35 – 12:30	Period 3 11:35 – 12:30
Period 4 12:35 – 13:30	Period 4 12:35 – 13:30	Period 4 12:35 – 13:30	Period 4 12:35 – 13:30	Period 4 12:35 – 13:30
Lunch 13:30 – 14:10	Lunch 13:30 – 14:10	Lunch 13:30 – 14:10	Lunch 13:30 – 14:10	Lunch 13:30 – 14:10
Period 5 14:15 – 15:10	Period 5 14:15 – 15:10	Period 5 14:15 – 15:10	Period 5 14:15 – 15:10	Period 5 14:15 – 15:10

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. In 2024, these cards are now available digitally via MyMahi. ID photos are taken early in February. If students require a physical card, these can be purchased for \$5 from the Finance Office.

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.

School Donation

Parents are not required to pay any donation as the school has opted into the Government Donation Scheme.

Contribution to Subject Expenses

Where there is a take-home component for student work such as in Technology (where students keep what they have made), we ask for a contribution to the costs for the materials used. Some subjects have a highly recommended workbook and these are not compulsory to purchase. Students who choose to purchase these workbooks tend to gain more understanding of their chosen subject.

Payments

Payments may be made in the following ways:

- At the school Finance Office on Tuesday and Thursday between 8.30am and 4.00pm, by
 - Eftpos
 - Credit Card (excl. Amex and Diners)
- **Internet Banking**
(You will need to be registered at your Bank for this):
Our Bank Account is: **12-3072-0723500-00**
Please ensure that the student's **full name** and/or ID Number and reason for payment are used as the reference to appear on our statement.
- **Automatic Payments**
(Payment of fees in instalments throughout the year)
Forms are available from the Finance Office. Please ensure that the student's **full name** and/or ID number are used as the reference to appear on our statement.

If you have any queries or need to discuss student fees, please contact the Finance Office on 444 9066 ext 612 or email j.kilroy@gc.ac.nz anytime during the 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 students during school time
Parent Portal/Devices
School Newsletter
Fortnightly Reports

The Glenfield College website www.gc.ac.nz is a valuable source of information.

Communication with Students During School Time

If you wish to communicate with your child during school hours, please be mindful of whether it is class time or not. Students are expected to have their cellphones switched off during class. If you require urgent communication, please phone the school office on 441 9776 (option 2) and we will contact your child.

If you wish to collect your child during the school day, or drop items off for them, please do so at the Student Wellbeing Centre.

Parent Portal/Devices

Parents are able to access current attendance, pastoral and achievement information through the Parent Portal on the school website. A unique login and password will be provided for each family. Please familiarise yourself with this portal so that you can be fully informed of your child's progress at any time.

We are increasingly using email and the school website/social media platforms such as Facebook (Glenfield College Official) and Instagram (glenfieldcollegecollege) to communicate with parents. Please ensure that the school has your current contact details, including mobile phone numbers and email addresses.

At Glenfield College we are encouraging students to bring personal devices to help with their learning. While having a device is not compulsory, students report that it does make access to information, organisation and collaboration on tasks more manageable.

We do not specify a particular type of device. Families and students can choose the device that best meets the needs of the individual student.

For a portable device to be useful at school it needs to be able to use our wireless internet and run Google applications. Our school-wide integration of Google Apps allows our students to access their work and email on any device that supports Google Chrome.

School Newsletter

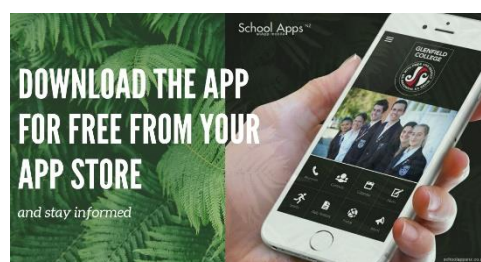
School newsletters are emailed home to parents/caregivers three times a term. If you require a paper copy of the newsletter, please let our office know.

Fortnightly Reports

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.

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 of your child's absence, contact a teacher, access the parental portal and find links to maps and key websites. Receive alert messages and notices instantly from your chosen groups, such as your child's sports team.





BYOD

What device should we consider?
Advantages of student-owned devices
Teacher Professional Development
School infrastructure
Google Apps for Education
Frequently Asked Questions

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.

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.

What device should we 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.

Advantages of student owned mobile devices

There are a wide range of advantages to students bringing their own device to school. Most obviously students are able to connect with an unlimited selection of resources. Other advantages include:

- Quick research
- Collaboration of work with other students as well as the ability for staff to provide feedback.
- Photo and video recording of experiments, speeches, field trips and assignments.
- Access to on-line learning resources such as Reading Plus and Education Perfect.
- Multi-media presentation of work.

Teacher Professional Development

In spite of what students may say, they are not automatic experts in all things technology. We need to assist them in how to use technology in ways that assist them with their learning. The teaching staff are constantly engaging in training sessions on how they can use technology to enhance the teaching and learning at Glenfield College.

School infrastructure

At Glenfield College we have a modern, high-quality information technology infrastructure. We are regularly upgrading our equipment allowing us to have WiFi in every classroom that is reliable and fast.

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 child's device breaks or fails?

The device is the responsibility of the students and should be treated with care at all times. Should it break or fail, consider the value of the warranty when you purchase a device. The Consumer Guarantees Act ensures that devices should be fault free for a "reasonable" period of time. It is also worth considering whether the device is covered by your home contents insurance.

Do I need to get Microsoft Office installed on my child's 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.

Other Information:

If you are looking for more information on on-line issues in general, we recommend you visit the Netsafe parenting pages: (<https://www.netsafe.org.nz/advice/parenting/>).

We have partnered with Noel Leeming and they have several offers for Glenfield College families:
<https://www.noelleeming.co.nz/byod>

Their guide for parents can be found at:
<https://www.noelleeming.co.nz/byod-tips-and-tricks>



CYBER-SAFETY

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.

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.
18. I will not use generative AI to create material from photos, sound, or other information to embarrass, bully or otherwise harass individuals. I will not use generative AI for the purposes of cheating or to pass something off as my own work.



ATTENDANCE

Lateness

Absences

Special Leave

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 your child is late for school they are to bring a note giving the reason. If they arrive after 8.45am (or 9.45am on a Wednesday), they must report to the Student Wellbeing Centre for a late pass.

Absence

Absence Through Sickness

In the event that your child is unable to attend school due to illness, please contact the Attendance Officer on the morning of the absence on 441 9773, or 444 9776, or email absences@gc.ac.nz, leaving your child's name, year level and the reason for absence. A note is to be given to the Form Teacher on the day of the child's return to school. The note is to be written and signed by the caregiver. An email from the parents/caregivers work email address is sufficient; however, notification from a home email address still requires a signed, written note to be provided.

Appointments

If your child must be absent from school for a period of time during the day please send a note to request a leave pass, giving the reason, the time of departure and estimated time of return to school. The student must take this note to the Student Wellbeing Centre prior to leaving school to obtain a leave pass. The student must sign in again on his/her return.

*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. Your child will need to complete a School Leave Compliance Form which will indicate the work they will miss during their absence. This will be sent to you in the Principal's response letter.



STUDENT SUPPORT

Sick Bay
Physiotherapy
Counsellor
Term Dates

Glenfield College has a trained First Aider on duty in the Student Wellbeing 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.

Term Dates 2024

Term 1	Monday 29 January	AUCKLAND ANNIVERSARY DAY
	Tuesday 30 January	Year 9 and all new students and Prefects and Peer Support Leaders
	Wednesday 31 January	Day 3 – whole school
	Thursday 1 February	Day 4
	Friday 2 February	Day 5
	Monday 5 February	Day 6
	Tuesday 6 February	WAITANGI DAY
	Wednesday 7 February	Day 8
	Friday 29 March	GOOD FRIDAY
	Monday 1 April	EASTER MONDAY
	Tuesday 2 April	EASTER TUESDAY
	Thursday 12 April	End of Term 1
	Term 2	Thursday 25 April
Monday 29 April		Term 2 starts
Monday 3 June		KINGS BIRTHDAY
Friday 28 June		MATARIKI
Friday 5 July		End of Term 2
Term 3	Monday 22 July	Term 3 starts
	Friday 27 September	End of Term 3
Term 4	Monday 14 October	Term 4 starts
	Monday 28 October	LABOUR DAY
	Wednesday 4 December	End of Term 4 for students

Please note: Dates are correct at 26 June 2023



KEY CONTACTS

Senior Leadership
Deans
Key Staff
Heads of Department

School Automated Phone:

441 9776 (to reach the Student Wellbeing Centre, Attendance or to enter an extension number)

Senior Leadership Team 2024

Principal	Paul McKinley	principal@gc.ac.nz
Deputy Principal	Michelle Cleaver Oversees Year 13	m.cleaver@gc.ac.nz
Deputy Principal	John Bonneywell Oversees Years 12	j.bonneywell@gc.ac.nz
Deputy Principal	Jen Spencer-Bates Oversees Years 9 & 10	j.spencer-bates@gc.ac.nz
Acting Assistant Principal	Joshua Montreal Oversees Year 11	j.montreal@gc.ac.nz

Deans 2024

The Deans are your first point of contact for issues relating to a student's academic or pastoral needs.

Year 9	Lucy Robinson	l.robinson@gc.ac.nz
Year 10	Rhys Jenkins	r.jenkins@gc.ac.nz
Year 11	Nicole Patterson	n.patterson@gc.ac.nz
Year 12	Sam Feast	s.feast@gc.ac.nz
Year 13	Alastair Tod	a.tod@gc.ac.nz

Key Staff

Attendance Office	Lesley Elliott	444 9066 x 909 l.elliott@gc.ac.nz
Careers	Alastair Tod	444 9066 x 704 a.tod@gc.ac.nz
Finance Office	Julie Kilroy	444 9066 x 612 j.kilroy@gc.ac.nz
Gateway Co-ordinator	Rena Foolchand	444 9066 x 631 r.foolchand@gc.ac.nz
Guidance Counsellor	Paul Campbell	444 9066 x 748 p.campbell@gc.ac.nz

Principal's EA	Gillian Hayward	441 9771 g.hayward@gc.ac.nz
Reception	Ellie Newton	444 9066 reception@gc.ac.nz
Director of Sport	Stuart Dove	s.dove@gc.ac.nz 444 9066 x 625
Student Wellbeing Centre	Kayla Paniora	k.paniora@gc.ac.nz 444 9066 x 904

Heads of Department/Teachers in Charge

For a curriculum concern, please contact the subject teacher or the relevant Head of Department

Dance/Drama	Jordyn Wilson (TIC)	j.wilson@gc.ac.nz
English	Karl Lee	k.lee@gc.ac.nz
Learning Support	Amanda Smith	a.smith@gc.ac.nz
Mathematics	Kristina Smith	k.smith@gc.ac.nz
Maori	Awhina Mikaere (TIC)	a.mikaere@gc.ac.nz
Music	Tomasz Kus	t.kus@gc.ac.nz
Physical Education	Rusty Anderson	r.anderson@gc.ac.nz
Science	Dave Aston	d.aston@gc.ac.nz
Social Science	Pip Buddle	p.buddle@gc.ac.nz
Technology/Art	Lee Hine (Acting)	l.hine@gc.ac.nz



SCHOOL UNIFORM

Junior

Senior

PE/Dance

House Competition

Optional Items



UNIFORM EXPECTATIONS



JUNIOR UNIFORMS

Uniforms (and you) need to be tidy at all times:

- Long hair tied back
- One earring in each ear (Plain studs only. No sleepers)
- No nail polish, excessive makeup and eyelashes
- School jackets or school jersey only (no hoodies)
- Polishable black shoes with a heel with correct socks
- No jewellery (necklaces, rings, bracelets)

SENIOR UNIFORMS

Uniforms (and you) need to be tidy at all times:

- Long hair tied back
- One earring in each ear (Plain studs only. No sleepers)
- No nail polish, excessive makeup/eyelashes
- School jacket, school jersey or blazers only (no hoodies)
- Polishable black shoes with a heel with correct socks
- Boys shirts tucked in
- No jewellery (necklaces, rings, bracelets)





UNIFORM EXPECTATIONS

ACCEPTABLE SHOES



UNACCEPTABLE SHOES



Shoes must be polishable and have a heel

Shoes must **not** be made of canvas and/or have a sports sole

* These styles in black only. In some locations sandals, can't be worn for safety reasons.



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 – 4pm

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.

Junior Uniform

Year 9 to 10
students

Boys

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

Girls

Gingham blouse
 Mid-length skirt, culottes or trousers 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

Senior Uniform

Year 11, 12 & 13
students

Boys

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

Girls

White Glenfield College blouse
 Long skirt, mid-length skirt, culottes or trousers
 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



