



# STARTING AT GLENFIELD COLLEGE





# 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. Students are encouraged to participate in the hugely valuable co-curricular opportunities available throughout 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.

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







## OUR VALUES

Glenfield College proudly promotes the Glenfield Way which includes our main values, 'Pride and Respect', 'Mā Maruwehi, Ka Rāhiri'. This extends to others, for oneself, for property and for the environment.

These main values are supported by the six others 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.

## OUR MISSION

To support our values, our mission is to ensure that all learners find a sense of belonging here, strive to do their very best both inside and outside the classroom and ultimately define their version of success for the future.



# WHAT DOES THE SCHOOL DAY LOOK LIKE?

All students are placed in a Form Class. Junior students will be placed in a Form Class to study the core subjects: English, Mathematics, Science, Social Studies, Physical Education and Health. Option classes are made up of students from a variety of junior Form Classes. The Form Teacher is involved with the daily pastoral care of group members; checking on absences, monitoring progress, and following up on classroom behaviour. Students ideally remain in the same Form Class for their five years at high school.

We run a ten-day timetable. Senior students have eight lessons per subject 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 8.45am each morning, except on Wednesdays where school starts at 9.45am (period 2).

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
First Bell 8:40	First Bell 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	First Bell 9:40	<b>Period 1</b> 8:45–9:40	<b>Period 1</b> 8:45–9:40
<b>Period 2</b> 9:45–10:40	<b>Period 2</b> 9:45–10:40	<b>Period 1</b> 9:45–10:40	<b>Period 2</b> 9:45–10:40	<b>Period 2</b> 9:45–10:40
<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>Period 3</b> 11:35–12:30	<b>Period 3</b> 11:35–12:30	<b>Period 2</b> 11:35–12:30	<b>Period 3</b> 11:35–12:30	<b>Period 3</b> 11:35–12:30
<b>Period 4</b> 12:35–1:30	<b>Period 4</b> 12:35–1:30	<b>Period 3</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>Period 5</b> 2:15–3:10	<b>Period 5</b> 2:15–3:10	<b>Period 4</b> 2:15–3:10	<b>Period 5</b> 2:15–3:10	<b>Period 5</b> 2:15–3:10



## ARE CELLPHONES ALLOWED?

No. Phones must be in school bags from 8.40am to 3.10pm. This is a government mandate. If students/parents need to get messages to each other, this can be done through the school office.

## DO I NEED A DEVICE?

All students from Years 9-12 are expected to bring a device to support their learning. The device should be a laptop or Chromebook and allow learners to type and navigate interfaces effectively.

Many courses and assessments are delivered via Google Classroom so it is essential students can access this both at school and at home.

## WHAT IF I AM LATE TO SCHOOL?

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.

Unjustified lateness will result in a lunchtime detention. Repeat offences will result in an after school detention.

## WHAT SHOULD I DO IF I AM SICK AND CAN'T ATTEND SCHOOL?

If your child is unable to attend school due to illness, please call the automated school number, **444 9776**, or email **absences@gc.ac.nz**. Leave your child's name, year level and the reason for absence. This should be done in the morning before 8.45am.

A note will need to be given to the Form Teacher on the day of the child's return. 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.

## **WHAT SHOULD I DO IF I NEED A HOLIDAY DURING TERM TIME?**

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.

In the senior school, a family holiday in term time will not be grounds for extensions on NCEA assessments.

## **WHAT DO I DO IF I NEED TO SPEAK TO A COUNSELLOR?**

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

## **WHAT IF I NEED TO LEAVE SCHOOL DURING THE DAY DUE TO AN APPOINTMENT OR SICKNESS?**

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 their 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.

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.

# KEY CONTACTS

Please contact any of the following staff members if you have any queries or concerns.

## WHO DO I CONTACT FOR GENERAL QUERIES?

AREA	NAME	CONTACT
Automated Phone for Absences	NA	444 9776
School Reception	Ellie Newton	444 9066 e.newton@gc.ac.nz
Student Wellbeing Centre	Kayla Paniora	444 9066 x 904 k.paniora@gc.ac.nz
Attendance Office / First Aid	Lesley Elliott	444 9066 x 909 l.elliott@gc.ac.nz
HOD Guidance School Counsellor	Chris Brehmer (until Term 3 2025)	444 9066 x 748 c.brehmer@gc.ac.nz
Director of Sports	Will Lacey	444 9066 x 625 w.lacey@gc.ac.nz
Accounts and Finance	Julie Kilroy	444 9066 x 612 j.kilroy@gc.ac.nz



## WHO DO I CONTACT IF I HAVE PASTORAL CONCERNS ABOUT MY CHILD?

YEAR LEVEL DEAN	NAME	CONTACT
9		
10	Lucy Robinson	<a href="mailto:l.robinson@gc.ac.nz">l.robinson@gc.ac.nz</a>
11	Rhys Jenkins	<a href="mailto:r.jenkins@gc.ac.nz">r.jenkins@gc.ac.nz</a>
12	Nicole Patterson	<a href="mailto:n.patterson@gc.ac.nz">n.patterson@gc.ac.nz</a>
13	Sam Feast	<a href="mailto:s.feast@gc.ac.nz">s.feast@gc.ac.nz</a>

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

ROLE	NAME	CONTACT
<b>Principal</b> Principal's EA	Rakesh Govind Gillian Hayward	<a href="mailto:r.govind@gc.ac.nz">r.govind@gc.ac.nz</a> <a href="mailto:g.hayward@gc.ac.nz">g.hayward@gc.ac.nz</a>
<b>Deputy Principal</b> Year 13	Michelle Cleaver	<a href="mailto:m.cleaver@gc.ac.nz">m.cleaver@gc.ac.nz</a>
<b>Deputy Principal</b> Years 12	John Bonneywell	<a href="mailto:j.bonneywell@gc.ac.nz">j.bonneywell@gc.ac.nz</a>
<b>Deputy Principal</b> Years 9-10	Jen Spencer-Bates	<a href="mailto:j.spencer-bates@gc.ac.nz">j.spencer-bates@gc.ac.nz</a>
<b>Acting Assistant Principal</b> Year 11	Joshua Montreal	<a href="mailto:j.montreal@gc.ac.nz">j.montreal@gc.ac.nz</a>

## WHO DO I CONTACT IF I HAVE CURRICULUM SPECIFIC QUERIES?

DEPARTMENT	NAME	CONTACT
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
Māori Studies	Awhina Mikaere	a.mikaere@gc.ac.nz
Music	Tomasz Kus	t.kus@gc.ac.nz
Physical Education & Health	Rusty Anderson	r.anderson@gc.ac.nz
Science	Dave Aston	d.aston@gc.ac.nz
Social Sciences	Pip Buddle	p.buddle@gc.ac.nz
Technology/Art	Mark Hill (Acting)	m.hill@gc.ac.nz

# WHAT DO I WEAR TO SCHOOL?



All uniform should be Glenfield College branded and bought from NZ Uniforms or our on-site second hand uniform shop. Shoes must be an approved style. Below is a list of uniform items.

## JUNIOR UNIFORM

- Gingham shirt
- Shorts
- Trousers
- Knee length skirt
- Long skirt
- Long black socks (boys)
- White ankle socks (girls)
- Jacket (optional)
- Knitted jumper (optional)
- PE uniform (house colour)
- Black polishable shoes
- Black leather sandals



## SENIOR UNIFORM

- White shirt
- Tie (recommended)
- Blazer (optional)
- Knee length skirt
- Long skirt
- Long black socks (boys)
- White ankle socks (girls)
- Jacket (optional)
- Knitted jumper (optional)
- Black polishable shoes
- Black leather sandals

Plain black leggings may be worn for PE & Dance.

\*Please see the full list of uniform rules regarding grooming on Page 16



## APPROVED STYLES



## UNACCEPTABLE STYLES



### Store

19a Douglas Alexander Parade,  
Albany, Auckland, 0632

### Phone

09 4776 300

### Email:

[albany@nzuniforms.com](mailto:albany@nzuniforms.com)

### Store Hours

Weekdays 9am – 5pm,  
Saturday 9am – 4pm

### Web

[www.nzuniforms.com](http://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

# SCHOOL

A Glenfield College student will be thoughtful, tolerant and cooperative, they should respect others' right to learn, 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.

## **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

# RULES

## 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 reflects 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.
- 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, or failing to attend detentions.
- 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.



# SCHOOL

## **Electronic Devices/Laptops**

Devices 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, other than in approved locations for school work.

## **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.

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 at 3.30pm. Parents may be required to collect a phone in person if it is not the first offence. The school will not be held responsible for any loss of stolen devices.

# RULES

## Attendance and Lateness

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.
- 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. Please see Page 5.
- Students who are late to school must obtain a pass from the Student Centre in order to be admitted to class. Consistent lateness is unacceptable and will result in detentions during school time and/or after school.

## School Uniform

The school uniform is to be worn tidily and correctly, both at school and 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.
- 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 piercings or tattoos, unless approved by the Principal by formal exemption.
- Excessive make up, false lashes and nail polish must not be worn.
- No other clothing may be worn over the uniform.
- No visible T-Shirts are permitted
- Beanies or non-uniform hats may not be worn
- Skirts should be at or below knee length

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.

# SCHOOL

## **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. 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.

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.

## **School Bags**

Every student must have their own school bag. The bag must be suitable for the purpose of carrying school books and equipment. Bags must be free of graffiti or inappropriate language.

## **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.



# RULES

## **Vehicles**

Students must register their car and obtain a pass if they wish to park their car at school. Students must not park in the staff carpark.

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. 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.

## **Bicycles/Scooters**

Bicycles and scooters are to be stored and securely locked in the bike 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.



GLENEL

KAIPATIKI THEA

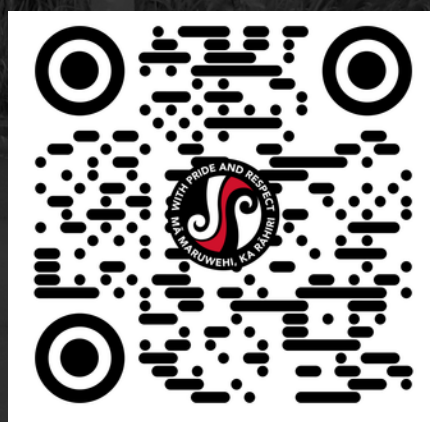




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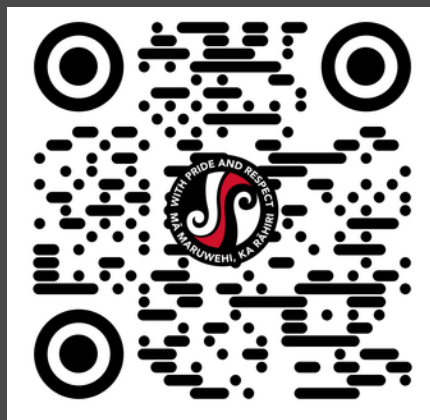
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