Bayfield
HIGH SCHOOL

Parent Handbook

2025

2 Shore Street, Andersons Bay, Dunedin, 9013
(03) 455 0113
www.bayfield-high.school.nz
bayfield@bayfield-high.school.nz

Bayfield High School

Mission Statement
Within a caring, coeducational environment, to provide a range of learning experiences and promote positive social and ethical values.

Our Vision
Our vision is that our students will gain the learning, personal and leadership skills necessary to go forward as well-qualified, confident, lifelong learners. Bayfield High School will promote personal excellence, enabling all students to achieve their full potential in all areas.

Our Priorities
- All students will be encouraged to develop the necessary knowledge, key competencies and values identified in the New Zealand Curriculum, with a particular emphasis on literacy and numeracy.
- A safe physical and emotional environment is provided for all students.
- Assessment and other evidence is used to evaluate student achievement, provide parents/caregivers with accurate and meaningful information, and to continuously evaluate and develop the teaching and learning programmes.
- Increased support will be provided for students who are identified as gifted and talented, at risk of not achieving, or having special learning needs.
- Educational outcomes for Māori and Pasifika students are monitored and optimised including consultation and involvement with whānau and the local Māori and Pasifika communities.
- A comprehensive vocational education and guidance system is provided, with a special emphasis on students identified as being at risk.

Bayfield Values
These are the values by which we operate.
- **R**espect for ourselves and others - Whakaute
- **I**ntegrity and honesty - Mana Tangata
- **S**ervice to others - Manaakitanga
- **E**xcellence – striving for personal excellence - Kounga / Kairangi

Key Competencies
In learning at Bayfield students will develop the following competencies to become life long learners.
- Thinking
- Relating to others
- Using language, symbols and texts
- Managing self
- Participating and contributing

Cultural Narrative

Our Cultural Narrative recognises the relationship between Bayfield High School and mana whenua and the significant places and people of our local area. You can read our Cultural Narrative here.
https://bayfieldhighschool-my.sharepoint.com/:b:/g/personal/jjohnston_bayfield-high_school_nz/Edia62kocd1Bj6H-5qVGoa4B1xrf2JRIHm06csrwyUaegQ?e=wMfIe8

Board Policies

Our school policies can be found on the SchoolDocs web platform. This allows all members of the school community to access our key policies and documentation with ease. It also allows our community to provide feedback on our policies as we review them.

The web address for SchoolDocs is https://bayfield-high.schooldocs.co.nz
To enter the site you will need to use:
Username: bayfield-high
Password: 382

Pastoral Care

Pastoral Network

We have five houses at Bayfield High School and each house is led by a House Dean. The Dean has the oversight for pastoral care of all students in their house. There is also an Assistant Dean who works alongside the Dean to ensure students pastoral needs are met.

Each house is split into four vertical (a mixture of Year 9 to Year 13) tutor groups. The tutor group is a supportive and positive environment for each student where an atmosphere of mutual support is developed between students. The tutor group also provides an opportunity for more personalised care and students are able build relationships with other students in different year levels, providing students with opportunities to develop their service and leadership.

Each tutor group is led by a Tutor Teacher. The Tutor Teacher is the person who oversees the pastoral care and progress of each student in their tutor group. Students stay with their tutor group for the duration of their attendance at Bayfield High School developing a sense of belonging and community.

The House system involves an inter-house competition with house points available throughout the year for a range of sporting and cultural activities. The house with the most points at the end of the school year wins the House Cup. There is a leader board in Herron Hall that tracks the ranking of each house in this competition throughout the school year.

Pastoral Roles

Tutor Group Teachers

The Tutor Teacher is the person who oversees pastoral care of each student in the tutor group. They are the first point of responsibility for all students in their tutor group; including attendance, uniform and minor discipline. The Tutor Teacher is the main point of contact for whānau who have questions or concerns.

House Deans

House Deans are primarily responsible for the pastoral care of students in their house. The House Deans support the Tutor Teacher to oversee the well-being and progress of all students in their tutor group. Sometimes the Dean becomes involved when behaviour, welfare or attendance move beyond the role of the classroom or the Tutor Teacher. In these instances, the Dean works with whānau to work through the concerns so that student well-being and progress is maintained.

Anderson House	Ms Kate Hamilton	khamilton@bayfield-high.school.nz
Begg House	Mr Regan Anderson	randerson@bayfield-high.school.nz
Herron House	Mr Oliver Surline	osurline@bayfield-high.school.nz
Ross House	Ms Erin Thomson	ethomson@bayfield-high.school.nz
Somerville House	Ms Michelle Budge	mbudge@bayfield-high.school.nz

Senior Leadership Team

The Senior Leadership Team is made up of the Principal, Deputy Principal and Assistant Principal's. The Senior Leadership Team work alongside the House Deans to ensure that student well-being and progress reflect our school values and expectations. A member of the Senior Leadership team will become involved when behaviour, welfare or attendance of a more severe nature occur.

Principal	Mr Mark Jones	mjones@bayfield-high.school.nz
Acting Deputy Principal	Mr Bevan Townsend	btownsend@bayfield-high.school.nz
Assistant Principal	Ms Anna King	aking@bayfield-high.school.nz
Acting Assistant Principal	Mr Ben Milne	bmilne@bayfield-high.school.nz
Pathways Coordinator	Ms Leeana Duncan *(On Sabbatical Leave Term 3 2025)*	lduncan@bayfield-high.school.nz

Guidance Counsellor

The Guidance Counsellor is situated in B Block and is available to all students by appointment. The support provided is for a variety of social issues that are confidential between student and Counsellor. The Guidance Counsellor works closely with the Deans and Leadership Team to support students and is responsible for referral and liaison with outside support agencies.

Guidance Counsellor	Mr Mark Weston	mweston@bayfield-high.school.nz
	Mrs Amanda Martinez	amartinez@bayfield-high.school.nz

Positive Behaviour for Learning

Bayfield High School is involved in a "School-Wide Positive Behaviour for Learning" (SW-PB4L) project with the Ministry of Education. This project seeks to develop positive and consistent ways to encourage and manage student behaviour. At Bayfield, we are continuing to develop this project through a number of initiatives, including our RISE values, and positive reinforcement of student behaviour.

Junior students may receive commendations as a recognition of good work and behaviour which demonstrates the school values:

25 Commendations	= Dean's certificate
50 Commendations	= Green Junior School Spirit Badge
100 Commendations	= Blue Junior School Spirit Badge
150 Commendations	= Gold Junior School Spirit Badge

Senior students may receive Friday RISE awards as a recognition of exceptional work and/or behaviour which demonstrates the school values. These are at a very high level, and are not nearly as easily earned as commendations.

8 Awards = Green Senior School Spirit Badge
16 Awards = Blue Senior School Spirit Badge
24 Awards = Gold Senior School Spirit Badge
32 Awards = Bayfield RISE Badge

When your student receives any of these recognitions for their behaviour and/or hard work at school, please congratulate them at home as well, and encourage them to continue to do their best in all circumstances.

The Junior RISE Diploma
The Junior RISE Diploma is awarded to junior students at the end of Year 9 and Year 10. The Junior RISE Diploma encourages the use of the RISE values in students' day to day interactions and participation at school. It encourages self-improvement and goal setting, and the participation in activities students enjoy, but also challenges students to try new activities outside their comfort zone.

The criteria for the Junior Diploma are:

- Participation in a sport – either for Bayfield or outside of Bayfield.
- Participation in a cultural activity – either for Bayfield or outside of Bayfield.
- Completion of service either at Bayfield or in the community.
- Maintain high attendance.
- Wear correct and tidy uniform.
- Maintain satisfactory grades for fortnightly reports (work ethic and behaviour)

Student's progress towards gaining their Junior Diploma will be available on the student/parent portal towards the end of each term. There will be regular assemblies which celebrate the progress of students towards their Junior RISE Diploma and there will be a special assembly in Term four where Junior RISE Diploma will be awarded to those who have met the criteria at the end of Year 9 and Year 10. There will be special recognition for those students who achieve their Junior Diploma to a high level. The Junior RISE Diploma can be awarded at the achieved, excellence and distinction level.

It is important that students participate in interhouse sports and cultural activities as this could be used as evidence for the junior diploma. If students wish to use their participation in activities outside of Bayfield for your Junior Diploma they will need to collect a form from the student office to complete and return to Mrs King.

The attendance rate is based on the periods attended or that have approved absences (medical appointments, family bereavements, school events and trips, exam leave, etc.), short-term illness (one to two days, covered by an explanation from parents/caregivers) or medical absences of more than two consecutive days which are covered by a medical certificate. Absences that count against the attendance rate include unexplained absences, truancy, holidays during term time, medical absences of more than two consecutive days without a medical certificate, and unjustified absences in accordance with the Ministry of Education requirements.

Year 13 RISE Diploma
All of our Year 13 students are recognised as leaders (regardless of leadership titles) and are therefore role models for younger year groups. The RISE Diploma will recognise those students who consistently model the RISE values through their leadership as a Year 13 student.

Year 13 students must meet the following criteria to be awarded a RISE Diploma.

- Maintain an overall average attendance rate of 90% or more, for all 2024 timetabled periods including flexi time, tutor time and USSR (reading).
- Complete at least 80% of class work and homework requirements for at least five subjects – as determined by teachers – checked each term in Terms One, Two and Three.
- Maintain an appropriate standard of behaviour for a senior student, demonstrating ongoing commitment to the school's RISE values.
- Meet the required dress code for Year 13 Mufti on Wednesdays.
- Take part in at least one extra-curricular activity.
- Take part in at least one service activity.

The RISE diploma sheets are available from outside Mrs King's office late in term one (this will be communicated through the school notices). For a student to be eligible for a RISE diploma they must gain all required signatures each term at return the form to the box outside the student office by the specified deadline. This process is then repeated in terms two and three.

Notes:

a) A student who has not met all of the criteria may be eligible for Principal discretionary consideration, if there are exceptional circumstances.
b) The attendance rate is based on the periods attended or that have approved absences (medical appointments, family bereavements, school events and trips, exam leave, etc.), short-term illness (one to two days, covered by an explanation from parents/caregivers) or medical absences of more than two consecutive days which are covered by a medical certificate. Absences that count against the attendance rate include unexplained absences, truancy, holidays during term time, medical absences of more than two consecutive days without a medical certificate, and unjustified absences in accordance with the Ministry of Education requirements.

What Happens When Things Go Wrong?

We aim to take a firm but fair line in responding to behaviour which affects other students' learning, or their own learning, or which is in breach of our school rules.

We aim to use a restorative approach wherever possible – that is, we seek to teach young people what behaviour is acceptable, help them to adapt their behaviour to those expectations, and work with them to restore positive relationships if and when problems occur. We will communicate any serious concerns to parents/caregivers, and we are reliant on your support of our school systems in order to maintain a calm and orderly school environment where all our young people (and staff) feel safe and supported at school and are able to focus on teaching and learning.

Detentions

From time to time, a student may be given a detention for poor behaviour in class or around the school. These may be arranged by individual teachers or departments, or issued by the House Dean or a member of the Senior Leadership Team.

School Detentions – lunch time

Held every Monday, Wednesday, and Friday lunchtime. If a student is given a detention, and they fail to attend they will be given just one further opportunity to complete the detention, otherwise it becomes an after-school detention.

After School Detentions
Held on Tuesday and Thursday after school (or by arrangement) from 3.05pm to 4.05pm. Parents / Caregivers will be notified by phone or email. Any student referred from class for poor behaviour may be given an after school detention.

Detentions take priority over after school jobs, sports practices and other commitments. It will be the student's and parent's responsibility to make alternative transport arrangements if necessary.

Day to Day Running of the School

Timetable Structure for a Normal School Day

Each day has five teaching periods in various subjects as well as Tutor Time (except for Wednesdays) and USSR (Universal Sustained Silent Reading).

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
TT	8:35am	8:35am	8.30am Peer Support Year 9 - Term One only	8:35am		
1	8:50am	8:50am	9:00am	8:50am	8:35am	1
2	9:50am	9:50am	9:55am	9:50am	9:30am	2
					10:25 – 10:50am Assemblies	TT
	Interval 10:50am	Interval 10:50am	Interval 10:50am	Interval 10:50am	Interval 10:50am	
3	11:10am	11:10am	11:10am	11:10am	11:10am	3
4	12:05pm	12:05pm	12:05pm	12:05pm	12:05pm	4
	1:00pm Lunch Warning bell 1:40pm	1:00pm Lunch Warning bell 1:40pm	1:00pm Lunch Warning bell 1:40pm	1:00pm Lunch Warning bell 1:40pm	1:00pm Lunch Warning bell 1:40pm	
USSR	1:45pm Silent reading in Tutor Group	1:45pm Silent reading in Tutor Group	1:45pm Silent reading in Tutor Group	1:45pm Silent reading in Tutor Group	1:45pm Silent reading in Tutor Group	USSR
5	2:05pm	2:05pm	2:05pm	2:05pm	2:05pm	5
	3:00pm finish	3:00pm finish	3:00pm finish	3:00pm finish	3:00pm finish	

Bayfield High School Term Dates – 2025

Term 1 29th January – 11th April
Term 2 28th April – 27th June
Term 3 14th July – 19th September
Term 4 6th October – 5th December

To see all the important events we have planned go to the school website www.bayfield-high.school.nz

Attendance
Students must attend school as much as possible. When students are regularly absent from school, they miss out on important learning opportunities. One day's absence each fortnight is the equivalent of four weeks of schooling per year, or 1.5 years absence over 13 years of schooling.

If a student is unable to attend school, a clear explanation is required. Parents/caregivers are asked to please contact the school office if their child is absent. Justified absences include medical appointments, family bereavements, school events and trips, exam leave, short-term illness (one to two days, covered by an explanation from parents/caregivers) or medical absences of more than two consecutive days which are covered by a medical certificate. Non-justified absences that count against a student's attendance include unexplained absences, truancy, holidays during term time, medical absences of more than two consecutive days without a medical certificate, and unjustified absences in accordance with the Ministry of Education requirements.

Your child's attendance will be monitored by the Tutor Teacher and Dean. If the school becomes concerned about your child's attendance, we will communicate this to you through attendance letters and requests for meetings. We may also make a referral for extra support through the attendance service.

Uniform
Bayfield High School believes that wearing your uniform correctly and neatly is important in developing a sense of pride in oneself and the school. Our school always expects a high standard of uniform and grooming.

A range of uniform choices are provided, with regulation garments tailored to suit boys and girls. There is no difference between summer and winter seasons – Dunedin can experience changeable weather at any time of year, and students are expected to dress sensibly to reflect these unpredictable changes, e.g. to wear a jersey and rain jacket on cold days regardless of when those cold days occur.

Uniforms are available in town from the NZ Uniform Shop in Moray Place.

Occasional uniform checks are carried out – if students are found wearing incorrect uniform, you can expect to receive an email home to let you know. Thank you for your support in this area.

Year 9 and Year 10
- Shorts / Trousers / Skirt - Regulation BHS shorts or BHS trousers or BHS mid-length navy skirt.
- Shirt - Regulation BHS pale green short sleeved shirt with slits at sides, worn out over shorts, trousers, or skirt.
- Jersey - Regulation dark green v-necked jersey with BHS crest.
- Socks / Tights - Navy socks or tights with skirt. Plain navy or black socks under long trousers. Regulation BHS socks with striped trim to be worn with shorts.
- Shoes - Traditional school-style leather lace-up black shoes.
- Jacket - Optional regulation navy BHS rain jacket or other completely plain navy rain jacket - not a 'puffer' jacket. Not to be worn inside.
- Beanie - Optional plain navy - no logos.
- Sunhat with BHS crest – Optional.

Physical Education Uniform

Compulsory for all Year 9 and 10 students, and those doing Physical Education in Year 11. Any combination of the following items may be worn. Students are expected to wear suitable footwear including sports socks and sports shoes. Only the top and shorts are available from the uniform shop. Track pants can be purchased from any retailer, e.g. Otago Sports Depot. The warm-up top and sports hoodies are available through the PE department. Cultural hoodies are available through the Performing Arts department.

- Top - Regulation BHS short-sleeved PE top.
- Shorts - Plain navy Canterbury shorts.
- Trackpants - Plain navy Canterbury trackpants.
- Warm Up Top - Regulation BHS long-sleeved sports warm up top.
- Hoodie - Regulation BHS zipped or non-zipped sports or cultural hoodie.
- Sunhat with BHS crest – Optional.

Year 11, 12 and 13

- Skirt / Shorts / Trousers - Regulation BHS tartan wrap around mid-length skirt or BHS fitted shorts or BHS fitted trousers.
- Shirt - Regulation BHS white short-sleeved shirt with slits at sides worn out over skirt, shorts or trousers. White long-sleeved shirt worn tucked into skirt, shorts or trousers.
- Jersey - Regulation dark green v-necked jersey with BHS crest.
- Tie - Regulation BHS navy or striped tie.
- Blazer - Regulation BHS blazer.
- Socks / Tights - Navy socks or tights with skirt. Plain navy or black socks under long trousers. Regulation BHS socks with striped trim to be worn with shorts.
- Shoes - Traditional school-style leather lace-up black shoes.
- Jacket - Optional regulation navy BHS rain jacket or other completely plain navy rain jacket - not a 'puffer' jacket. Not to be worn inside.
- Scarf - Optional BHS regulation scarf.
- Beanie - Optional plain navy - no logos.
- Sunhat with BHS crest – Optional.

School Shoes

Traditional school-style leather lace-up black shoes.

These are okay

These are not

Year 13 Students
Year 13 students wear uniform on most school days, but are permitted to wear mufti on Wednesdays unless they are representing the school at a formal event in the city. Year 13 students are expected to adhere to the published Dress Code. The school reserves the right to remove the privilege of Year 13 mufti Wednesdays on a case by case basis if a student repeatedly breaches this code.

Mufti Days
At times, for example on occasional Mufti Days to raise money to support a charity, students are permitted to wear mufti, within the constraints of the Mufti Dress Code. Year 13 students are permitted to wear mufti on most Wednesdays, unless they are representing the school at an event with visitors or offsite.

Mufti Dress Code
All Year 9 to 13 students are expected to wear correct school uniform except for Student Council mufti days and other special events where mufti is specified (e.g. for some school trips), when they are expected to wear appropriate mufti based on this dress code. Year 13 students will also have a special mufti day on most Wednesdays – on these days they may choose whether to wear mufti (in accordance with this dress code) or school uniform. If students are involved in meeting visitors to the school or representing the school in some way in the community, they are required to be in school uniform.

All students are expected to dress in a manner appropriate for school, and in a way that reflects positively on them as individuals and on the school as a centre of excellence in education.

Students in mufti are expected to dress in a tidy, clean, “modest” and conservative manner. They must be considerate of other students and of staff at the school when selecting clothes to wear to school – low necklines, very short skirts or shorts, transparent or revealing garments, very tight clothing, low-riser pants, etc. are not appropriate. Hats such as caps and beanies are not to be worn in class. Scruffy, torn, or dirty clothing is not appropriate, and neither are clothing items promoting alcohol, drugs or tobacco, or with potentially offensive slogans of any sort.

"Fashion label" clothing may be worn but with some caution, as the cost of these items is prohibitive for many students and their families, and we would expect students to be considerate of one another.

Students should also be aware of the physical environment and dress sensibly for this – clothes should be warm enough for the weather conditions, and footwear should be appropriate for school – e.g. high heels and jandals are not appropriate, and students working in laboratories or workshops must wear footwear that covers their feet for safety reasons. Tidy clothes suited for an active office environment would normally be an appropriate guideline.

Students actively involved in sport activities or practical Physical Education or Outdoor Education are expected to change into appropriate clothing for these activities. They are then expected to change back into their “normal school clothing” following the physical activity.

All students, whether in mufti or in uniform, are expected to comply with the same regulations regarding jewellery, piercings, make up, nail polish, and hair colour, etc. Permanent or short term uniform passes issued for these or any other non-uniform items should still be carried if the item is worn.

On rare occasions Year 13 students may wish to have a “themed” Mufti Wednesday. This must have prior approval from the Senior Management Team, and the general sentiment of this Dress Code must still be followed.

Specific regulations to define the above guidelines should not be necessary. We are reluctant to make this a matter of “regulation”, however, for the sake of clarity and to avoid misunderstandings:

1. Necklines more than 8 cm below the collarbone are not appropriate.
2. Singlet tops, or cropped tops with a midriff gap, are not appropriate.

3. Skirt, shorts or dress hemlines more than 15 cm above the centre of the knee are not appropriate.
4. Tights, jeggings and leggings are not a fully sufficient alternative to trousers, unless a long enough top is worn with them to ensure "modesty".
5. Any low-waisted trousers, shorts or skirts should not allow for a "midriff gap", either at the front or back, even when bending.

Students whose clothing or personal presentation is considered inappropriate are likely to be asked to go home and change, and will not be permitted in classes until they are appropriately dressed for school. In the event of a dispute as to whether a particular item of clothing is appropriate or not, the Principal will make the final decision.

General Uniform Information

The school reserves the right to make decisions on the acceptability of uniform items worn and holds these items at the office (including jewellery) if worn to school.

- Students are expected to wear the full and correct uniform and to be well groomed AT ALL TIMES, including while travelling to and from school.
- Items other than those listed above are not acceptable.
- Hair - extremes in colour and/or style are not acceptable. If a student's hair length is beyond the collar, it should be tied up/back for the sake of safety.
- Navy blue jackets or the school blazer are the only jackets to be worn around school.
- Skirts must be knee length.
- Shoes must be clean and polished.
- All items must be clearly named.
- Jewellery
  Nose piercings - you are allowed a singular nose stud - no hoops, rings or bull rings are to be worn.
  Ear piercings - earrings allowed to be worn are small and discrete silver and gold studs.
  Rings and bracelets are not to be worn at school.
  Necklaces - If you wear a discreet necklace that can be hidden under your school shirt you are allowed to do so, all other necklaces that are visible are not to be worn with the exception of taonga.
- Taonga - Item of cultural value. You are able to apply for a uniform pass to permit the wearing of this item as part of your cultural identity.
- Make-up is not to be worn to school.
- Students are to be clean shaven.
- Only school badges may be worn on the school jersey/blazer.
- A white v-necked undergarment may be worn for additional warmth. If this is long-sleeved it must be covered by the school jersey.
- During wet weather students may wear a navy blue outer shell or parka.
- The school blazer is to be worn by all senior students at all formal occasions, such as school assemblies. Note: Blazers will be available when Year 10 students represent the school.

In cases of financial hardship, families are advised to contact the school for advice.

Canteen

Our Canteen provides home cooked food made from scratch. The Canteen is open at interval and lunch-time for students to purchase food. There are daily specials advertised in the newsletter the week prior.

Communication with Parents and Caregivers

School Website and Parent Portal

The school website is a great place to go to find out general information about the school. The school website address is https://www.bayfield-high.school.nz

At Bayfield High School we use the Kamar student database. This application is highly efficient for our staff to use and provides enhanced access to student data for our parents and caregivers. You can now see the personal details, the school calendar, daily notices, assessment, NCEA (seniors only), attendance, groups and fees information by logging onto Kamar.

Parent access is available at by visiting the Bayfield High School website, the Kamar link can be found under My Bayfield High.

For each student there is a unique parent log on and password. This information is emailed to families at the beginning of the school year. Any enquiries regarding access or passwords, please contact Mrs Johnston, jjohnston@bayfield-high.school.nz

Newsletters

We aim to keep parents and caregivers well informed about school events, information, and news about student successes. An email newsletter is sent out every Friday afternoon. Please ensure your email address is correct. Your email address is also used to keep you informed about any good news or concerns the school may have about your child, and to send you the fortnightly Junior email reports.

If you are aware of student successes at or beyond the school which you believe should be shared with our school community through the school newsletter, please contact Julie Johnston in Reception with the relevant details.

Reports

The school endeavours to keep parents/caregivers well informed about their student's progress and achievement at school. An effective working partnership between home and school is helpful to ensure that students are achieving to their potential.

For all Year 9 and 10 students, we produce a fortnightly email report which tells you how well your student is engaging and working in each of their subjects. These are graded on a 1 to 5 scale, with 1 being a serious concern for either behaviour or work ethic, and 5 being exceptionally good.

Please check the fortnightly report each time it comes out and discuss any highs and lows with your student. Most students should be achieving 3s or 4s all the time. If your child receives a 1, the teacher will probably make contact with you. If you have not heard from them, please ring the school.

Two formal written reports are also produced for Year 9 and 10 students covering all subjects. These are produced at the end of Terms Two and Four. The families of Year 11 to 13 students receive an interim written report at the end of Term One, and a full written report at the end of Term Three.

Student Accounts

From time-to-time various items such as school trips, subject fees, etc. are required to be paid for by parents/caregivers. In most circumstances these must be paid for before the trip occurs. Occasionally, families ask for these costs to be added to the Student Account to be paid off over time. This is generally only permitted if an Automatic Payment is in place to cover the total cost over a reasonable period of time, with no outstanding balance remaining beyond the end of November.

Showing Excellence

Expected Behaviour

Students are under the jurisdiction of the school from the time they leave home for school until they return home. This also applies to students attending as spectators or involved as participants in school functions, sports fixtures, field trips or camps held outside normal school hours, and at any time a student is in school uniform. Regulation uniform must be worn to and from school. All students are expected to be clean, neat and tidy in their dress, grooming and personal hygiene. Beards and moustaches are not acceptable; students must be clean shaven.
No student is allowed to smoke, consume alcohol or drugs on school property or while under the control of the school, e.g. sports fixtures, camp field trips, socials, or while travelling to and from school and when wearing the school uniform.

At least part of the cost of damage caused by students to the school or other people's property must be paid. Deliberate damage will incur full cost.

Classroom Expectations

These are the general expectations for all students in all classrooms in this school. Some specialist classrooms, e.g. science laboratories, technology workshops, have additional requirements for safety.

Key Expectations:

- Full attendance.
- Do everything you are asked to do and do it to the best of your ability.
- Show respect to all other people and property.

Behaviour Expectations:

- Arrive to class on time.
- Bring all necessary equipment to class.
- Enter the room sensibly and at the direction of the teacher.
- Sit where instructed.
- Listen in silence when the teacher or another student is talking.
- Put your hand up to ask or answer a question.
- Move around the room only when the teacher gives permission.
- Work without disturbing others.
- Complete all homework on time.

Learning Expectations:

- Be responsible for your own learning.
- Do everything you are asked to do to the best of your ability.
- Challenge yourself to do better.
- Be aware of how you learn.
- Make the best use of your time.
- Keep trying and do not give up.
- Seek help if you do not understand.

Sports Code of Conduct

Commitment

- Attend all practices and games directed by the team coach
- If a student is unable at any time to attend, they will notify their coach as soon as possible
- Help to set up and pack up as requested by my coach/manager

Fair Play

- At all times, show respect for match officials, both in word and action
- Show sportsmanship to opposition players and their officials at all times
- Be courteous to opponents at the conclusion of the game (no matter what the result)

Uniform

- Wear the correct uniform in the appropriate manner during all games (some teams may also have an off the field dress code)
- When off the field during inter school exchanges, students must be correctly, and neatly, dressed in school uniform or complete tracksuit
- Wear the correct uniform in the appropriate manner during all games (some teams may also have an off the field dress code)

In the rare event of a student not following the above Code of Conduct, action will be taken by the coach, Teacher in Charge of the sport, the Sports Coordinator, or the Head of Sport.

Digital Use Policy

The Cybersafety Acceptable Use Agreement is signed by parents and caregivers as students enrol at Bayfield High School. This agreement outlines the expected use of Information and Communication Technologies at Bayfield High School. A breach of the Cybersafety Acceptable Use Agreement may result in access to the Computing and Communication Technology resources at Bayfield High School being withdrawn. It could also result in disciplinary action by the school or a police investigation.

Cell Phone Procedure

Cell phones are not permitted to be used during class time. Cell phones must be switched-off or on silent in students' bags during class time.

Homework

Bayfield High School's policy is that students are required to do homework. It is an integral part of the school curriculum that is used to reinforce and extend work done at school. It provides practice and self-discipline. Our After School Study Centre runs in the Library every Monday to Thursday afternoon, from after school until 4 p.m. This is a great opportunity to get homework completed in a supportive environment.

Years 9 and 10

Students may be required to do up to one and half hours of homework each night. Each subject may set about 15-20 minutes of homework or revision for each period taught.

Years 11, 12, and 13

Homework time should not exceed half an hour per subject per night (two and a half hours). Students are expected to use this time to complete assessment tasks, assignments and revision, in order to fulfil course requirements.

We value the support of parents and caregivers to encourage students to complete their homework to the best of their ability. Parents / caregivers will be contacted where there is inconsistent performance.

The Breakfast Club

The Breakfast Club operates each morning Monday – Friday from 7:45am-8:30am with cereal and hot drinks provided. This is a great place to meet up with friends and talk and seek help from our senior leaders.

Health Nurse

The school Health Nurse runs a drop-in clinic in the Guidance Counsellors office Monday lunch times from 1:00pm-1:45pm. All meetings are confidential and at no cost.

Pathways

All year levels carry out pathway activities throughout the year. These are based on the Career Competencies. The Pathways Coordinator is Ms Leeana Duncan who can be contacted via email lduncan@bayfield-high.school.nz or through the school website via the contact tab on Careerwise.

Friends of Bayfield

Friends of Bayfield is a group of people from all walks of life who have one or more children at Bayfield and are happy to give some of their time to raise funds for much needed equipment and help with catering at special school events. Every cent raised goes directly back to our school and our kids. If you are new to the Bayfield community, this group is a great way to get to know other parents, teachers and students, and have a little fun along the way. If you are interested in joining please contact the school office bayfield@bayfield-high.school.nz and they will put you in touch with the group.

What To Do If …..

Unable to attend school due to illness, family bereavement, etc.

Phone school 455 0113 by 8.30am each day your child is not able to attend school. Please be aware that full attendance is very important for effective learning, so keep absences to an absolute minimum. Family holidays during term time are strongly discouraged, however, if there is an unavoidable reason why a student must be away from school for a reason other than short term illness or a family crisis, please write a letter to the Principal requesting leave.

Late to school

Students go to the Student Office to sign in if they are late to school. If a student is recorded three times as being late to school at the beginning of the day, they will receive a lunch time detention. If a student misses a lunch time detention a student will receive an after school detention for a Tuesday or Thursday afternoon.

Appointments during school time

Student needs to take signed note or appointment card to the Student Office and sign out. Wherever possible, appointments should be made outside of school hours.

Family emergency during the school day

If you need to make contact with your son/daughter during the school day, please phone the Student Office. A staff member will go and speak with your child. Please try to avoid contacting your son or daughter by cellphone or text during the day as this can disrupt their learning in class and may cause them to be

reprimanded for using their cellphone in class. This is particularly important if there is bad news – students may need support from a sensitive staff member and can react badly if they receive bad news by text.

If a student becomes ill at school
Student should notify their class teacher then report to Student Office. The Student Office will contact a parent /caregiver. They must not leave the school grounds without permission from the Student Office. This is for their own safety.

If a student needs to use the telephone
Students may use the phone at the Student Office if it is essential that they contact home. Only to be used before and after school, interval and lunchtime.

If a student loses something
They should report it to their teacher and also inform the Student Office. Check lost property. It is most helpful if all items are clearly named. Parents/caregivers can phone the Student Office or come in to check Lost Property.

Change of address/phone number
Give new details to the Student Office as soon as possible so our records are up to date.

Incorrect uniform worn
Student is to report to their Dean or a Senior Leader before school with a note (or medical certificate). They will then either be issued with the necessary uniform item (on a loan basis) or may in exceptional circumstances be given a uniform pass.

Student wants to play a sport or get involved with a Cultural or Arts activity
See our Sports Co-ordinator, or the Teacher in Charge of the sport. See our Arts Co-ordinator, the Performing Arts Teacher or Visual Arts Teacher if it is a cultural activity.

If a student wants to see a counsellor or the public health nurse
Student is to email the Guidance Counsellor, Mark Weston (mweston@bayfield-high.school.nz) for an appointment. The public health nurse runs an Open Clinic every Monday lunchtime in the Guidance Counsellor's office.

You want your son/daughter to bring a vehicle to school or travel in another student's car
Students must have permission to do this from parents and Deputy Principal. Permission forms available from Student Office.

You want your son/daughter to go home for lunch
Students must obtain a lunch pass form from their Dean, to be signed by parents/caregivers. This application will be considered, taking into account walking distance from school and attendance/discipline record. Students granted lunch passes will be issued with a new student ID card showing that they are permitted to go home for lunch. Replacement ID cards during the year will cost approximately $12.

Having problems with a subject
Students or parents/caregivers should seek advice from the subject teacher as soon as possible. The sooner students get help with problems, the easier it is to overcome them.

If a student feels they have been treated unfairly or unjustly
They should bring their concerns to the Guidance Counsellor, Tutor Teacher, Dean or Senior Leadership Team.

Useful Websites

NCEA/Study

www.nzqa.govt.nz
www.nobraintoosmall.co.nz
www.studyit.org.nz

Careers

www.careers.govt.nz

Health and Well-being

www.whatsup.co.nz
www.areyouok.org.nz
www.youthline.co.nz
www.netsafe.org.nz

Seven ways for parents to help students to get the most out of their studying.

1. **Be positive**
   - Expect them to be successful learners.
   - A positive attitude is the secret.
   - Help them to believe in themselves and in their ability to learn.

2. **Ensure full attendance.**

3. **Provide a study space at home**
   It is really helpful to have the resources they will need readily available – if you can, provide stationery items, a dictionary, access to the internet, etc. Most students work much better without distractions – help them to put aside their cellphone and not to watch TV at the same time.

4. **Help your student to establish regular habits of homework, reading and study.**
   Ask what they need to get done and how they will do this.

5. **Encourage them to work for only approximately 30 minutes at a time, then to take a short break to stay alert.**

6. **Help them to get organised.**
   Encourage your student to be an independent, self-managed life long learner. Encourage **them** to talk to their teachers and other school staff initially about any concerns rather than you having these conversations on their behalf.

7. Ask them questions about what they have learned.

IMPORTANT: Understanding is the key to remembering.

THE SECRET TO LEARNING: DO IT

You learn to speak by speaking

You learn to walk by walking

You learn to play a sport by playing it

You learn about music by listening to it and playing it

You **LEARN** to **LEARN** by **LEARNING**

(it all takes practice)