

SCHOOL LIFE AND RULES

A - Z

Absences

Your parents or caregivers need to contact the College well in advance of a planned absence or early in the morning if you are unexpectedly absent. Parents can send a message to the school using the **Wentworth School App**, or a message giving your name, contact phone number and a reason for the absence can be left on **(09) 424 3273** or email absences@wentworth.school.nz.

Appointments

All personal appointments should be made outside of class time whenever possible. This includes medical, dental and hairdressing visits. If the appointment has to be in class time, either a telephone message from your parents or a note should be brought to school on the day and left at the Student Support Office when you sign out. Should you return to school after the appointment, you must sign in at the Student Support Office.

Assessment

Each of your subject teachers will issue you with a Course Outline that will also inform you of the assessment tasks for that subject. Senior students need to be very aware of these dates since some of the assessments could count towards their NCEA or CAIE results.

All work submitted for assessments, whether internally or externally, must be yours alone. If any information from any other source is included in your work, it must be clearly acknowledged as not being your own. Failure to do so may risk you receiving a zero mark due to plagiarism (see later). If you wish to contest a grade given, there is a right of appeal to the Head of College – Mr Lee - within five school days. The Head of College will investigate the matter and his decision will be final.

Attendance and Lateness

Attendance at school is NOT OPTIONAL. You must attend all classes and arrive on time. If you are late, you may be excluded from class and asked to make up the time at lunchtime.

Behaviour

You are expected to behave in a manner that makes Wentworth College a pleasant place where students are considerate of others. At all times, you are expected to be tolerant of each other and courteous to students, the staff of the College and any visitors to the school. You are expected to show respect of the rights of others and their property. Similarly, you are expected to show respect and care for College property and buildings.

Behaviour out of School

You should always be aware of the fact that your conduct reflects upon both you and the reputation of the College. The College uniform should always be worn in a way that is a credit to the school. Speech and manners are also matters that deserve attention. A high standard of conduct is expected while travelling to and from school, and opportunities often arise in which College students can show consideration and courtesy towards children and adults.

Buses

You must wear your uniform on the buses to and from the College (this includes your blazers in the winter terms), remain in your seat, wear the seatbelt (if one is provided) and not do anything that may distract the bus driver. Care must be taken with the interior of the buses – no littering or gum, no eating or drinking during the journey, or any behaviour that may bring discredit to the College. Failure to comply with these rules may mean you are not permitted to use the school buses for a time and that you will have to find an alternative means of getting to school.

You line up for the buses by the Foods room (T4). The buses leave the College between 3.25 and 3.30 so you must not be slow to get to the queue at the end of the day.

Cambridge Assessment International Education (CAIE)

IGCSE is sat in Year 11 and is the first level of Cambridge examinations. Each student studies two papers in Science, and a paper in English and Mathematics, along with three other subjects. At Wentworth College you will begin your IG studies in Year 10.

AS courses are taken by Years 12 and 13 students and are the beginning of the full A Level. Students must take an English paper at AS Level and then choose three other subjects.

A2 courses can follow on from the AS courses and are for those students wanting an A Level qualification. They are usually taken by students keen to become specialists in a field.

Most Year 13 students do a combination of AS and A2 courses.

Cambridge Examination Resits in May/June

The May/June resit examinations are available if you did not perform well in the October/November examinations of the previous year. You need to remember that by sitting these examinations at this time you will miss a significant number of class periods and therefore you are advised not to resit more than **one subject** in this series. Often it is better to leave any resit until the end of the year, along with your other papers. Also bear in mind that not all courses have a resit opportunity since sometimes there will be a change in the syllabus. You will need to check with your subject teacher or with Mr Brown who is the Cambridge Co-ordinator in the College.

Careers Information

Careers information is advertised on the Daily Notices. If you want to know about different careers or tertiary courses, you should see Ms Timperley. There are resources she can show you. During the year, Liaison Officers from some New Zealand universities visit the College to talk to the Year 13 students.

Cellphones and other electronic equipment

These **MUST** be turned off in class and in the Library. Failure to do so will mean that they are given to the Head of College – Mr Lee - and can be collected at the end of the school day. Repeat offending will result in your parents being informed and the cellphone held until they can collect it from the school.

Cellphones and other electronic equipment must not be brought in to any examinations. Photographs, videos or audio recordings etc of staff or students must not be taken on these devices without the permission of those being videoed or photographed or recorded.

Music may not be played in class unless approved by the teacher as part of their teaching process.

Change of address or contact details

Please advise Mrs Drew in the Student Support Office and your Tutor of any change of address or contact details, including cellphone numbers. This data is important for emergencies, newsletters and general enquiries.

Chewing gum

NO gum is allowed at the College.

Co-curricular Activities

Each year there are a large number of sports and other activities offered in the College. These include team sports (netball, basketball, hockey, rowing, summer football, sailing ...), individual sports (shooting, athletics, swimming ...), House sports, as well as debating, choir, orchestra, musical tuition, a school drama production, dance performances, film festival, science club, chess club ...

These groups are advertised on the Notices and you should aim to join a number of them so that you develop your skills and meet others.

College Trips

It is expected that all students will comply with school rules and not behave in any manner that may bring the College into disrepute. Because trips come under Education outside the Classroom, Ministry of Education guidelines, students have to complete forms giving parental approval and up-to-date medical information before they are allowed to travel. Any costs must be paid prior to a student being allowed to join the trip.

Computers

All students are required to sign a document that clearly outlines protocols for use of computers and ICT resources in the College. Attempting to access information of a confidential nature is a breach of College policy and will be treated seriously. Anyone found to have deliberately damaged a computer or the computer network may be required to pay for the repairs.

If you bring your own laptop/iPad etc to school for use in your classes, you must get permission from your teachers to use it during a lesson and also take care of it. Keeping it in your bag and your bag with you is advised. The risk is yours and the College is not responsible for any damage or loss of your laptop or electronic device.

Students may not access the internet at lunchtime or Interval unless they are undertaking educational research as part of their studies. You are NOT permitted to play games or enter chat rooms on the internet whilst at school, on your own or the school's devices.

Course Changes

Once senior students have received their external results at the start of the year, they may need to change their course from what they had opted for at the end of the preceding year. With all changes, students need to speak to the subject teachers and then the Head of College – Mr Lee – or the Director of School Operations – Mrs Banyard. Confirmation from parents approving the change may be requested.

Daily Notices

These are printed each morning and displayed on the noticeboard on the outside wall of L1, by the tunnel. **You need to read these when you arrive at school.** They are also read in Tutor Group meetings to ensure students are aware of what is going on in the College. You can have these Notices sent to you and your parents by subscribing to the Wentworth College App.

Contact Mr Lee if you wish to have an item posted on the Notices.

Damage to property

Damage, such as broken windows or chairs, must be reported to the Student Support Office. You may be required to pay for any damage you have caused.

Deadlines

Work is due by the date and time specified by the teacher. You are expected to complete all set work. Failure to do so may mean you are required to catch up on the work in your lunch break or after school. Internally assessed NCEA or CAIE coursework is due by the date and time specified. There will be no exceptions unless the circumstances are beyond your control and comply with NCEA or CAIE rules. Acceptance of late work may require a Medical Certificate. Marks may be deducted for late submission.

Deans

Each Year level has a Dean. The Deans are here to help you and to guide you.

Years 7 and 8:	Mrs Botha
Years 9 and 10:	Miss Fisher
Years 11, 12 and 13:	Ms Timperley
International Students	Mrs Jordan

Discipline

Minor discipline issues are dealt with by the teachers. Serious infringements are usually referred to the Head of College – Mr Lee – or the Director of School Operations – Mrs Banyard. In some instances, there may be a need to refer these to the Principal – Mr Tong.

E-Newsletter

An information newsletter is published on the school website on each Monday during the school Terms, except for those Mondays that fall on public holidays. Students can register to receive the school e-newsletters through a link on the Newsletter page of the school website.

Ethos

We are here to support your learning and progress. To help us to do this you need to embrace the following:

- You are responsible for your own learning and need to adopt a proactive approach towards it. If you are absent from a class, it is up to you to catch up on all the work you missed.
- Behaviour in the classroom should be conducive to maintaining a positive learning environment.
- We expect all students to be tolerant, respectful and accepting of others.

Examinations

College examinations are held twice a year for each year level:

Whole school	Term 2
Years 11, 12 and 13	Term 3
Years 7, 8, 9 and 10	Term 4

Note: Years 11, 12 and 13 sit their Cambridge International examinations in Term 4.

First Aid

Get help as soon as possible – send someone to the Student Support Office to call for assistance.

Food and Drink

Only water may be consumed in class time. You may not leave class during the lesson to get a drink or to refill your drink bottle.

No fizzy drink is allowed, even if it is brought from home.

The College does not operate a Tuck Shop so students must bring their food from home. If you are a bus student, you may not go to the local shops after arriving at school or before your bus leaves at the end of the day.

Only Year 13 students are allowed to leave the grounds to purchase food at the local shops, and they are not allowed to linger there but must return to the College after purchasing their items.

Graduate Diploma

Students in Year 13 who meet the following requirements are eligible for the College Diploma that is presented at Prize-Giving:

- complete a full year of study in the College
- complete all course work
- reach a standard in their work that is deemed satisfactory
- maintain an attitude in work and behaviour which is deemed to be satisfactory
- maintain a record of attendance and punctuality which is deemed to be satisfactory

Gymnasium and Astro-turf

The Gymnasium is open all day and into the evening for Physical Education lessons and sports practices. You are welcome to call into the Gym office to ask questions and discuss ideas.

The Gymnasium is heavily booked by our sports teams most lunchtimes and priority goes to the coaching of these teams. The Dance Studio is used for the teaching of dance and movement activities. This room is commonly used after hours for private Dance class tuition.

Students are not permitted to be in the gymnasium outside of school hours without the supervision of a teacher or sports coach/manager. Even if the doors are unlocked, you must have a teacher or coach/manager with you for safety reasons.

The Astro-turf is used for lessons and also during the course of a day by the Primary school. College students are able to use this area at break times but need to be mindful of the younger students who may be playing there at the same time.

Harassment

Harassment is any form of behaviour that makes another person feel threatened or uncomfortable, and includes inappropriate behaviour of a physical, sexual or verbal nature. Harassment of any kind is unacceptable as every student has a right to a safe environment. Harassment includes written material and material in an electronic format, like texts, Instagram and Facebook. What you may consider funny may be hurtful to others.

You should speak to a teacher, your Dean or Mr Lee if you feel you are being harassed.

Homework

Students at Wentworth College are expected to complete homework every evening after school or use the weekend to keep up-to-date with their studies. Homework may be in the form of work set by a teacher, consolidation of notes or reading for your courses.

As a general guideline we would recommend the following time:

Years 7, 8 and 9 – minimum of 1 hour per subject per week

IGCSE level courses (Years 10 and 11) – minimum of 2.5 hours per subject per week

AS level courses – minimum of 3 hours per subject per week

A2 level courses – minimum of 4 hours per subject per week

NCEA Level 1 – minimum of 1 hour each school night

NCEA Levels 2 and 3 – minimum of 1.5 hours each school night

If you find that you are unable to complete your homework because you found it to be too difficult, or you had a commitment that night and ran out of time, you should inform your teacher BEFORE the next lesson.

Homework Club

The Homework Club operates in L3 each night after school from 3.30 – 4pm. A teacher is present to assist you should you need it. This is a quiet place to work, open to anyone from any year level, however, some students may also be directed to this room if they are seen to be falling behind with their studies.

Houses

The House system has all students in the school divided into three Houses for activities and competitions throughout the year, like lunchtime sports, Athletic Sports, Swimming Sports, Cross Country, Mathex, Reading Challenge etc. Each Tutor Group (see later) is part of a House. The Houses are:

McDonald – Red
Fleming – Blue
Findlay – Green

The Houses are named after the Founders of the College.

House Room

The House Room is a space available for students to meet and eat and is especially useful on wet lunchtimes. The student lockers and a microwave for their use are in this room. It is the responsibility of the students to keep this room clean and tidy. The space set apart behind screens is for the Year 13 students only.

ID Cards

Every student needs an ID card and to carry it at all times. These are issued early in Term 1. You will need your ID card for school and NCEA/Cambridge examinations. Replacement cards can be ordered and paid for at the Student Support Office.

Leave

All requests for leave during the school Term must be made to the Head of College at least one week in advance, unless it is an emergency. Where leave is taken, it is your responsibility to catch up on missed work. Tests or other assessments may have to be sat prior to your leaving.

Leavers' Dinner

This is for Year 13 students and is usually held on the evening following graduation. Parents and teachers are invited to attend.

Library

The Library is open from 8:40am – 3:20pm each school day. You are welcome to use the computers for classwork and research. Study booths are available for silent study and of course books and magazines are available for issue or just browsing within the library. We have a very current selection of fiction books at all levels to suit all students from Primary through to the Seniors. The books are located in designated age appropriate areas. Our non-fiction and reference areas are also well stocked.

Each student may borrow 3 books at a time for a two week period. Books may be renewed for longer periods. The Librarian and Student Librarians are there to assist you with this.

The library is a place to relax for some quiet time or to read and do your homework at interval and lunchtimes. At no time may you eat in the Library.

Lockers

To be issued with a locker for the year, put \$5 cash in an envelope, with your name and Tutor Teacher's name written on the outside. Place the envelope in the mailbox in the Student Support Office. Your Tutor Teacher will give you your locker number at Tutor Time the following day. You are advised to keep your school books in your locker and only carry those required in your school bags to classes. Padlocks may be attached to the locker if you wish.

Lost Property

A large basket is kept in the Student Support Office where all found items are stored. If you have lost something, check here first and then inform Mrs Drew if you are unable to find it.

Naming all personal items

All clothing, books, bags and sports gear should be clearly named. No responsibility will be taken for lost property but considerable effort will be made to find clothing and equipment that has been named.

NCEA

The College offers the Cambridge Assessment International Education curriculum and examinations to all students. The National Certificate of Educational Achievement is available for some students in Years 11, 12 and 13 if it is felt that this would best suit her/his learning style.

Parent/Teacher interviews

Your parents are able to have an interview with your teachers at any time. We also hold whole of school interviews in the Hall in the middle of Term 1 and after the examinations in Term 2.

Peer Tutoring

At the start of each school week you will find advertised in the Daily Notices which lunchtimes the English, Mathematics, and Science tutoring is available. A teacher is present and also senior students are there to help you with anything you have not understood in class or if you need some help with your homework. Other subjects also offer tutoring or an individual teacher may be available on a set lunchtime to help you.

Plagiarism

Each piece of work that is assessed for any course requirement must be demonstrably your own work. It is a serious offence to copy without acknowledgement of another writer's work or to submit something that is not your own. Such an action will be viewed seriously and could result in you forfeiting all marks. The following will be grounds for considering whether or not a student may have breached this requirement:

- The direct copying of textual material (including electronic material) and the use of other people's data without acknowledgement (and/or permission, where appropriate) and the use of ideas from others without adequate reference.
- Use of personal material produced for the same or a similar assessment by another student (past or present), even if acknowledged.
- Fabrication and falsification of data.
- Identical or closely similar pieces of work submitted by two or more students (except where group work is to be submitted in such a form).
- Access to any unauthorised material or equipment during an examination or an assessment completed under examination conditions.
- Communication in any way with another student or unauthorised person during an examination or an assessment under such conditions.

Privacy

Information collected by the College during a student's enrolment and subsequent time at the College is governed by the principles of the Privacy Act and the statements listed on the Application Form your parents completed when you joined the school. Personal information may not be passed to another individual (by electronic or hardcopy means), or seen by anyone (by computer or mobile screen or hardcopy) unless specific permission is given by the individual concerned, or in the Principal's view is acceptable under the law.

Prize-Giving

This is a formal occasion in which we celebrate the achievements of our students, awarding prizes, certificates, cups and trophies. All students are expected to attend this ceremony. As it is a formal occasion, you wear your winter uniform.

Reports

Reports are issued three times during the year. There is an interim report late in Term 1, with full reports following the Term 2 examinations. Another report is issued for Years 11, 12 and 13 after their Term 3 examinations. The final report for Years 7, 8, 9, and 10 is issued at the end of Term 4.

Senior Students' Ball

The College Ball is organised by the Head Girl and Boy and a group of selected Year 13 students in conjunction with the Principal and the Head of College. Years 11, 12 and 13 students can attend this formal function.

Sickbay

If you are unwell you must report to the Student Support Office. You may be allowed to rest in the sickbay before someone in your family is able to collect you and take you home. You may not sign out because you feel unwell without first reporting to the Student Support Office.

Signing Out and In

If you need to leave school during the day you must sign out in the Student Support Office. Similarly, if you arrive at school later in the day you must sign in at the Student Support Office.

Smoking, Drugs and Alcohol

Smoking is NOT permitted on any College day, on our grounds, or in public when a student is wearing our College uniform. Smoking is NOT permitted on any College related trips. If a student arrives at the College smelling of smoke they may be excluded from classes.

Drugs and alcohol MUST NOT be brought onto College property or used or consumed during College trips. Students are NOT permitted to be under the influence of drugs and or alcohol during the school day.

Any student who breaches these rules risks suspension and or possible expulsion from the College.

Textbooks

You need to attend classes with the correct equipment and books. Students purchase their own stationery and in the senior school they may be required to buy some of their textbooks. Second hand books are sometimes available for purchase.

Tutor Teachers and Groups

All students are assigned a Tutor Teacher. Tutor groups are made up of students from Years 7 – 13 and are part of the House system. Tutor Teachers will maintain contact with your parents or caregivers.

Tutor Period

After period 2 each day there is a Tutor Period where the roll is taken, uniforms are checked, pastoral care activities take place and the Daily Notices are read before the students go to Interval. On Tuesdays the whole school Assembly is usually held during this time.

Uniform Rules

Students are expected to take pride in their uniform and to wear it correctly at all times. When students are in school uniform, school rules apply. For the full school rules regarding uniform (including but not limited to hair, jewellery and makeup, change over dates from summer to winter uniform, footwear guidelines etc), read the Uniform page on the school website.

Uniform Shop

Students and their parents can purchase their uniform on site at the Uniform Shop. This is open before and after school on set days that will be advertised in the e-newsletters. The shop only sells new items. Second-hand items are traded online, through the UniformMe website, www.uniformme.co.nz or through the Hibiscus Coast Facebook page.

Visitors to the College

No school-aged friends of students may be on the College grounds during school time without permission from Mr Tong, Mr Lee or Mrs Banyard. If permission is granted, the visitors must sign in to the school at the Student Support Office.

Wentworth App

Wentworth has a Mobile App for notices, events and other important school messages which will be communicated directly to any smartphone. It can be downloaded free from the App Store, after which you and your parents can join a range of cultural, sports and bus groups. There is also an absentee option which allows parents to send the school a message from the App should you be away for any reason.