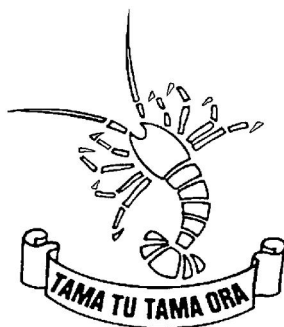


# KAIKOURA HIGH SCHOOL PROSPECTUS MISSION STATEMENT

**Kaikoura High School aims for excellence for its community  
in educational outcomes for all of its students.**



## INTRODUCTION

Established in 1971, Kaikoura High School is a multi-course, co-educational Year 7-13 secondary school set in a rural environment, flanked by the mountains and the sea. It offers students in the region most of the educational opportunities that exist for students in larger centres, without the need for them to be separated from the stabilising influence of their own families and homes during their teenage years.

The school provides a smooth progression of courses from Year 7 to Year 13, and offers a wide range of academic and non-academic courses in the senior school, with the aim of preparing students either for employment when they leave school, or for further training or tertiary education.

In acknowledgement of its environment, the school has a well established programme in Outdoor Education. Students are also given opportunities to play a range of different sports and to take part in artistic, cultural and multi-cultural activities, as well as in environmental education.

**Postal Address:**

PO Box 61

KAIKOURA 7340

**Phone:** 03 319 5138

**Fax:** 03 319 5409

**Email:** [principal@kaikourahigh.school.nz](mailto:principal@kaikourahigh.school.nz)

**Website:** [www.kaikourahigh.school.nz](http://www.kaikourahigh.school.nz)

## BOARD OF TRUSTEES

Mr W van Aswegen	Principal
Mrs F Gilliver	Staff Representative
Mr J Hamilton	Student Representative
Ms A Fissenden	Chairperson/Parent Representative
Mr N Parkinson	Parent Representative
Mr S Rattray	Parent Representative
Ms D Morgan	Runanga Representative
Ms K Starkey	Runanga Representative
Mr T Kahu	Runanga Representative

## STAFF (as at 01/03/2010)

Mr Werner van Aswegen	BEd, BA(Hons)	<i>Principal</i>
Ms G Cameron	AdvComTchgDip, NatDipSpSubjects	<i>Assistant Principal &amp; HOD Commerce</i>
Mrs J E Davies	DipHom Ec, AdvDipTchg, NatDipSpSubjects(On Leave Term 3)	<i>Assistant Principal</i>
Mr L Hoerara	BA(Hons), GradDipTchg	<i>Assistant Principal</i>
Mr D Mallinder	BEd, TchgCert	<i>Deputy Principal</i>
Miss K Wilson	BDesign, Dip Ed	<i>Relieving Assistant Principal &amp; Food Technology</i>

## Heads of Departments

Mrs J Fissenden	MSc(Hons), DipTchg	<i>Science</i>
Mrs F Gilliver	BA, DipTchg, DipTESL	<i>English</i>
Mr A Lean	BSc(Hons), PGCE	<i>Social Sciences</i>
Mr W Lonsdale	BSc, DipTchg	<i>Mathematics</i>
Mrs J Mains	PGDipTechEd, BTchL, HigherDipTchg	<i>Technology</i>
Ms J Thorne	BEd(PE), DipTchg	<i>LTR Health &amp; Physical Education (Acting)</i>
Mr S Williams	BEd, DipTchg, TESOLCert	<i>Yr7/8 Co-ordinator</i>

## Teachers In Charge

Mrs H Parkinson	DipTexDes, DipTchg	<i>Visual Arts</i>
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## Teaching Staff

Miss R Blissett	BEd(PE), GradDipTchgLrng	<i>Social Sciences</i>
Mr M Cecchi	BA, PGCE	<i>Social Sciences</i>
Mr R Clifford	BSc, PGCE	<i>Part-time Mathematics</i>
Miss T Cooney	BPhEd, BTchg(Sec), ATCL	<i>Health &amp; Physical Education</i>
Ms M Diack	BEd(PA), GradDipTchg	<i>Drama</i>
Mr D Farrell	DipPE, TchgCert, AdTrade Cert	<i>Technology - Hard Materials &amp; Graphics</i>
Ms S Hall	BEd, Dip ICT	<i>Home Room Teacher</i>
Ms M Heald	BSc	<i>Science</i>
Ms G Hanley	BScGrad, DipEd, GradDipApplied Finance, CertMgt	<i>Home Room Teacher</i>
Ms R Hunt	MA, PGCE	<i>English</i>
Mrs T Lean	BA(Hons), MA, PGCE, PostGradDipSpecEduc	<i>English &amp; Learning Support</i>
Mrs C Levy	BA, Single Subject Teaching Credential (US)	<i>Mathematics &amp; Science</i>
Ms J Mallinder-Scott	DipTchg, DipCouns, Prov.Registered NZAC	<i>Guidance Counsellor</i>
Mr T Robson	BSc, GradDipTchgLrng	<i>Science &amp; Physical Education</i>
Dr A Welsman	PhD, BSc(Hons), GradDipTchg	<i>Science/Agriculture &amp; Horticulture</i>
Mrs P Welsman	MSc, GradDipTchgLrng	<i>Mathematics &amp; Science</i>

## Itinerant Music

To be appointed	<i>Music</i>
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## **Support Staff**

Ms J Andrews	<i>Cleaner</i>
Mrs S Clark	<i>Science Technician</i>
Mrs J Dasler	<i>Principals PA/Board Secretary/Finances</i>
Mr B Goodyer	<i>Grounds &amp; Maintenance</i>
Mr T Guthrie	<i>Grounds Assistant</i>
Ms S Haberstock – BA(Hons), DipSLT	<i>Adult Community Education</i>
Mrs J Holmes	<i>Teacher Aide</i>
Miss A Lee	<i>Teacher Aide</i>
Mrs D Mackle	<i>Teacher Aide</i>
Mrs M Nelson	<i>Librarian</i>
Mrs J Priddle	<i>Gateway/STAR/Careers</i>
Mrs L Schonwald	<i>Teacher Aide</i>
Mrs S Scott - Certificate of Dental Nursing	<i>Student Administrator</i>
Mrs D Snow	<i>Sports Co-ordinator &amp; Office Administrator</i>
Mrs L Sumner	<i>Cleaner</i>
Mrs C Virgin	<i>Cleaner</i>

## OUR FIVE CORE VALUES

### **Tama Tu Tama Ora**

*Stand up with Pride*

- Excellence
- Respect
- Endeavour
- Integrity
- Awhi

## STUDENT BEHAVIOUR

In the interests of a smooth and efficient operation, the school has a Code of Conduct and an informal list of rules. These are not designed to widely restrict students, but to form the basis for the development of a climate of responsibility and a sensible tone for the school. The best rule is: “Use your common sense and be courteous, considerate and responsible”.

All students are expected to maintain an acceptable standard of work in all subjects, including the completion of homework and assignments.

The appearance and behaviour of students is expected to reflect credit on the school at all times.

The possession, use or other involvement with tobacco, alcohol, illicit drugs or solvents is forbidden while at school, travelling to and from school, while in school uniform, on school trips or in association with any school activity.

## STUDENT RESPONSIBILITIES

To support my learning I need to:

- Regularly attend my class
- Be on time
- Be prepared with the correct materials
- Respect others
- Complete my work
- Positively participate in my programme of study

## CODE OF CONDUCT

**Be:**

- Thoughtful
- Co-operative
- Tolerant

**In class the following general rules apply:**

- The teacher is in charge – follow instructions.
- Arrive on time with appropriate gear, ready to work, with cell phones turned off.
- Do your best work.
- Respect the rights of other people to learn.
- Look after one another; no verbal or physical abuse.
- Respect all property.

## SCHOOL ORGANISATION

### ENROLMENTS

Enrolment forms are available from the School Office.

Enrolment interviews with new students and their parents/caregivers are conducted by the Dean or Head of Level. New students make subject choices at the time of enrolment, and these choices can be discussed with the Dean or Head of Level at the enrolment interview. Any other questions or requests can also be dealt with at the same time.

Enrolment interviews for the students starting at Kaikoura High School at the beginning of each school year are usually held in Term 4 of the preceding year. These interviews are usually arranged by, and conducted at, the High School. However, parents/caregivers may choose instead to phone the School Office and make their own arrangements.

### SCHOOL HOURS

Morning: 8.40am – 1.15pm  
Afternoon: 2.00pm – 3.00pm

#### Wet Days

Morning: 8.40am – 1.15pm  
Afternoon: 1.50pm – 2.50pm

## GUIDANCE NETWORK

The Guidance Network aims to provide support and advice to students, so that they may enjoy and maximise their time at school and develop to their full potential.

Different staff members play different roles in the guidance network, as follows:

#### Form Teachers

- Attendance
- Oversight of academic progress
- Behaviour

#### Deans

- Class placement
- Course counselling and course choices
- Exam entries
- Behavioural issues
- Oversight of student progress
- Option choices

#### Subject Teachers

- Help with problems in individual subjects

#### Guidance Counsellor

- Personal, social and behavioural problems

#### Head of Level

- Overall responsibility for year levels
- Enrolment Interviews
- Discipline
- Uniform issues

Please Note: The names of the Deans and Heads of Level will be provided to students and parents on the first day of school in 2010.

**Guidance Personnel** (as at 01/03/2010)

- Guidance Counsellor: Ms L Moffat

## **GUIDANCE PROGRAMMES**

### **Orientation Programme**

Year 7 entrants take part in an orientation programme, aimed at easing their entry into their new school. Part of this is a Peer Support programme, in which Year 13 students work directly with the new entrants to help them to settle into the school.

### **Careers Advice & Transition-to-Work**

All students are encouraged to seek advice and guidance on possible career choices. The STAR/Gateway/Careers Co-ordinator can supply information to help students explore or refine their career options. She is also trained to administer Vocational Tests which help students identify their aptitudes and interests.

The Co-ordinator can also help senior students explore career possibilities through the Gateway, STAR and Work Experience programmes, which enable students to gain practical experience in various jobs and/or to take courses offered by institutions other than Kaikoura High School – like the Open Polytechnic, Christchurch Polytechnic, Nelson-Marlborough Institute of Technology, Industry Training Organisations and Telford Polytechnic. She is assisted by a Careers Team, a new initiative from 2010.

### **Course Counselling**

All students in Years 9-13 are encouraged to discuss with staff possible subject choices in Term 3 of the preceding year. This process involves the balancing of students' interests and aptitudes with their career aspirations and their ability in each subject. This is carried out by Deans, Heads of Levels and Heads of Departments, but often involves advice from subject teachers as well. The school sees this as a very important process and encourages parents/caregivers to become involved in it as well.

## CURRICULUM

All available subjects are listed in this Prospectus.

The school's broad curriculum aims are as follows:

### **Years 7 & 8**

- To focus on the basics – literacy and numeracy, plus an introduction to Te Reo.

### **Years 9 & 10**

- To integrate most/all subjects.
- In addition to give students the opportunity to explore a range of additional subjects through rotations of subjects and options where possible.

### **Years 11-13**

- To offer as wide a range of subjects as possible.
- To prepare students for NCEA.
- To equip students for the transition to the post-school world of work, further training, or tertiary education.
- To provide each student with a relevant course of study, which matches the individual's strengths, abilities, interests and aptitudes.
- To progressively reduce the number of compulsory subjects, so that students can pursue their own interests.

### **NOTE:**

- *Not all subjects offered will be run each year. Classes which do not attract viable numbers will not operate.*
- *Because class sizes have to be limited, students are not always successful in winning places in the subjects of their first choice.*
- *Every effort is made to arrange option lines so that as many students as possible are able to take the subjects of their first choice. However, it is likely that subject clashes will occur for some students and that they will have to prioritise their subject choices.*
- *Adult students may enrol for full-time or part-time study in courses at any level, as long as they can fulfil the entry requirements for each subject.*
- *Subjects not available through Kaikoura High School are usually available to students through the Correspondence School.*

## MEETING STUDENTS NEEDS

### Individual Needs

Every effort is made to meet individual needs through extension programmes, programmes for the gifted, remedial programmes and, where appropriate, individual education programmes.

### Facilities

The school has spacious grounds and roomy classrooms, including purpose-built rooms like a gym, science labs, a whare, a library, a canteen and specialist facilities for Home Economics, Technology – Hard Materials, Art, Performing Arts and Computing. While the Computer Room is well-equipped for courses up to NCEA Level 3, computers are installed in most classrooms so that ICT can be integrated into teaching and learning in all subject areas. Most teaching spaces provide access to the schools computer network. Data projectors and interactive whiteboards have been installed.

### Education Outside the Classroom

- **Field Trips** are course requirements in a number of subjects and students are expected to take part in them in order to complete their studies in these subjects.
- **A Sports Exchange** takes place annually with Kaiapoi High School. Teams are also entered in the following sports tournaments:
  - Combined Country High Schools – Swimming/Athletics/Winter Sports/Indoor Sports
  - South Island Secondary Schools’ Netball, Basketball
  - Marlborough Boys’ & Girls’ Rugby when available
  - ANZ Primary Sports Competition
- **Sports & Cultural Activities** are now part of the normal programme in any school, and Kaikoura High School is no exception. There is a cost involved with travel and a contribution is expected towards this.
- **Work Exploration** programmes are usually restricted to senior students and offer them opportunities to observe and work in employment which may be relevant to their future careers. The programme runs alongside Transition Education courses and Gateway and STAR programmes, which allow students to study subjects or vocational training programmes offered by providers other than Kaikoura High School.

### Adult Students

Adult students may enrol for full-time or part-time study in courses at any level, as long as they can fulfil the entry requirements for each subject. Adult students must be at least 19 years old.

### School Buses

To be eligible to travel on a school bus, a student must meet the requirements laid down by the Ministry of Education. To qualify for transport students must live at least 4.8kms from the school. At present the following areas have bus services:

- Clarence
- Hapuku
- Inland Road
- Peketa/Oaro
- Suburban

In addition, students living some distance from a school bus route may be entitled to a travelling allowance. Enquiries about transport entitlements should be made at the time of enrolment, or by phoning the School Office.

## **Awards & Trophies**

The school gives recognition to its students for achievements in a wide range of activities, including:

### **Academic Awards in each subject for:**

- Excellence
- Merit
- Endeavour

### **Sporting & Cultural Awards for:**

- Sports Championships
- Special Trophies

## **Koia Koia**

Throughout the year students are able to gain credits towards a “Koia Koia Award” for good citizenship and for being a good, positive member of the school community. When enough credits are won students are progressively awarded Bronze, Silver and Gold Koia Koia Awards.

## **Principal’s Certificates**

Students may be awarded Principal’s Certificates throughout the year for achievements in any facet of school life, recognising one or more of our core values.

## **Wall of Excellence**

To celebrate high achievement prize winners photographs and accomplishments are displayed on a notice board in the office foyer.

## **SCHOOL – COMMUNITY PARTNERSHIP**

### **Reports**

Full reports on all students are issued to parents/caregivers at mid-year and at the end of the year.

### **Newsletters**

A newsletter to parents/caregivers is published monthly in the local paper (Kaikoura Star). This is available via email, on School-Links and the web page.

### **Homework**

It is generally agreed that secondary school students cannot perform successfully at school unless they complete homework on a regular basis. Excessive time spent on homework may indicate inappropriate work habits, while minimal homework on a regular basis suggests that students may be failing to meet their commitments. In either case, it is suggested that parents/caregivers contact the Form Teacher to initiate a follow-up.

Homework is usually used to:

- Reinforce learning that has taken place
- Prepare for the next day's lesson
- Develop personal work habits and independent study skills
- Extend and enhance students' learning

Because individual students work at very different rates, it is impossible to lay down rules for homework times. However, the following times are offered as guidelines to parents/caregivers:

<b>Years 7 &amp; 8</b>	Some homework on most days
<b>Years 9 &amp; 10</b>	Up to an hour or so most days
<b>Year 11</b>	Between 1 and 2 hours a day
<b>Year 12 &amp; 13</b>	2 hours or more on a regular basis

### **Attendance**

Regular attendance is vitally important to a student's success, and parents/caregivers are asked to ensure that absences are kept to an absolute minimum. Absences caused by illness, emergencies or any other unforeseen circumstances should be covered by a note after the event. Pre-determined absences, including family holidays, should be covered by a note ahead of the absence.

The school checks attendance every period of every day and will usually contact home if any absence is unexpected or unexplained. If students arrive late to any class, they will usually have to make up the time.

### **Fees & Donations**

Although voluntary, the annual School Fee is essential if the school is to provide a full range of equipment and educational, cultural, sporting and social activities. We ask every parent/caregiver to pay the following fees: \$100.00 for one child in a family and \$150.00 for 2 or more from the same family. \$20.00 discount if paid by the end of Term 2. Fees can be paid by a range of methods including one off payment, part payment, term by term, internet banking, or by Direct Debit. We encourage parents to set up automatic payments from February onwards – please contact the office.

Students taking courses with practical work are required to pay for the costs of the take-home materials involved. Parents/caregivers are advised annually of subject costs/levies for subjects such as Art, Home Economics, Outdoor Education and Technology.

Separate charges are also made for student travel in relation to sports fixtures and sports exchanges.

## **Damage**

Students are expected to pay for the full cost of damage caused by misbehaviour or carelessness.

## **Interviews with Staff**

The Principal and staff are always available to parents/caregivers in order to discuss any matter related to the interests of their children. Appointments can be made through the School Office, phone 03 319 5138.

## **Elected Bodies**

- **The Board of Trustees** is the governance body which determines overall policy for the school.
- **Student Councils** are made up of representatives from all year levels. Each Student Council (Senior and Junior) meets regularly under the guidance of an Assistant Principal to discuss matters relating directly to the students themselves.

## **The Parent Teacher Association (PTA)**

This is an organisation for all parents/caregivers and teachers who are interested in Kaikoura High School. It focuses on supporting the school and helps with fundraising activities. Parents can contact the office if they wish to contribute to the school in this regard.

## UNIFORM

The school uniform is **compulsory** for all students from Year 7 to the end of Year 12. The appearance and behaviour of students is expected to reflect credit on the school at all times. There is a code of acceptable dress for eligible Year 13 students.

### UNIFORM FOR BOTH BOYS AND GIRLS

<b>Footwear</b>	Polishable all black leather lace up shoes with a low heel, black leather strap or T Bar. (Suede and Coloured laces are not acceptable).
<b>Shirt</b>	Short or long-sleeved blue polo style shirt.
<b>Jersey/Polar Fleece</b>	Royal-blue, fine-knit plain V-neck jersey and/or Kaikoura High School polar fleece.
<b>Raincoat</b>	A plain, dark waterproof jacket may be worn to and from school in wet weather. It may not be worn in the school buildings.
<b>Hats/Beanies</b>	Summer – The regulation plain dark-blue summer hat or cap can be worn for sun protection. Winter - The regulation plain dark-blue beanie can be worn for warmth. All hats must be removed when inside school buildings.
<b>Scarves</b>	A plain navy scarf may be worn.
<b>Hair</b>	Hair must be clean and tidy. Long hair needs to be tied back when students are working in the science and technology areas. Extreme hair style and extreme colour are not permitted. Boys facial hair is not permitted.
<b>Jewellery</b>	The only jewellery that may be worn with school uniform is a wrist watch, one item of religious or cultural significance and one pair of small studs/sleepers in the ear lobe. Studs or sleepers must be taped or removed for all contact sports. Other visible piercing is not permitted.
<b>PE &amp; Sportswear</b>	PE shirt & Navy shorts (above the knee) – available through the school office White socks Sports Shoes (for PE and/or outdoor sports) Tracksuit pants – see office/PE staff for details

## **BOYS UNIFORM**

### ***SUMMER***

**Shorts** Regulation grey drill shorts.  
**Socks** Regulation long, grey socks with blue/gold band.

### ***WINTER***

**Trousers** Regulation long dark-grey dress trousers.  
**Socks** Regulation long, grey socks with blue/gold band.

## **GIRLS UNIFORM**

### ***SUMMER***

**Skirt** Material - blue and gold material by Bromley.  
'A' line knee length style with zip and waistband.  
(Fabric available from West End Clothing Company)  
**Socks** Plain white/navy ankle socks, no stripes or logos,  
or plain white/navy knee-high socks, no stripes or logos.

### ***WINTER***

**Skirt/Trousers** Royal blue/navy-check regulation skirt  
**OR**  
Regulation navy hipster pants.  
**Tights** Plain navy tights may be worn.  
**Socks** Plain white or navy knee high socks may be worn.

## ***PLEASE NOTE***

- Summer and winter uniform can be worn to suit the weather conditions.
- Any garments worn under school uniform must NOT be visible.
- Some items of uniform are available from West End Clothing Company, Kaikoura and some items are available from Postie Plus with the exception of the girls' winter skirts and PE uniform. These can only be ordered through the school office.
- Makeup and coloured nail polish are not permitted.

## **Second-hand Uniforms**

Some items of uniform may be available from the school office.

For any uniform related query please see Jenny Davies, Assistant Principal.

## **ADULT COMMUNITY EDUCATION**

Kaikoura High School's Community Education programme offers a wide range of courses to enable individuals to use the school for continuing both their vocational and recreational education outside regular school hours.

Adult and Community Education (ACE) aims to:

1. Target learners whose initial learning was not successful
2. Raise foundation skills
3. Encourage lifelong learning
4. Strengthen communities by meeting identified learning needs
5. Strengthen social cohesion

Some of the courses are for people who want instruction in hobbies and leisure activities, while others are aimed at developing new vocational skills. Members of the community are encouraged to suggest courses which they would like to see run and which they consider would benefit them and others.

Anyone who is not enrolled at school is welcome to enrol in the classes which are usually conducted Monday to Friday in the evenings between 7pm and 9pm. The school also runs weekend workshops. The aim is to run courses at times which suit most people and make the best use of school facilities.

Some of the courses run all year, with an increasing number of short courses, running for only 2-8 weeks. New courses are introduced throughout the year as interest and demand dictate. All courses are subject to minimum enrolments.

Fees vary between \$5 to \$10 per session on average, with modest additional costs for materials and resources in some cases. Courses are advertised in the school newsletters, by posted flyers, on posters around town and by email to businesses and schools.

### **Applications**

Applications for enrolment may be made to the school by calling in person at the School Office or by phone 319 5138. The co-ordinator can also be contacted directly with any course or enrolment requests on 319 7382. Classes are filled strictly in order of enrolment and membership of the class is only official after the appropriate fee is paid. If the minimum number is not reached three days prior to the advertised date of the commencement of a course, students are notified and fees are refunded. For further information contact the Community Education Co-ordinator through the School Office 319 5138 or at home on 319 7382.

### **Courses conducted during 2009 included:**

Soft Cheese Making, Hard Cheese Making, Preserves and Pickles, Bread Making, Barista, Indian Cooking, Braising and Bronze Welding, Successful Composting, Worm Farming and Em Bokashi, Chainsaw Safety, Tai Chi, Yoga, Maritime Restricted Operator's Certificate, GPS Operator, Radar Operator, Photography, Refocus: Looking at Life Through a Different Lens.

A large selection of courses are planned for 2010.

## Courses of Study for 2010

	Years 7 & 8	Year 9	Year 10	Year 11	Year 12	Year 13
<b>Compulsory Subjects</b>	English Mathematics Social Studies Science PE/Health Te Reo	English Mathematics Social Studies Science PE/Health	English Mathematics Social Studies Science PE	English Mathematics		
<b>Block Courses</b>	Art Drama Hard Materials Home Economics <i>1 Term each</i>					
<b>Option Subjects</b>		<p><b>6 subjects for ½ year each:</b> Art Drama Enterprise Studies Technology-Hard Materials Technology-ICT Technology-Textiles/Food</p>	<p><b>A Half Year (Pick 2 subjects)</b> Accounting Economics Graphics Technology-Food &amp; Nutrition Technology-Hard Materials Technology-Soft Materials Environmental Studies</p> <p><b>B Full Year (Pick 1 subject)</b> Art ICT Rural Studies Te Reo</p> <p><b>C Half Year (Pick 2 subjects)</b> Drama Outdoor Education Tikanga Maori</p>	<p><b>Choose 4 subjects:</b> Accounting Agriculture/Horticulture Art Drama Economics Geography Graphics Health History Home Economics Physical Education Science Science Alternative Technology - Textiles Technology-ICT Te Reo Maori Trade Skills</p>	<p><b>Choose 6 subjects:</b> Accounting Art – Painting &amp; Design Art – Photography Biology Chemistry Economics English Enterprise Studies 12/13 Geography Graphics History Home Economics Mathematics Media Studies Outdoor Education Physical Education Physics Science Applied Technology-ICT Tourism 12/13 Trade Skills Transition/Gateway</p>	<p><b>Choose 5 subjects:</b> Art – Photography Art – Design Art-Painting Biology Chemistry Economics English Enterprise Studies 12/13 Geography Graphics History Mathematics Outdoor Education Physical Education Physics Technology-ICT Tourism 12/13</p>
		<p>Te Reo Maori – full year course</p> <p><i>If chosen replaces 2 of the above.</i></p>				

