



## LYNFIELD COLLEGE

### NEWSLETTER 1

21 February 2014

#### Coming Events:

Week 5	Mon 24 <b>Feb</b> Tue 25	Board of Trustees Meeting, 6.30pm Admin Building ID & Class Photos catch-up Lynfield College Athletics Championships (rain day 27 Feb) 12BIO trip Arataki, Waitakere
	Wed 26 Thu 27	12BIO trip Arataki, Waitakere 13SCI trip Takapuna NCEA Parents Evening, 7pm Staffroom
	Fri 28	11SCB trip Karamatura Stream 12BUS trip Rainbow's End Badges Presentation Assembly 2.30pm Hall Lumino The Dentists depart
Week 6	Mon 3 – Fri 7 <b>Mar</b> Mon 3 – Wed 5 Fri 7	12PHE Camp Tawharanui 9BUS Tip Top trips 10DAN & 12DRA Maidment Theatre Newsletter No. 2 emailed
Week 7	Mon 10 Tue 11 Wed 12 Thu 13 Fri 14	<b>MID-TERM BREAK (Lynfield College closed)</b> Whanau Welcome BBQ ASB Polyfest 2 <sup>nd</sup> House Meetings 2 <sup>nd</sup> House Meetings
Week 8	Mon 17 – Fri 21	ASSESSMENT OPPORTUNITIES <i>In-class priority time. Students should not make outside appointments during school time this week.</i> Education Review Office visit
	Tue 18 Fri 21	House Touch Competition begins 13PXM/PXA Rainbow's End (rain day 4 Apr) Newsletter No. 3 emailed
Week 9	Mon 24 Tue 25	Summer Sports Tournament Week Board of Trustees Meeting, 6.30pm Admin Building Tennis Championships Student Council Meeting
	Wed 26 Thu 27	Y9 & Y11 Leadership Camp Parents Meeting German Exchange Group arrives 12SCI Waitomo Progress Reports Issued
	Fri 28 Sun 30	<b>TEACHER ONLY DAY (no classes on this day)</b> 12GEO Tongariro depart 10BUS Ports of Auckland
Week 10	Tue 1 <b>Apr</b> Wed 2 Thu 3	12GEO Tongariro return Junior Maths Competition SUMMER SPORTS PHOTOS 13SCI Stardome Pasifika Parents' Evening 6.00pm staffroom (13PXM/PXA Rainbow's End rain day)
	Fri 4	Newsletter No. 4 emailed <i>Daylight Saving Ends</i>
Week 11	Sun 6 Mon 7 Thu 10 Sat 12	CULTURAL WEEK Progress Conferences (surnames A – L) <b>Cultural Festival Day at Lynfield College</b>
Week 12	Tue 15 Wed 16 Thu 17	Progress Conferences (surnames M – Z) Student Council Committee Meeting <b>Term 1 ends</b>
Week 1	Mon 5 <b>May</b>	<b>Term 2 begins</b>

Dear Parents/Caregivers

On behalf of the Board and staff I would like to welcome all parents, especially the new Year 9 parents to this first newsletter for 2014. The newsletter is published every second Friday and is emailed to all parents on the email list (taken from the enrolment form at the time of enrolment). It is also available on the website.

I had the opportunity to meet many of you at the Year 9 Parents' Evening earlier this week where you were able to meet your child's form teacher and receive information on their academic programme and expectations for Year 9. If you were unable to attend, you will have another opportunity to meet with teachers and form teachers at the progress conferences on 10 and 15 April.

Year 9 Form Teachers have indicated that students have settled in well to their form classes and their subjects. The Orientation Programme, which ran at the beginning of the term, was very successful and students are certainly taking advantage of the many opportunities available to them in the College. Year 9 Form Teachers stay with their form classes as they move through the year levels.

BYOD got off to a solid start with over 340 Year 10 students using their own mobile device. The school has lent out machines to the rest. It is important that students explore the functions of their own devices so that they can make the best use of them. I am certainly hearing about exciting classroom experiences using the devices. Within the next two weeks, most Year 10 Maths students will access 'Mathswizz'. Students will be guided through the setup process in class, they will bring information sheets home and further information will be available from the website. Contained in this newsletter are the answers to some frequently asked questions about our BYOD programme.

We encourage all families to pay their course costs and other payments through our online payments section of the College website [www.lynfield.school.nz](http://www.lynfield.school.nz). If you do not have your portal user name and password, please contact your child's Dean.

From the bottom right of the Home page there is a link (e-payments) to this new facility where you can pay for stationery, uniform, course costs, sports fees, itinerant music lessons, course trips, camps and other school outings.

Payment is by credit card or direct credit and this secure payment method is an extremely convenient way of making these important payments.

## 2013 Results

The following is a summary of last year's NCEA results for each year group.

- Y11      82% gained level 1 Certificate  
          47% gained level 1 Certificate with Merit or Excellence endorsement  
          95% gained level 1 Literacy  
          90% gained level 1 Numeracy
- Y12      83% gained level 2 Certificate  
          34% gained level 2 Certificate with Merit or Excellence endorsement
- Y13      64% gained level 3 Certificate  
          33% gained level 3 Certificate with Merit or Excellence endorsement  
          91% of Yr13 students left school with level 2 NCEA

## Scholarship Exam Results

42 Scholarships were awarded to Lynfield College students in 2013 – this is a fantastic result and indicates the high achievement by this group of students.

Five students gained an "Outstanding Scholarship" - the top 0.3% in each subject.

Four students successfully gained three (or more) scholarships (Andrew Coffin, Tim Height, Mason Ng and Jessica Wang) – they are guaranteed a '**Scholarship Award**' while **Andrew and Tim are eligible for an Outstanding Scholarship Award yet to be announced.**

**All the students who gained a scholarship are given a monetary award for their university study. The College is very proud of each student who gained one of these top academic awards and also recognises the work done by the teachers to prepare and tutor these achievers.**

Scholarships were achieved in:

Accounting (1)	Biology (7)	Calculus (7)	Chemistry (4)
Classical Studies (2)	Earth and Space Sci (1)	Economics (1)	English (1)
Media Studies (2)	Music (1)	Physical Education (6)	Physics (5)
Statistics (3)			

Two successful students (Steven Ling and David Wu) were from Year 12.



The statistics published by NZQA are used by the teachers and faculties within the school to analyse their teaching programmes and look for ways to enhance student achievement in subsequent assessments. This will ensure that achievement results continue to improve and that students leaving Lynfield College take with them qualifications that allow them to continue studying and to reach their potential. An Achievement Report including an analysis of NCEA results is presented to the Board of Trustees in April.

All national qualifications results are confirmed by NZQA during March and will be entered on to each student's Record of Achievement on the NZQA website. The same data is available through the Parent Portal and the Student SMS. There are links from the College website and e-LynC to these web pages.

Lynfield College staff will be available to answer your questions and explain all the details and expectations of standards-based assessment within NCEA at a special **NCEA Parents' Evening** to be held on **Thursday 27 February at 7.00pm in the College Staffroom**. This will be open to all parents who wish to find out about the assessment methods and how to help students achieve. If you have any queries, please contact the Deputy Principal for Assessment, Mr Murray Black, through the school office.

### Assessment Dates 2014

e-LynC is Lynfield College's on-line learning environment which can be accessed from <http://lynfield.moodle.school.nz>. On the e-LynC home page is a **Google Calendar** which will have all the assessment times for the internal standards in the Years 11 – 13 courses on our 2014 timetable. Students and parents can view the calendar and download relevant dates into their own Google calendar. Students will be encouraged to use this resource to assist them in their management of study time and assessment preparation.

### Staffing for 2014

The College is fully staffed and we have been fortunate in attracting a very high calibre of new staff. These people are:

Hannah Arthur	Social Science	Zach Beard	Music
Anton Boven	Mathematics	Sarah Jordan	English
Marius Sandu	Mathematics	Clinton Thomas	PE & Health
Julie Griffin	Attendance Officer		

We welcome back Virginia Brooks (English/Media) from study leave.

Staff on leave this year are Rhondda Bowen, Esther Dantra (Mathematics); Raewyn Fairley (Work Experience Co-ordinator, Term 1); Brooke Lunjevich, Jane Moore (Social Science); Lisa Norman (Music); Claire Tagaloa (Technology).

At the end of last year Leisa Munro, Deputy Principal (Student Services) left Lynfield College to take up a position at Baradene College. Ms Natasha Hemara left Lynfield College to take up a senior position at Southern Cross Campus. As a result, there are some changes to senior staffing. Mr Neil Waddington and Mrs Gabrielle Clark are sharing the vacant deputy principal role at this stage. Mr Grant Angus is currently Acting Year 9 Dean and Mr Russell Christie is Acting Faculty Leader PE and Health, assisted by Ms Karen Tattersall.

### General Purpose Donation

The General Purpose donation is \$190 per child or \$270 per family. **A 10% discount applies for donations made on or before 28 February (\$171 per child or \$243 per family).** The donation, approved annually by the Board of Trustees, is the

parents' contribution to the school's operational funding and is the MAJOR SOURCE OF FUNDING FOR THE LIBRARY, SPORTS AND CULTURAL ACTIVITIES, THE COLLEGE YEARBOOK AND OTHER ITEMS, SUCH AS EXTENDING COMPUTER ACCESS.

Keep the receipt for Income Tax refund purposes. The Board is most grateful to those parents who have already paid their General Purpose donation and subject material fees.

An ID card costs \$5.00. It is not essential for school, but is required to access photocopying and can be used for age verification use on public transport, at cinemas, etc.

The rest of this newsletter contains a great deal of very useful information about the college. Please read it carefully and put it somewhere safe for future reference.

I look forward to meeting as many of you as possible during the course of the year, whether it be on the sports field, at cultural activities, parent evenings or outside of school. Please be active in supporting your son/daughter in their years at Lynfield.

Best wishes

S W Bovaird  
Principal

### YOU WILL FIND THE NEWSLETTERS ON THE HOMEPAGE

<http://www.lynfield.school.nz>

- ☒ Our fortnightly newsletters for the year will be sent by email, posted on the College website and a paper copy made available from the office to those who do not have internet access.

Please ensure that we have an appropriate email address for you so that you receive the fortnightly newsletter and any other notices. Email our Dean of Administrative Services, [rdelgrosso@lynfield.school.nz](mailto:rdelgrosso@lynfield.school.nz) indicating your child's name and form class in your email message. During Term 1 further newsletter dates will be:

**Friday 7 March – Friday 21 March – Friday 4 April – Thursday 17 April**

- ☒ Other relevant information pertaining to specific form levels will be given to students from time to time to bring home.
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### Year 9 & 10 Prizegiving Successes in 2013

Congratulations to the following students for their excellent achievements in 2013. They have set a fine example for their peers and should feel very proud of themselves.

**Year 10 Dux** Nithya Narayanan

**Year 9 Dux** Jessica Zhang

#### Year 10 Academic Honours

Katherine Heslop  
Elysha Negi  
Aleah Chunkath  
Renee Ju  
Michael Carswell

#### Year 9 Academic Honours

Phoebe Liu  
Jia Dua  
Reeve D'Cunha  
Jenna Kumar

#### Year 10 Honours Awards

Joshua Whitefield  
Roseanne Kennedy  
Simon Stanimiroff  
Madeline Poland  
Noa Tagicakiverata  
Kiriffi Leilua

#### Year 9 Honours Awards

Runze Zhang  
Jia Dua  
Phoebe Liu  
Ratan Mukherjee  
Casey Scott  
Dylan Kay  
Renee Prasad  
Karan Kalsi

#### Year 10 Merit Cups

Adya Choudhary  
Joel Boasman

#### Year 9 Merit Cups

Yu Sun  
Andrew Isdale

**Stewart Dawson Junior Speech Cup (Year 10)**

Elysha Negi & Elizabeth Fa'amamafa (equal)

**Kelvin Glassey Cup for Junior Short Story (Year 10)**

Marika Ocampo

<b>Year 9 Speech Award Cup</b>	Jia Dua
<b>Munden Cup for Creative Writing (Year 9)</b>	Caitlin Clow
<b>Excellence in Junior Music Cup</b>	Andrew Isdale (Year 9)
<b>Excellence in Junior Drama Cup</b>	Jia Dua (Year 9)
<b>Most Promising Junior Debater Cup</b>	Karan Kalsi (Year 9)
<b>Excellence in Sport</b> (Top Year 10 Sportspeople)	Kiriffi Leilua Madeline Poland
<b>Excellence in Sport</b> (Top Year 9 Sportspeople)	Phoebe Liu & Maddison-Lee Wesche (equal) Felix Barrett

### **Transporting Students to School**

Current construction work in Boundary Road is making driving conditions more challenging. Please be careful when delivering or collecting students.

- Please avoid driving into the school grounds to deliver and pick up students. Arrange to meet your child at a safe point outside the school grounds.
- If you have reason to deliver or pick up your child in the school grounds, please use the drop-off bay, accessed via Gate 1, and do not stop on the roundabout.
- **Only left turns are permitted when exiting and entering Gate 2. Please do not make a u-turn in this vicinity in order to enter Gate 2.**

### **BYOD at Lynfield**

The start of 2014 saw the beginning of BYOD (Bring Your Own Device) at Lynfield College. Year 10 students are in their fourth week of using devices for their school work. Now that most of the technical issues have been resolved both the students and staff are beginning to see the many benefits of working in a BYOD classroom. While BYOD is only compulsory at Year 10, students in other year levels are also encouraged to bring a device to support their learning.

#### **FAQ's**

##### **1. What type of device do you recommend?**

We recommend a tablet, ultra book or laptop device. We do not recommend mobile phones or 7 inch tablets due to the smaller screen size.

##### **2. Who is responsible if the device is lost or stolen?**

Students are responsible for taking care of their own property while they are at school. This includes any electronic devices they bring with them.

##### **3. Who is responsible for insurance and warranty issues?**

As it is the student's personal device they or their family are responsible for any insurance and warranty matters.

##### **4. Are any storage facilities available for student at interval and lunch time?**

There will be a device check in available for students during lunchtime.

##### **5. Are there any suggested accessories students should have with their devices?**

We recommend tablet devices have a screen protector and case.

##### **6. Will there be any charging stations available for students?**

No – The battery life of the devices we have recommended is at least 6 hours. This means that they should not require charging during the day.

##### **7. Who is responsible for any repairs or updates to the devices?**

As these devices are the student's personal property they or their family are responsible for any repairs or updates.



## 2014 Senior Leadership and Team Building Course

The Lynfield College Student Leadership Team went on camp from the 30 to 31 January at the AUT City Campus. After a welcome at the Marae, we settled into our apartments and began a busy afternoon with presentations by Antz and Charlie from "Attitude". We then caught buses, Lynfield getting a whole bus (as there were 41 of us) to ourselves, over to the North Shore AUT Campus to participate in the 'Amazing Race'. Hand in hand, we went up against the three other schools as we used our leadership and communication skills to complete a series of tasks.

It was then time to prepare for AUT's 'Got Talent'. Lynfield was split into two teams due to our size, but we finally decided to rejoin and perform a High School Musical themed act. Although we didn't win, it left us in high spirits, and ready for another busy day.

The second day was just as jam-packed. We were up at 6am in time for breakfast at 6.30. We received a presentation about 'event management' followed by a 'planning seminar'. We came up with a mission statement and ways we could raise our profile in the school.

After lunch we had another workshop by Allison Mooney who was a 'people interpreter'. We took a personality quiz that identified our personality types within the Leadership group. It helped us identify how to work best as a team, in group situations. We finished off the camp with a slideshow of our time there, and a barbecue for the families.

Overall, we were really proud to represent Lynfield College. This was the first opportunity we had to get to know each other, and we came out like a real team - ready to take on the year.

*Jemma Read, Assistant Sports Captain & Erica D'Souza Year 12 Student Executive*



## Board of Trustees Student Representative



First and foremost I'd like to thank the Board and Lynfield College for funding my trip to the Outdoor Pursuit centre on Great Barrier Island and for providing me with this amazing opportunity. The camp was from the 19<sup>th</sup> of January to the 24<sup>th</sup>. In these 5 days I acquired a lot of knowledge and skills I can apply to my position as the student representative on the Board of Trustees. This camp provided many challenges such as rock climbing, cascading down waterfalls after 3 hours of tramping in bush land, 6 hours of sea kayaking and overnight camping where we learned to live off the land to some extent. Not only was there an abundance of knowledge but there was an abundance of challenges. The activities were based in a pristine ocean and forests. Great Barrier Island was the perfect marine environment for my fellow campers and I to learn the dynamics and benefits of team work. We gained a greater understanding of the roles we played in teams and were given the opportunity to express and develop outdoor skills. During the 5 days we had many in class sessions with a certified member of the NZSTA who broadened my understanding on what I as a student trustee must do in order to make the most of my short time in this coveted position. Not only this, but she helped me improve my understanding of the difference between governance and management. This trip has helped me create a network of student trustees from all over New Zealand. I have not only made contacts on a professional basis but I have made many new friends who have the same interests as me when it comes to providing the best and giving their all to bettering their school and bettering student experiences and achievements. I've also gained a certificate to say that I had successfully completed all challenges presented to me during the week on Great Barrier Island. I've been inspired to apply my newly acquired knowledge not only to my position as a student trustee but also to my role on the Student Executive for 2014.



The food was mediocre but the experience was priceless.

*Renay Duffy, BOT Student Representative*

## Leadership Badge Presentation Assembly

On Friday 28 February there will be a special assembly where the Student Leaders for 2014 are presented with their badges of office. Families of these students have received invitations to attend this assembly, which will run from 2.30 until 3.00pm, followed by tea and coffee in the staffroom.

## Safety at the School Gate Programme

Our school is participating in the Auckland Council's 'Safety at the School Gate' programme. Below is a message from Auckland Transport. Please help us to keep students safe and minimise congestion by parking only where parking is permitted. Look for the signs that inform of restrictions.

Parents should drop or pick up students away from the school unless there are medical reasons for entering the grounds.

### **Park safely and keep our kids safe**

This term Lynfield College is participating in Auckland Transport's 'Safety at the School Gate' programme. Drivers who stop in the wrong place to drop off passengers put the safety of children at risk. Parking officers will be on patrol outside the school this term and will be issuing tickets to drivers who park illegally.

**The agreed approach is 'zero tolerance'** – There will be no warnings issued, you will receive a ticket if you are double parked, parked on yellow lines, or over someone's driveway – or for any other vehicle safety offence.

Please park legally to keep our children safe and to avoid being ticketed.

## Security at the College

CCTV cameras are installed around the College to assist student safety. Cameras also monitor movement in the school grounds at nights and in the weekends. There are also a few cameras inside buildings at strategic locations to provide protection for student property.

### Please keep the following in mind

- Students and members of the public should only be in the grounds after dark when attending organised functions.
- Any rubbish brought into the grounds should be taken away and disposed of at home.
- Any community groups wishing to use College facilities such as the sports fields, cricket nets, etc need to contact the Property manager.
- Access to the school should be through one of the three gates and never over the fences that surround the College or through our neighbouring properties.
- Access to the fields after hours should only be through gate 2 on the lower White Swan Road entrance.

Any queries about these matters should be referred to Mr Alistair Aitken, Deputy Principal.

## A Safe Environment at Lynfield College

- **Peer Support Programme** – This programme was run during the Y9 Orientation. The Year 12 & 13 Student Leaders attended training and have run 4 Peer Support sessions in total with the Year 9 students. The feedback has been very encouraging and the Peer Support Leaders will remain connected to their allocated Y9 classes during the course of the year.
- **Travellers Programme** – Year 9 students will soon complete the survey for this and the Travellers Group will run in Term 2.

### How you can make a difference

For many years, Lynfield College has monitored and endeavoured to improve the physical and emotional safety of all its students and staff. There is no room for complacency here, particularly in this technological age of rapid and unsupervisable electronic communication which allows more subtle and often undetectable bullying.

At the start of the year, we are really concerned that the students settle quickly into school and enthusiastically into their learning. Parents of Year 9 students are likely to be particularly anxious that their children transition well from their intermediate schools.

We encourage all parents to talk with their children about how their year has started, and invite any caregivers concerned about the possible bullying or isolation of their children to contact the school as soon as possible. The names and phone extensions of the staff who can help you are: Mr Grant Angus, Year 9 Dean (ext 724), Mrs Deborah Kevany, Guidance Counsellor (ext 747), Mr Brian Tonks, Guidance Counsellor (ext 746)

## Gateway Programme

The Gateway Programme provides opportunities for 60 senior students to participate in workplace learning one day a week for a set period of time, approximately 10 weeks. It delivers hands-on practical learning that leads to nationally recognised qualifications (minimum 10 NCEA credits) and builds students' workplace experience, helping them to move smoothly from school to work. Learning can be assessed in the workplace and is a great opportunity to blend school study with the workplace learning and experience. Contact Student Services on extension 745.

## AWE (Alongside Work Experience) Programme

This work experience programme provides opportunities for senior students to gain workplace experience and an appreciation of what skills, disciplines and attitudes are required in the work force. Contact Student Services on extension 745.

## Homework Centres

The College Library remains open after school every day until 3.40pm, providing an excellent homework space for all students.

### Pasifika Homework Centre

This homework centre is held in the Library from 3.10 – 4.30pm Monday, Tuesday and Wednesday.

## Mathematics Clinic 2014

Got a maths question?      Stuck on your maths homework?      Help is available!      Where? **G15**  
When? **Monday, Wednesday, Thursday and Friday lunchtimes (and Tuesday afterschool)**



## Itinerant Music Lessons (Instrumental)

Most instrument lessons are now full. There are some spaces for flute, violin, clarinet, trumpet and trombone. All students who have signed up are on a waiting list and will be notified through their form teacher if space becomes available.

Concert Band (Wednesday lunchtimes in the hall) and Orchestra (Thursday lunchtimes in the hall) have also begun for the year. New members are always welcome. These groups are for students who have played their woodwind, brass or string instrument for one year or more.

Please note that if your son/daughter is taking part in itinerant music lessons there is a \$20 material cost for the year. If they are also renting an instrument there is a hireage cost of \$20 - \$35 per term depending on the instrument. These are both payable to the Accounts Office or on the website (e-payments) within a week of their first lesson.

Any questions may be emailed to HOD Music on [zbeard@lynfield.school.nz](mailto:zbeard@lynfield.school.nz)

## PhotoLife Online Ordering System

This year Lynfield College class photographs will be available for you to view and order online with PhotoLife Studios.

Your son or daughter will bring home an online slip with their unique Shoot Key detailed on it. This Shoot Key will automatically display your child's class photograph. It is then an easy process for you to shop online and purchase the photograph you want. The College will also receive a number of order envelopes for those of you who do not have access to the internet or do not wish to use this system.

If you place your order within two weeks of receiving your Shoot Key you will receive free delivery for your photo orders. PhotoLife has agreed to despatch all the orders back to the school and your child will bring the photographs home.

Any orders placed after this period will be sent directly to your specified delivery address and will incur a \$5.00 postage & packing charge. You will see this message when you go online to view and order your photographs.

## School Organisation

### Board of Trustees

Chairperson	Mrs K Mellor
Parents' Representatives	Mr C Hudson, Mr M Kaleta, Mr N Purdie, Mr S Taylor
Co-opted	Mr P D'Souza
Staff Representative	Mrs K. Wells
Student Representative	Renay Duffy
Principal/Secretary	Mr S W Bovaird

The Trustees meet in the Board Room at 6.30pm once a month – usually the fourth Monday of the month (ring the office prior to check). Copies of minutes and policies are available at the School Office.

### Management Staff

Principal	Mr S W Bovaird
Associate Principal	Ms L Ridling
Deputy Principals	Mr M Black, Ms C Knell, Mr A Aitken, Mr N Waddington (Assistant Principal)
Dean of Senior School	Mrs G Clark
Deans	Mr G Angus
Year 9	Mrs S Hameed
Year 10	Mr D van Dijck
Year 11	Mr M Sizer
Year 12	Mrs R Prasad
Year 13	Mrs M Lane
Adults	
Dean of Administrative Services	Mr R Delgrosso
Director of International Education	Ms G Austin

### Student and Community Services Staff

Counsellors	Mrs D Kevany, Mr B Tonks
Careers Adviser	Mrs W Keir
Gateway Programme	Mrs G Clark
Learning Support Co-ordinator	Ms J O'Hanlon

In matters affecting any student the first approach should be to the Dean. The Counsellors provide educational and vocational guidance, as well as personal and family counselling.

## 2014 Student Leaders

Head Boy	Eli Kaleta	Head Girl	Lute Sikalu
Deputy Head Boy	Edward Kennedy	Deputy Head Girl	Grace Kukutai
Sports Captain	Jonty Pendigrast	Sports Captain	Shee Nathan-Wong
Arts & Culture Captain	Craig Hebblethwaite	Arts & Culture Captain	Kathleen Tomacruz
Academic Captain	Boaz Competente	Academic Captain	Jahnvee Solanki
International Student Rep	Amy Liu	BOT Student Rep	Renay Duffy
Asst Sports Captain	William Peung	Asst Sports Captain	Jemma Read
Asst Arts & Culture Captain	Lygia Verhoven	Asst Arts & Culture Captain	Gavin Feng
Asst Academic Captain	Steven Ling	Asst Academic Captain	Jessica Yao

## Year 13 Student Executive

Rohan Botica	Mohammed Chiraagh
Tialena Evening	Natasha Sathyn

## Year 13 Ambassador Co-ordinator

Bailee Hughes

## Year 12 Student Executive

Jay Asiata	Erica D'Souza
Raynil Laximidas	Sarai McKay
Alice Neville Smith	Gauri Prabhakar
Andrew Sampson	Oksana Zhang

## House Captains

Bray	Kalei Kennerly & Bianca Leilua
Fatialofa	Martin Bahmani & Sachi Rathod
Faumuina	Akanesi Fakafanua & Brian Wang
Lewis	Mohammed Chiraagh & Adeleena Lee-Hussien
Reid	Chiara Golbin, Peter MacClure, Mine Dube
Zoricich	Lanuola Seumanutafa & Simon Yang

## Other School Information

### 1. Communication between Home and School

#### School

- Newsletters are published every two weeks and emailed home. Hard copies are available from reception.
- The web site is kept up to date with school news.
- Full written reports go home twice a year (mid-year and end-of-year) and there is a Progress Report at the end of March.
- All students going on trips will bring home a permission form to be signed and returned to school.

#### Parents

- Please contact the school if your son/daughter is absent and leave a message on the absentee line answer phone (627 0600 ext 729) or email [absence@lynfield.school.nz](mailto:absence@lynfield.school.nz)
- Provide written notes to explain absences on day of return. Refer to section 4. Attendance below
- Phone your Dean if you have a concern – Deans' Reception extension 731.
- You can email the school on any matter to [admin@lynfield.school.nz](mailto:admin@lynfield.school.nz). It will be forwarded to the appropriate person.
- Notify us of change of address, phone number, email address, custody arrangements.

#### Please Note

**The College is regularly updating the email addresses of parents/caregivers. If you have changed your email address or require it to be added to a student's file, then please contact the Deans' Reception (extension 731).**

#### Concerns

If you have a concern about an aspect of school activity, please phone the person listed below. If your concern is serious or not dealt with to your satisfaction, then put your concern in writing to the person below. If the matter remains unresolved, please write to the Principal.

- Student issues - the form level Dean or Guidance (Student Services)
- Staff issues - Ms L Ridling
- Day to day functioning of the school – Mr A Aitken
- Homework/student achievement/enrolment – Ms C Knell
- NCEA/NZQA/timetable – Mr M Black
- Student behaviour outside of the school – Mr A Aitken
- Learning Support – Ms Josie O'Hanlon

### 2. Reports

Progress Reports will be issued to all pupils before the end of Term 1. A second report will be issued in Term 2 and a final report in Term 4. Twice during the year Progress Conferences provide opportunity for discussion with all the subject teachers. The first of these are on Thursday 10 April (family names A – L) & Tuesday 15 April (family names M – Z), 4 – 7pm.

### 3. Attendance

Attendance is not only compulsory for enrolled students but also absolutely critical for success at secondary school. Lynfield College's attendance rate for last year was very good. However, there are still some students who are too often absent from class without satisfactory explanation. Illness, family bereavement or similar unplanned events are legitimate reasons for absence. We ask that family holidays are not planned during term times, and advise that students must attend school up until course completion in December. If a family does wish to withdraw a student from a class during term time for a special reason, a letter to the Principal is required, informing the school of their intentions. This should be done before any tickets are purchased, as permission is not automatic.

The College is open for 380 half days in 2014. For senior students undertaking NZQA assessments there are fewer days, due to the examinations. The last school day for junior students in 2014 is Wednesday 10 December.

**Students are expected to be in form period/assembly by 8.40am except on Wednesdays when Years 10 - 13 are expected to go straight to period 1 by 8.55am. On Wednesdays Year 9 students have assembly in the Hall at 8.40am. Year 13 Students who have a study period at period 1 Monday to Thursday are not required to attend until period 2. On Fridays they are required to attend the Year 13 Assembly or form time at 8.40am. Year 13 Students who have study timetabled at period 6 may go home after period 5.**

The last period ends at 3.10pm. Some students will be required to remain after that time for detentions, sport or cultural activities. (Students need to inform their parents or guardians if they are required to remain behind.) If a student has a detention ending after 3.40pm, 24 hours' notice will be provided (by email wherever possible). There may be occasions when a student is required to remain behind for a reasonable period of time.

**Where pupils are absent without permission the matter will be treated as truancy and they will have to make up the time by way of after-school detentions. Senior students absent from an assessment will not automatically have a re-assessment opportunity. It is the responsibility of the student to ensure their absence is explained.**

*Lynfield College operates a fully electronic attendance system. We encourage you to use an email address for notifying us of absence, [absence@lynfield.school.nz](mailto:absence@lynfield.school.nz). Please use this or the telephone absence line 627 0600 ext 729 on the first day of absence. Please help us keep our data up-to-date and accurate with immediate notification of your child's absence. Please include name and form class, reason for absence, expected length of absence, and your name.*

Please be aware that notes, emails, or telephone messages covering unspecified dates of absences, lateness, etc. are not acceptable. For example: "Please excuse my child for all absences in the months of April and May due to illness" is inadequate.

If you have any specific concerns or suggestions regarding student attendance processes, please contact Julie Griffin, Attendance Officer (email [jgriffin@lynfield.school.nz](mailto:jgriffin@lynfield.school.nz) or by letter handed in to Deans' Reception).

Thank you for supporting the College as it seeks to improve the reliability and completeness of the data surrounding absences from school.

#### **4. Conduct of Pupils to and from School**

Parents are reminded that pupils represent the school from the time they leave home in the morning until they arrive back in the afternoon. Misbehaviour during this period and the wearing of non-regulation uniform may be treated as a matter of school discipline. Local residents can best assist by contacting the school and helping to identify offenders. In any matters relating to public safety, the Police should be contacted immediately. Pupils are not allowed to leave the school grounds at any time during the day, without permission.

#### **5. After-hours access to the school grounds**

Unless there is a school function, please stay out of the school grounds, especially after dark. Please do not jump the fence; use the front gates after-hours. If you wish to make a booking for use of the fields or facilities, contact the Business Manager, Robert Skeen on extension 720.

#### **6. Motor Vehicles**

We discourage students from driving cars or motorcycles to school, except in special circumstances. Details of vehicles brought to school should be provided by parents to the Year 13 Dean, Mrs Raneeta Prasad, as our data base can be helpful should any issue arise involving vehicles and students. Students must abide by the conditions of their current licence. Vehicles brought to school must be parked in Boundary Road or one of the other nearby roads because there is no adequate parking in the College grounds. Students are not to drive their vehicles into the school grounds. **Any student vehicles found in the school grounds will be towed.** No responsibility can be taken for any damage done to vehicles. We would remind students on restricted licences that they are not to carry passengers. Breaching the law can result in a \$400 fine.

#### **7. Parents Transporting Students to School by Car**

Parents transporting students to school by car should drop them off at the marked Drop Off zone, which is located on the left-hand side of the main driveway, Gate 1. Please do not cause congestion by stopping right at the driveway entrance, or on the roundabout by the Administration block. Then please drive through the car park and exit via the lower White Swan Road Gate 2.

**N.B.** There is no right hand turn in or out of the lower White Swan Road gate (Gate 2).

#### **Collecting Students in Boundary Road at the end of the school day**

We ask parents not to enter the school grounds to pick up their son or daughter at the end of the day. A lot of students exit by foot along the Boundary Road drive and it is not safe when vehicles enter or exit at this time. Please be aware that there are parking restrictions outside the Boundary Road entrance at the end of the day – please look for the signs on the poles. It would be much safer if you were able to park a distance away and get your child to walk to the car. This will help cut down the traffic at the Boundary Road gate and make it safer for students to cross the road. Thank you for your co-operation.

#### **8. Cycle Safety**

In accordance with the Transport Act 1993 it is compulsory for all pupils travelling to school by bicycle to wear safety helmets. **OFFENDERS WILL HAVE THEIR BICYCLES IMPOUNDED** and their names given to the Police who may issue infringement notices.

## 9. Uniform

We are very pleased with the standard of uniform so far and appreciate the support you as parents and caregivers have obviously given to ensure the standard is met. The uniform is being worn very well indeed. There is a full description of the uniform on the website. Form teachers and senior staff have worked hard during the first week to ensure that students are wearing their uniform well and representing the College with pride. Students are expected to wear full and correct uniform on their way to and from school, at school and whenever representing the College.

All items of uniform except shoes are available from the College shop.

**Shop hours are: Monday - Thursday 10.00am – 12.00pm and 12.30 – 1.30pm  
Friday 8.00 – 11.30am**

Our aim is to work in partnership with parents and ask that you support us as we ensure our students are correctly dressed. You can help in the following ways:

1. Please check that your children are in correct uniform before they leave for school. Some common issues to look out for:
  - There are no black trousers of any kind to be worn
  - White t-shirts or singlets are able to be worn under the shirts and blouses. No other colour is allowed and the white undershirt must not hang down below the shirt.
  - Ties must be worn correctly, i.e. tied correctly to the top button which is done up, with the boys' shirt tucked in.
  - Canvas shoes or boots of any kind are not permitted.
  - Regulation black socks from the uniform shop are the only black socks to be worn by boys or girls.
  - The girls' blouse must not be worn unbuttoned with camisole exposed.
  - The girls' skirts are knee-length or floor-length and must not be shortened.
2. When there is a medical or financial reason for a non-uniform item to be worn on a particular day, please write and sign a note which must be presented to Lexie Ridling, Associate Principal, before school begins. A uniform pass may be issued, or the school may provide temporary uniform items to be worn for that day. Medical reasons for asking for dispensation from a particular uniform item must be accompanied by an explanatory note from an appropriate specialist professional. Financial considerations should be addressed to the Principal, Mr Steve Bovaird, who will ensure appropriate assistance is accessed.
3. The only jewellery permitted is a wristwatch and small stud earrings in gold or silver. Make-up and nail polish are not permitted.

Consequences for students wearing non-uniform items without permission, or wearing their uniform incorrectly include:

- Confiscation of the incorrect item which will be returned to parents only.
- If a senior student wears the tie incorrectly, he or she will forfeit the right to wear it for a period of time.
- Being sent home to get appropriately dressed. We will send senior students home after 2 warnings.

## 10. School Bags

It is essential that students bring the appropriate books, folders and writing equipment to school every day in a suitable schoolbag. A small handbag, boot bag or beach bag is unsuitable and we appreciate parental assistance in ensuring all students are adequately equipped in this respect. *Students need to treat each other's bags with care as many will have an expensive device in them.*

## 11. Homework

As indicated in all the course statements, which the faculties distribute to students, homework is a regular and valuable aspect of learning. A leaflet on the value of homework activities is enclosed with this newsletter.

## 12. Forbidden Articles

- Dangerous materials, weapons, tools, explosives (includes craft knives and fireworks).
- Drugs and equipment associated with their use, solvents, cigarettes, tobacco, matches, cigarette lighters, alcohol, spray paint, permanent marker pens.
- Skateboards.
- Bubble gum and chewing gum.
- Any form of pornographic material.

NB: Over the years the use of digital technology has developed. It has now become the norm for most students to own a device of some type. These items can be useful communication tools, educational tools and forms of entertainment. They may be used as part of a lesson **when** the teacher has given permission, for example to be used as a voice recorder or camera, etc.

These devices can also create issues.

- They should **not** disrupt lessons (for example, a ringing phone, texting in class, using text functions in a test, etc). MP3 players and i-pods are not to be used without permission from the teacher during class time. Teachers may ask students to turn off any device and put it away, or they may choose to confiscate it where reasonable requests have not been met.
- Any confiscated items are treated with the utmost care and handed to the Dean in their office with the student's name and details of the reason for confiscation or handed into the Deans' reception with an incident report.

## 13. Lynfield is a Totally Smokefree School

Smoking is not permitted in any of the buildings or in the grounds. This applies at all times including after school hours and at weekends.