

# STUDENT HANDBOOK



Lynfield College

191 White Swan Rd, Auckland 1041

Phone: 627 0600

Fax: 627 0609

[admin@lynfield.school.nz](mailto:admin@lynfield.school.nz)

[www.lynfield.school.nz](http://www.lynfield.school.nz)

**Name:**

**Form:**

**Form Teacher:**

**Form Room:**

**Dean:**

**House:**

**House Colour:**

## Staff

**Principal: Ms C Knell**

**Associate Principal: Ms L Ridling**

**Deputy Principals: Mrs G Clark, Mr S Mouldey, Mr R Winn**

### Deans:

Year 9	Mr S Braithwaite	Year 12	Ms A Roach
Year 10	Mr R Christie	Year 13	Mrs S Hameed
Year 11	Mrs R Prasad	Academic Advisor	Mr N Waddington

### Faculty Leaders:

Arts	Ms S Allpress	Science	Mr R Eyre
Health & PE	Ms K Wells	Social Sciences	Mrs T Marshall
Languages	Ms C Feist	Student Services	Mrs D Kevany
Mathematics	Ms C Clock	Technology	Mrs Y Townsend

Deans' Secretary  
Attendance Officer

Mrs S Kohler (ext 731)  
Mrs J Griffin (ext 729)

## Student Services

The Student Services Centre offers support to students. You can make an appointment for any of the support services by going there before school, at interval, or at lunchtime.

People there who can help you are:

Secretary / Reception

Mrs K Hughes

School Nurse

Ms Hieatt

Guidance Counsellors

Mrs D Kevany and Mr B Tonks

Careers Advisor

Mrs W Keir

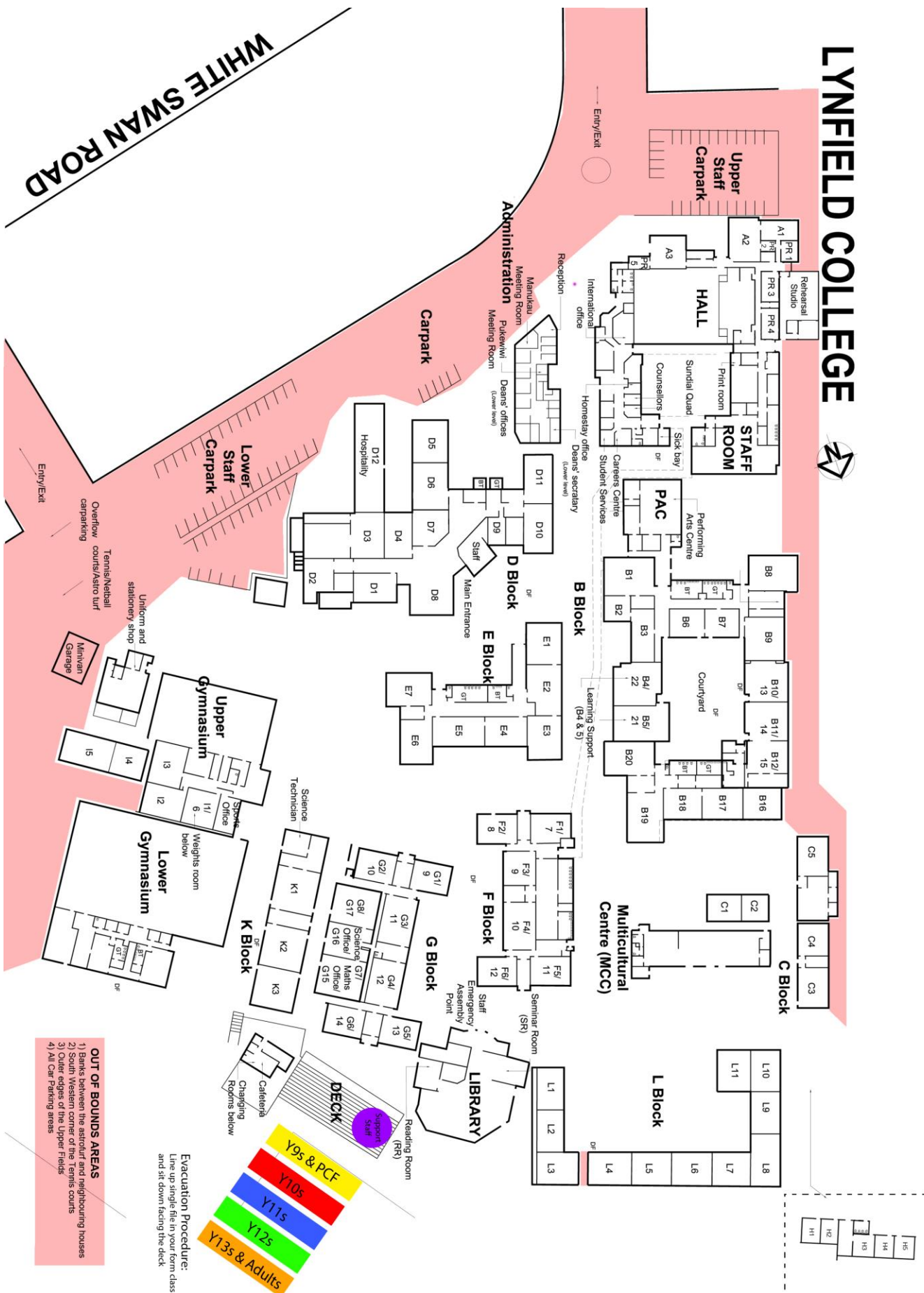
## Timetable

The school operates a 5 day, 6 period timetable. The school day starts at 8.40am. Your year level will have one Assembly each week.

### Wet Lunch Day:

Lunch:	12.40	-	1.15 (Warning Bell 1.10)
Period 5:	1.15	-	2.05
Period 6:	2.05	-	2.55 School Day Ends

# LYNFIELD COLLEGE



## Library & Information Centre

The Library and Information Centre is open daily from 8.00am – 12.40pm and 1.00pm – 3.40pm.  
Library Manager is Mrs Z Whyte

## Uniform & Stationery Shop

Monday – Thursday: 10.00am – 12.00 noon and 12.30 – 1.30pm  
Friday: 8.00 – 11.30am

## Music

### Musical Instrument Tuition Available

*Lessons are in small groups, once a week, during school time on a rotating timetable. There is a materials cost of \$20 for the year.*

Oboe	Trumpet	Bass	Violin
Flute	Trombone	Drums	Viola
Clarinet	French Horn	Guitar	Cello
Saxophone	Singing	Piano	Double Bass

### Music Groups (Groups with an \* maybe auditioned)

*These groups rehearse once a week under the direction of experienced teachers. Some enter competition such as Rock Quest, KBB Music Festival and NZ Chamber Music Competition.*

Concert Band	Big Band*	Choir	Chamber Groups*
Chamber Orchestra*	Jazz Combo*	Jazz Choir*	Rock Bands
Junior String Group	Funk Band		

## Sports

The Sports Office is situated through Gate 2, in the Sports Centre. It is open from 8.15am until 4.15pm daily. Below are some of the sports you can 'sign up' for.

### Winter Sports

Basketball Rugby League Wrestling	Cross Country Gymnastics Table Tennis	Rugby Netball Curling	Football Squash Mountain biking	Badminton Hockey Lacrosse
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### Summer Sports

Cricket Tag Water polo	Volleyball Golf Lawn Bowls	Softball Swimming Dragonboating	Kilikiti Athletics Cycling	Touch Tennis
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### Basketball, Netball and Football Academies

These are open to dedicated, promising and talented Y9–13 students. Academy members have really enjoyed this opportunity and been very successful during competition games in their sport.

## Arts and Culture

Cultural Groups have a strong presence at Lynfield College. The list below is only indicative of what Lynfield College has to offer and does not cover all the groups available to students. New groups are often created by interested students. Keep an eye on the Daily Notices to join groups. If you are interested in creating a new group you can contact Mrs Mittermeier at [bmittermeier@lynfield.ac.nz](mailto:bmittermeier@lynfield.ac.nz)

Cultural	Social/Religious Conscience	Creative Clubs	Academic
Kapa Haka	Feminist Club	Fashion Club	Spoken Word Group
Samoan Group	Nutrition Committee	Culinary Club	Science Club
German Group	Human and Environmental Rights	Knitting Crew	Robotics
South East Asian	Christian Group	Film Club	Debating Clubs
Diwali Group	Islamic Group	Creative Writing Club	Book Clubs
Tongan Group	Travelwise		
UK Group	Peer Support Groups		

**Mission Statement:**  
**Lynfield College will inspire students to achieve educational excellence through a rich learning environment.**



Emphasis at Lynfield College is on learning as a life-long process. The school fosters scholarship, self-esteem, effective communication skills and the importance of leisure and recreation in a well-balanced lifestyle. Respect and concern for family, other individuals and the environment are expected and encouraged.

### **Lynfield College – Akona Te Ara Tika, Disce Vivere:**

Lynfield College's crest and motto, "Disce Vivere" - Learn to Live, represent our pride, competence and ability to adapt. The Kowhai tree, whose leaves dominate the crest, adapts to many different environments and so in essence "learns to live". The stars represent the Southern Cross constellation (only visible in our southern skies) and the symbol opposite this is the plough, signifying the ground Lynfield College stands on which was once a strawberry field. The open book exemplifies the key to success, displaying knowledge and opening a whole new world to all who attend Lynfield College.

### **The Lynfield Learner**

The New Zealand curriculum identifies the development of the qualities of confidence, connectedness, active involvement and lifelong learning as being a national priority for our young people. In developing our own Lynfield College Curriculum the values underpinning the New Zealand Curriculum and consultation with our parents have led to a vision for the Lynfield Learner being set.

*Lynfield College learners are motivated to be: confident and independent; critical and creative thinkers; positive in relating to others; literate and numerate.*

## e-Learning

e-LynC is Lynfield College's online learning environment. Students should enrol in the e-LynC courses using the web address <http://moodle.lynfield.school.nz>. Day sheet notices, Newsletters and information about a wide variety of student groups are posted on e-LynC. Parents will also be emailed a password to access the Parent Portal for further information about your attendance and achievement.

## Achievement

Expectation: all students will work to the best of their ability. Years 11 to 13 work towards the Level 1 to Level 3 NCEA qualification. All entries and results can be monitored through the NZQA website.

The student login is <https://secure.nzqa.govt.nz/for-learners/records/login.do>

This link and other information about assessment and study is available on e-LynC in the student information area under assessment information.

## College Rules

These rules are to make sure that Lynfield College is a safe place to be for students, staff and all members of the community.

They are also intended to protect the good name of Lynfield College.

Acceptance of these rules is a condition of enrolment and the college has a range of consequences for anyone who breaks them.

As a student at Lynfield College, I **will**

- Participate respectfully in all learning activities and allow others to do so.
- Respect the teaching, guiding and mentoring roles of all the adult staff in the school.
- Observe the Learning Charter Expectations for a Safe School and the ICT Code of Conduct.
- Attend school, be punctual and be absent for justified reasons only.
- Wear full and correct uniform to and from school, at school and on school activities as required.
- Respect property and will not bring skateboards, chewing gum, spray cans of paint, water balloons, permanent markers or any other damaging substances to school.
- Remain in approved areas of the school grounds at all times unless I have permission to leave.

Physical contact between students must be respectful and appropriate for a school setting.

As a student at Lynfield College, I will **not**

- Bring drugs of any kind or alcohol to school. Nor will I consume any at school.
- Fight with, threaten or verbally abuse another student, or encourage others to do so.
- Access pornography or offensive material at school or bring any to school.
- Bring dangerous materials to school or use them at school, including weapons, tools for use as weapons, or explosives (including fireworks).
- Steal from others or vandalise property.

## Learning Charter

**At Lynfield College all students and staff will be:**

- be treated fairly, with respect and dignity
- be free from being harassed – verbally or physically, by text or online
- have their differences valued
- not be harassed on the basis of gender, religion, sexuality, ethnicity, appearance, physical or intellectual ability
- have people work with them in a cooperative way
- have others comment positively about their abilities
- be spoken to without being “put down”
- have others respect their property
- feel safe, valued and connected to the school

If you feel that you have been unfairly treated in any way, you are encouraged to speak with your form teacher, subject teacher, Dean, or a Guidance Counsellor and the matter will be investigated.

# LYNFIELD COLLEGE LEARNING CHARTER

**We are  
resourceful  
and inventive**

We set goals and are determined  
to do the best we can.

**We are  
inquisitive  
and creative**

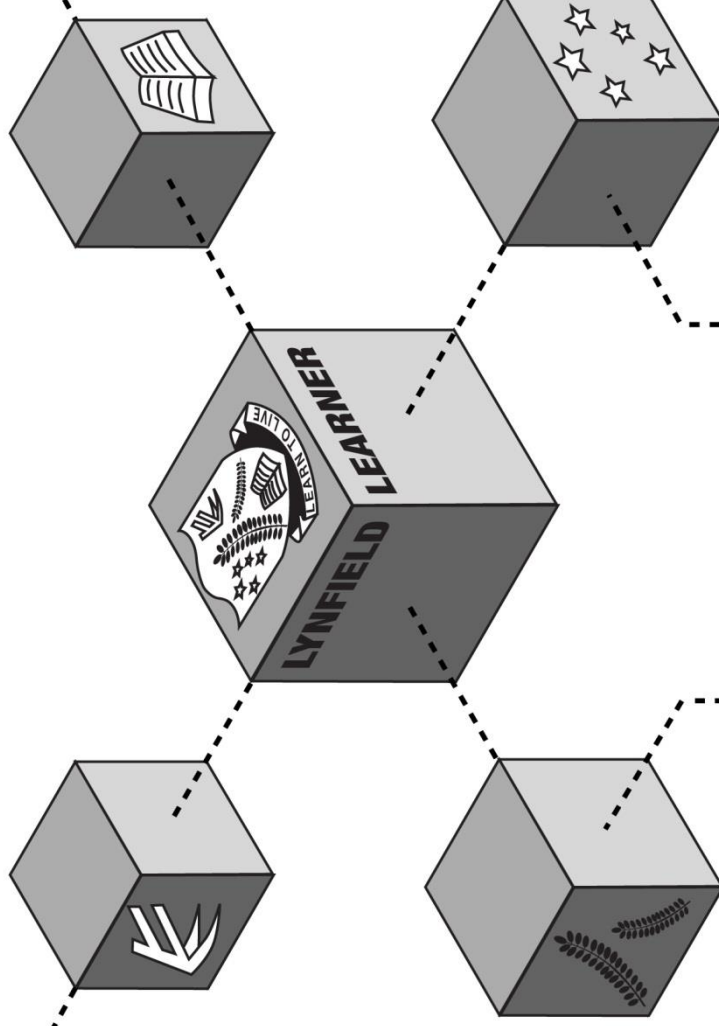
We seek knowledge to make  
informed decisions.

**We are reflective  
and respectful**

We encourage growth within our  
learning and social environment.

**We are confident and  
compassionate**

We find and take our place in the  
world with others.



## ICT Code of Conduct

The computers at Lynfield College are provided for students to use for recognised educational purposes. The use of computers and associated Information Communication Technologies (ICT) is a privilege, not a right, and is dependent on you meeting the following conditions. When you signed the Lynfield College Enrolment form you agreed to comply with the following statements:

1. Any computer use must be carried out on the student's personal login.
2. Computers are to be used for recognised education purposes only.

### **I WILL:**

- use all computers and ICT-related equipment with care and respect
- report any problems or difficulties to Staff
- be careful not to waste computer resources as I may be responsible for costs

### **I WILL NOT:**

- allow others to access the network or Internet with my login or password
- access any material on the school network which is not mine or which I have not been given permission to use
- in any way harm, modify, or destroy computer hardware, settings, software, or data files
- access, create, view or send any material which could, in the view of the College, be offensive
- reveal any personal information about myself or others
- attempt to by-pass systems that the school has put in place in order to access files or the internet
- use ICT equipment, including personal cell phones, laptops, PDA etc, to carry out any illegal activities or do anything that goes against the Lynfield College Code of Conduct.

### **Printing**

All students will have the ability to print 60 sheets for cross curriculum computer use. Further printing is on a user pays basis. A4 black and white laser prints are charged at 5c and A4 colour is 50c. Extra print credit can be purchased from the Accounts office or by using the coin machine in the Library.

## Attendance

A high level of attendance is a pre-requisite for successful learning. For absences, parents must call the College in the morning (extension 729) or email Mrs Julie Griffin, Attendance Officer

[absence@lynfield.school.nz](mailto:absence@lynfield.school.nz)

## Emergency Procedures

There are two Main Emergency Procedures for Lynfield College

**1) Evacuation: This is signalled by a continuous ringing of the school bell and or evacuation siren.**

- Close all windows and leave the building immediately by the nearest exit
- Move to the main sports field in front of the deck
- Assemble in your form class at the area allocated to your year level.

**2) Lockdown: This is signalled by the intermittent ringing of the school bell for 2 minutes.**

Move to the middle of the room

Lie on the floor

Phones/devices turned off

Minimise noise and movement

Only a member of the Senior Leadership Team or Emergency Services will physically announce the all clear. Stay where you are until this happens.

### Other Emergencies

#### **Earthquake: Drop – Cover - Hold**

*If in a classroom*

- remain calm and quiet so you may hear instructions
- get under desks or tables. Kneel, face down, turned away from windows
- if in a laboratory, extinguish all burners, and stay clear of chemicals that may spill

*If in a hall or stairway*

- move to an interior wall and face away from windows
- kneel alongside the wall, cover both sides of your head with your elbows, and clasp your hands behind your neck

*If outside*

- move to an open space, away from buildings and overhead power lines. Keep looking around for other moving dangers, lie down or crouch as your legs will not be steady

## What if...

### **I arrive late to school**

- Report immediately to Deans' Reception
- Sign in
- Leave your note explaining your lateness
- You will be given a late slip to hand to your class teacher

### **I have to leave school early (Try to make appointments outside of school time)**

- Have your Dean sign the note you have brought from home
- Take this note to Deans' Reception where you sign out. You will be issued with an Exit Pass

### **I am absent from school**

- Parent/Caregiver should contact the school stating your name, form class, why you are absent and when you are likely to return
- Phone the Absentee line (6270600 ext 729) or
- Email [absence@lynfield.school.nz](mailto:absence@lynfield.school.nz)
- You must provide a signed note from home on your return

### **I am not wearing the correct uniform**

- Take your note of explanation, signed by your parent/caregiver, to Ms Ridling (Associate Principal) as soon as you arrive at school
- You will be issued with either a 'uniform pass' or a 'loan' uniform item



- Non uniform items worn without permission could be confiscated until collected by your parents/caregivers

#### **I lose any of my property**

- Go to Deans' Reception and/or the P.E. office and check the 'found' property
- Complete a 'lost item' report in the book held at Deans' Reception

#### **I want to see the Dean**

- Fill out an appointment slip which is available at Deans' Reception. The Dean will see you as soon as possible.

#### **I receive a Detention**

- Afterschool Detentions run Monday to Thursday from 3.10pm until 4.00pm
- Principal's Detentions (for those who have failed to complete their after school detention) run on Fridays from 3.10pm until 5.00pm

#### **I feel sick and want to go home**

- Go to our school nurse who will contact your parents/caregiver

#### **I am struggling with my class work or need to make an option change**

- Make an appointment to see your Dean

#### **I want to bring a car to school**

- Students are not permitted to either drive their vehicles into the school grounds or to park in the school grounds

#### **My family wants to take me on holiday during the school term**

- A letter of request should be addressed to the Principal. If a student is absent from class due to a family decision to take holidays during term time, this will be classed as an 'unjustified' absence. No special consideration can be expected regarding the provision of work or missed assessments

#### **Other places you can for information:**

- School app
- School website
- eLync
- Parent portal

## Lynfield College Pēpeha

**Ko Pukewiwi te māunga** The name of our mountain is Pukewiwi

**Ko Te Manukau te moana** The name of our sea is the Manukau

**Ko Te Whau te awa** The name of our river is Te Whau

**Ko Te Ringa Āwhina te marae** Original name of the MCC Te Ringa Āwhina means helpful hands

**Ko te Kaareti o Pukewiwi te turangawaewae** Lynfield College is the place where we belong

### Practise your own simple whakapapa

Ko \_\_\_\_\_ tāku ingoa (My name is...)

Ko \_\_\_\_\_ tōku pāpā (My father's name is...)

Ko \_\_\_\_\_ tōku māmā (My mother's name is...)

Nō \_\_\_\_\_ ahau (I'm from...)

Kei \_\_\_\_\_ tāku kāinga (I live in...)

## Lynfield College Waiata

### Nāu te Ao

Ko te manu e kai ana te miro, nōna te ngahere

Ko te manu e kai ana te mātauranga, nōna te ao katoa auē

Mā te mātauranga, ka whai hua te hunga rangatahi

Mā tō tātou nei akiaki, ka eke rātou ki ngā taumata

Ko te tumanako o tātou o Pukewiwi e

Ka whai mātauranga, mō ake tonu

Ko te manu e kai ana te miro, nōna te ngahere

Ko te manu e kai ana te mātauranga, nōna te ao katoa....

Ko te manu e kai ana te mātauranga, nōna te ao katoa, auē

Nāu te ao!

The bird who eats of the miro berry, his is the forest.

But, the bird who feasts on knowledge, his is the world!

With knowledge, young people are able to thrive & achieve great things

And with our help and support they will reach their goals

The hope of us at Lynfield, is that all our students will have a thirst for knowledge and continue to pursue it!

The bird who eats of the miro berry, his is the forest.

But, the bird who feasts on knowledge, his is the world!

The bird who feasts on knowledge, his is the world.

The world is yours!

## Uniform

### What do I do if I have a problem with my uniform?

If, for some reason, you do not have the correct uniform you must bring a note from home, signed by a parent/caregiver explaining why and when you will have the correct item by. Take this note to the Admin building and see the Associate or Deputy Principal on duty.

#### Girls

#### Boys

<b>Junior 9, 10 and 11</b>	<b>Junior 9, 10 and 11</b>
Regulation grey knee-length pleated skirt	Regulation grey short worn with regulation black socks
Regulation s/sleeve blouse	Regulation grey trousers worn with black socks
Regulation l/sleeved blouse	Regulation s/sleeve shirt
Regulation grey shorts	Regulation l/sleeve shirt
Regulation grey trousers	Regulation green woollen jersey
Regulation green woollen jersey	Regulation black wind-breaker
Regulation black wind-breaker	Regulation waterproof black jacket
Regulation waterproof black jacket	Regulation socks
Regulation black socks or white ankle socks or black tights	
<b>Senior 12 and 13</b>	<b>Senior 12 and 13</b>
Regulation long pleated or knee-length pencil skirt	Regulation grey shorts worn with regulation black socks
Regulation s/sleeve blouse	Regulation grey trousers worn with black socks
Regulation l/sleeved blouse	Regulation s/sleeve shirt
Regulation grey shorts	Regulation l/sleeve shirt
Regulation grey trousers	Regulation green woollen jersey
Regulation green woollen jersey or regulation cardigan	Regulation woollen vest
Regulation black wind-breaker	Regulation black wind-breaker
Regulation waterproof black jacket	Regulation waterproof black jacket
Regulation black socks or white ankle socks or black tights	Regulation socks
Regulation school tie	Regulation school tie

**All Students:**

Regulation P.E. shirt and shorts, Regulation beanie, Regulation black cap, Regulation scarf

**Make-up, nail polish and jewellery:** No make-up is permitted, No nail polish is permitted, No face-piercings are permitted. The only jewellery allowed is one pair of plain stud earrings and a wristwatch.

**Acceptable uniform shoes are:**

- black only
- leather
- flat-heeled
- able to be polished
- slip-on dress shoes or lace-up
- worn only with school regulation socks or tights
- safe in laboratory and workshop situations.

**Unacceptable uniform shoes are:**

- sports shoes except for Physical Education classes and sports
- sandals, jandals, boots, ballet shoes or similar
- suede, canvas or other soft material
- not safe in laboratory or workshop situations

**and have** colours and/or coloured patterns and/or adornments eg bows, large buckles



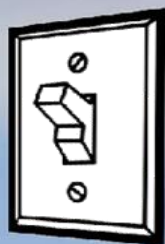


# Environmental Care Code

**Power off**

when not using it

- curtain open, lights off



**Turn off  
taps**



**Use  
rubbish bins**



**Walk or bike  
to school**  
(or carpool)



**Spray outside**



**Slip,  
Slop, Slap**



**Don't spit**



**Protect  
plants**



**Reduce, Reuse, Recycle**



**Get involved and support sustainability**