

STUDENT HANDBOOK 2020



LYNFIELD
COLLEGE

191 White Swan Road, Auckland 1041, Phone: 627 0600, Email: admin@lynfield.school.nz, www.lynfield.school.nz

Name: _____

Form: _____ Form Room: _____

Form Teacher: _____ Dean: _____

House: _____ House Colour: _____

Staff

Principal: **Ms C Knell**

Deputy Principals: **Mrs G Clark, Ms S Harris, Ms S Hunt, Ms L Wichman-Kelly, Mr R Winn**

Senior Leader: **Mr R Newbrook**

Deans

Year 9	Ms R Prasad	Year 13	Mr R Christie
Year 10	Ms S Reynolds	Academic Advisor	Mr N Waddington
Year 11	Mrs S Hameed	Dir. of International Education	Ms G Austin
Year 12	Mr S Braithwaite		

Faculty Leaders

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

Deans' Secretary Mrs S Kohler (ext 731) Attendance Officer 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: **Ms C Green**

School Nurse: **Ms L Hieatt**

Careers Advisor: **Mrs W Keir**

Gateway Co-ordinator: **Ms E Harvey**

Guidance Counsellors: **Mrs D Kevany and Mr B Tonks**

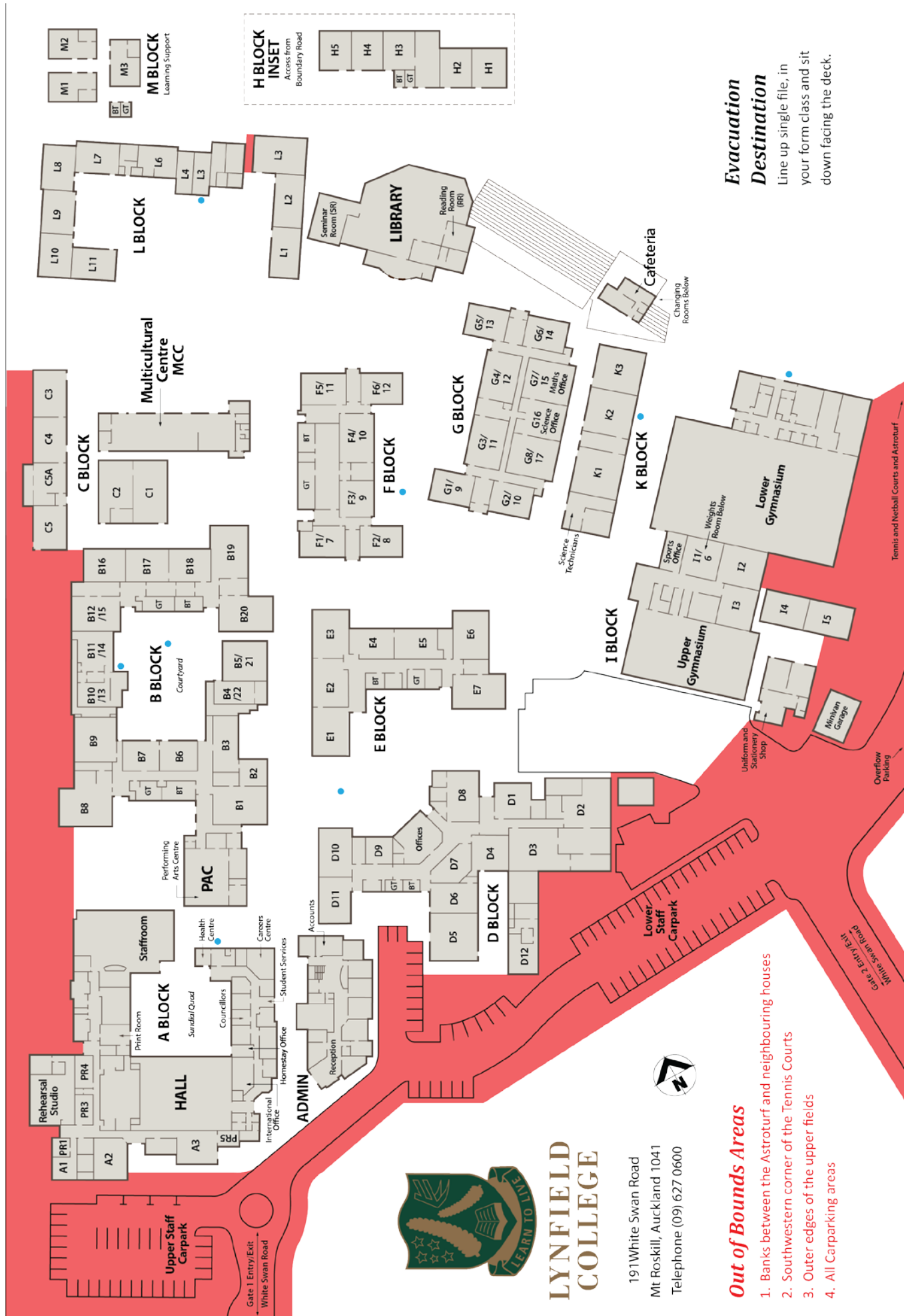
Timetable

The school operates a 5 day, 6 period timetable. The school day starts at 8.40 am and finishes at 3.10 pm (except for Wednesdays when Years 10 – 13 start at 9.00 am). Each year level has one Assembly per week.

Wet Lunch Day:

When it is raining a wet-weather bell is sounded. The lunch break is shortened by 15 minutes with each following afternoon period starting 15 minutes earlier, ending the school day at 2.55 pm

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



Library and Information Centre

The Library and Information Centre is open daily from 8.00 am – 12.40 pm and 1.00 pm – 3.40 pm

Uniform and Stationery Shop

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

Music

Musical Instrument Tuition Available

Lessons are in small groups, once a week, during school time (8.30 am – 3.10 pm) on a rotating timetable.

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

Most instruments can be rented from school at a cost of \$20 - \$30 per term

Music Groups (Groups with an * are by selection)

These groups rehearse once a week under the direction of experienced teachers. Some enter competitions such as Rock Quest, KBB Music Festival and Auckland Jazz Band Competitions.

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

Sports

The Sports Office is situated through Gate 2, in the Sports Centre. It is open from 8.15 am until 4.15 pm daily. Below are **some** of the team sports you can join. If there are any other sports you are interested in, please talk to the Sports Office staff.

WINTER SPORTS

Basketball	Cross Country	Rugby	Football	Badminton
Hockey	Gymnastics	Netball	Athletics	Table Tennis
Rockclimbing	Badminton	Rugby League	Curling	Squash

SUMMER SPORTS

Cricket	Volleyball	Softball	Kilikiti	Touch and Tag
Tag	Golf	Swimming	Athletics	Tennis
Waterpolo	Orienteering	Dragonboating	Badminton	Archery

GETTING ACTIVE

Lunchtime and before school opportunities. This programme, designed to meet the needs of an increasing number of students, offers many free opportunities at lunchtime and before school such as:

Tapuwae	Pilates	Taekwondo	Fitness training
Run Club	Ultimate Frisbee	Badminton	Table Tennis
Staff v Student games		Coach development programme	
School wide futsal and basketball competitions			

SPORTS COUNCIL

This is comprised of students from all year levels and is led by the Sports Captains and their Assistants.

FINDING OUT WHAT'S ON

Watch the notices on **Schoology** to sign up for any of the huge number of sporting activities available.

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 Ms Phelan pphelan@lynfield.school.nz

Cultural	Social/Religious	Creative Clubs	Academic
Kapa Haka	Feminist Club	Fashion Club	Spoken Word Group
Samoan	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
UK Group	Skittles, Shakti	Peer Support Groups	
Tongan Group	Travelwise		

MISSION STATEMENT

Lynfield College will inspire students to achieve academic 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

Our crest represents the aspiration and endeavour that contributes to our community's shared goal of 'Learn to Live'. The plough and book, fern fronds and stars represent in turn the hard work, learning and unique setting which make up our learning environment.

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.

eLearning

All students are expected to bring their own suitable ICT device to school daily. *Schoology* is Lynfield College's online learning management system. Upon logging in to Schoology the students will be able to access their subject courses. The KAMAR App will also be available to students so they can access their timetables, results and daily notices. Parents will also be emailed a password to access the Parent Portal for further information about your class work, 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 <https://secure.nzqa.govt.nz/for-learners/records/login.do> and through the portal <https://lynfield.mystudent.school.nz>

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.

Student 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**

- 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
- 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
- Respect all property
- Remain in approved areas of the school grounds at all times unless given permission to leave.
- Observe the Learning Charter Expectations for a Safe School and the ICT Code of Conduct

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

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

- Bring and/or consume alcohol or drugs of any kind at school
- Fight with, threaten or verbally abuse another student, or encourage others to do so
- Access or bring to school any pornography, or offensive material
- Bring dangerous materials to school or use them at school, including weapons, tools for use as weapons, chemicals or explosives (including fireworks)
- Bring skateboards, audio speakers, chewing gum, flour, spray cans of paint, water balloons, permanent markers or any other damaging substances to school
- Steal from others or vandalise property.

SUBSTANCE ABUSE

Smoking / vaping, consumption of alcohol and drug use is not permitted in any school building, or on school grounds, or when wearing a school uniform. This applies at all times including after school hours, and at weekends. No student may consume, sell, purchase, supply, or have in their possession or be under the influence of alcohol, tobacco or look alike tobacco products such as, but not limited to, e-cigarettes / vaping, illegal drugs, synthetic drugs, R18 legal drugs or party pills whether or not lawful under the law of New Zealand, while on the school's property or under the authority of the school.

INAPPROPRIATE ITEMS

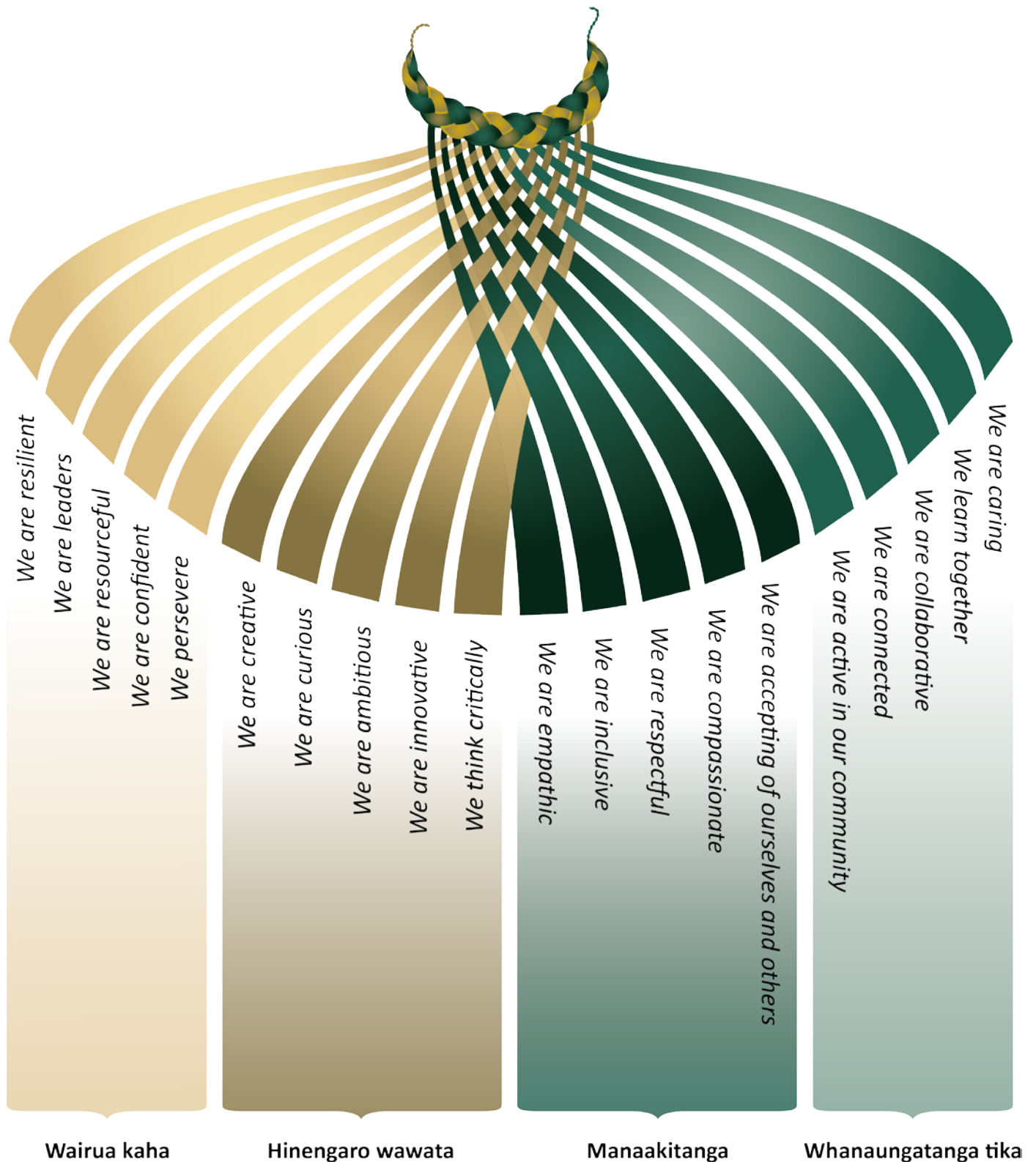
The following items are not to be brought on to school grounds:

- *Dangerous materials, weapons, tools, explosives (includes craft knives, fireworks and chemicals)*
- *Drugs and equipment associated with their use, solvents, cigarettes, tobacco, tobacco look alike products, matches, cigarette lighters, alcohol, spray paint, permanent marker pens, vape devices and related vaping solutions*
- *Skateboards, scooters or similar*
- *Audio speakers*
- *Bubble gum, chewing gum, flour*

Impounded items are handed to the student's year Dean for safekeeping in their office. Items may also be handed into the Deans' Reception accompanied by an incident report.

LYNFIELD LEARNER KOROWAI *of* VALUES

These values underpin the Lynfield Learning Charter. They have been developed through consultancy with students, staff, whānau and the community.



ICT Code of Conduct

The computers at Lynfield College are provided for students to use for recognised educational purposes. The use of these computers, any devices and/or associated Information Communication Technologies (ICT) 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 a staff member
- Be careful not to waste computer resources as I may be responsible for costs
- At all times conduct myself as a digital citizen

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 50 sheets for cross curriculum computer use. Further printing is on a user pays basis. Extra print credit can be purchased from the Accounts office or by using the coin machine in the Library.

Attendance

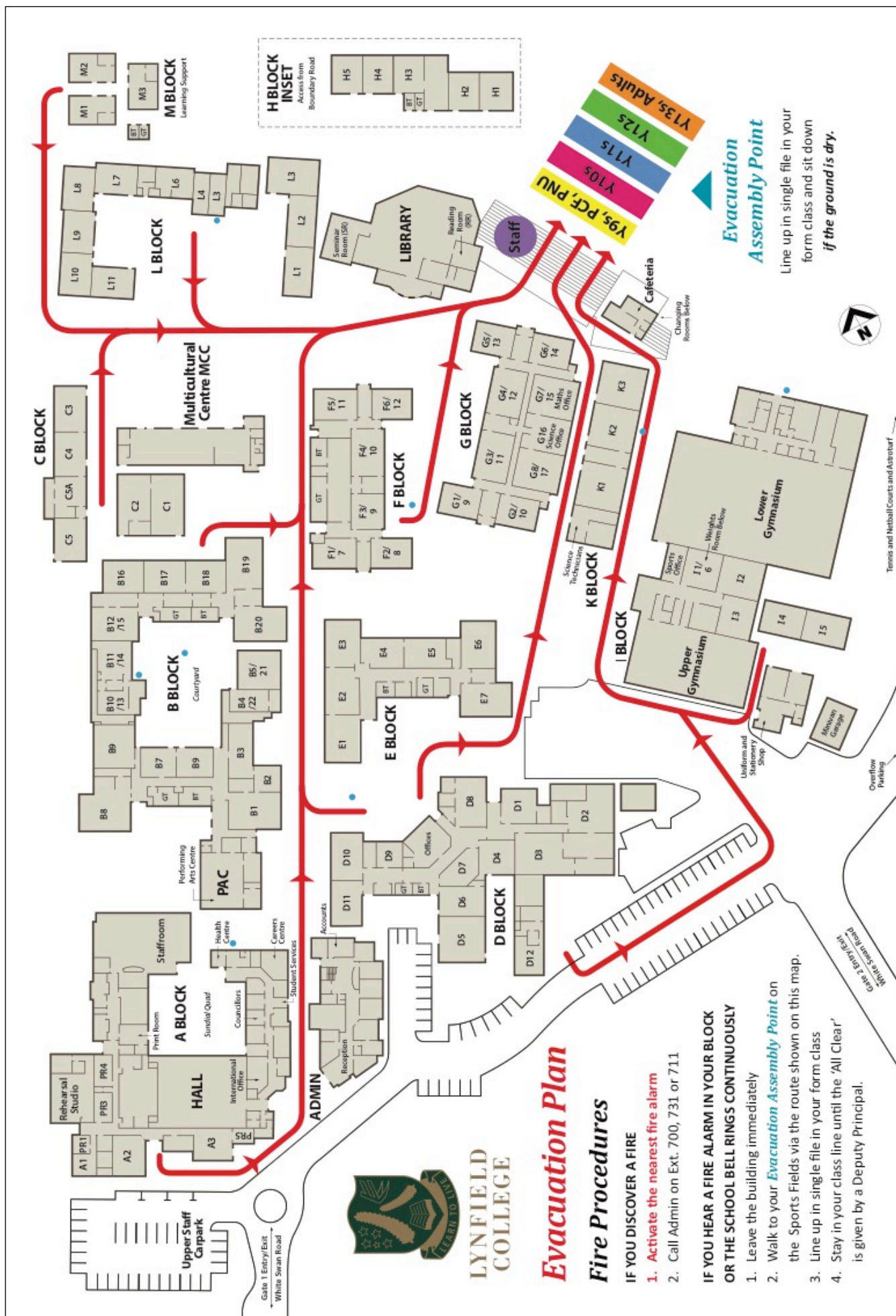
A high level of attendance is a pre-requisite for successful learning. For absences, parents must call the College in the morning (extension 729) or email Mrs J Griffin, Attendance Officer at: absence@lynfield.school.nz

Emergency Procedures

There are two Main Emergency Procedures for Lynfield College

- 1. Evacuation: 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: 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

A member of the Senior Leadership Team or Emergency Services will physically announce the **'All clear'**. Students **must stay where they are** until this happens.



OTHER EMERGENCIES

Earthquake: Drop, Cover and 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 Administration 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 Administration Reception where you sign out and are 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 extension 729) or
- Email 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 the Deputy Principal on duty in the Administration building 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 impounded until collected by your parents/caregivers

I lose any of my property

- Go to Administration Reception and/or the PE office and/or Uniform Shop and check the 'Lost Property'
- Complete a 'lost item' report in the book held at Administration Reception

I want to see the Dean

- Fill out an appointment slip which is available at Administration 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 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 go for information:

- School app
- School website
- Schoology
- 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 ō 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...)

*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 Pukewīwī 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

Our uniform is gender neutral. Instilling a sense of unity and belonging, our uniform is a constant reminder to our students that they are a part of a strong and proud community. Students are expected to maintain a high standard of dress and grooming in school, when travelling to and from school and when representing the College at any function.

We know these principles are valued by our community. If a student has specific cultural needs, please discuss these with the year level Dean or a member of the Senior Leadership Team.

What should 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. Take this note to the Admin building and see the Deputy Principal on duty.

PLEASE NOTE: ALL UNIFORM ITEMS MUST BE REGULATION LYNFIELD COLLEGE UNIFORM ITEMS (purchased from the College Uniform shop)

Years 9, 10 and 11	Years 9, 10 and 11
Grey knee-length pleated skirt	Grey shorts worn with school socks (grey with green band)
Long grey pleated skirt	Grey trousers worn with black socks
Short sleeved blouse	Short sleeved shirt
Long sleeved blouse	Long sleeved shirt
Grey shorts	Green woollen jersey
Grey trousers	Black windbreaker
Green woollen jersey	Waterproof black jacket
Black wind-breaker	
Waterproof black jacket	
Plain black socks or white ankle socks or black tights	
Years 12 and 13	Years 12 and 13
Long pleated or knee-length pencil skirt	Grey shorts worn with regulation school socks, grey with green band)
Short sleeved blouse	Grey trousers worn with black socks
Long sleeved blouse	Short sleeved shirt
Grey shorts	Long sleeved shirt
Grey trousers	Green woollen jersey
Green woollen jersey or cardigan	Green woollen vest
Black wind-breaker	Black wind-breaker
Waterproof black jacket	Waterproof black jacket
Black socks or white ankle socks or black tights	
School tie	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 (natural or artificial)
- 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
- Coloured and/or coloured patterns and/or with adornments, e.g. bows, large buckles, logos



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

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.