



Parent Handbook

Disclaimer

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WELCOME TO PINEHURST SCHOOL

Pinehurst is a values-based private school where our passionate team of educators is committed to encouraging a life-long pursuit of excellence through innovative and positive methods.

Academic success is not our sole purpose. We are equally proud of our many students who regularly receive world and national recognition for their achievements in cultural activities and in sport. We are proud to witness our students' journey on the path to excellence. They consistently demonstrate enthusiasm, a commitment to learning, courtesy and kindness to others.

Pinehurst staff, students and parents are equal stakeholders sharing common goals and aspirations with every student and the school as a whole. This handbook has been prepared to provide parents and caregivers with information about Pinehurst School, a guide to help ensure we all continue to work together effectively.

The handbook carefully outlines Pinehurst's expectations. Please keep it in a convenient place so that you can refer to it whenever you have a query concerning the School.

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75 Bush Road
Albany 0632
PO Box 302-308
North Harbour
Auckland 0751

Telephone: (09) 414 0960

Fax: (09) 414 0964

After School Care: (09) 414 0963

www.pinehurst.school.nz

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Contact Details

| | |
|----------------------|---------------------------|
| Pinehurst School | 09 414 0960 |
| Absentee Line | 09 414 0960 ext 1 |
| After School Care | 09 414 0963 021 022 02164 |
| Fax Line | 09 414 0964 |
| Admissions Registrar | 09 414 0960 ext 614 |

Pinehurst Vision

“As one of New Zealand's leading schools, Pinehurst will educate its students to the highest level possible, ensuring they are superbly equipped for an outstanding future”

Pinehurst Mission

- Pinehurst will provide each student with an excellent education in a safe, supportive environment that promotes self-discipline, leadership, motivation and excellence in learning.
- Pinehurst will work with parents to guide students towards academic and behavioural excellence, sporting achievement and artistic recognition.
- Pinehurst will employ and develop teachers and support staff who demonstrate excellence in their profession.
- Pinehurst will be internationally recognised for top academic achievement.
- Pinehurst will provide a values-based learning environment which assists students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in the global community.

Pinehurst Values

- Respect for Self
- Respect for Others
- Excellence

Pinehurst Guiding Principles

These Guiding Principles were created as a “vision and mission statement” for the School and are not definitive in nature.

Pinehurst was founded on and is committed to these principles:

- To be a school of academic excellence as judged on a local, regional, national, and international basis.
- To be a haven of socially acceptable values.
- To develop as an independent secular educational facility, from Year 1 to Year 13, with the aim of having no more than 25 students in any class.
- To use the benefits of modern methods to enhance learning and encourage positive attitudes to life-long learning throughout the school community.
- To operate the school in a financially prudent and conservative manner to ensure the long term stability of fees and expenses, and to ensure sufficient working capital resources are always available to meet the needs of the school. Pinehurst shall be financially risk averse.

Students

- To encourage students to develop a wide range of skills and knowledge, and to strive for individual excellence in Academic subjects, Sport, The Arts and Life Skills.
- To encourage students to care for themselves, each other, their community, their environment, and to develop self-esteem and self-discipline.
- To teach every student as an individual, providing learning programmes that cater for the different needs and abilities within each class.
- To ensure that students' progress and performance is rigorously assessed and reported to parents, so that they receive timely, relevant information and recognise the value Pinehurst is adding to their education experience.

Parents

- To make our school accessible to as wide a range of families, from varying social economic backgrounds, who believe in and support the principles of Pinehurst.
- To encourage and welcome the participation of parents in the education of their children and in the wider school community.

Staff

- To attract and retain staff who believe in and support these principles and who are recognised by their peers, students and their students' parents for their skills, passion and excellence in their work.

1.0 Attendance and Absence

Student Attendance

School begins at 8:45am and ends at 3:15pm. Students are required to be at school by 8:30am in order to prepare for the day and begin classes promptly at 8:45am. Absences can be logged online at the website, via the Pinehurst App or by phone 09 4140960 x1.

Students should not arrive to school before 8:00am. Students are unsupervised until 8:30am unless they report to Before School Care (see item 12.2).

N.B. Students from Year 1 – 6 should not be left unsupervised on school grounds. Any students seen after 3.30pm will be sent to the appropriate After School Care facility and the session will be charged to the parent.

Late Arrival

If a student arrives late (after 8.45am) to school for any reason they must sign in at the office.

Student Absence

In New Zealand, students are required by law to be enrolled and attend school. Absences are registered and collated as:

- Justified Absences (illness, bereavement, medical appointments etc)
- Unjustified Absences (babysitting, family holidays etc)
- Unexplained Absence when a student is absent and no explanation has been received by the school. Parents are phoned when there is an Unexplained Absence.

Unjustified Absences are monitored carefully by the pastoral care staff. We do not condone Unjustified Absences as these clearly affect the student's ability to learn.

Simply put, Pinehurst expects its students to attend every scheduled school day unless their absence is due to illness, bereavement, medical appointments etc. NOTE: we only make online study arrangements with families when our students attend national and international events, and are representing the school/country.

Parents are required to phone the absentee line to record an absence (414-0960 extension 1) before 8:30am or submit an absence online through *PINEnet* to ensure all absences are recorded. You may also use the school App to record your child's absence.

When students return to school after a period of absence, they will need to provide their class teacher with a brief note of explanation for their absence.

If a student's absence extends to beyond three days due to illness, it is helpful for parents to place a request for catch up schoolwork. This ensures that the student remains on top of their schoolwork and that less schoolwork is missed during their absence. In such cases, parents should contact the school reception and leave a message for the class teacher, who will make the necessary arrangements.

Prolonged Absence

When a special request for extended leave from school is contemplated, the matter should be discussed with the appropriate Head of School, and a letter written to the Executive Principal outlining the reasons for the request. The Executive Principal will respond in writing.

Overseas trips

Whilst the School is aware of the educational and social benefit of overseas travel, parents are urged to make travel arrangements during designated school holiday periods to avoid disruption to classroom programmes. When parents choose to take their children away during term time, this will be registered as an unjustified absence. Staff are not obliged to provide an overview of work missed.

Students travelling overseas intending to represent the school/country must have all their school work up-to-date before being considered for selection, and will be provided with tuition on-line by request.

2.0 Board of Governors

The Board of Governors meets regularly during the school year and is responsible for setting and safe-guarding the purpose and policies of the School, for financial planning, the provision of buildings and facilities and ensuring that the School meets all statutory and regulatory requirements.

Governors are elected by the society's members in conjunction with an Annual General Meeting held in March and offer a range of skills in support of the School.

A list of Board members can be viewed on our School website www.pinehurst.school.nz.

Pinehurst Trust

Pinehurst Trust was formed in 1996 by Pinehurst School incorporated. The purpose of the Trust is to:

1. Administer the proceeds of the School's life insurance plan on the lives of parents/legal guardians.
2. To be the guardian of all parent capital, bonds and loans to the School.
3. Where it is efficient to do so, to be channels for some fundraising activities.
4. To provide a group, familiar with the background and principles of the School, who can assist future boards with ensuring continuity of thought and purpose in the growth of the School.

The Trust consists of up to a maximum of six trustees, led by Maureen Ross, one of the founders of Pinehurst School.

Parents and Caregivers can contact the Executive Principal for further information.

3.0 Cambridge International Examinations (CIE)

Pinehurst School has an established and successful association with Cambridge International Examination programme (CIE). As an early adopter of the Cambridge International Examination system, we have a deep understanding of delivering this world class curriculum from the Primary years, through to College. We are leaders in CIE.

4.0 Careers Guidance Advisor

Pinehurst employs a full time Careers Guidance Advisor who works with students and staff school wide.

5.0 Change of Address / Telephone Number / E-mail

It is **essential** that parents or caregivers communicate immediately when there is a change of address, telephone number or e-mail; either at work or at home. This should be given in writing, addressed to the Admissions Registrar via enrolment@pinehurst.school.nz or altered online.

6.0 Code of Conduct and School Rules

Cooperation and Responsibility

Pinehurst expects each student to fully co-operate by taking responsibility for their own progress through preparation for, and participation in, all classes they attend.

This requires showing concern for the needs of others to pursue their studies without interference, behaving appropriately at Pinehurst, both within and outside the classroom, and respecting the authority of all teachers and other members of staff.

It is essential that students develop respect for themselves as individuals and as Pinehurst students. Pinehurst therefore requires parents, teachers and students to conduct themselves at all times in a manner which will reflect the high esteem they hold for themselves and others at Pinehurst. Verbal and non-verbal abuse will not be tolerated.

Pinehurst students are expected to:

- Treat all members of the Pinehurst community and visitors with courtesy
- Respect and take responsibility for school property. (A student will be asked to pay for the cost of replacing any property that is damaged through carelessness or misbehaviour)
- Abide by the School Uniform Code
- Conduct themselves at all times in a manner that will enhance their own reputation and that of Pinehurst. Students must be punctual and attend all classes, unless illness or approved absence prevents attendance
- Remain on Pinehurst property, in approved areas, unless permission to leave is granted by their Head of School or the Executive Principal during School hours
- Be diligent in their studies and complete homework to the best of their ability
- Abide by the Discipline Procedures of the School
- Abide by all School Rules, Policies and Procedures

Uniform and Appearance Standard

Pinehurst requires that students comply with the Uniform Code which is provided on *PINEnet*. Pinehurst requires the school uniform to be worn to and from school and to school functions and sporting fixtures, unless the students are otherwise directed. It is important that a high standard of uniform is maintained at all times and that students wear their uniform correctly. There are regular class and after school checks to ensure consistency. Pinehurst requires parent cooperation to ensure that all articles of uniform are clean, in good repair and clearly named. If, for some unavoidable reason, an aspect of uniform is not correct, a note of explanation needs to be sent to the Head of School. If the Executive Principal deems that a student's uniform is not satisfactory, parents will be notified and asked to remedy the situation immediately. Details on required school uniform are available on our website.

Respect for Property

Students are expected to obtain permission to use other people's property.

This applies regardless of whether the property belongs to an individual, Pinehurst or the Community. Students must not bring to school valuable items, other than those required for academic and co-curricular activities.

Mobile Phones

Pinehurst recognises the importance of mobile phones. However, this communication tool should not be used during class times. Mobile phones are permitted to be used before and after school. Students should request permission from their teachers to communicate with parents during the school day.

7.0 Communication to Parents

Communication about event dates and times are listed on our website under 'Our Community'. These details are regularly updated to ensure accuracy. You will find an events calendar link in the school newsletter which is sent out fortnightly via email (parents must subscribe to receive our online newsletter). Events are also listed on the School App.

7.1 Reporting to Parents

Primary

Reporting to parents begins with a conference with parents, the student and their class teacher before the commencement of Term 1.

The class teacher evaluates the student's current achievement levels, and in consultation with student and parents, sets objectives for the first term. These evaluation conferences are repeated every ten weeks, or at the end of Term 1, 2 and 3. All students receive a formal written report twice annually.

Parents are welcome to make appointments to see their child's teachers at other times of the year. All teaching staff have one day per week between 3:30pm and 4:30pm where they make themselves available to meet with parents by appointment. Please contact the teacher directly by email to make any necessary arrangements.

Junior College

We aim to ensure good communication between teachers and parents about the progress and welfare of all students.

Parents will get the opportunity to meet teachers before the school year starts and again at the beginning of Term 2 and 3 to discuss progress and to review set learning goals. A mid year report will be written at the end of Term 2 and once again at the end of the academic year in Term 4. However, if you have any immediate concerns about your child's academic progress or pastoral welfare, please do not hesitate to contact your child's teacher.

Teachers will contact you if they have any concerns about your child's progress.

Senior College

The examination and reporting format in the College is based on the premise that each year level has two formative examination rounds, three written reports and two parent-teacher conferences.

Additional to the formal reports and conference evenings, parents are welcome and encouraged to contact the Dean, POD (Progressive On-going Development) or subject teacher at any time, when necessary. Teachers will contact parents directly if they have an issue or concern that they feel needs to be addressed before the next report or conference. When contacting teachers, email communication is requested in the first instance.

7.2 Parent Concerns

We welcome comments on our programmes and procedures. We do however request that such opinions are privately expressed in an appropriate manner to the teacher concerned (and/or Head of School) so that effective and immediate action can be taken.

It is important to note that teachers are extremely busy before and during school therefore appointments need to be made outside these hours and in advance. Heads of School work closely with the Executive Principal to ensure everyone is aware and kept fully informed on any issues of concern.

7.3 Parent Helpers

We value parent support and warmly welcome parent helpers to assist teachers during the day. We appreciate parental help in:

- Checking, accessing and restoring resources
- Making of learning materials, games etc.
- Playground supervision
- Transport of students to extension activities
- Outdoor education
- Working with small groups of students under the supervision of the class teacher
- Assistance in art, craft, music, speech, drama, sport and gifted children programmes.

If you are able to offer assistance, please contact your Head of School, who can provide further details and add your name to an appropriate roster.

7.4 Pastoral Care

Pinehurst is a nurturing school with supportive staff that are willing to assist students who are experiencing difficulties. Occasionally, families experience unsettling periods caused by serious illness or a personal crisis. Many of these problems are strictly personal and require discretion however, they can directly affect children and their attitude to school and, as a consequence, their behaviour may deteriorate.

It is therefore appreciated if parents could discuss any situation of concern which may upset the student's progress with the Head of School, so that staff can be made aware, keep an extra eye out for the child concerned and provide the necessary support.

7.5 Parent Complaints

Pinehurst takes complaints extremely seriously and recognises that from time to time the school will receive complaints.

It is important that complaints are resolved co-operatively, at an early stage and are properly investigated. This ensures decisions are made only on the basis of sound evidence and proper evaluation. To ensure immediate action, it is important that any complaints are directed to the appropriate person in the first instance.

- A complaint about a student's actions should be made to the class teacher or POD Teacher
- A complaint about a parent's actions should be made to the appropriate Head of School
- A complaint about a teacher's actions should be made to the appropriate Head of School
- A complaint about a Head of School's actions should be made to the Executive Principal.

Complaints referred to the Executive Principal should be made formally in writing and will be investigated. Formal complaints addressed to the Executive Principal are reported to the Chairman of the Board of Governors. At all times persons making complaints and decision makers need to be protected to avoid undue stress or unfair harassment.

7.6 Classroom Coordinators

Classroom Coordinators assist in bringing the “Pinehurst family” within each classroom together. They are volunteers who provide a direct communication channel between Management and the Parent Body, with the aim of assisting:

- the teacher with general classroom activities and social events
- the parents of each class in receiving correct and timely information, either written or verbal
- With promoting school events and any fundraising to class parents.

Classroom Coordinators are responsible for the following:

- Initiating at least one social class activity per year e.g. a class dinner or picnic while working closely with the Head of School to avoid a clash with a school event.
- Coordinating class involvement with events.

7.7 Pinehurst Family and Friends (PFF)

Pinehurst Family and Friends (PFF) is the parent-to-parent support group of Pinehurst School, focused on the Pinehurst Community.

It serves as an informal network with its main objective to strengthen the links between home and school, supporting the Pinehurst Triangle.

With emphasis on ‘informal’, all families are automatically part of PFF with no membership fees required. Fundraising is not a key role of PFF and attendance to functions and gatherings can be regular or occasional. Everyone is welcome to attend PFF events.

For further information or enquiries please contact the school on (09) 414 0960 or email PFF@pinehurst.school.nz

7.8 Events

Events are published in our online school calendar which can be found under ‘Our Community’ on our website. These details are regularly updated to ensure accuracy. You will also find a link to the school calendar in the fortnightly school newsletter which is distributed via email. Events specifically for parents and/or staff such as annual Quiz night, International parents’ lunch or ladies’ lunch are promoted on our website and facebook page.

7.9 Sport Handbook

The Sport Handbook outlines all sporting opportunities and guidelines and is available online.

7.10 Telephone Messages for Students during School Hours

The School will pass on urgent messages for students received before 2:00pm. Unless an extreme emergency, messages received by Reception after 2:00pm cannot be delivered to students. Parents are asked to make use of this service only in cases of real necessity or emergency.

7.11 Use of Telephone

Students must gain permission from their class or POD teacher if they need to make a phone call from the school.

7.12 Visiting the School during School Hours

All visitors to the school, including parents, must report to reception to sign in with their reason for visiting. Visitors must also sign out at the end of their visit.

7.13 Voicemail Messages

Please note that email is used extensively by our Staff and is the appropriate method to contact them. If you have a message you would like to leave for a teacher, please refer to the staff list on the website. They will return your email as soon as they can.

8.0 Digital Community

8.1 Internet Safety

Internet safety is a key issue. There is a need to protect students from bullying and harassment via communication technologies which can take on a number of forms they may include 'guestbooks' where peers write obscene messages about the victim, postings on message boards or websites posted on the Net.

Cyber bullying most commonly occurs via email or text message directly to the victim. Messages can range from mild bullying to criminal harassment and threats. We also need to protect staff, school data and the school.

Security breaches and inaccurate data can damage a school's reputation and can lead to costly lawsuits. Breaches of privacy laws, copyright laws and hacking can also lead to prosecution and carry hefty fines for both the perpetrators and the institutions.

8.2 Website

Pinehurst School's website can be viewed at www.pinehurst.school.nz. All information displayed on this website is public and provides interested parties an overview of Pinehurst School and what the school offers.

Facebook pages:

- Pinehurst School
- Pinehurst School Sports
- Pinehurst Careers Information Centre

Twitter @pinehurst.school

Instagram @pinehurst.school

Go to the App store on your Apple or Android device and search Pinehurst School to download the App to your phone or tablet.

8.3 Email

Staff use email for in-house and external communication. We encourage staff to be prompt and brief in emails to parents. The preferred mode of interaction with parents is by telephone or face to face meetings for all matters except simple notifications. Staff emails are first name.last name@pinehurst.school.nz

8.4 Synergetic

Pinehurst has a detailed data management system called Synergetic. Staff can view individual student data, class lists and school timetables. It also underpins our enrolment and assessment systems.

8.5 Library

The School Library successfully introduced AccessIT, a web hosted Library Management System. The Pinehurst Library catalogue is accessible via a link called 'Library' which can be found on the top of the school website home page. We welcome constructive suggestions on our communication platforms. We encourage you to contact the school immediately if you require any support or have difficulty accessing information.

8.6 Social Media

Social media is growing exponentially. Students need to be constantly reminded by parents and teachers to act safely when online. Please note that when students inappropriately use their own devices in their own time, the school is unable to take action unless the misuse impacts negatively on the emotional safety of other students and staff at school, and/or the reputation of the School. In which case, the School will take firm action to protect our people and our reputation.

We suggest parent use Netsafe (www.netsafe.org) as the best advisor on cyber safety. Netsafe have a free phone service 0508NETSAFE.

We promote cyber safety to protect our people and digital citizenship to give people the skills, knowledge and confidence to maximise the opportunities that effective, safe use of technology can bring. We use the Netsafe Learn, Guide Protect model throughout Pinehurst.

9.0 Education Outside the Classroom (EOTC)

Camps

School camps are part of the extensive education programme we provide and are compulsory for Year 3 – 10.

Camps for Year 11 – 13 are operated in conjunction with the Duke of Edinburgh's Hillary Award Scheme or through Leadership Camps. School camp fees will be charged to your school account and are payable prior to the camp commencing.

School Excursions

School Excursions are generally financed out of the annual Activity Fee.

We value parents assisting in transporting and supervising children on class trips as this helps keep costs to a minimum.

Pinehurst is committed to providing safe school excursions, camps, activities and environments. Most years, the Senior College offer a Sport trip and a Cultural trip.

While all care will be taken during camps and activities, there is always an element of risk involved.

By participating in any activities provided by Pinehurst School you are expressly assuming those risks personally, and Pinehurst School and staff (including contractors) cannot be held responsible for personal injury, loss or damage to personal effects.

10.0 Emergency Procedures

Staff and students are fully trained in the emergency procedures required for fire, earthquakes and lockdown. In the event of an emergency, parents must not approach the school as parents will not be admitted onto the premises when the school is in lockdown, and presence during an evacuation may cause greater confusion. Parents are also requested not to phone the school as school phone lines may be required for emergency services. Regular updates can be viewed on our school website, as well as through the Pinehurst Mobile Phone App.

11.0 Fees

11.1 Late Payment Penalties

Term fees are due 20 February, 20 April, 20 July and 20 October irrespective of the actual date a term may commence. All other charges are due 20th of the month following the month when the charges were incurred. A late payment penalty fee of 1.5% per month is imposed on all outstanding amounts remaining 14 days after the due date.

Prior payment arrangements such as direct debit instalments are not subject to late payment fees however fees apply for any unpaid direct debits. Pinehurst School is self-funding; therefore we rely on prompt payment to operate efficiently.

Fee rates are as listed on the Pinehurst website. If fees remain unpaid after 30 days, the School may, at the discretion of the Executive Principal, terminate the student's place in the school for non-payment of fees together with any debt collection/legal costs incurred by the School.

Fees are not refundable where a student does not start or complete a full term, unless requested to withdraw by the School.

11.3 CIE Examination Fee Charges

Each year, students at various year levels sit Cambridge Examinations. Associated examination fees are charged and are additional to school fees. Below outlines an estimated cost which parents/caregivers can expect to have invoiced around examination time.

It is important to note that fees outlined below are approximate due to fluctuating British Pound/NZ\$ exchange rates. At Senior College level, the total cost depends on the number of subjects sat and the associated examination fee for each particular subject.

2017 estimated costs:

Y6 (English/Maths/Science) - £13.96 each subject

Y9 (English/Maths/Science) - £19.58 each subject

Cambridge Examinations

| | | |
|---------|----------------------------|--------|
| IGCSE | Each syllabus | £52.93 |
| A Level | Each AS or A2 syllabus | £55.71 |
| | Each full A Level syllabus | £82.30 |

There is also an administration fee of \$55.00 per student. To cover the cost of coursework shipping to the UK there will be an additional charge of \$70.00 for each Art and Design syllabus.

NOTE: IF AT ANY STAGE AT STUDENT IS REQUIRED TO RESIT AN EXAMINATION ADDITIONAL EXAMINATION FEES AS CHARGED BY CIE WILL APPLY. ADHOC EXTERNAL EXAMINATIONS SAT BY STUDENTS FROM TIME TO TIME SUCH AS THE AUSTRALIAN MATHS EXAMINATION WILL BE CHARGED ACCORDINGLY.

11.4 Account Enquiries

Please direct all queries to the School Business Manager on direct line (09) 414 0968 or email accounts@pinehurst.school.nz

12.0 Health Care

12.1 Medical Information

When students enrol at Pinehurst School, parents/guardians are asked to complete the medical section of the enrolment form. This has to be up-dated annually. Please inform the school promptly of any changes which occur during the school year. Any student who becomes ill or suffers an accident during the day should report this to or be taken to the school reception. The school administration staff, teachers, Head of School or Executive Principal will decide on appropriate action. Parents are always informed promptly if a child's health is cause for concern.

Parents or caregivers of students with a temperature, vomiting, diarrhoea or any other contagious symptoms will be asked to collect them as soon as possible. The student must stay away from school for a minimum of 24 hours after the last episode of vomiting or diarrhoea.

If injury or illness requires hospitalisation or specialised medical attention, in the first instance, the injured person will be made comfortable and an ambulance called. This will occur before contacting the student's emergency contact to ensure the student receives immediate attention from a paramedic. Once an ambulance is summoned, a call will then be made to the student's emergency contact, notifying them that an ambulance has been called and informing them of the situation.

12.2 Medication

When a child needs medication at school for a short period of time, the school requires a signed note with clearly written instructions to be given to reception. Reception personnel will ensure the correct medication is given at the specified time when written parental permission is given. School staff are not permitted to administer medication for more than a one week period. If such administration is necessary, parents will need to make alternative arrangements. Under no circumstances are classroom teachers to be asked to administer medication.

12.3 Dental Treatment

For Year 1 – 8 students, dental treatment is available through the School Dental Service whose mobile van visits Pinehurst annually. If additional treatment or a referral is required; contact Albany Dental Clinic on phone (09) 415 2059. For Year 9 – 13 students, the Lumino Dental Service mobile van visits Pinehurst annually. Emergency service is provided through Lumino Dentists on phone (09) 361 7100.

12.4 School Counsellor

Pinehurst School employs a full time School Counsellor who is available to meet with students' school wide on a self-referral basis. Parents are able to make appointments and discuss any concerns with the School Counsellor by phoning **(09) 414 0960 extension 902**. At times, teachers may make referrals for a student to see the School Counsellor and, where necessary the Counsellor will inform the parents. There is no additional cost associated with this service.

13.0 Health and Safety

Pinehurst School has detailed Health & Safety Policy and Procedures which cover students, workers, visitors, contractors and volunteers. These are available on our website or at your request. The Emergency evacuation procedure and the lockdown procedure is displayed in all rooms. If for any reason there is an evacuation or lockdown event at the school, please do not attempt to collect your children until the situation has been resolved. This will be advised on the Pinehurst website or SMS.

13.1 On-Site Identification

To ensure the safety of our students and staff, parents and visitors to Pinehurst School between 8.45am and 3.15pm must sign in at Reception and collect a visitor's badge. Parents must wait outside the school gates or on the driveway until 3.15pm for school pick up.

14.0 Homework

Weekly homework from Monday to Thursday is a required element of a student's school work. We appreciate parents support to ensure the student completes their work set conscientiously. Each student from Year 4 is provided with a diary for which she/he is responsible for maintaining. Parents are requested to sign it weekly indicating the amount of time spent on homework. These diaries can also be used as a written form of communication between parents and teachers.

Homework consists of a variety of tasks and over time will typically include spelling, reading, maths, as well as research, creative and problem solving activities. Set homework is designed by the class teacher to fit in with the class programme and the student's needs and level of learning.

A major purpose for homework is to encourage students to take responsibility for completing tasks and their own time management. Basic facts always need practise and we appreciate parents' help in regular reinforcement. Revision of the day's work is also a regular part of daily homework.

Homework for Junior Primary classes includes shared reading and shared tasks. Primary School classes will spend no more than 30 minutes per night as in addition to regular reading.

In the College, homework is designed to reinforce and extend the class programme. If the amount of homework becomes a concern, please contact your child's Dean immediately.

15.0 Laptops and BYOD (Bring Your Own Device)

Laptops are compulsory for the following year levels:

2017: Years 7, 8, 10

2018: Years 7, 8, 9, 10, 11, 12

2019: years 7, 8, 9, 10, 11, 12 and 13

The School minimum requirements for BYOD are available on the School's website "Laptop Programme" however, this can be subject to change so please check before bringing your own device to school. The School offers parents/students a number of incentives to purchase a device through it's "SNAP" Laptop programme. This ensures that students can enjoy the best ICT experience at Pinehurst School.

16.0 Out of School Hours

16.1 After School Care

Students can participate in an on-site, fee-based after school care programme which runs from 3:15pm - 5:30pm. Carers provide students with a light afternoon tea in addition to supervised homework and play sessions in a homely environment. **Bookings for After School Care must be made through Reception** to enable us to provide adequate supervision.

It is important to note that any student from Year 1 – 6 should not be left unsupervised on school grounds after 3:30pm. Any students seen after this time will be sent to the appropriate After School Care facility and the session will be charged to the parent. To ease parking Year 1 - 6 students can attend After School Care free of charge from 3:15pm – 3:45pm as this helps ease parking congestion during peak pick up times. Students must be booked in through Reception.

Due to professional commitments, teaching staff are not available for supervision before 8:15am and after 3:30pm.

16.2 Before School Care

Before School Care service is available to students from 7:30am – 8:15am, free of charge.

16.3 Holiday Programme

Our After School Care providers also operate a Holiday Programme for most of the School Holidays. The programme is advertised in the newsletter. Please note this is operated as a private contract.

17.0 Policies and Procedures

Pinehurst Policies and Procedures are available to view at reception.

18.0 School Day and Break Times

The School day begins at 8:45am and finishes at 3:15 pm.

| Period Times | | Thursday Only (SC & JC) | |
|---------------|-------------|-------------------------|--------------|
| 8.45 - 8.55 | POD/Hm Room | 8.45 – 9.30 | Period 1 |
| 8.55 - 9.45 | Period 1 | 9.30 – 10.15 | Period 2 |
| 9.45 -10.40 | Period 2 | 10.15 – 11.00 | Period 3 |
| 10.40 - 11.00 | Recess | 11.00 – 11.20 | Recess |
| 11.00 - 11.50 | Period 3 | 11.20 – 12.05 | Period 4 |
| 11.50 - 12.40 | Period 4 | 12.05 – 12.50 | Period 5 |
| 12.40 – 1.30 | Lunch | 12.50 – 1.40 | Lunch |
| 1.30 – 2.20 | Period 5 | 1.40 – 2.25 | Period 6 |
| 2.20 – 3.05 | Period 6 | 2.25 – 3.15 | POD/Assembly |
| 3.05 - 3.15 | POD/Hm Room | | |

19.0 Sport

Pinehurst has a strong sport and physical education programme and joins other area schools for sports exchanges in a variety of codes. Pinehurst uses community facilities nearby to enhance the PE and Sport Programme including the Millennium Athletics Stadium, Albany Tennis Centre, North Harbour Hockey Rosedale Park, Albany Soccer Club and the Millennium Institute.

Pinehurst has Key Sporting Codes which include Netball, Football, Hockey, Tennis, Basketball, Golf and Athletics. It is expected that all students play one Key Code sport before playing a 'General' sport.

Pinehurst strongly supports the Fair Play Code of Behaviour for players, coaching and spectators.

The School develops opportunities for students to have specialist coaching in major sporting codes. Primary and College Sport Coordinators arrange out of school teams with the assistance of many parents as managers and coaches. Specialist coaches are employed when necessary.

Correct PE and Sport uniform must be worn at all times.

Sport Registration

Registration dates for Summer and Winter sports codes will be advertised online. The School will inform the Pinehurst community through email notification, assemblies and daily notices. Registration forms must be returned by the deadline closing date. Registration for most sports can be done online at the Pinehurst website.

20.0 Stationery

Students in Primary and Year 7 - 8 are issued with stationery at parent/teacher/child conferences or on their first day of school each term. Stationery costs are covered within the activity consumable fees.

Students in Senior College order subject specific stationery. The procedure for ordering is advised prior to school starting and can be completed online direct with the stationery provider. Senior College stationery lists are published online.

21.0 Student Achievement

Through class programmes, school assemblies and the school newsletter, we are keen to acknowledge student success. Sometimes successes take place outside school hours therefore we always appreciate parents informing us of these successes in order for them to be acknowledged.

Please email your news to news@pinehurst.school.nz so we can share your child's successes with our community through our newsletter, Panorama (our school bi-annual magazine) or a news release.

Teachers regularly award individual achievement certificates at assemblies for a wide variety of achievements. Annual prize giving assemblies, for Year 4 and above, also reward excellence and achievement.

22.0 Transport

22.1 Buses

Pinehurst School coordinates chartered bus transport from a majority of catchment areas.

Students are collected from nearest agreed collection point. Families in areas outside designated bus routes may organise carpooling arrangements. Please contact the school reception if you require assistance.

Students who travel by bus are dismissed from class at 3:15pm and then should make their way to the bus stops. Buses depart at 3:25pm.

Pinehurst School completes regular bus audits. Audits ensure that each student travelling on a Pinehurst School chartered bus service has the correct bus pass or prepaid ticket, equivalent to requirements when travelling on public transport where customers are expected to carry a valid pass at all times.

In the case of misplaced bus passes or tickets, the student will be requested to immediately arrange temporary documentation before boarding the bus. This can be organised at the administration office and ensures the student plays an active role in this process, taking responsibility for their travel.

Pinehurst School appreciates that parents and caregivers ensure their children are equipped with the appropriate documentation if utilising our bus transport system. Buses will not depart until everyone travelling has a valid pass or ticket.

Bus Responsibility

For the safety of all students, parents need to understand the division of responsibility.

- In the morning, the parent has responsibility for the student up until the student boards the bus.
- The bus company assumes responsibility once the student has boarded the bus.
- The school assumes responsibility once the students arrive on school grounds.
- It is never safe to leave a student at a bus stop on the assumption that the bus will come as unforeseen circumstances may prevent this.

Bus Rules

Please ensure that your child/children understand the following regulations in regard to bus behaviour.

- From the time of pick up in the morning until the drop off at your home in the afternoon, students are bound by the rules of conduct of Pinehurst - students are expected to behave in ways their parents would approve of if they were sitting next to them.
- It is the driver's responsibility for student safety while on the bus and so students **MUST** sit down immediately once boarded, fit seat belts where available, and remain in their seat whilst travelling to and from Pinehurst. Students should not leave the bus after showing their ticket to the driver.
- Students must behave in a quiet and orderly manner at all times.
- Any student who disobeys these Bus Rules will be reported to the School and their parents contacted. After two warnings they will be banned from the bus.
- Students who create danger by distracting the Driver may be:
 - Returned to school for immediate discipline.
 - Banned from travel by the bus driver for a period of up to five days.
- If a student is not sitting on the bus by 3:25 pm that child will be left behind and will need to be collected by their parents.

These guidelines apply to both school buses used for School excursions and for daily transportation of School children.

Children using buses must:

- Be seated at all times (Year 0-3 = 3 per seat, Year 4-13 = 2 per seat)
- Children may not leave their seat to alight until the bus has stopped.

On School excursions there must be at least one teacher on each bus who must ensure all children are accounted for.

22.2 Cars and Motor Vehicles

Parents are to drive **VERY** slowly (5 km per hr maximum speed) when entering the School, and must enter and leave the school in the **one-way arrowed direction only**. There is a student **drop off zone** in front of the School uniform shop - please do NOT park there, as it is for this purpose only.

Please park only on the surrounding roads or by the College building and do not use the apartments directly opposite Pinehurst School as a turnaround area when exiting. Students attending school cannot drive through or park on the school grounds.

Motor Vehicle Transport:

Where private motor vehicles are used for School excursions each vehicle and driver must have:

- A current registration and warrant of fitness for the vehicle.
- A current driver's licence (teachers will ask the parent to sign a declaration).
- A seatbelt for each passenger in the car.

- A map and designated route to destination, including pre-arranged toilet/rest stops in suitable areas.
- A mobile with the number registered with the teacher in charge.

Car Park

When parents are collecting children from School they should ensure that:

- Children alight and enter the car from a footpath side door.
- Children and parents must use the Zebra Crossing if crossing Bush Road.
- Parents picking up their children are not permitted to use the school staff car parks.
- Parents may not park and wait for their children on any no stopping areas, yellow or dotted yellow line.
- Parents stopping in the drop off/collection zone must remain in the vehicle.
- No double parking in the drop off/collection zone.
- Please use the Drop/Collection Zones properly. **Please do not double or triple park as this is dangerous for the children and blocks traffic flow. You must remain in your car in this zone.**

General

- Should a crash or unforeseen emergency occur involving a child from the school, police will be notified after due attention has been paid to the scene.
- The priorities given to road safety are reflective of the needs of our local community.
- If parents or students note any illegal or dangerous behaviour when travelling to or from school, action could include:
 - Speaking directly to the person involved
 - Noting number plates and reporting behaviour

Junior Primary

Students will be dismissed by 3.15pm. All Year 1, 2 and 3 students need to be collected or be on buses by 3.25pm or booked into the After School Care programme.

Senior Primary and College

Students will be dismissed at 3:15pm.

Bus Stops on School Driveway

Bus stops are for **BUSES ONLY** from 8:30am – 8:45am. In the afternoon, this area is the Collection Zone. Students who are not boarding buses must keep well away from buses. School buses also leave from Bus stops on Bush Road, and from the Rosedale Road entrance by the Arena.

22.3 Students' Cars

Senior students who hold a current licence are entitled to drive their vehicles to School. However, they are not to drive them on or through the School site, nor park them on School grounds.

There is daytime parking available along Bush Road, Clemows and in Carolina Place. Pinehurst does not take any responsibility for students who take their own transport to school or for any passengers who are riding in the car. Drivers and their passengers must be aware that School Rules of behaviour and discipline procedures still apply to students who are in cars whilst wearing School uniform or identifiable as Pinehurst students.

Pinehurst expects drivers to obey all conditions of their driving and vehicle licences, especially with respect to carrying passengers.

23.0 Travel Plan and Road Safety

Pinehurst undertakes the responsibility to provide guidelines that consider the physical safety of individual children placed in our daily care to:

- Ensure the safety of our children as they travel to and from school.
- Encourage children to take responsibility for their own personal safety while on the road.
- Ensure there are rules and guidelines for all methods of transport children may use while in our care at school.
- Demonstrate to all children that rules are made for their own safety.

Pinehurst has an approved Travel Plan with the Auckland City Council.

Guidelines

Park and Walk Options

- Bushlands Road, Clemows Road and Northwood Road.

Walking

- Children must walk on the footpath where one is available.
- Children must use pedestrian crossings where available.
- Children in Junior classes are given regular training on the correct way to cross the road.

Cycling / Manual Scooters

Students from Year 5 may ride bikes to Pinehurst. Exceptions to this age may be considered but must be specifically approved by the Executive Principal.

After the school receiving permission from parents, every student must undergo training and have their bikes inspected annually by Police Education Officers. This will be arranged by Pinehurst.

- The Bike Rack is situated by the car park under College 1 and beside P23 in Primary. All bikes must be securely locked to the rack.
- Bikes must not be ridden on School grounds. Students must disembark their bikes at the perimeter of the school and walk their bikes to the rack.
- Students must wear safety helmets while riding bikes.

Tips for Safe Biking can be found on www.bikewise.co.nz

24.0 Uniform and Appearance

Standard Required

Pinehurst requires uniform to be worn to and from School and to School functions and sporting fixtures, unless the students are otherwise directed.

It is important that a high standard of uniform is maintained at all times and that students wear their uniform correctly.

There are regular class and after school checks to ensure standards are maintained. We need parents' cooperation to ensure that all articles of uniform are clean, in good repair and clearly named.

If, for some unavoidable reason, an aspect of uniform is not correct, a note of explanation must be sent to the Head of School. If the Executive Principal deems that a student's uniform is not satisfactory, parents will be notified and asked to remedy the situation immediately.

- Pinehurst expects hair to be well groomed, trimmed and tied back if necessary. Hair must also be off the face. Navy blue, silver or white clips, navy blue headbands, ribbons/ties or navy blue, black, brown elastic bands are permitted. Extreme colouring of hair and extreme hairstyles will not be permitted.
- A single plain gold or silver stud in each ear is permitted, but no other jewellery is permitted.
- Make-up, including nail polish, is not permitted.
- Facial hair is not permitted.
- Ties must be worn correctly up to the fastened top button.
- Winter shirts must be kept tucked in and with the top button fastened.
- Regulation footwear must be worn at all times in the appropriate manner i.e. no walking on the backs of sandals.

Student Clothing and Equipment

All clothing and equipment is to be clearly and permanently labelled with the owner's full name.

The School accepts no responsibility for the safety of valuable articles such as radios, cameras, interactive devices such as smartphones laptops, tablets e.t.c.

These should only be brought to School for appropriate study purposes. Pinehurst encourages students from Year 4 to Year 13 to bring their own devices (BYOD).

Girls/Boys Uniform

Please refer to the website for a full list of uniform requirements.

Sun Sense

Students from Year 1 – 6 must wear the regulation hat when outside during Term 1 and 4 and take personal responsibility for appropriate sun protection e.g. sunscreen lotion. Year 7 – 13 students have an option to wear a regulation navy cap.

25.0 Lost Property

It is imperative that all goods belonging to students are clearly marked with their names. Lost property is located in reception. Unnamed property not claimed after the end of term will be laundered and handed over to the second-hand uniform shop, or to an appropriate charity. Pinehurst cannot be held responsible for lost personal belongings.

26.0 Visitors to the School

We welcome visitors during the School day 8.45am – 3.15pm. To maintain site security and student and staff safety, all visitors must first report to the school reception and register within these times.

27.0 Withdrawal from School and Refund Policy

The Board of Governors strictly enforces the policy that parents are required to give written notice, addressed to the Executive Principal, **one full term in advance** to withdraw their child/children from Pinehurst School. Failure to meet these terms will mean parents/guardians are liable for forfeiture of the Bond. To avoid such forfeiture, notice of withdrawal has to be formally notified in writing or by email to the Executive Principal or the Admissions Registrar via enrolment@pinehurst.school.nz.

28.0 International Families

Pinehurst has been accepted as a signatory and has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students, published by the Ministry of Education. Copies of the Code are available from the New Zealand Ministry of Education website at: www.minedu.govt.nz

28.1 Accident Compensation Corporation (ACC)

ACC provides Accident Insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, however international students may still be liable for all other medical and related costs. For more information please visit www.acc.co.nz

28.2 Accommodation

A variety of homestay accommodation can be organised through Pinehurst School. If living in a self-appointed homestay, details must be provided to Pinehurst School. All homestay accommodation is monitored by the Pinehurst School Homestay Coordinator in accordance with the Code. ***Please note children aged 10 and under must live with a parent to be enrolled at Pinehurst School. Costs of accommodation are varied and can be obtained from the Director of International Students.***

28.3 Alcohol and Tobacco

The legal age to drink alcohol or smoke cigarettes in New Zealand is 18 years.

28.4 Career Options and Pathways

Pinehurst School provides an onsite Careers and Tertiary Advisory service, with a fully qualified Career Counsellor who is experienced in assisting high school students in determining future pathways. Students are welcome to visit the Career Centre at any time to make an appointment to discuss any aspect related to careers or university applications.

28.5 Culturally Appropriate Manners and Social Behaviour

- Greeting and Farewell
 - “Hello” or “good morning” (or afternoon or evening) in greeting.
 - “Goodbye” in farewell.

- Face to face
 - It is usual to shake hands with both men and women when meeting formally, but is not necessary in casual situations
 - Treat everyone you meet with the same courtesy, using ‘Please’ when making requests and saying ‘Thank you’ for any service, whether or not you are paying for it.

- Phones and electronic devices
 - Do not text, type, listen to or talk on a mobile device while you are interacting with other people – including in a shop, during a meeting or at a meal.
 - Do not interrupt a conversation to make or take a long telephone call.
 - Do not talk loudly on a cell phone in a confined public space such as a lift or bus.

- Out and about
 - If there is a queue for any service, go to the end of it and wait your turn.
 - On public transport, offer your seat to anyone who is elderly, pregnant or disabled.
 - Wait for people to get out of a lift, train or bus before getting in.
 - On a busy footpath, keep left and walk at the same pace as others.

- At the table
 - Wait for other people to be served, and wait for any preliminaries before starting to eat.
 - Remain at the table while other people are still eating, or excuse yourself if you have to leave.
 - Do not talk with your mouth full, or make avoidable noise when eating.
 - Do not sit on any table, whether or not it is used for food.

- Social situations
 - If you are asked to 'bring a plate' to a social function, take a plate of easily shared food such as savouries or cakes.
 - If you are invited to dinner at someone's house, it is usual to take a bottle of wine, chocolates or flowers.
 - Do not talk during speeches or performances, including film screenings.

- Bodily functions
 - Do not spit, belch, break wind or scratch in public.

- On the roads
 - As well as learning and observing the *Road Code*, you should be courteous to other drivers.

28.6 Dispute Resolution Scheme

As part of Pinehurst School being a signatory to the Code of Practice, all International Students have access to the Dispute Resolution Scheme. If a student has a complaint about their provider's compliance with the Code of Practice they should try and resolve it by using the internal provider process in the first instance. If their complaint is not resolved, they can take their complaint to one of the external agencies listed here: www.nzqa.govt.nz/providers-partners/education-code-of-practice/student-complaints/

28.7 Education Pathways

There are many alternative 'pathways' that can help you gain entry into your preferred programme. When considering pathways, it is important to check with institutions whether the pathway option you are considering will provide entry into your preferred course and if you will be granted credit.

Technical and Vocational Education and Training (TVET) pathways - the TVET sector offers certificates and diplomas designed to provide technical skills for work. These are lower-level qualifications than higher education programmes (bachelor degrees, for example) and provide a good pathway into further study. TVET is offered by institutes of technology and polytechnics (ITPs).

If you are interested in going onto higher-level study, it is important to check that TVET courses you consider will provide an appropriate pathway into your desired course.

Higher education pathways - involve applying for a course (such as a bachelor degree) that has more manageable entry requirements. You can also consider pathways through postgraduate study — completing a general degree such as arts or science before pursuing further study in fields such as law or medicine, for example.

This is a common alternate entry route for both local and international students, with many exploring broad areas of study at undergraduate level and moving onto more specialised programmes through further study.

28.8 Emergency Contacts

In an emergency (fire, police, ambulance) phone 111. This is a free number (including calls from mobile phones).

28.9 Education Office Review (ERO)

The Education Review Office is a Government Department that evaluates and reports on the education and care of children and young people in early childhood services and schools. To find the latest report on Pinehurst School please visit the Education Office website www.ero.govt.nz.

28.10 English for Speakers of Other Language (ESOL)

ESOL is provided for International students as recommended by teaching staff should the student benefit from extra English support.

28.11 Orientation

Once enrolled, students participate in a comprehensive orientation programme. This is designed to familiarise students with the school environment and outline Pinehurst School's expectations. Students also receive ongoing pastoral care.

28.12 Role of Parent

In New Zealand, parents are encouraged to be involved with their children's education and keep in touch with Pinehurst School. There are many ways parents stay informed with what is happening at Pinehurst School;

- website;
- Pinehurst School App;
- newsletter;
- parent/teacher interviews and
- reports.

Parents must contact Pinehurst School if their child is absent for any reason. Parents must phone the absentee line to record an absence (414-0960 extension 1) before 8:30am or submit an absence online to ensure all absences are recorded. You may also use the Pinehurst School App to record your child's absence. When your child returns to Pinehurst School after a period of absence, they will need to provide their class teacher with a brief note of explanation for their absence.

28.13 Staff Contacts

Patrick Ryoo
Director of International Students
Fluent in Korean, Mandarin & English
24-hour Emergency Contact

E: patrick.ryoo@pinehurst.school.nz
W: (09) 414 0960 ext 613
M: 027 675 8202

| | |
|-------------------------------------|---|
| Marg Cross Admissions Registrar | E: marg.cross@pinehurst.school.nz W: (09) 414 0960 etx 614 |
| Elizabeth Daly Head of ESOL | E: elizabeth.daly@pinehurst.school.nz W: (09) 414 0960 etx 769 |
| Tanya Playfair ESOL Teacher Y1-6 | E: tanya.playfair@pinehurst.school.nz W: (09) 414 0960 etx 907 |
| Vicky Kenny Homestay Coordinator | E: vicky.kenny@pinehurst.school.nz W: (09) 414 0960 etx 609 |

28.14 Student Insurance

From 01 July 2016, International students are liable for the full cost of any health treatment. Appropriate insurance is therefore required in order to meet any health costs that may arise. Families are welcome to provide their own cover however details must be provided in English to the school. See also www.health.govt.nz and www.acc.co.nz for more information.

28.15 Study and Tertiary Costs

Please refer to the Fees Schedule on the Pinehurst School website at www.pinehurst.school.nz

28.16 Sport

We promote positive attitudes in all aspects of sport, and all students are encouraged to be involved in sport regardless of their ability. Pinehurst School has two gymnasiums, netball courts, tennis courts and several large playing fields. We also utilise the world class Millennium Centre nearby, and the Northern Area Swimming Centre. Academies and High Performance centres support exceptionally talented students across all Year levels. You can download the Pinehurst School Sport Handbook, which outlines sporting opportunities, guidelines and costs, from the Pinehurst School website at www.pinehurst.school.nz

28.17 Visa Requirements

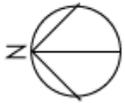
To study in New Zealand schools, students are required to have a Student Visa. Our Director of International Students, Patrick Ryoo, can assist you with your Visa requirements if you do not already have the correct Visa. Year 12 and Year 13 students can apply for a variation to their Student Visa to allow them to work up to 20 hours per week during holiday periods with written permission from Pinehurst School and their parents or legal guardian. Please refer to Immigration New Zealand for more information www.immigration.govt.nz/new-zealand-visas/options/study

28.18 Withdrawal From School and Refund Policy

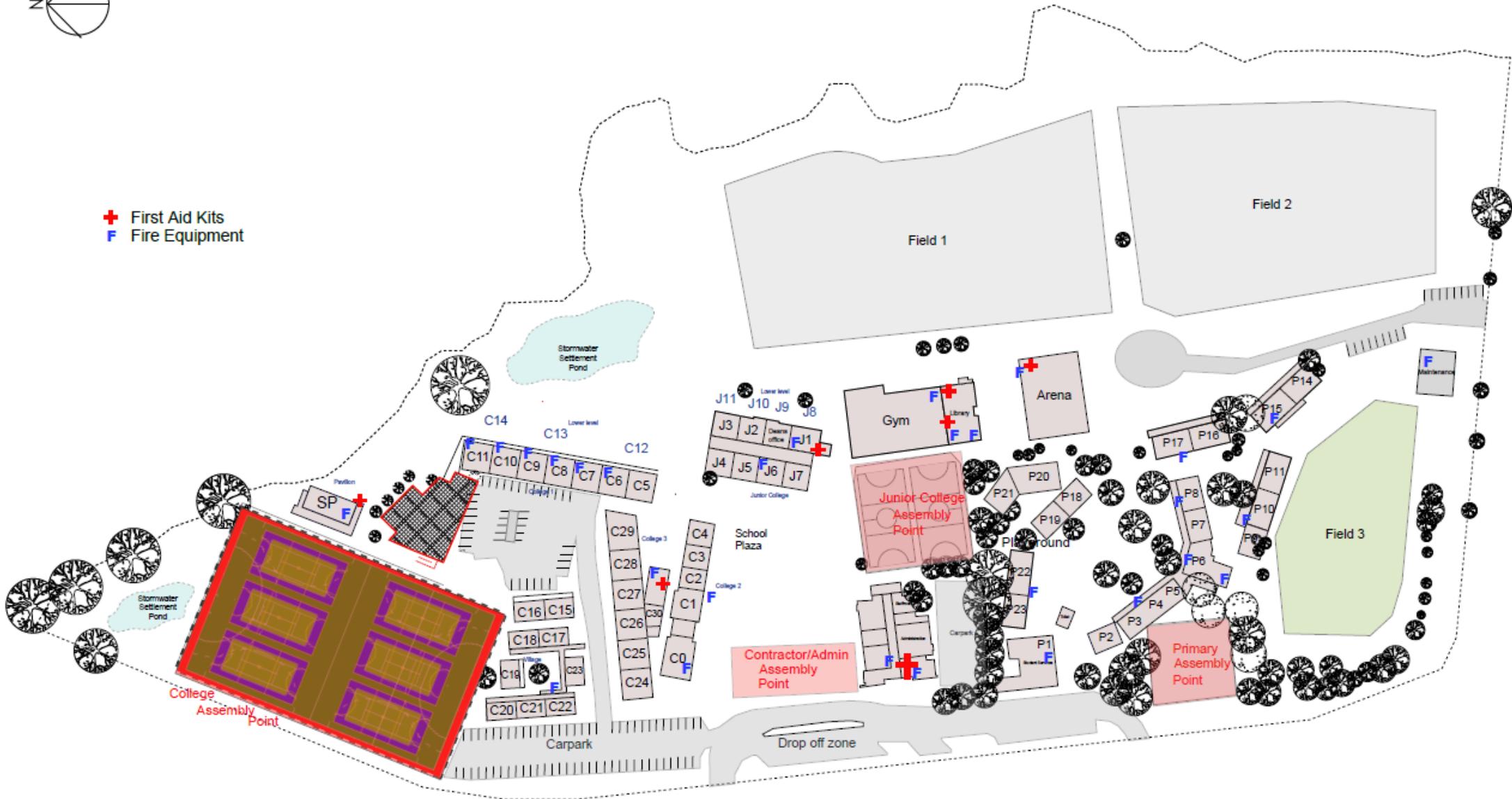
The Board of Governors strictly enforces the policy that parents are required to give written notice, addressed to the Executive Principal, **one full term in advance** to withdraw their child/children from Pinehurst School. Failure to meet these terms will mean parents/guardians are liable for forfeiture of the Bond. To avoid such forfeiture, notice of withdrawal has to be formally notified in writing or by email to the Executive Principal or the Admissions Registrar via enrolment@pinehurst.school.nz.

Pinehurst School appreciates moving to a new country is a big change www.newzealandnow.govt.nz, www.nzready.immigration.govt.nz and www.studyinnewzealand.govt.nz are great websites with lots of useful information for you and your family as you adjust to life in New Zealand.

We warmly welcome you into the Pinehurst School community.



+ First Aid Kits
F Fire Equipment



SCALE 0 10m 50m