

Tauranga Girls' College

empowering tomorrow's women



Information Book 2017

Dear Parents and Students

INFORMATION FOR 2017

The following information for parents, caregivers and students is designed to assist in a smooth start to the year.

This booklet contains the Tauranga Girls' College Values of Respect, Participation and Pride, supported by information on uniform, fees, attendance, leave passes and security. Our College's expectation of students is that they contribute to positive learning environments in our school community, taking every opportunity to succeed.

Also enclosed are details to assist in financial planning for 2017.

We welcome our students in 2017 to a year full of academic, cultural and sporting opportunities to participate in and to excel.

Pauline Cowens
Principal

Introducing

Principal	Mrs Cowens
Senior Deputy Principal/Year 10	Ms Millar
Year 12/13 Deputy Principal	Ms Rowlands
Year 11 Deputy Principal	Mrs Ferguson
Year 9 Deputy Principal	Mrs Bird

Deans:

Year 13	Ms Borell and Ms Mankelow
Year 12	Ms Glaser-Brown and Mrs Keightley
Year 11	Mrs Prendiville
Year 10	Ms Gill
Year 9	Mrs Valentine

Guidance Counsellor	Ms Burr
Guidance Counsellor	Ms Stopford
Careers Advisors	Mrs Wilson
Gateway	Mrs Wright
Teacher in charge of Buses	Ms Millar
Health Centre Nurse	Mrs Hardy
Student Health Co-ordinator	Mrs Vaaulu
Lost Property	Health Centre
Principal's Secretary	Ms Hughes
Office Co-ordinator	Mrs Umbers
Office	Mrs Kortegast and Mrs Taylor
Reception	Ms Cooke
Executive Officer	Mr Laugesen
Fees Office	Mrs Human
Print Room	Mrs Murphy and Mrs Kortegast
Library Assistants	Mrs Ollerenshaw and Ms Middleton
Property and Grounds Manager	Mr Carr

Senior Leadership



Mrs Pauline Cowens
Principal



Ms Sheena Millar
Senior Deputy Principal/Year 10



Ms Glenda Rowlands
Year 12/13 Deputy Principal



Mrs Philippa Ferguson
Year 11 Deputy Principal



Mrs Caroline Bird
Year 9 Deputy Principal

Deans



Ms Robyn Mankelow
Year 13



Ms Jackie Borell
Year 13



Mrs Margot Glaser-Brown
Year 12



Mrs Audrey Keightley
Year 12



Mrs Bridget Prendiville
Year 11



Ms Caroline Gill
Year 10



Ms Kylie Valentine
Year 10

Advisors



Ms Judy Burr
Guidance Counsellor
(HOD Guidance)



Ms Chantal Stopford
Guidance Counsellor



Mrs Ann Marie Wilson
Careers Advisor



Mrs Rosemary Wright
Gateway

Health Centre



Mrs Janice Hardy
Health Centre
Co-ordinator



Mrs Kate Vaalu
Student Health
Co-ordinator

Head Students



Madison Randall
Head Girl



Mikeely Ivil
Deputy Head Girl



Pita Phillips
Arts Director



Caitlin McGeorge
Sports Director

Term Dates for 2017

Term 1	Wednesday 01 February <i>Year 13 – Wednesday 01 February</i> <i>Year 9 – Thursday 02 February</i> <i>All year levels – Friday 03 February</i>	to	Thursday 13 April
Term 2	Monday 01 May	to	Friday 07 July
Term 3	Monday 24 July	to	Friday 29 September
Term 4	Monday 16 October	to	Wednesday 13 December

Attendance and Course Requirements

Attendance is compulsory at all lessons. All students, must remain on campus for the whole day.

If a student is absent, and a phone call with reason has not been made, the student must bring a note signed by a parent or caregiver stating the reason for the absence. **It is the student's responsibility to give the note to her Tutor Teacher.**

To complete a prescribed course, all assessment pieces must be completed. If an absence is unavoidable, then any due assignments must be submitted on the day the student returns to school, accompanied by a note from her parent or caregiver, unless an extension has been negotiated before the student returns to school. In the case of absences that are caused by self interest (e.g. travel with family), a letter must be written to the Principal in advance. If an assessment is willfully missed, a Not Achieved grade will be recorded.

Assignments and assessments are set on particular dates. Students are required to organise their time to meet these deadlines.

Student Information

If your absence is unavoidable, there is a procedure you must follow:

- Phone the school office, giving an explanation for absence.
- On return, bring a note or medical certificate explaining your absence and this will need to be given to your tutor teacher. This note must be presented within three days of your absence or it will be treated as "wilful" and no marks will be assessed or late work accepted for assessment.
- Apply in writing for the opportunity to complete any missed assessments.
- All long term assignments must be submitted by the due date unless you have applied for an extension prior to the due date.

Punctuality to class and tutor time is expected.

Tauranga Girls' College Values

“empowering tomorrow’s women”



RESPECT (Manaakitanga)

- Be positive, caring and encouraging
- Be accepting of difference
- Respect other people’s right to learn
- Have good manners and act with integrity

PARTICIPATION (Mahi Tahī)

- Aim high and get involved
- Show leadership
- Meet deadlines and commitments
- Be on time and prepared to learn

PRIDE (Mana Motuhake)

- Be the best we can be
- Be proud of ourselves and of our achievements
- Be proud to be problem solvers and innovators
- Be proud to be a member of our diverse school community

“By encouraging individual responsibility, integrity and respect for the rights of others”

General Information

➤ Attendance

School is a place of work and for our students to be successful in their work they must attend school whenever the College is open. Students must always, on the first day of return to College after any absence, bring a note signed by their parent, stating the reason for and date of their absence and give it to their Tutor.

During school hours, students must be in class unless they have permission from their teacher to be out of class. Students are not permitted to leave the school grounds without a pass.

➤ Health

A student may not go home when sick without permission. A student is not to phone or text her parents directly, she must go through the Health Centre and the Nurse will contact her parents.

Students who are ill during the day, or who are injured while at school, are attended to in the **Health Centre**. Students who wish to visit the centre during classes must get a signed Health Centre slip from their subject teacher before leaving the class. The Health Centre Co-ordinator, Mrs Hardy, is available to students from 8.45am to 3:00pm Monday to Friday. Students who require medication during the day should leave it with Mrs Hardy. If a student is too ill to return to class, her parents will be notified to make arrangements for her transport home.

The Student Health Co-ordinator, Mrs Vaaulu, is available to students and staff. Her role is to provide positive and on-going support and resources in the health area.

A doctor runs a free adolescent medical clinic at the College every Thursday. Parental permission is required for students to access this service. The Student Health Co-ordinator is available to students through the Health Centre.

Parents are asked to advise the College of any physical disability or medical condition which could affect the student at school so that correct first aid may be administered in cases of emergency.

➤ Uniform

If correct uniform is not worn an explanation note may be addressed to the tutor teacher, however, the student will receive a detention until such time as correct uniform is presented.

➤ Naming of Goods

All articles of clothing, all possessions, pens, books, bags, sports gear, must be clearly named. Students are warned against bringing valuables, e.g. ipods are not necessary for school.

The school takes all possible care of valuable articles left in charge of a staff member but does not accept responsibility for them.

➤ **Passes**

Students who have **dental, medical or specialist appointments** during school hours must bring a note from their parents to the Student Reception at the Office no later than 9.00am in order for it to be signed and recorded.

During interval and lunchtime, students are expected to remain on the College campus. If an emergency arises, a **special lunch pass** may be issued by the Deputy Principals.

Students should always wear correct **school uniform**. In exceptional circumstances and for a very short-term, a pass to wear non-uniform items may be obtained from the Deputy Principals.

➤ **Lunch**

Lunch is eaten outside except on wet days when it may be eaten in the tutor room. Where a Tutor Group has been allocated a specialist room as their tutor room they will be notified of an alternative room to eat their lunch in.

The canteen opens before school, interval and lunchtime. Eftpos is available. A wide variety of food is available, i.e. sandwiches, salads, muesli bars, fruit etc.

Students are required to put all rubbish in the bins which are provided.

➤ **Newsletters**

The Principal emails out monthly newsletters on the first Wednesday of every month and a mid-month newsletter is put onto the website. Educational news, student achievements and activities, and events for parents are brought to your attention each month. Hard copies are available. Both the mid-month and monthly newsletters can always be found on the school website at www.tgc.school.nz. Other events and opportunities your daughter may be offered by her teachers will be communicated to you as they arise.

➤ **Transport**

Bicycle racks are provided and are located off the 22nd Avenue entrance. Students must wear a cycle helmet and have a method of securing and identifying their cycle. Cycles are not to be ridden in the school grounds and the Road Code applies at all times.

Bus Transport is provided by Tauranga Network Transport Group* as assistance to parents in getting students to school. To be eligible for bus transport, students must live 4.8 km or more from their nearest College. Bus route information is available in December and final arrangements are made at the commencement of the school year. A bus pass will be issued to your daughter for her to demonstrate to the bus driver her entitlement to travel by bus. Students who use this service are expected to show concern for the health and safety of others when travelling on buses. If you have any concerns about buses, please telephone and ask to speak to Mrs Taylor.

* www.schooltransport.org.nz

Cars may be used to travel to school if necessary and students who intend to use a car must register their intention with the Deputy Principal. Consent forms are available from the Student Office. Cars are to be used before and after school only and in accordance with licensing regulations. Street parking only is available for students, requiring students to show consideration for our residential and business neighbours. Students are not to park in the school grounds.

➤ **Security**

Neither the use nor possession of ***cigarettes, cigarette lighters, alcohol or drugs*** are permitted at school, when in school uniform, or at any school function.

Cell phones are not required at school. Any cell phone used or turned on during school hours may be confiscated; the only day it can be redeemed is Friday from the Senior Leaders corridor at 2.05pm, \$1 payable. Lost or missing cell phones remain the student's responsibility.

All articles of ***clothing and possessions*** should be clearly marked with the owner's name.

Valuable articles and ***large sums of money*** should **not** be brought to school. Any fees or payments may be deposited at the Fees Office before school, at interval, lunchtime or after school.

A limited number of ***lockers*** are available. If a student requires a locker she may apply to the Deputy Principal in charge of resources. A combination lock will be required.

Any ***lost property*** should be reported immediately to a teacher and to the Nurse in the Health Centre, where lost property is kept. Named property is returned to students. If property is **stolen** it must be reported **immediately** to the teacher and to Student Reception.

Students are not permitted to have ***visitors*** at school. Visitors for school purposes are required to sign in and out at our reception desk.

➤ **Library**

The library is open from 8.00am to 4.00pm each day. To go to the library during class hours students need a note from their teacher. Computers in the library are available for student use.

➤ **School Grounds**

The school grounds are maintained for the benefit of the whole school community, with seating, shade and plantings designed to create a pleasant and attractive environment. To maintain this environment for all to enjoy students must use the rubbish bins provided for any litter created.

➤ **Payment of Money**

Money is to be left in an envelope at the Fees Office with student's name, tutor group and what it is for written on the outside.

➤ **School Fee Donation 2017**

The school receives base funding from the Ministry of Education that provides your daughter with many additional opportunities and activities. The School Donation allows us to continue this process.

\$120 for one student if paid each term (eg \$40 for Terms 1, 2 and 3) or \$110 if paid in full by end of Term 1.

These amounts include **one** school magazine. Additional copies can be purchased for \$15.00

\$90 second and each subsequent member of same family (excludes magazine).

➤ **International**

Tauranga Girls' College hosts short term and long term international fee paying students. If you are interested in learning about hosting one of these girls, please phone the Homestay manager on 578 8114 ext 808, or email homestay@tgc.school.nz

➤ **Board of Trustees**

Mrs Megan Cleverley (Chairperson)
Mr Errol Brain
Miss Jessica Cox (Student Rep)
Mr Mark Pakes

Mr Stephen Boyle
Mrs Pauline Cowens (Principal)
Dr Mark Lawrence
Ms Tess Scully (Staff Representative)

➤ **Parent Teacher Association**

Mrs Jean Walters (Chairperson)

➤ **Whanau Group**

Ms Christine Brooks (Chairperson)

Appointments within the School

➤ Deputy Principals

Requests for an appointment can be made on slips provided at the Student Reception.

➤ Guidance Counsellors

Requests for an appointment can be made on slips provided at the Guidance Centre (C Block). Notice of an appointment will be sent to your class.

➤ Deans

Notes requesting an appointment with the Deans are put under their door. Don't forget to write your name and tutor class on it.

A note will be sent to student advising of appointment time.

➤ Careers Advisor

Requests for an appointment can be made on slips provided outside the Careers Room (C1) and put under the door. Notice of an appointment will be sent to your class.

Class teachers must sign appointment slips before a student may attend her appointment.

Gateway (Work Experience)

Students wishing to gain experience in a particular work sphere may contact Mrs Wright, the Gateway Co-ordinator (through the Student Office), to discuss the possibility of going out on work placement.

This is only for students in Years 11, 12 and 13.

Study Skills

A homework plan helps you to keep to a routine. When there is no homework in a particular subject, go over work done in class and make study notes.

Homework expectations are:

- ♦ Years 9 and 10 - approximately 20 minutes per night per subject
- ♦ Years 11, 12 and 13 - approximately 30 minutes per night per subject

Study is something you need to commit to all year, with peaks in the weeks before exams. To be of most benefit to you this is an on-going process throughout the year. There are key areas to be taken into consideration if you are to have a successful study programme. They are:

reading, listening, time management, note taking, revision.

➤ Reading

Some of the skills needed are:

- ♦ Speed reading.
- ♦ Ability to understand and recall.
- ♦ Making meaningful and organised notes.

You may need to practise these with exercises such as:

- ♦ Select a suitable passage and read as quickly as possible for five minutes.
- ♦ Make notes on what can be recalled.
- ♦ Check with passage.

This exercise, done regularly can help increase reading speed.

➤ Listening

Listening is a vital skill. It involves being able:

- ♦ To hear.
- ♦ To observe.
- ♦ To question.

You can improve your listening by:

- ♦ Looking at the person who is talking to you.
- ♦ Asking questions about what is being said.
- ♦ Concentrating on your work.
- ♦ Actively intending to listen.

➤ **Time Management**

When constructing a workable timetable, take the following into consideration:

- ♦ Your home and recreational commitments.
- ♦ Study your hardest subject first.
- ♦ Study blocks of one hour's duration with a five minute break between blocks.
- ♦ Study before and after the evening meal.
- ♦ Ensure you have sufficient time for study.
- ♦ Don't study too late into the night.
- ♦ Spend approximately the same amount of time for each subject.
- ♦ If circumstances change, alter your timetable.

To be organised during each term, each student needs to have a planning diary.

This book allows you to fill in and co-ordinate work to be done during that time. Dates of tests and due dates of assignments and any other relative information regarding subjects can be entered.

It is from this work plan that the student and subject teacher are immediately aware of any likely clashes and adjustments can be made accordingly. Each individual student has the responsibility of negotiating adjustments with the teacher concerned. This must be done the moment a problem crops up - not the day before the assignment is due to be handed in.

You are responsible for maintaining a record of assessment results. There will be the opportunity through the year to confirm results are recorded accurately. This is your responsibility.

There are many people available to help you with any problems that may arise so make sure you use them. The appropriate people to talk to are: your Subject Teacher, Tutor Teacher, Dean, Heads of Departments, Guidance Counsellors.

Remember:

- ♦ Regular homework and study lead to success.
- ♦ Last minute midnight bursts lead to stress.

➤ **Note Taking Skills**

Note-making involves selecting the most important details from written or spoken material and arranging these in order so that an accurate record is produced which can be understood and remembered.

You will need to be able to decide what is important and worthwhile and what can be discarded.

The more logically notes are set out, the easier the information will be understood and remembered.

Here are some hints which you may find useful:

- ♦ Use colour.
- ♦ Use headings and sub-headings.
- ♦ Have a number system, eg 1
 2 (a) (b) (c)
 (i) (ii) (iii)
- ♦ Leave plenty of space between work so it is pleasant to study.
- ♦ Underline headings.
- ♦ Use boxes, arrows and diagrams to emphasise points and break up continuous writing.
- ♦ Use your own shorthand and abbr. wds.
- ♦ Start a new line for each new point.
- ♦ Make mind maps.

➤ **Revision**

Some active learning techniques you could use to learn work for an exam are:

- ♦ Make summary cards.
- ♦ Shade over main ideas with light coloured pencil or use an asterisk
- ♦ Underline key sentences
- ♦ Put helpful notes in the margin
- ♦ Circle key words
- ♦ Use lines down the margin to emphasis something
- ♦ Change notes into a diagram.



Contact Details

Tauranga Girls' College
930 Cameron Road
TAURANGA 3112

Telephone: (07) 578 8114

Facsimile: (07) 578 8447

email: info@tgc.school.nz

Website: www.tgc.school.nz