



**SOUTHLAND GIRLS'**  
**HIGH SCHOOL**  
Te Kura Taitamawāhine o Murihiku

# WHĀNAU HONONGA

HANDBOOK FOR SGHS FAMILIES

2025

Respect  
Te Whakaute



Integrity  
Mana



Responsibility  
Takohanga



# WELCOME

Ko te manu e kai ana i te miro nōnā te ngahere - The bird that eats of the miro berry, owns the forest  
Ko te manu e kai ana i te mātauranga nōnā te ao - The bird that eats of knowledge, owns the world



Kia ora koutou,

It is a pleasure to welcome parents and whānau to our school. We see the education for your child as being a partnership between home, school and your child, and quality communication is key.

We hope this information is helpful in building a strong home-school partnership.

Please trust us that we will work hard for your child. We value your support in our efforts to provide the best possible education for them.

We look forward to the exciting year ahead.

Ngā mihi nui,

Yvonne Browning  
**Principal MNZM**



**SGHS**

# How to Contact Us

**Phone:** 03 211 6030

**Email:** [excellence@southlandgirls.school.nz](mailto:excellence@southlandgirls.school.nz)

**Website:** [www.southlandgirls.school.nz](http://www.southlandgirls.school.nz)

 **Facebook:** [facebook.com/sghs](https://www.facebook.com/sghs)

 **Instagram:** [sghsnz](https://www.instagram.com/sghsnz)

 **Edge Parent Portal:**  
<https://parent.musac.school.nz>



If you have any queries or concerns regarding your child and their learning, please contact their Academic Tutor or Homeroom Teacher. Any questions relating to specific subjects should be directed to the subject teacher.

All staff are able to be contacted via email, please note that teachers are not always readily available during the day for phone calls as they may be teaching. Our Student Services Team will be able to provide assistance if required.

## **Our staff email format is:**

[firstname.lastname@southlandgirls.school.nz](mailto:firstname.lastname@southlandgirls.school.nz)

## **Our full staff listing can be found on our school website at:**

<https://www.southlandgirls.school.nz/staff/>



# Key Dates

## TERM DATES 2025

### Term One:

#### Friday 31 January - Friday 11 April

Thursday 6 February      Waitangi Day (school closed)

Easter falls over the school holiday period

### Term Two:

#### Monday 28 April - Friday 27 June

Monday 2 June      King's Birthday (school closed)

Friday 20 June      Matariki (school closed)

### Term Three:

#### Monday 14 July - Friday 19 September

### Term Four:

#### Monday 6 October - Friday 5 December

Monday 27 October      Labour Day (school closed)

## IMPORTANT DATES TERM 1 2025

|                  |  |
|------------------|--|
| 22 January       | School Office opens                              |
| 31 January       | Welcome Ceremony/Pōwhiri                         |
| 11 February      | Parent information evening for Years 7, 8, 9, 11 |
| 11 / 12 February | School photos                                    |
| 12 - 14 February | Year 13 camp                                     |

*Dates and Events are subject to change*

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# Our Senior Leadership Team



**JOHN GROGAN**  
DEPUTY PRINCIPAL



**ROWANA MCNAUGHT**  
ASSISTANT PRINCIPAL



**LEE PIRINI**  
ASSISTANT PRINCIPAL



**AMANDA TIPLADY**  
HEAD OF JUNIOR SCHOOL



# Wellbeing Services for Students

At SGHS, we provide a positive, caring environment where students feel valued and able to achieve to the best of their ability. We know students are more successful in all aspects of their life when they are confident and have a sense of belonging at school. Our Wellbeing Services offer an extra layer of support to ensure that students feel safe, happy and develop positive relationships built on emotional resilience, resourcefulness and relationship building.



**MORGAN HUNTER**  
EDUCATIONAL PSYCHOLOGIST  
AND HEAD OF GUIDANCE  
[morgan.hunter@southlandgirls.school.nz](mailto:morgan.hunter@southlandgirls.school.nz)



**LEANNE GILMOUR**  
GUIDANCE COUNSELLOR  
[leanne.gilmour@southlandgirls.school.nz](mailto:leanne.gilmour@southlandgirls.school.nz)



**MARGARET ERECKSON**  
SPECIAL NEEDS  
CO-ORDINATOR (SENCO)  
[margaret.ereckson@southlandgirls.school.nz](mailto:margaret.ereckson@southlandgirls.school.nz)



**SONYA LIGGINS-WALTERS**  
GUIDANCE COUNSELLOR  
[sonya.liggins-walters@southlandgirls.school.nz](mailto:sonya.liggins-walters@southlandgirls.school.nz)



**RACHEL SMITH**  
CAREERS ADVISOR  
[rachel.smith@southlandgirls.school.nz](mailto:rachel.smith@southlandgirls.school.nz)



**SARAH RABBITT**  
HEAD OF LITERACY SUPPORT  
[sarah.rabbitt@southlandgirls.school.nz](mailto:sarah.rabbitt@southlandgirls.school.nz)



# Year Level Co-ordinators 2025

**YEAR 7**

Shona Skelt  
Elaine McEvoy

**YEAR 10**

Sarah Rabbitt  
Courtney Hansen

**YEAR 8**

Hannah Krammer  
Eddie Peters

**YEAR 11**

Elizabeth Roy  
David Beadle

**YEAR 9**

Carl Ereckson  
Megan Shayler

**YEAR 12**

Zara Parsons

**YEAR 13**

Nicola Hawkes

## Daily Timetable

School starts at 8:50 am and finishes at 3:10 pm

| Mon               | Tues              | Wed              | Thurs             | Fri                          |
|-------------------|-------------------|------------------|-------------------|------------------------------|
| P1: 8:50 - 9:50   | P1: 8:50 - 10:15  | P1: 8:50 - 10:15 | P1: 8:50 - 10:15  | P1: 8:50 - 9:50              |
| P2: 9:55 - 10:55  | Interval          | Interval         | Interval          | P2: 9:55 - 10:55             |
| Interval          | P2: 10:35 - 12:00 | P2:10:35 - 12:00 | P2: 10:35 - 12:00 | Interval                     |
| P3: 11:15 - 12:15 | Lunch             | Lunch            | Lunch             | P3:11:15 - 12:15             |
| Lunch             | TT 12:50 - 1:05   | TT 12:50 - 1:05  | TT 12:50 - 1:05   | Lunch                        |
| P4: 1:05 - 2:05   | P3: 1:10 - 2:05   | P3: 1:10 - 2:05  | P3: 1:10 - 2:05   | AT / Assembly<br>1:05 - 2:05 |
| P5: 2:10 - 3:10   | P4: 2:10 - 3:10   | P4: 2:10 - 3:10  | P4: 2:10 - 3:10   | P4: 2:10 - 3:10              |



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# Attendance

The Ministry of Education Guidelines are that students should attend school at least 90% of the time. If someone were absent 10% of the time this is equivalent to 1 day of absence per fortnight.

## Absences

### Sickness, Medical and Dental

Parents/Caregivers should notify the school no later than 8:50 am by either:

- Edge App (preferable)
- Email: [absences@southlandgirls.school.nz](mailto:absences@southlandgirls.school.nz)
- Telephone: (03) 211-6030

### All other absences i.e. holidays, other appointments

A note is to be brought to the principal before school starts for the day.

### Absences due to illness 3-days or more

A medical certificate is required and these must be handed in at Student Services. This process is critical in the event that a student is sitting any assessment or exam.

### Students leaving the school during the day for an appointment

- Must collect a pass from Student Services as soon as possible so they can leave class.
- Must sign out and in at Student Services.

### Sickness during the day

- Students who are unwell during the school day get a pass from a teacher to go to Student Services where they will be assessed. Student Services will contact home if necessary.
- Under no circumstances should a student contact home if unwell. It is an important safety procedure that Student Services contact parents/caregivers.
- Panadol and throat lozenges are not available from the school

### Lateness to School

- All students who arrive late to school must report to Student Services on their arrival.

***Ongoing absences and lateness to school result in significant learning challenges***

If you need to collect your child during the school day without prior arrangements, you must notify Student Services prior to collecting them.

Student Services is open from 8:30 am - 4 pm  
Monday - Friday (Term Time only)  
Phone: 03 211 6030





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# Fees & Payments

## **Student Utility Fee \$125.00** *per student*

This compulsory fee covers the costs incurred by individual students throughout the year including:

Non-Ministry funded facilities, generational badges, school magazine, school vans, postage, ENS attendance alerts, library computers, library books, lunchtime recreational activities and equipment, whole school activities such as the school sports day and colour run; medical supplies, additional personal photocopying and annual photos of whole school groups for the school archives.

## **School Donation \$75.00** *per student*

Our parents help provide a quality education for our students by giving a voluntary contribution. The donations are used to give your child opportunities beyond what is funded by the government.

- Resources to support student's learning such as technology equipment for specialist subjects like Robotics, Digital Technology, Music and the Performing Arts.
- Employing more than four extra staff so we can offer a wide range of subject choices.
- Subsidising curriculum trips within our wider community, including teacher relief costs. These trips provide an important link between the classroom and learning in the real world. Students have the opportunity to explore future career pathways in a practical environment.
- You can claim one third of the donation or partial donation as a tax credit at any time of the year, or for any of the previous 4 years.



# Fees & Payments

**PTA Subscription \$30.00** *per family*

Our Parent's Association contributes much in the way of resources to the school each year. The PTA supports the breakfast club, and extra resources to many departments within the school, including PE, Performing Arts, English, Science, Art, Music and Technology.

The Parent's Association is always looking for parents and whānau to join their group who give so generously of their time to the school. However, if you cannot donate your time, the donation of \$30.00 is a wonderful alternative to support the PTA and the work they do.

## Board of Trustee Payment Procedure

**Board financial procedure requires payment in full, by the due date for your child to purchase resources, participate in sports or attend trips/events.**

- Payments received will be allocated to the oldest unpaid fees and charges owing on your child's account first.
- Extra-curricular activities operate on a "pay before you play" policy.
- All student's school accounts must have a zero balance by the end of Term 4 of the academic year eg. by Dec 2025.
- The Student Utility Fee is due by March

### Payment Options available:

- Via our SGHS Online Store
- Direct Credit
- Instalments
- Automatic Payments: an AP form is available on our website
- Eftpos (available at Student Services)
- Cash

**Account Name:** Southland Girls' High School

**Account Number:** 12-3434-0028928-001

### To correctly identify you and your payment, please enter:

- Particulars: Payment detail eg. trip name, resource purchased
- Code: Student's AT class
- Reference: Student's last name



**SGHS**

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# School Policies

Our school works with SchoolDocs for our school policies. SchoolDocs updates, modifies or creates policies in response to changes in legislation or Ministry of Education Guidelines, significant events, reviews/requests from schools and regular reviewing from SchoolDocs.

To view our school policies on the SchoolDocs site please visit the link below:

- <https://southlandgirls.schooldocs.co.nz>
- Username: southlandgirls
- Password: respect



# Uniform

The school uniform is smart and distinctive. It is instantly identifiable and iconic. Both the winter and summer uniforms with their various combinations allows for comfort. We expect all students to wear the correct uniform at school, including outside of school when required. The **Red** Shoes lead the way allowing students to stand out and be proud. Generations of old girls remember their days in the red shoes with pride and a sense of belonging.



## Summer



- Summer dress
- Red V neck jersey
- School Blazer
- Red lace up shoes
- Plain white fold over ankle socks. (*NOT, short ankle socks or knee high length, no branded socks e.g. Nike*)
- School Jacket, or a plain black jacket can also be worn
- Summer Uniform is usually worn in Terms 1 and 4, depending on weather.

## Winter



- Kilt
- SGHS White, drop neck short or long sleeved blouse
- School tie
- School Blazer
- Red lace up shoes
- Navy tights or navy **over the knee** socks
- School Jacket, or a plain black jacket can also be worn
- Scarf - optional
- Winter Uniform can be worn all wear round on cooler days. It is compulsory in Terms 2 and 3 in the cooler months.

## Sport / PE



- PE Top
- Navy shorts
- Long sleeve sports top - optional; but is required for any cultural or sporting events
- Sneakers - preferable non marking soles

## Uniform Shop

- The school has two uniform shops available for purchasing items; the new uniform shop and the 2nd hand uniform shop.
- Please contact our Student Services team to make an appointment.
- You can also purchase some new uniform items via our online store: <https://store.southlandgirls.school.nz/>
- Please note: payment is required at time of purchase.



# FAQ's

*Frequently Asked Question's*

- **What happens if my child can't wear their full uniform?**

They must bring a note from you to the Principal/Deputy Principal to receive a pass for not being in correct uniform.

- **What if my child feels unwell during the day?**

Please refer to the procedures on page 7 of this booklet.

- **What if my child's device is damaged or broken at school?**

Your child is responsible for the care and safety of their device. The school does not accept any responsibility for loss or damage. Our advice is to make sure that the device is covered by your own insurance. We do provide free Wifi.

- **How much homework will my child have?**

This depends on their subject teachers, and of course, how hard they work in class to complete set work. There is nothing to stop students reviewing their daily work each night. In fact, we recommend it. If you have concerns please contact their Academic Tutor / Home Room Teacher. Recommended reading is always suitable homework.

- **Can my child wear makeup-or nail polish with their uniform?**

No, students are not permitted to wear foundation, eye makeup, lipstick or nail polish with their uniform. Fake or gel nails are not permitted.

- **Can my child be released to anyone other than a listed caregiver?**

No, Student Services will only release students to caregivers who are listed on the student's file. If you want your child to go home with another caregiver you will need to provide written permission for this to occur. Please ensure you keep all your contact details up to date.

- **Is my child allowed to leave during lunchtime to buy food or have fast food delivered?**

No, our school FoodHub offers a very comprehensive list of hot and cold food available for purchase. We also have a 'heat up' option if students bring their own food to school.

- **Can my child have a facial piercing?**

No. Nor can a student have a facial piercing covered with tape or a plaster. If a student comes to school with one, they will be asked to remove it or parents will be contacted to take their child to have it removed.

- **Can my child wear jewellery?**

Students are permitted to wear only one earring in each ear (1 small stud/keeper), and a watch.

- **What colour hair can my child have?**

Normal colour way of blonde/black/brown/auburn. Not a combination of colours. Please do not allow them to put blue/red/pink/green/purple/orange etc in their hair. They will be asked to have the colour removed. Neither coloured hair extensions or beads are permitted.

- **Why does my child have to tie their hair up?**

Health and Safety reasons require students to have their hair tied back from their face. This also helps prevent headlice from spreading. Hair accessories/hair ties are to be neutral, red or navy coloured.

***All students know the answers to these questions, so please don't be fooled/persuaded otherwise.***



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# Communication

At Southland Girl's High School, we value open and clear communication between home and school.

## Friday Flyer

The Friday Flyer is sent every two weeks to our registered parents/caregivers. It provides a snapshot of upcoming events, key dates, and reminders. It is available to view via the Edge app, school website and is emailed to parents/caregivers.

## Website

Our website contains any information you maybe looking for in regards to SGHS; bus routes, stationery lists, term dates, trips and activities information, permission forms, curriculum information and latest school news are just some of the information that can be accessed here.

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

## Social Media

**Facebook** is used to celebrate our students and school achievements. The page is updated regularly. You do not need to have a Facebook account to access the school page (search for SGHSNZ).

**Instagram** is used to focus on student life at SGHS. Updated each day we take you inside the red doors and show you what student life really looks like (search for sghsnz).

## Direct Email

We will email various notices and updates via the school email system. Email addresses need to be kept up to date. Please contact Student Services if you need to update details. Please check your emails regularly so information is not missed.

## Text Messaging

When required the school will text the legal guardians of our students for any important or urgent school wide announcements. We recommend you keep Student Services up to date with your most recent contact information.



# Edge Portal *For parents and students*

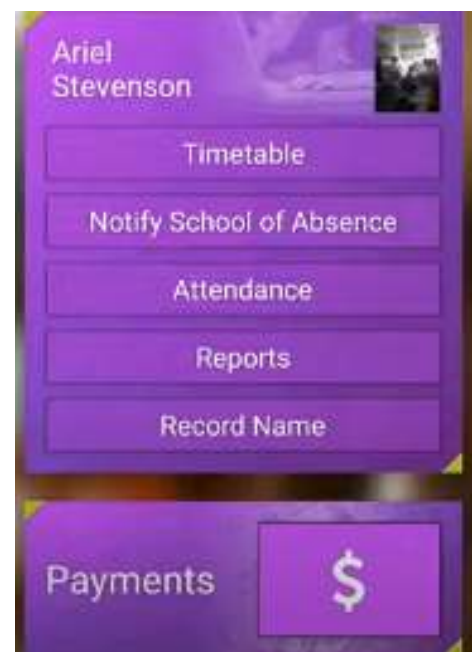
The Edge Portal is a very useful tool for students and parents/caregivers to track information relating to timetables, academic reports, absences, attendance, account balances, and daily student notices.

It can be accessed through your mobile phone by downloading it from your Apple store or Google Play store, desktop, or our school website. Instructions on how to access the Edge Portal can be found on our school website <https://www.southlandgirls.school.nz/edge-app-information/>

Alternatively, please contact Student Services for the instructions.

Once you have downloaded it, you can log in using the registered email address with the school.

If you need to update your contact details please inform Student Services directly, information can only be amended by the school.



# Parent Help *For sports and trips/events*

We are always pleased to welcome parent assistance for sports teams, trips and events. If you are interested in being part of these activities **you will need to be Police Vetted by SGHS and complete an Adult Volunteer Form**. These can be found on our website: <https://www.southlandgirls.school.nz/eotc-parental-help-information/>



Police Vetting can take up to 20 working days to process via the NZ Police Vetting System. Our recommendation is if you are interested in being involved that you complete the police vetting form no earlier than 6 months in advance.



# EOTC

*Education Outside The Classroom*

**All students will be required to have an EOTC blanket consent form, completed and signed by their parent/caregiver when they join Southland Girls' High School to be able to participate in low-risk EOTC events.**

**This covers all low risk events. The details provided on this form remain confidential to school staff, contractors and volunteers who supervise activities on EOTC events held. All activities will be supervised by SGHS staff.**

### **The EOTC form covers:**

- Visits to local schools for academic events [such as SMAC Maths and Speech competitions]
- Use of Queens Park grounds for learning opportunities
- Visits to local businesses for extension learning opportunities
- Visits to SIT for learning extension opportunities
- All events at Stadium Southland where Stadium staff have direct contact with students and are responsible for their physical welfare
- Local Gymnasiums for sporting extension opportunities
- Local sporting grounds [such as Hockey Turfs and Football grounds] for day events only. This form does not cover weekly sporting competitions, there will be specific permission forms for these competitions.
- Driving Ranges and other sport specific institutions and locations
- Local walking tracks that are deemed 'low risk' such as Daffodil Bay and Seaward Downs

Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities, hazardous environments or the event continues overnight, specific consent will be required. At the time of seeking further consents, you will also be asked to update the health and contact information held by the school.

- Any activity or event which incurs a cost will also require a specific consent form

All information provided must be accurate and completed in full, so we are able to plan appropriately for EOTC events.





# Parent/Teacher/ Student Interviews

## PERSONAL LEARNING CONFERENCES (PLCs)

The New Zealand Curriculum (2007) expects students to be actively involved in their own learning. Goal setting is one aspect of this, as are Personal Learning Conferences. We see the Personal Learning Plan as the main focus of conferences, as students share their progress over time and discuss their learning goals with their parents/caregivers and teachers. The aim is for students to develop the skills to confidently articulate where they are in their learning, what they need to do next, and how best to achieve this. Students who are skilled in articulating their own learning consistently perform better.

### For students, the conferences are an opportunity to:

- Develop and extend their ability to talk about learning
- Deepen their relationship with their parents/caregivers around their school learning, to celebrate what has been learnt
- Shape their ability to clarify what they are learning and assess their own progress
- Reflect on their learning and modify it as a result of this reflection

### For parents, the conferences are an opportunity to:

- Actively and meaningfully support their child in their learning
- Understand more fully what their child is learning and the progress they are making
- Support the child with their goals
- Enjoy a rich, learning-orientated conversation with the child and their teacher
- Be aware of how much the child is taking responsibility for their own learning

**For teachers, the conferences enable them to accurately assess how students are progressing in developing the full archway of assessment and learning capabilities. It provides a powerful opportunity to build the partnership with both the student and the parents. The teacher also learns how the student:**

- Really understands what they are intending to learn or have learnt
- Is able to assess their progress in that learning
- Is able to reflect on learning; what has worked, what has not, what have been the barriers and outline the solutions.
- Has a sense of what the next steps in the learning will be.

Dates: for all year levels, school is closed on these days.

- 17 March 2025, 9 am - 6 pm
- 18 August 2025, 9 am - 6 pm

## PARENT - TEACHER SUBJECT INTERVIEWS; for Year 9-13 only

Provide an opportunity for parents, students and teachers to discuss feedforward that has been provided to students to enhance achievement.

Date:

- 13 May 2025, 3:30 pm - 6 pm

*Dates are subject to change*



# The FoodHub

Southland Girls' High School is proud of our FoodHub which produces fresh and nutritious food each day for our students to purchase.

It is open to students at both interval and lunchtimes - we firmly believe that students need to fuel their minds and bodies to be successful learners.

Your child can pre-order and pay for their lunch meals at interval break.

We accept cash and eftpos for payment.

Students are not allowed to leave the school grounds to purchase food and takeaways from other food outlets.



# Heat Ups

- This is run by our senior students and is supervised by staff at lunchtimes
- The Heat Up area is located next to the Performing Arts Theatre
- Food for the heat up cabinets must be brought at interval, with your child's name and AT/Homeroom written on it. We recommend using vivid markers.
- They will be given a ticket number to collect their item
- Food items must be collected within the first 15 minutes at lunchtime
- Services provided are; hot water for noodles, heat up cabinets and microwaves to reheat food
- Students must bring their own cutlery - the school does not provide this
- This is a free service and doesn't cost students to use



# Cell phone Policy

- Students cannot use a cellphone whilst on the school site from 8:50 am – 3:10 pm
- All cellphones must be left at home or switched off and in the student's bag
- Airpods/Headphones may not be used if linked to a cellphone
- Exemptions for medical reasons can be applied for to the Principal

**Whenever a student is found with their cell phone out, they will be sent with a note from a teacher to hand it into Student Services:**

- First 2 times; when a student hands in their cell phone, they can pick it up at the end of the day.
- 3rd time; the cell phone will need to remain at Student Services until a caregiver can pick it up, and the student will not be able to bring their cellphone to school for two weeks.
- 4th time; students will not be able to bring a cellphone to school for four weeks.
- Any more offences, the time students will have to leave their cellphone at home will be double. e.g. 5th offence = 8 weeks.
- If a student continues to choose not to follow these guidelines then they may face further more serious consequences for ongoing non compliance.

If you have an urgent message for your child, please ring Student Services on 03-211-6030. It is also permissible for you to send your child an email which they can pick up on their device (Chromebook/laptop).

When students are released at 3:10 pm they can take their cellphone out and check for any messages.

## Bullying and Other Issues

No school accepts bullying. Our biggest problem is when parents/students don't tell us there is a problem. If your child is experiencing bullying or has any issues that require attention, it is important for them to report these concerns to their Homeroom Teacher, Academic Tutor, or any staff member as soon as possible. We strongly encourage all students to seek help at school before leaving for the day. ***"Tell your teacher before you go home if you have worries, concerns or issues"***.

SGHS maintains a strict no-tolerance policy towards bullying, and we are committed to providing a safe and supportive environment for all our students.

We expect that if students see or hear something they know is wrong, they will tell an adult at school. ***"See something, Say something"***

By addressing these issues promptly, we can work together to ensure that all students feel respected and valued.



