

# Student Handbook

Lynfield College | 191 White Swan Road | Mt Roskill | Auckland 1041  
Phone: 627 0600 | Email: [admin@lynfield.school.nz](mailto:admin@lynfield.school.nz) | [www.lynfield.school.nz](http://www.lynfield.school.nz)



LYNFIELD  
COLLEGE

Name: \_\_\_\_\_

Hui mai: \_\_\_\_\_ Hui mai Room: \_\_\_\_\_

Hui mai Teacher: \_\_\_\_\_ Dean: \_\_\_\_\_

House: \_\_\_\_\_ House Colour: \_\_\_\_\_

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## Staff

### MANAGEMENT

**Principal:** Ms C Knell

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

**Assistant Principal:** Mr R Newbrook

### DEANS

**Year 9 Dean:** Mrs S Reynolds

**Year 10 Dean:** Ms H Arthur

**Year 11 Dean:** Mr S Braithwaite

**Director of International Education:** Ms J Bradley

**Year 12 Dean:** Mr J Appleby

**Year 13 Dean:** Mrs R Prasad

**Academic Advisor:** Mr N Waddington

### FACULTY LEADERS

**Creative Arts:** Ms S Allpress

**Health and PE:** Mr E Dye

**Languages:** Mrs J Moss

**Mathematics and Statistics:** Mr B Coop

**Science:** Mr R Eyre

**Humanities and Commerce:** Ms D Norman

**Technology:** Mrs S Wensor

**Student Services:** TBC

**DEANS' SECRETARY** Mrs S Kohler (Ext. 731)

**ATTENDANCE** Mrs K Grant (Ext. 729)

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## Student Services

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

**Centre Manager:** Mrs N Pin

**School Nurse:** Mrs F Duncan

**Counsellors:** Mrs C Hawke, Mr G Smith, Ms A Morris, Ms B Lin

**Careers Advisor:** Mr R Christie, Mrs E Harvey

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## Timetable

The school operates a 10 day timetable. The school day starts at 9.00 am and finishes at 3.10 pm.

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## *Student Groups, Leadership and Peer Support*

**ACADEMIC** | Maths Club, Science Club, Spoken Word, Robotics, Debating, Film and Photography, Model United Nations Club, Book Club, IPU TI Academic Workshops.

**MUSIC** | Piano, Guitar, Drums , Bass , Singing, Violin , Viola , Cello , Double Bass, Saxophone, Clarinet, Flute , Trumpet, Trombone , Songwriting.

**SERVICE AND LEADERSHIP** | Student Executive, Student Council, Hui mai representative, Academic Council, Sports Council, Cultural Council, Peer Support, Safe Schools, HERG, Shakti Group.

**CULTURE** | Chinese Group, Christian Group, Cook Island Group, Feminist Group, Fijian Group, Filipino Group, Gujarati Group, Indian Group, Japanese Group, Kapa Haka Group, Korean Group, Middle Eastern Group, Niuean Group, Noodle Club, Punjabi Group, Samoan Group, Tongan Group, UK Group, Muslim Prayer Groups.

**OTHER** | Anime Club, Skittles Group, Drama Club/Production, Dance Troupe, HERC, Skittles, Shakti, SADD, Dungeons and Dragons Club, Tabletop Club, Fashion Club, Knitting Crew, Culinary Club, Feminist Club.

**SPORTS** | Athlete Development , Running Club, Chess Club, E-sports, Archery, Athletics, Badminton, Basketball, Cricket, Cross Country, Curling, Cycling, Dragon Boating, Football, Golf, Gymnastics, Hockey, Kilikiti, Netball, Orienteering, Rock Climbing, Rugby, Rugby League, Softball, Squash, Swimming, Table Tennis, Tag, Tennis, Touch Cricket, Volleyball, Waterpolo.

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## *Attendance*

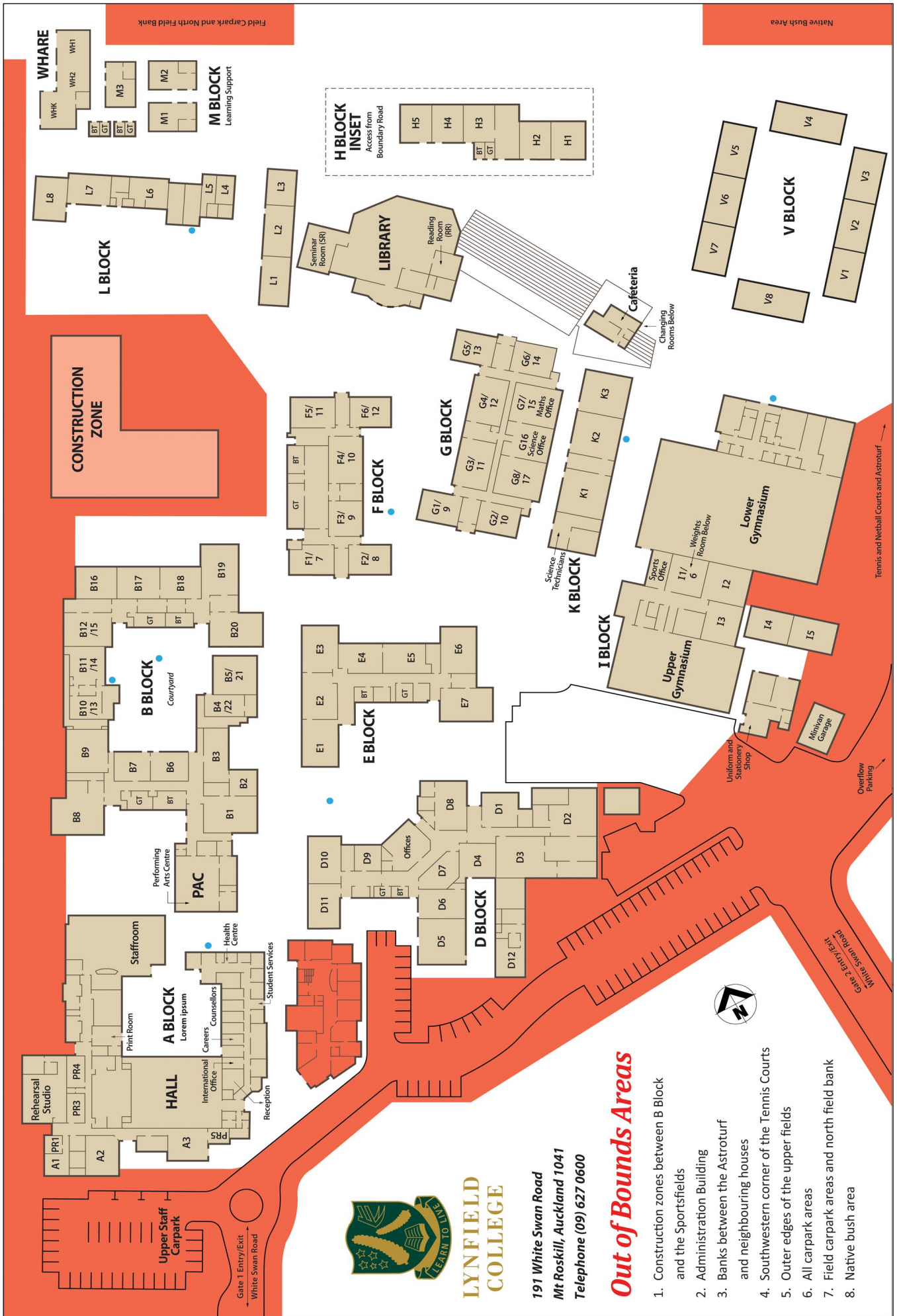
A high level of attendance is a prerequisite for successful learning. For absences, parents must call the College in the morning (extension 729) or email the Attendance Officer at: [absence@lynfield.school.nz](mailto:absence@lynfield.school.nz)

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## *Uniform*

The school requires that the Lynfield uniform is worn when students are at school or when travelling to and from school. Outside school hours students are to be in either complete school uniform or complete non uniform and not a mix of the two. The uniform is available from the College's uniform shop only. Payment can be made by cash, online banking and eftpos.





**LYNFIELD COLLEGE**

191 White Swan Road  
 Mt Roskill, Auckland 1041  
 Telephone (09) 627 0600

**Out of Bounds Areas**

1. Construction zones between B Block and the Sportsfields
2. Administration Building
3. Banks between the Astroturf and neighbouring houses
4. Southwestern corner of the Tennis Courts
5. Outer edges of the upper fields
6. All carpark areas
7. Field carpark areas and north field bank
8. Native bush area

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## ***Expectations of a Lynfield College Student***

These expectations are to make sure that Lynfield College is a safe place to be for students, staff and all members of the community. They are also intended to protect the integrity of Lynfield College. Acceptance of these rules is a condition of enrolment.

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

- Attend school, be punctual and be absent for justified reasons only
- Wear full and correct uniform to and from school, at school and on school activities as required
- Participate respectfully in all learning activities and allow others to do so
- Respect the teaching, guiding and mentoring roles of all adult staff in the school
- Respect all property
- Remain in approved areas of the school grounds at all times unless given permission to leave.
- Uphold the Lynfield College Korowai of Values and the ICT Code of Conduct

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

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

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

## **SUBSTANCE ABUSE**

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

## **INAPPROPRIATE ITEMS**

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

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

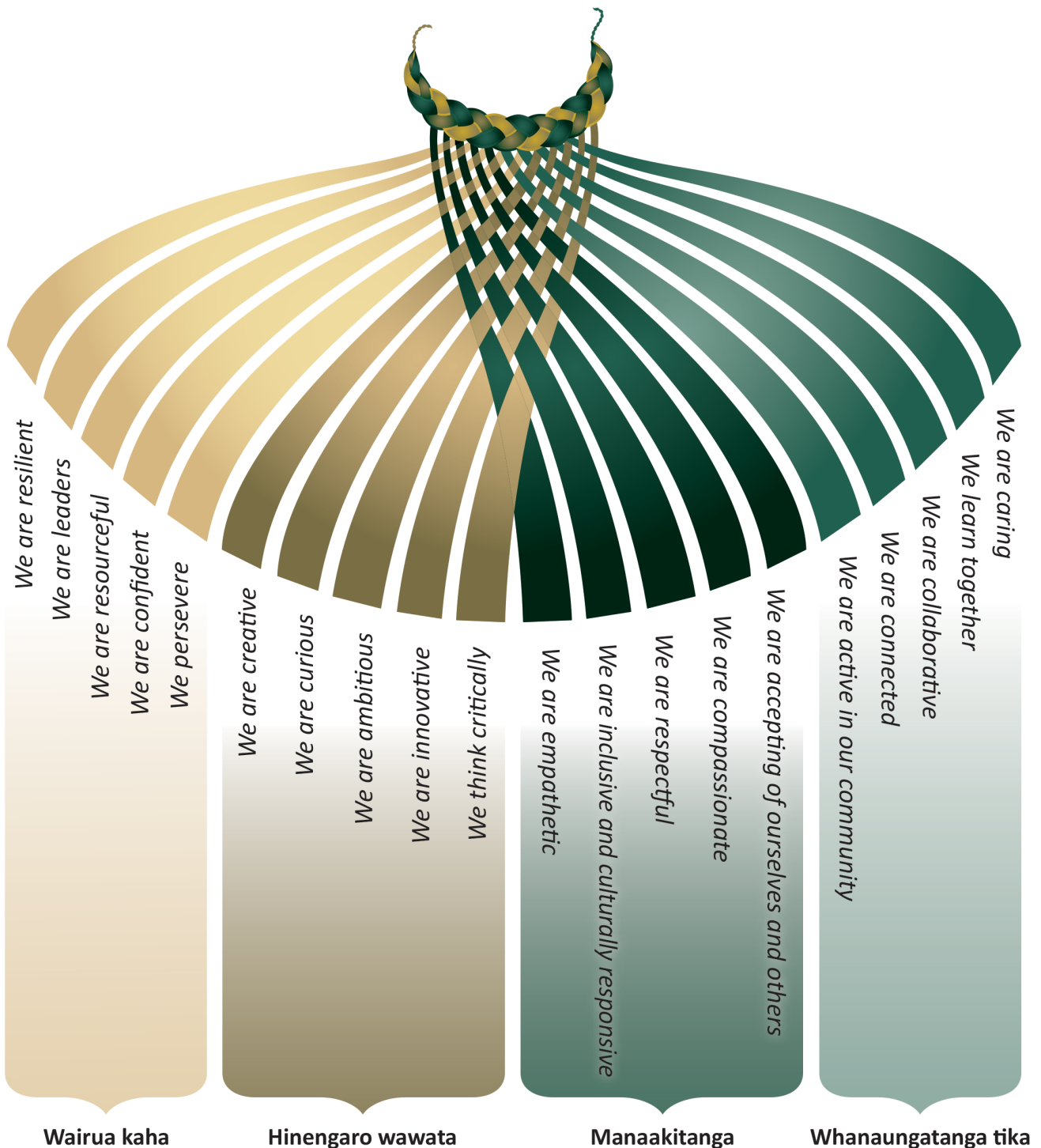


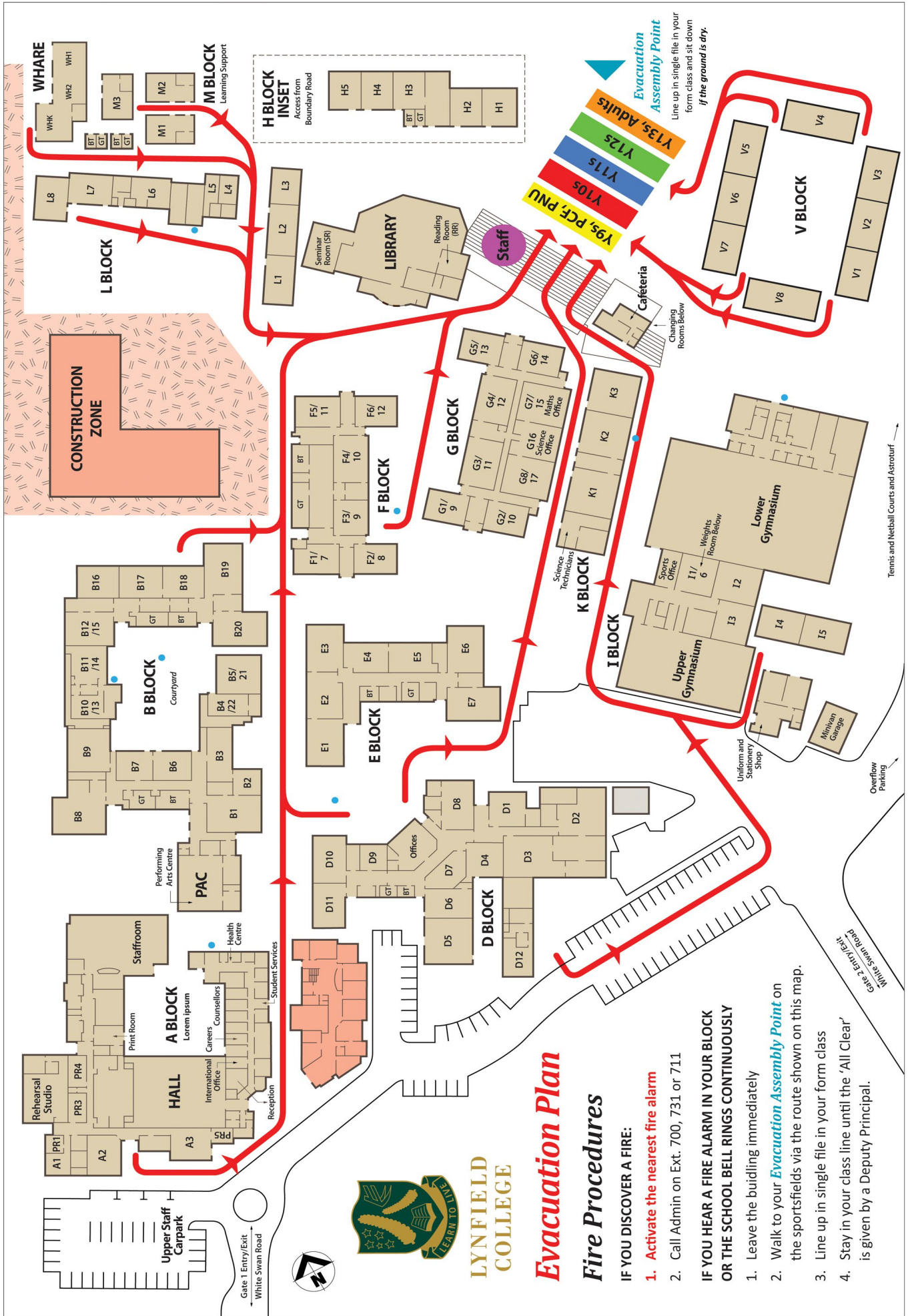


# LYNFIELD COLLEGE

## KOROWAI *of* VALUES

Our values have been developed through consultancy with akonga, whānau and the community.





## Evacuation Plan

### Fire Procedures

IF YOU DISCOVER A FIRE:

1. Activate the nearest fire alarm
2. Call Admin on Ext. 700, 731 or 711

IF YOU HEAR A FIRE ALARM IN YOUR BLOCK OR THE SCHOOL BELL RINGS CONTINUOUSLY

1. Leave the building immediately
2. Walk to your Evacuation Assembly Point on the sportsfields via the route shown on this map.
3. Line up in single file in your form class
4. Stay in your class line until the 'All Clear' is given by a Deputy Principal.

**Evacuation Assembly Point**  
Line up in single file in your form class and sit down if the ground is dry.

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## ICT Code of Conduct

The computers at Lynfield College are provided for students to use for recognised educational purposes. The use of these computers, any devices and/or associated Information Communication Technologies (ICT) is dependent on you meeting the following conditions. When you signed the Lynfield College Enrolment form you agreed to comply with the following statements:

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

### I WILL:

- Use all computers and ICT-related equipment with care and respect
- Report any problems or difficulties to a staff member
- Be careful not to waste computer resources as I may be responsible for costs
- At all times conduct myself as a digital citizen

### I WILL NOT:

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

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## CAMERA SURVEILLANCE (CCTV)

The Lynfield College School Board has a duty of care in providing and maintaining a work and learning environment that is without risk to health and safety. To ensure the safety of staff and students, and to provide transparency should there be an incident, the Board has authorised the use of camera surveillance. In obtaining images from the CCTV, the College will comply with the Privacy Act 2020. CCTV images are to be used or disclosed only for the original purpose for which they were collected.

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## Parent Portal and Schoology

Learning at Lynfield is a partnership between home, school, and the student. We know that parents and whānau want information about how you can support your child in their learning.

**Schoology** is a website where teachers put information about what learning is taking place. Students use Schoology to get resources, follow activities, and submit work. Parents/caregivers can view the courses to see what their child is learning and what events are coming up.

The **Parent Portal** is where you can access your child's academic results, attendance, groups, and calendar. This is an app which you can download from any app store.

The login and password are the same for Schoology and the Parent Portal. You can also contact the school at any time if you forget your login details.

*We encourage parents and whānau to regularly look at Schoology and the Parent Portal so you can talk with your child about what they're learning, their achievement, and what they need to focus on to be successful.*

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## Emergency Procedures

There are two main **Emergency Procedures** for Lynfield College

- 1. EVACUATION: Signalled by a continuous ringing of the school bell and or evacuation siren.**
  - Close all windows and leave the building immediately by the nearest exit
  - Move to the main sports field in front of the deck
  - Assemble in your form class at the area allocated to your year level.
- 2. LOCKDOWN: Signalled by the intermittent ringing of the school bell for 2 minutes.**
  - Move to the middle of the room
  - Lie on the floor
  - Phones/devices turned off
  - Minimise noise and movement

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

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## Other Emergencies

**EARTHQUAKE: Drop, Cover and Hold**

**If in a classroom:**

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

**If in a hall or stairway:**

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

**If outside:**

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





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## What if ...

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

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

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

- You must bring a note from home
- Have this note signed by your Dean
- Take this note to Administration Reception where you sign out and are issued with an Exit Pass

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

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

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

- Take your note of explanation, signed by your parent/caregiver, to the Deputy Principal on duty in the Administration building as soon as you arrive at school
- You will be issued with either a 'uniform pass' or a 'loan' uniform item
- Non uniform items worn without permission could be impounded until collected by your parents/caregivers

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

- Go to Administration Reception and/or the PE office and/or Uniform Shop and check the 'Lost Property'
- Complete a 'Lost Item' report at Administration Reception

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

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

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

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

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

- Make an appointment to see your Dean

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

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

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

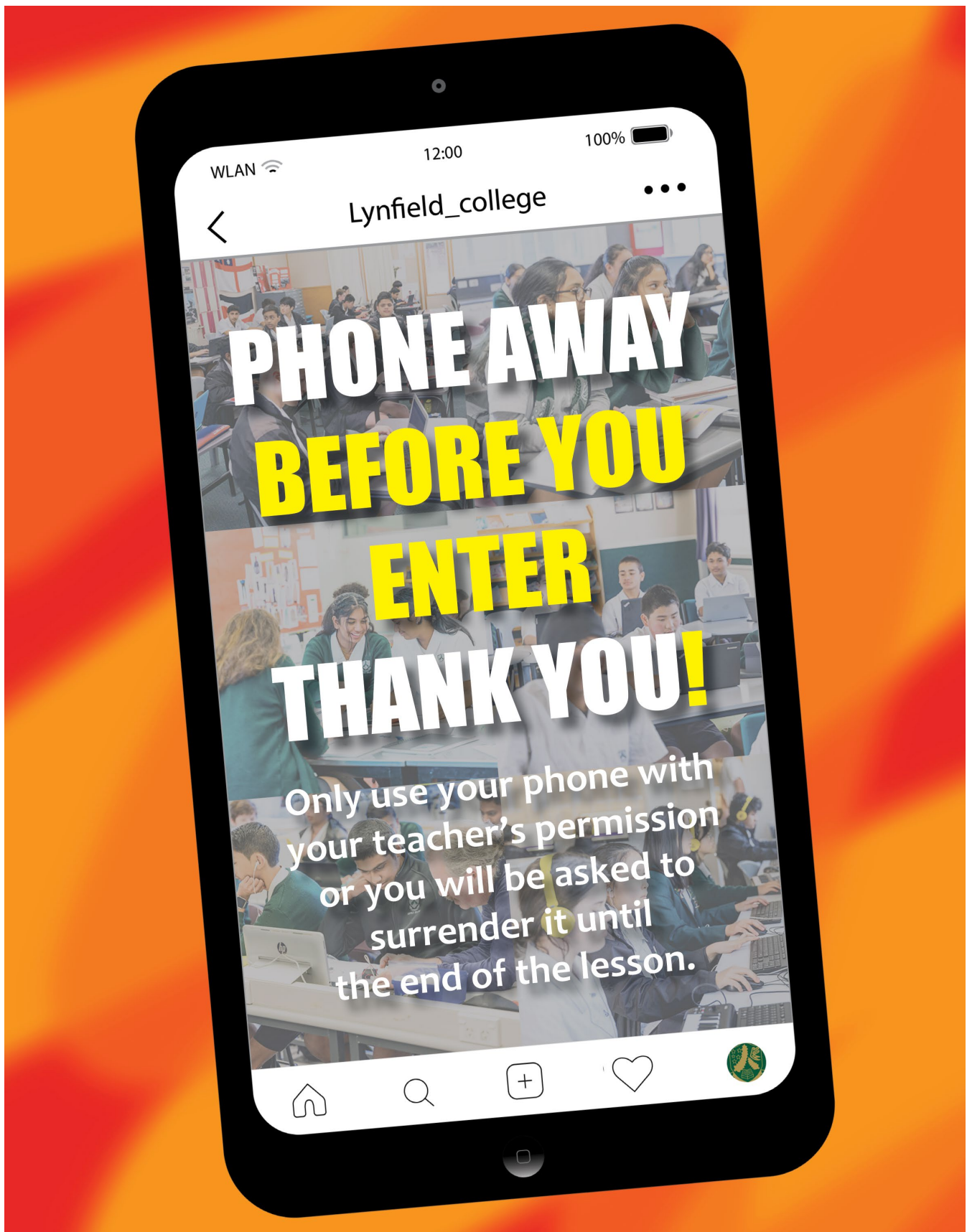
- A letter of request should be addressed to the Principal. If a student is absent from class due to a family decision to take holidays during term time, this will be classed as an 'unjustified' absence. No special consideration can be expected regarding the provision of work or missed assessments.

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

- School website
- Schoology
- Parent portal.

## Mobile Phone Use

Put your phones and headphones away whenever you enter a learning space. You are only allowed to use your mobile phone with the teacher's permission for specific learning activities.



# LYNFIELD COLLEGE

# CODE OF CONDUCT

As members of the Lynfield College community:

- We **respect** other people (students, staff, community), their opinions and their property
- We **do not tolerate** bullying of any kind
- We **do not discriminate** against anyone on the basis of:



ETHNICITY



RACE



SEXUALITY



DISABILITY



AGE



GENDER



RELIGION

If you are concerned about your safety, or see inappropriate behaviour, please talk to someone you trust, e.g. the Guidance Counsellors or your Hui mai Teacher.



***We work with each other to create  
a safe and rewarding learning environment***

APPROVED BY THE LYNFIELD COLLEGE STUDENT COUNCIL

