

Student Handbook

Lynfield College | 191 White Swan Road | Mt Roskill | Auckland 1041
Phone: 627 0600 | Email: admin@lynfield.school.nz | www.lynfield.school.nz



LYNFIELD
COLLEGE

Name: _____

Hui mai: _____ Hui mai Room: _____

Hui mai Teacher: _____ Dean: _____

House: _____ House Colour: _____

Staff

MANAGEMENT

Principal: Ms C Knell

Deputy Principals: Mrs G Clark, Mr E Dye, Ms S Harris, Ms S Hunt, Mr R Newbrook, Mr R Winn

DEANS

Year 9 Dean: Mrs R Prasad

Year 10 Dean: Mrs S Reynolds

Year 11 Dean: Ms H Arthur

Director of International Education: Ms J Bradley

Year 12 Dean: Mr S Braithwaite

Year 13 Dean: Mr J Appleby

Academic Advisor: Mr N Waddington

FACULTY LEADERS

Creative Arts: Mr G McLarin

Health and Physical Education: Mr D Smith

Language and Languages: Mrs J Moss

Mathematics and Statistics: Mr B Coop

Science: Mr R Eyre

Humanities and Commerce: Ms D Norman

Technology: Mrs S Wensor

DEANS' SECRETARY Mrs S Kohler (Ext. 731)

ATTENDANCE Mrs K Grant (Ext. 729)

LIBRARIANS Mrs V Bennett, Mrs A Rhodes (Ext. 600) | Hours: 8.00 am - 3.40 pm

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, Ms A Morris, Ms B Lin

Careers Counsellors and Gateway: Mr R Christie, Mrs E Harvey (*Located in the Library*)

Timetable

The school operates a 10 day timetable. The school day starts at 9.00 am and finishes at 3.10 pm. Students are expected to be onsite by 8.55 am.

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.

CULTURE | Chinese Group, Cook Island Group, Fijian Group, Filipino Group, Gujarati Group, Indian Group, Japanese Group, Kapa Haka Group, Korean Group, Middle Eastern Group, Niuean Group, Punjabi Group, Samoan Group, Tongan Group, UK Group.

OTHER | Anime Club, Christian Group, Culinary Club, Dance Troupe, Drama Club/Production, Dungeons and Dragons Club, Fashion Club, Feminist Club, Knitting Crew, Muslim Prayer Groups, Noodle Club, Skittles, Shakti, SADD, Tabletop Club.

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

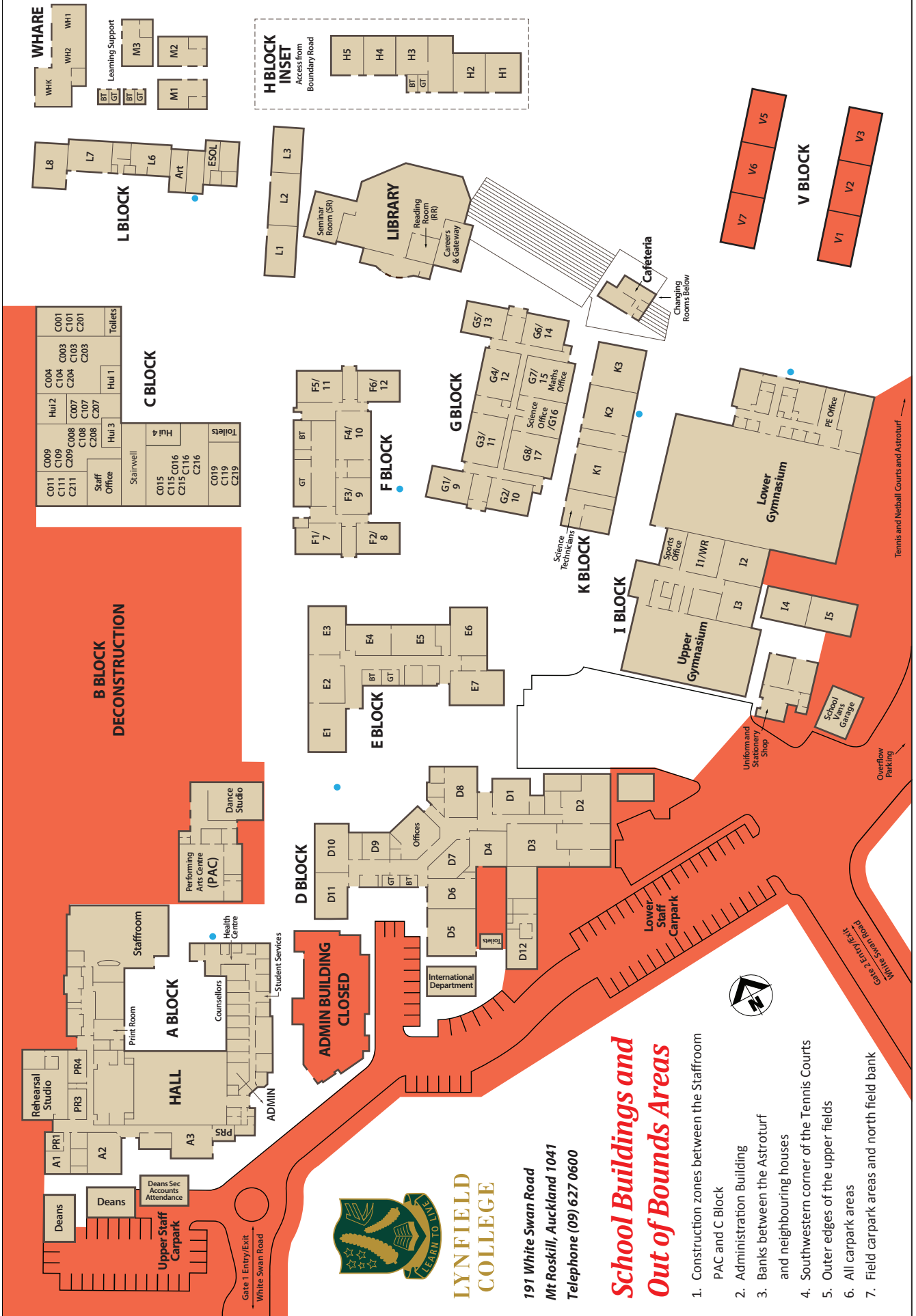
Attendance

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

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. Payment can be made by cash, online banking and eftpos.





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

School Buildings and Out of Bounds Areas

1. Construction zones between the Staffroom PAC and C Block
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

Expectations of a Lynfield College Student

These expectations are to ensure that Lynfield College is a safe place for students, staff and all members of our whanau and 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.

BANNED ITEMS

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

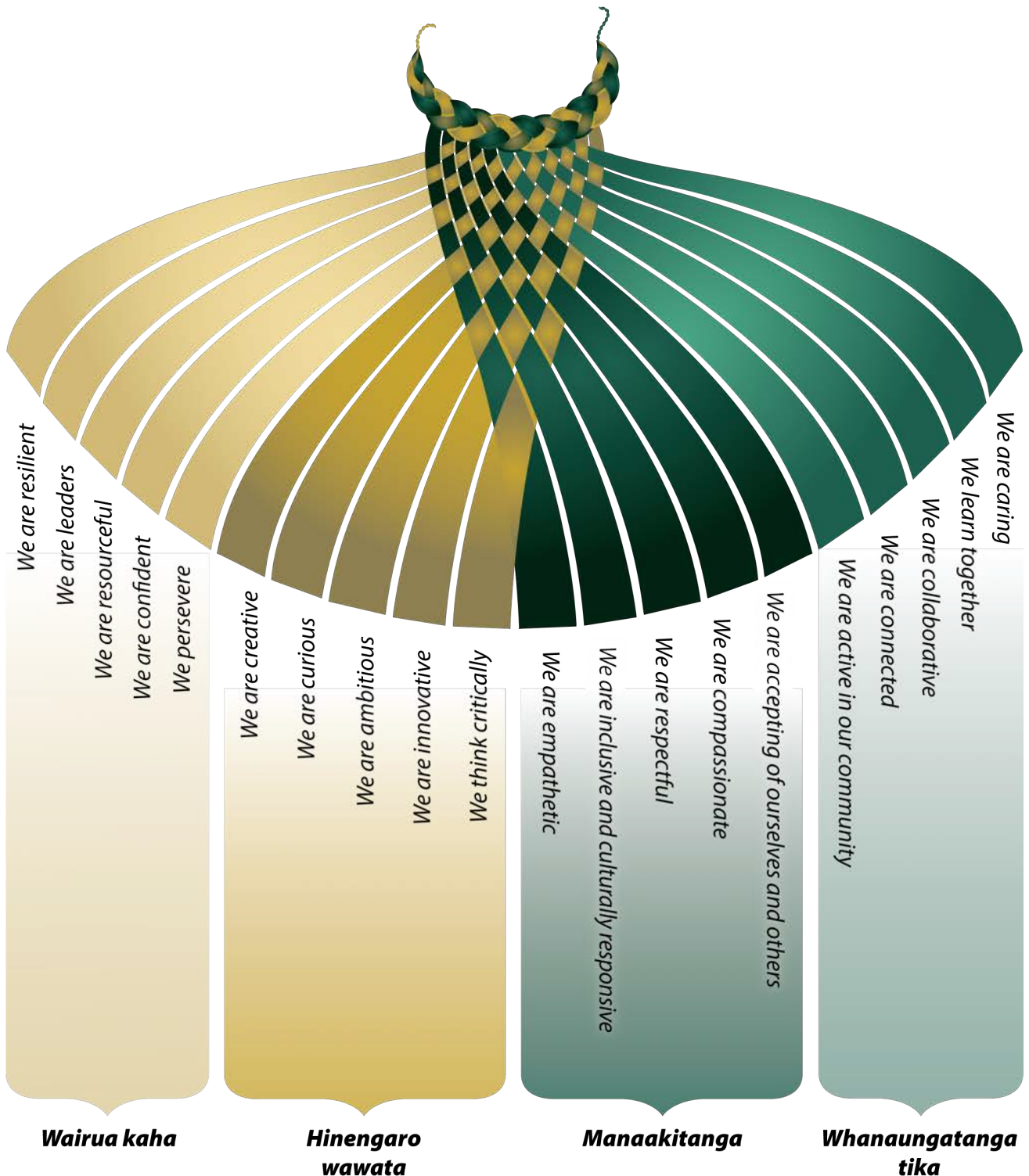
- *Dangerous materials, weapons, tools, explosives (including craft knives, fireworks and chemicals), water pistols or pretend/imitation weapons*
- *Drugs and equipment associated with their use, solvents, cigarettes, tobacco, tobacco look-alike products, matches, cigarette lighters, alcohol, spray paint, permanent marker pens, vape devices and related vaping solutions*
- *Skateboards 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.



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 bypass 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.

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.

SchoolBridge

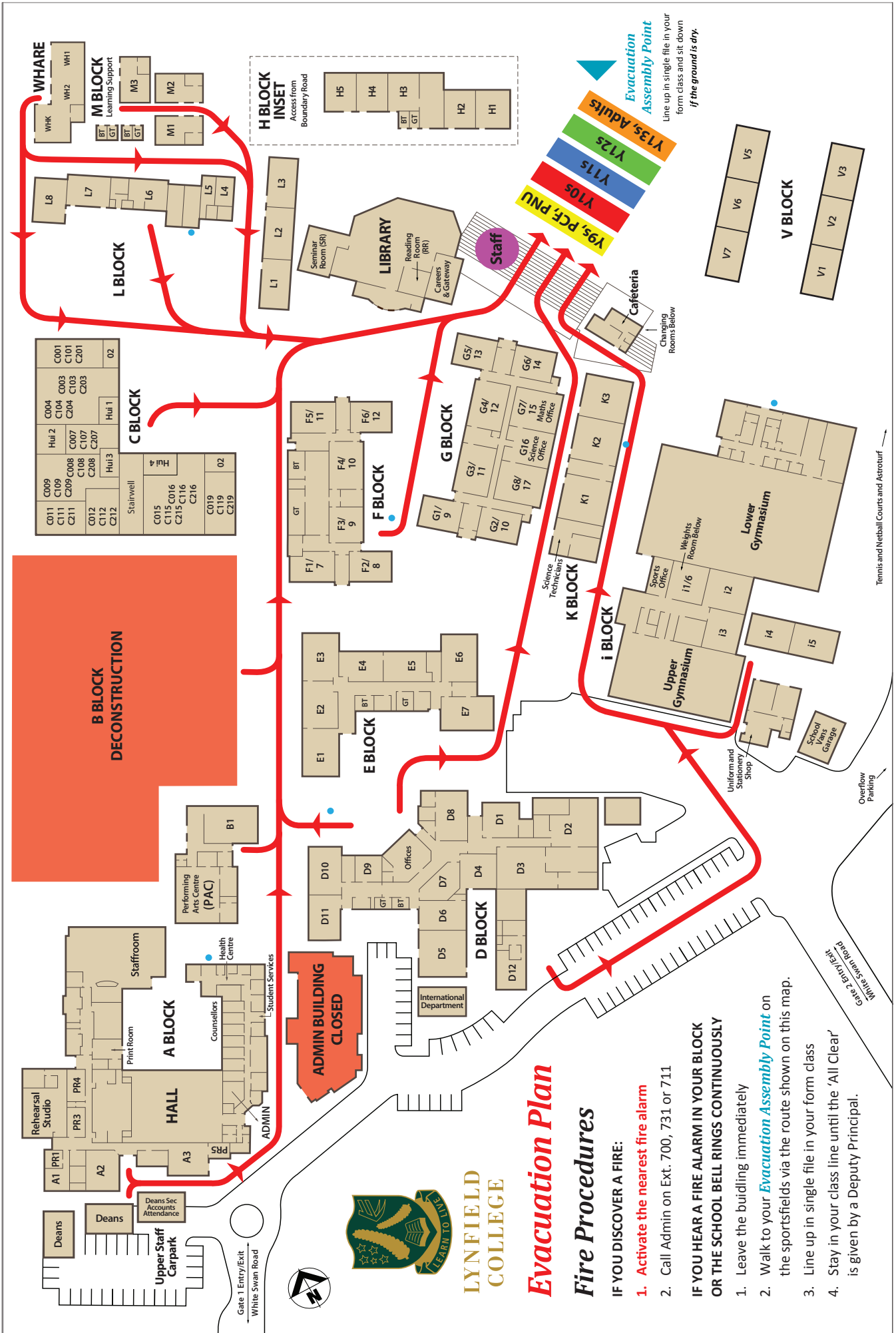
Learning at Lynfield is a partnership between home, school, and the student. We know that parents and whānau want information about how you can support your child in their learning. Schoolbridge is a platform where students and caregivers can access timetables, reports, academic results, calendar and other important links and information. Caregivers have the ability to report absences.

Students login with their school login and passwords. Caregivers login with their email address. Scan the graphic on the right to download the SchoolBridge App, or access it via the SchoolBridge link on the school website:

<https://lynfield.bridge.school.nz/app>



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



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 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.



Emergency Procedures

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

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

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

Other Emergencies

EARTHQUAKE: Drop, Cover and Hold

If in a classroom:

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

If in a hall or stairway:

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

If outside:

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



What if ...

I arrive late to school

- If you are late to school, for whatever reason or the time of day, you must sign in at the Deans' Reception (Ms Kohler).

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 and take it with you when you sign out), or your parents must submit a leave request through SchoolBridge
- Go to Deans' Reception (Ms Kohler), to sign out and be issued with an Exit Pass.

I am absent from school

- Parent/Caregiver should contact the school by phoning the Absentee line (627 0600 extension 729) or email absence@lynfield.school.nz, stating your name, Hui mai class, why you are absent and when you are likely to return
- You must provide a signed note from home on your return. Should you be absent from school for more than three days we require a Medical Certificate (as per MOE guidelines).

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 Deans' Reception and/or the PE office and/or Uniform Shop and check the 'Lost Property'
- Complete a 'Lost Item' report.

I want to ride my bike to school

- Bikes and scooters are to be stored, securely locked in the bike racks. Traffic Department Road Safety Rules must be obeyed on the way to and from school. NB: It is compulsory for all students riding bikes and scooters to wear a helmet. Bikes and scooters may not be ridden in school grounds.

I want to see the Dean

- Fill out an appointment slip which is available at Dean's 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 must be made at least one week before a planned event and 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 | Parent portal.

Mobile (Cellphone) Phone Use

Mobile Phone Regulations: To comply with Government regulations, we ensure students do not use mobile phones during school hours, including break times. Parents/Caregivers can request an exemption from the school if required. We allow exemptions for students to use cellphones if they are required for:

- **A specific educational purpose approved by a teacher**
- **Health needs (e.g. to monitor insulin levels)**
- **Disability or learning support needs**
- **a special circumstance approved by the Principal.**

If a parent or caregiver needs to contact their child during school hours, they should call the office.

Earphones: Any earphones (cabled/Bluetooth etc.), are not permitted to be worn, seen on, or used by students during school hours.



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

