



WELCOME TO PINEHURST SCHOOL

Dear Pinehurst Parents and Caregivers,

As founding Principal I warmly welcome you to Pinehurst School. It is an honour to have led Pinehurst on a journey from a school of three classrooms in the early nineties to where it is today; an internationally recognised co-educational independent school for children from Primary through to Senior College.

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. I am equally proud of our many students' who regularly receive world and national recognition for their achievements in cultural activities and in sport. I am proud to watch our students' journey on the path to excellence with enthusiasm, a commitment to learning, courtesy and kindness to others.

Pinehurst staff, students and parents are equal pilgrims, sharing common goals and aspirations with every student and the school as a whole. Our 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.

With kind regards

Sherida Penman Walters

Executive Principal

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www.pinehurst.school.nz

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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.

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, Sports, 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

Students are required to attend school regularly during school terms. 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.

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 must be collected by 3:30pm. Students who have not been collected by 3:30pm will be taken to After School Care and their parents will be charged for this service.

Daily Absence

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. The School uses electronic registration and absences are monitored. You will be contacted if your child has an unexplained 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 school work. This ensures that the student remains on top of their school work 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 the designated school holiday periods to avoid disruption to classroom programmes. When parents choose to take their children away during term time, staff will provide an overview of work missed, but are not required to supply detailed planning. Students can continue to access their work through the Virtual Class network.

Students travelling overseas intending to represent the School must have all their school work up-to-date before being considered for selection.

2.0 BOARD OF GOVERNORS

The Board of Governors meets monthly 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. The Board is assisted by a number of parents who are not Board members but who are involved in a variety of activities.

A list of Board members can be viewed on our School website www.pinehurst.school.nz. You are welcome to contact the board on email at board@pinehurst.school.nz. There is always an open invitation for parents who wish to contribute or provide feedback.

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 and loans to the School.
3. Where it is efficient to do so, to be channels for some fund-raising 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 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 Enrolment Manager or altered online through your account on *PINEnet*.

4.0 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 co-operation 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 online at *PINenet*.

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.

5.0 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
Uniform Room	(09) 414 0960 ext 629

6.0 COMMUNICATION TO PARENTS

Communication about event dates and times are listed on our parent and staff online community portal, *PINEnet*. These details are regularly updated to ensure accuracy. You will also find an events calendar in the school newsletter which is sent out via email (parents must subscribe to receive our online newsletter).

All current newsletters can be found on *PINEnet* under 'Communications' and previous newsletters are archived under 'Document Library'.

6.1 Reporting to Parents

Primary and Junior College

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.

Senior College

The examination and reporting format in the Senior 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.

6.2 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 issues of concern.

6.3 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.

6.4 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.

6.5 Parent Complaints

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

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.

6.6 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 major school fundraising projects.

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.

6.7 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.

6.8 Events

Events are published in our online school calendar which can be found under the 'communications' tab on *PINEnet*, our online community portal. 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 (parents must subscribe via *PINEnet* to receive our fortnightly online newsletter). All current and past newsletters can be found on *PINEnet* under the 'Communications' tab. Events specifically for parents and/or staff such as annual Quiz night, International parents' lunch or ladies' lunch are promoted on *PINEnet* under the Communications section, Parent and Staff Events tab.

6.9 Sport Handbook

The Sport Handbook outlines all sporting opportunities and guidelines. Further details are available online through *PINEnet*.

6.10 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 *PINEnet*. They will return your email as soon as they can.

6.11 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.

6.12 Use of Telephone

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

7.0 DIGITAL COMMUNITY

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.

A copy of the Pinehurst Computing/Cyber safety User Agreement Policy is available on PINEnet in the documents library.

Website

Pinehurst School's website can be viewed by visiting 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.

PINEnet – Pinehurst Information Network

PINEnet is Pinehurst School's online information network available only to parents and staff. It can be accessed via a link on the School's website home page. The communications team is constantly adding and refining PINEnet to provide our community with a useful, up-to-date and informative tool.

PINEnet provides parents with access to a wealth of school related information including submitting and viewing: parent teacher interviews, student absentees, pay school accounts, student timetables, current/ past school reports, lunchroom menus, school calendar, notices, sports information and registration, reports from the Board of Governors, uniform requirements and purchasing, purchase tickets to some key events.

When enrolling at Pinehurst, parents and/or caregivers will be provided with an ID and temporary password. It is extremely important that parents and staff regularly access PINEnet to keep abreast of school notices, updates and news.

We welcome your feedback on PINEnet. Please feel free to send your feedback to pinenet@pinehurst.school.nz.

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.

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.

Parents have access to certain personal data from this system via their PINenet account i.e. student timetables, absences, reports and account information.

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 right corner of the School's 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.

8.0 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 who assist 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. 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.

9.0 FEES

9.1 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.

9.2 Withdrawal from School

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 Principal by the following date:

Withdrawal Date	For Term
15 January	2
15 April	3

Withdrawal Date	For Term
15 July	4
15 October	1

9.3 Account Enquiries

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

10.0 HEALTH CARE

10.1 Medical Information

When students enrol at Pinehurst, 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 made to the person's emergency contact, notifying them that an ambulance has been called and informing them of the situation.

10.2 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.

10.3 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.

10.4 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.

11.0 HOMEWORK

Homework Expectations

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.

Staff appreciates positive feedback. 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.

12.0 OUT OF SCHOOL HOURS

12.1 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.

After School Care for new entrant students finishing at 2.00pm is complimentary to parents until 3:00pm. It is important to note that any student from Year 1 – 6 left unsupervised after 3:30pm will be sent to the appropriate After School Care facility and the session will be charged to the parent. To ease parking Year 4-6 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.

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

12.2 Before School Care

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

12.3 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 closest to the holidays, and is on PINEnet under Services.

13.0 SCHOOL BANKING

ASB provides a school banking service to Pinehurst students. Application forms are available from Reception. Banking envelopes can be deposited in the ASB Elephant which can be found in the School Library. These are collected by ASB every Friday during School term.

14.0 SCHOOL DAY AND BREAK TIMES

The School day begins at 8:45am and finishes at 3:15 pm. New Entrants finish at 2:00pm for their first term only. After school care provides care free of charge to parents of New Entrants until 3:00pm for their first term.

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		

15.0 SCHOOL POLICIES & PROCEDURES

School policies are reviewed regularly. Policies and Procedures can be viewed online at PINEnet under Documents Library.

16.0 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.

The School develops opportunities for students to have specialist coaching in major sporting codes. Pinehurst joins with other local schools in inter-school sports in both summer and winter 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.

17.0 STATIONERY

Students in Junior Primary, Primary and Junior College 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.

18.0 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.

19.0 STUDENT BEHAVIOUR MANAGEMENT PROCEDURE

Purpose

To provide Students with a clear outline of behaviour expectations and outline methods of discipline at Pinehurst School.

Rationale

- To provide a clear definition of the code of behaviour at Pinehurst and steps for implementing age appropriate disciplinary procedures.
- To develop an environment where mutual respect is a central tenet.

To speak and act in ways which support the Code of Conduct outlined by the School and signed by students and parents at the beginning of each School year.

These expectations are constantly reaffirmed by Staff. Pinehurst students are expected to behave well at all times, demonstrating courteous, thoughtful and sensible behaviour. Verbal or physical violence is totally inappropriate at Pinehurst School, or at any function attended by a Pinehurst student. If a child does not meet these expectations the following steps are followed. Parents will be informed from Step 2.

Procedure

Note: Steps may not be followed in order if an incident of a serious nature occurs which will advance the student directly to Step 4.

Step 1

The Teacher counsels the Student about what they have done wrong, what they should have done, and recommends appropriate future action i.e. re-states the standards required. Year 7 – 13 students will receive an incident report.

Step 2

Primary: Should a second incident occur within the term, it will be reported to the Head of School who may require the student to write a letter to the Executive Principal and their parents stating exactly what they have done, why this was inappropriate, as well as outlining some appropriate choices/actions they could have taken.

The student will need to confirm what they will do in future. This step is to be implemented age appropriately. Such letters are to be signed by the Teacher and Head of School. Parents are required to sign the letter and return it to the Head of School, within 48 hours of receipt. A copy of this Policy will be sent home with the student.

College: If there is a recurrence of behaviour the student will receive a detention which they will be required to attend during their lunch break. Detentions are supervised by House Deans and take place every Tuesday and Friday during term.

A record of the detention will be kept in the student's profile. If a student receives three lunchtime detentions during a term, they will progress to Step 3. If an incident is deemed serious enough by the House Dean, a student may be advanced directly to Step 3.

Step 3

Primary: Continued recurrence of inappropriate behaviour may result in a lunchtime or after school detention (3:15 – 4:15pm). Parents will be given at least 24 hours notice and are responsible for the transport of their child after the detention. The Head of School is responsible for the detention and may delegate this to an appropriate person.

At this point the student may be put on a reporting system (a behaviour modification programme) for a maximum of 4 weeks, reporting daily to the Head of School or Dean, with a record of behaviour. The student's family will be informed by the Head of School or Dean that a stand down for 1 - 3 days will be the next disciplinary step. A copy of this procedure will be sent home with the student.

College: Continued recurrence of inappropriate behaviour, or a significant break of the School Code of Conduct, may result in an after school detention. Parents will be provided written notice at least 24 hours in advance and are responsible for the transport of their child after the detention. The Head of College (Pastoral Care) and the House Deans are responsible for the running of after school detentions. At this point, the student may be placed on a reporting system (behaviour modification programme) for a maximum of four weeks, reporting daily to their House Dean, with a record of behaviour. The student's family will be informed by the Head of College (Pastoral Care) that a stand down for 1 – 3 days will be the next disciplinary step. A copy of this procedure will be sent home with the student.

Step 4

Recurrence of inappropriate behaviour beyond Step 3 or incident of a serious misconduct will result in stand down for 1 - 5 days. At the discretion of the Executive Principal, a student may return to Pinehurst after stand down provided that the student and his/her family can guarantee that expected standards will be adhered to. A daily report will be implemented by the Executive Principal, in consultation with the Head of School, student's Teacher or Dean. The Chairman of the Board of Governors will be informed.

Step 5

Failure to modify behaviour to meet Pinehurst's expectations, after the first suspension, will result in an immediate second stand down. This is at the discretion of the Executive Principal. Exclusion will take place after the second stand down.

The student and their parents will be offered the opportunity for a review conference conducted by the Executive Principal in the presence of two representatives from the Board and two representatives from Staff.

The Board will then recommend whether expulsion is appropriate, taking into account primarily the interests of the School, and secondly the interests of the student.

20.0 TRANSPORT

20.1 Buses

Pinehurst School coordinates chartered bus transport from a majority of catchment areas (Devonport, Takapuna, Northcote, Birkenhead, Glenfield, East Coast Bays, Greenhithe, West Harbour, Diary Flat, Kumeu, Orewa and Warkworth).

Children 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 and who are dismissed from class at 3:15pm should make their way to the bus stop at the front of the school, near reception, and board the bus without delay. Buses depart at 3:25pm. If for any reason a bus is delayed, students are expected to assemble on the grass area in by the bus bays and wait for instructions to board when the bus arrives.

20.2 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.

20.3 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.

20.4 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 zone must remain in the vehicle.
- No double parking in the drop off zone.
- Please use the Drop 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

New Entrants need to be collected at 2:00pm (first term only) – New Entrants can be booked into After School Care from 2:00pm as a complimentary service until 3:00pm. All Year 1, 2 and 3 students need to be collected at 3:15pm or booked into the After School Care programme.

Senior Primary, Junior College and College

Students will be dismissed and ready for collection at 3:15pm.

Bus Stops on School Driveway

Bus stops are for BUSES ONLY from 8:30am – 8:45am, and 3:15pm – 3:30pm. Students who are not boarding buses must keep well away from buses.

20.5 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 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.

21.0 TRAVEL PLAN/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 below College 1. 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.

22.0 UNIFORM AND APPEARANCE

22.1 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, iPads and iPods. These should only be brought to School for appropriate study purposes.

22.2 Girls/Boys Uniform

Please refer to the [PINEnet](#) for a full list of uniform requirements.

22.3 Lost Property

It is imperative that all goods belonging to students are clearly marked with their names. Lost property is located in reception. Any unnamed property not claimed for the duration of a 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.

22.4 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.

23.0 VISITORS TO THE SCHOOL

We welcome visitors during the School day. To maintain site security and student and staff safety, all visitors must first report to the school reception and register.