

Parent Handbook



Our Place



PINEHURST
SCHOOL



Nau mai, haere mai, welcome!

Pinehurst School is a vibrant, multi-cultural private school, with bright, modern buildings set in 14 acres of green fields, plants and trees on the North Shore of Auckland. We are well-known for the academic achievements of our wonderful students, and we think what makes us really special is the quality of the relationships we enjoy. Our school was created by a group of parents 30 years ago with a clear vision for a values-based education, and we hold to those values in all that we do.

We have around 1000 happy young people at our school, and our priority is always to ensure that they are well cared-for, feel looked after, and know that they are surrounded by people who they can rely on. One of the ways we do this is by building strong relationships within our community. We like our parents to be engaged in their children's education, and actively encourage the whole family to be involved. We talk a great deal about the Pinehurst Triangle (students, staff and parents), and it's something that we nurture carefully.

We are a New Zealand school, rooted in our community: to know where you are going, you have to know where you are coming from. Our school is also culturally-rich and gloriously diverse: a multicultural community in bicultural Aotearoa. Our curriculum is largely a British international curriculum - we teach the Cambridge curriculum from Year 1 to Year 13 - and this means that we can combine rigour and outstanding academic expectations and standards with a sense of Kiwi identity. Many of our parents were born overseas; nearly all of our children were born in New Zealand, so we celebrate our diverse identities as individuals, and as part of our community.

Practically all of our students head to university at the end of their time at Pinehurst. Most go to New Zealand universities, but an increasing proportion head overseas to the UK, the US, Australia, Korea and a sprinkling of other countries.

Many of our students choose to follow pathways in engineering, medicine, architecture or the fine arts, both in New Zealand and in some of the world's best universities, but I couldn't begin to cover the range of choices our young people make. They see the world in front of them and, equipped for the future, they take their own paths. Their academic qualifications are excellent: this means they can take their first steps with confidence.

Pinehurst has a huge range of sporting opportunities as well. Ours is a holistic education, which means that we expect all of our students to be involved in sport, and around half of our students are also enjoying our music programme. Our golf team - following in the footsteps of alumnus Lydia Ko - is outstanding; our tennis and basketball go from strength-to-strength; and we have some of the best age-group swimmers in the country. We have sports and teams for everyone, and we certainly don't expect all of our children to be great athletes: I know I'm not! It's about participating, stretching yourself, and enjoying being part of a team.

Our music programme keeps growing too: we have the youngest orchestra in the annual KBB Festival, and it's also one of the larger ones. Our Jazz Band is exceptional too, and we have a growing range of chamber and rock groups for everyone to enjoy. We also have a number of students involved in the Young Enterprise Scheme and other commerce competitions; a lively (and quite fierce) UN Youth group, and an ever-changing number of other extension activities. From Year 1 to Year 13, we encourage our students to have a go at just about everything there is to enjoy.

I'm going to finish where I started. The School values are Respect for Self, Respect for Others, and Excellence. These values shape the experience of Pinehurst students. In the classroom, in the gym, in the rehearsal room or on the field, our students feel a sense of achievement. They enjoy themselves and they express their talents. They are happy young people.

Alex Reed
Executive Principal

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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.

Pinehurst 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, Sport, 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.

Attendance and Absence

Student Attendance

School begins at 8:45am and ends at 3:15pm. Students should be at school by 8:30am in order to prepare for the day and begin classes promptly at 8:45am. Students should not arrive at school before 8:00am. Students are unsupervised until 8:30am unless they report to Before School Care.

To ensure as little disruption to students as possible, we ask parents collecting children from school not to enter the School grounds until 3.15pm. In exceptional circumstances when a child needs to be collected early from class, parents should report to reception to sign in and collect a visitor pass.

Absences can be logged, via the Pinehurst App or by phone:
09 4140960 x1.

Students from Year 1 – 6 should not be left unsupervised on school grounds. If we see children on the School grounds after 3.30pm, they will be sent to our After School Care.

Late Arrival

If a student arrives late (after 8.45am) to school for any reason they should sign in at the office.

Student Absence

Student absences are registered and collated as:

- Justified Absences (illness, bereavement, medical appointments etc)
- Unjustified Absences (babysitting, family holidays etc)
- Unexplained Absence when a student is absent and no explanation has been received by the school. Parents are phoned when there is an Unexplained Absence.

Unjustified Absences are monitored carefully by the pastoral care staff. The School expects its students to attend every scheduled school day unless their absence is for one of the “justified” reasons above. Please phone the absentee line to record an absence before 8:30 am or to submit an absence online to ensure all absences are recorded. You may also use the School App to record your child’s 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 schoolwork.

This ensures that the student remains on top of their schoolwork 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.

Overseas Trips

Whilst the School is aware of the educational and social benefit of overseas travel, parents are urged to make travel arrangements during designated school holiday periods to avoid disruption to classroom programmes. When parents choose to take their children away during term time, this will be registered as an unjustified absence.

Board of Governors

The Board of Governors meets regularly 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.

A list of Board members can be viewed on our school website www.pinehurst.school.nz.

Pinehurst Trust

Pinehurst Trust was formed in 1996 by Pinehurst School Incorporated. The purpose of the Trust is to:

- Administer the proceeds of the School's life insurance plan on the lives of parents/legal guardians.
- To be the guardian of all parent capital, bonds and loans to the School.
- Where it is efficient to do so, to be channels for some fundraising activities.
- 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 the School.

Parents and Caregivers can contact the Executive Principal for further information.

Cambridge Assessment International Examinations (CIE)

The School has an established and successful association with Cambridge International Examination programme (CIE). As an early adopter of the Cambridge International Examination system, we have a deep understanding of delivering this world class curriculum from the Primary years, through to College. We are leaders in CIE. For more information, please visit our website www.pinehurst.school.nz

Careers Counsellor

Pinehurst employs a full time Careers Counsellor who works with students and staff school wide and offers expertise in university entrance for New Zealand, UK, US and Australian universities.

Change of Address / Telephone Number / E-mail

Please let us know as soon as you can 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 Admissions Manager via enrolment@pinehurst.school.nz or altered on the Parent Portal.

Code of Conduct and School Rules

Pinehurst Students

Pinehurst expects each student to co-operate fully by taking responsibility for their own progress, through preparation for and participation in all classes and activities they attend. Each student must recognise the needs of others to pursue their studies without interference, and must behave appropriately at the School, both within and outside the classroom, respecting the authority of all teachers and other members of staff. In particular, each student must:

- Treat all members of the Pinehurst community and visitors with courtesy
- Respect and take responsibility for school and other people's 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 (see below)
- Conduct themselves at all times in a manner that will enhance their own reputation and that of the School. Students must be punctual and attend all classes and other activities, unless illness or approved absence prevents attendance
- Remain on the School property, in approved areas, unless permission to leave is granted by the Head or the Executive Principal
- Be diligent in their studies and complete homework to the best of their ability
- Abide by all School Rules, Policies and Procedures as amended from time to time, including, in particular, the Student Behaviour Management Policy and Procedure.
- When in school uniform in our community, conduct themselves at all times in a manner that will enhance their own reputation and that of the School.

Uniform and Appearance Standard

Pinehurst requires that students abide by the Uniform Code which is provided on the School website www.pinehurst.school.nz. The School requires the 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 this. We need guardians' 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 considers that a student's uniform is not satisfactory, guardians will be notified and asked to remedy the situation immediately.

Respect for Property

Students are expected to gain 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.

Guardians (parents and caregivers)

As part of the School community, guardians are expected to support the School by ensuring that they and their children abide by this Code of Conduct and all School Rules, Policies and Procedures, as amended from time to time, including, in particular, the Student Behaviour Management Policy and Procedure.

Verbal and non-verbal abuse, violence, bullying or harassment of anyone else (whether at the School itself or at any other time, and including online) will not be tolerated and may result in suspension or termination of attendance at Pinehurst 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 on our website.

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, the School or the Community. Students must not bring to school valuable items, other than those required for academic and co-curricular activities. Student personal property is the responsibility of the student. The School is not liable for any damage to personal property.

Mobile Phones

The School recognises the importance of mobile phones. They should not, however, be used during class times unless the teacher has given express permission to do so for a learning purpose. Mobile phones are permitted to be used before and after school only. Students should request permission from their teachers to communicate with parents during the School day.

Communications

Communication about event dates and times can be found on our website under 'News'. These details are regularly updated to ensure accuracy. You will find an events calendar link in the School newsletter which is sent out weekly via email (parents must subscribe to receive our online newsletter). Events are also listed on the School App.

In the Primary, teachers use Seesaw as their main means of communication. In College, teachers use Schoolbox.

Primary Year 1 - 6

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 very welcome to make appointments to see their child's teachers at other times of the year. Please contact the teacher directly by email to make any necessary arrangements.

College Year 7 - 13

We aim to ensure good communication between teachers and parents about the progress and welfare of all students.

Parents will get the opportunity to meet teachers before the School year starts and again at the beginning of Term 2 and 3 to discuss progress and to review set learning goals. A mid year report will be written at the end of Term 2 and once again at the end of the academic year in Term 4. However, if you have any immediate concerns about your child's academic progress or pastoral welfare, please do not hesitate to contact your child's teacher.

Teachers will contact you if they have any concerns about your child's progress.

As well as the formal reports and conference evenings, parents are very welcome and encouraged to contact the Dean, POD teacher or subject teacher at any time. 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. The best way to reach teaches is usually via email. They will respond within two working days.

Parent Concerns

Please let us know as soon as possible if you have any concerns or questions: the earlier we can resolve these, the better for you child. The first person to approach is the relevant teacher, then the Dean of Head of Department. The Principal of Primary and College, and the Executive Principal are, though, always happy to talk through any issues that arise.

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.

Pastoral Care

The School 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, but 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.

Parent Complaints

The School takes complaints extremely seriously and recognises that we don't always get everything right. We aim to resolve complaints cooperatively, and at an early stage.

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.

Community Engagement Coordinator

The Community Engagement Coordinator supports the relationships and connections in the School by engaging parents and the wider Pinehurst community through a range of communication channels. They act as a 'go to' person for parents to ask questions and provide a link between parents and staff if this is required. The Community Engagement Coordinator provides parents with a communication connection to the School and encourages communication from parents to the School.

Queries that cannot be answered by your class teacher may be directed to the Community Engagement Coordinator.

Pinehurst Connection

Pinehurst Connection helps connect our current and past school families with the School, to create a community of friendship and fellowship. The friendly nature of this group welcomes all families to the School and supports the social school events that are organised to enhance a social, supportive and interactive school culture. All families are automatically part of Pinehurst Connection and no membership fees are required. Everyone is encouraged to attend events which are organised by the Pinehurst Connection Committee and made up of volunteer parents.

Regular meetings are run by the Committee and all parents are welcome to attend these meetings and contribute to the monthly discussions. For further information or enquiries, please contact the School on 09 414 0960 or mail parentconnections@pinehurst.school.nz

Events

Events are published on our 'Events' page and our online school calendar which can be found on our website. These details are regularly updated to ensure accuracy. Events specifically for parents and/or staff such as annual Quiz Night, International Parents' Lunch or Ladies' lunch are promoted on our website and Facebook page, and throughout the weekly newsletters.

Sport Handbook

The Sport Handbook outlines all sporting opportunities and guidelines and is available online.

Telephone Messages for Students During School Hours

The School will pass on urgent messages for students received before 2:00pm. At any time of the day, please call Reception and we will do what we can to help.

Visiting the School During School Hours

All visitors to the School, including parents, should report to reception to sign in with their reason for visiting. Visitors should also sign out at the end of their visit.

Voicemail Messages

Please note that email is used extensively by our staff and is the best method to contact them. If you have a message you would like to leave for a teacher, please refer to the staff list on the website. They will return your email within two working days although usually much sooner.

Contact Details

Pinehurst School	09 414 0960
Absentee Line	09 414 0960 ext 618
Admissions Manager	09 414 0960 ext 614
Uniform Shop	09 414 0960 ext 629
After Hours Emergency	0800 24 HOURS (0800 244 6877)

Digital Community

Internet Safety

We use 'Netsafe' as a guide to cybersafety, and work with the students regularly to keep them safe and to encourage safe use of technology. Please feel free to ask us for the framework we use and encourage your child to follow our guidelines.

Website & Social Media

Facebook pages:

- Pinehurst School
- Pinehurst School Sports

Instagram @pinehurst.school

Go to the App store on your Apple or Android device and search Pinehurst School to download the App to your phone or tablet.

Email

Staff use email for in-house and external communication. We see email as the best way to make initial contact, with face to face or phone conversations the preferred way to resolve issues. Staff emails are first.name.last.name@pinehurst.school.nz

Synergetic

The School 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 their own child's data through Parent Portal (accessible from our website).

Library

The School Library uses AccessIT, a web hosted Library management system. The School Library catalogue is accessible via a link called 'Library' which can be found on Schoolbox. We encourage you to contact the School if you require any support or have difficulty accessing information.

Social Media

We suggest parents use Netsafe (www.netsafe.org) as the best advisor on cybersafety. Netsafe have a free phone service 0508NETSAFE.

We promote cybersafety to protect our people and digital citizenship to give people the skills, knowledge and confidence to maximise the opportunities that effective, safe use of technology can bring. We use the Netsafe Learn, Guide, Protect model throughout the School.

School Newsletter

We send out an online newsletter weekly to parents which covers news, events, achievements and activities throughout the School. There is a message from the Executive Principal and important dates to note. The newsletter can be accessed from the website or School Apps. If you would like the newsletter emailed to you directly, please subscribe to it via our website.

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 assisting in transporting and supervising children on class trips as this helps keep costs to a minimum.

The School is committed to providing safe school excursions, camps, activities and environments. These include overseas trips and cultural exchanges which are wonderful opportunities for students to explore the world.

Emergency Procedures

Staff and students are fully trained in the emergency procedures required for fire, earthquakes and lockdown. In the event of an emergency, parents must not approach the School as parents will not be admitted onto the premises when the School is in lockdown, and presence during an evacuation may cause greater confusion. Parents are also requested not to phone the School as school phone lines may be required for emergency services. Regular updates can be viewed on our school website, as well as through the Pinehurst Mobile Phone App.

Fees

Payment

Fees paid termly 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.

CIE Examination Fee Charges

Each year, students at various year levels sit Cambridge Examinations. Associated examination fees are charged and are additional to school fees.

It is important to note that fees fluctuate due to British Pound/NZ\$ exchange rates and actual examination fees charged by CIE. At College level, the total cost depends on the number of subjects sat and the associated examination fee for each particular subject.

Account Enquiries

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

Health Care

Medical Information

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

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.

Dental Treatment

For Year 1 – 8 students, dental treatment is available through the School Dental Service whose mobile van visits the School 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.

School Counsellor

The School employs a full time School Counsellor who is available to meet with students school wide. 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.

Health and Safety

The School is committed to Health and Safety and will ensure, so far as reasonably practicable, the health and safety of all our workers, and other persons who may be put at risk from our work. We also seek cooperation from parents and students and expect that all will;

- take reasonable care they do not adversely affect the health and safety of other persons;
- comply with policies and procedures; comply with any reasonable instruction given by the School;
- identify hazards, assess and control risks to health and safety that are under their control;
- use fit for purpose personal protective equipment provided; and report all hazards, accidents and incidents (events) to the School in a timely manner.

On-Site Identification

To ensure the safety of our students and staff, parents and visitors to the School between 8.45am and 3.15pm must sign in at Reception and collect a visitor's badge.

Homework

Weekly homework from Monday to Thursday is part of a student's school work. We appreciate parents support to ensure the student completes their work set conscientiously. Homework consists of a variety of tasks and is designed by the class teacher to fit in with the class programme and the student's need and level of learning. Revision of the day's work is also a regular part of daily homework.

A major purpose for homework is to encourage students to take responsibility for completing tasks and their own time management.

Homework for Year 1 – 3 classes includes shared reading and shared tasks. Year 4 – 6 classes will spend not more than 30 minutes per night in addition to regular reading.

In 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.

International Families

The School has been accepted as a signatory and has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students, published by the Ministry of Education. Copies of the Code are available from the New Zealand Ministry of Education website at: www.minedu.govt.nz.

Accident Compensation Corporation (ACC)

ACC provides Accident Insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, however international students may still be liable for all other medical and related costs. For more information, please visit www.acc.co.nz.

Accommodation

A variety of homestay accommodation can be organised through Pinehurst School. If living in a self-appointed homestay, details must be provided to Pinehurst School.

All homestay accommodation is monitored by the Pinehurst School Homestay Coordinator in accordance with the Code. ***Please note children aged 10 and under must live with a parent to be enrolled at Pinehurst School. Costs of accommodation are varied and can be obtained from the Director of International Students.***

Career Options and Pathways

The School provides an onsite Careers and Tertiary Advisory service, with a fully qualified Career Counsellor who is experienced in assisting high school students in determining future pathways. Students are welcome to visit the Career Centre at any time to make an appointment to discuss any aspect related to careers or university applications.

Dispute Resolution Scheme

As part of the School being a signatory to the Code of Practice, all International Students have access to the Dispute Resolution Scheme. If a student has a complaint about their provider's compliance with the Code of Practice they should try and resolve it by using the internal provider process in the first instance. If their complaint is not resolved, they can take their complaint to one of the external agencies listed here: www.nzqa.govt.nz/providers-partners/education-code-of-practice/student-complaints/

Emergency Contacts

In an emergency (fire, police, ambulance) phone 111. This is a free number (including calls from mobile phones).

Education Review Office (ERO)

The Education Review Office is a Government Department that evaluates and reports on the education and care of children and young people in early childhood services and schools. To find the latest report on the School please visit the Education Office website www.ero.govt.nz.

English for Speakers of Other Language (ESOL)

ESOL is provided for International students as recommended by teaching staff should the student benefit from extra English support.

Orientation

Once enrolled, students participate in a comprehensive orientation programme. This is designed to familiarise students with the school environment and outline the School's expectations. Students also receive ongoing pastoral care.

Role of Parent

Parents are encouraged to be involved with their children's education and keep in touch with Pinehurst School. There are many ways parents stay informed with what is happening at Pinehurst School;

- Website;
- Pinehurst School App;
- Newsletter;
- Parent/teacher interviews; and
- Reports.

Parents must contact the School if their child is absent for any reason. Parents must phone the absentee line to record an absence (414-0960 extension 1) before 8:30am or submit an absence online to ensure all absences are recorded. You may also use the the School App to record your child's absence. When your child returns to the School after a period of absence, they will need to provide their class teacher with a brief note of explanation for their absence.

Student Insurance

International students are liable for the full cost of any health treatment. Appropriate insurance is therefore required in order to meet any health costs that may arise. Families are welcome to provide their own cover however details must be provided in English to the School. See also www.health.govt.nz and www.acc.co.nz for more information.

Visa Requirements

To study in New Zealand schools, students are required to have a Student Visa. Our Admissions team can assist you with your Visa requirements if you do not already have the correct Visa. Year 12 and Year 13 students can apply for a variation to their Student Visa to allow them to work up to 20 hours per week during holiday periods with written permission from the School and their parents or legal guardian.

Please refer to Immigration New Zealand for more information www.immigration.govt.nz/new-zealand-visas/options/study.

The School appreciates moving to a new country is a big change. These are great websites with lots of useful information for you and your family as you adjust to life in New Zealand;

- www.newzealand.govt.nz
- www.nzready.immigration.govt.nz
- www.studyinnewzealand.govt.nz

Laptops and BYOD (Bring Your Own Device)

Laptops are compulsory for all students Year 7 – 13.

Lost Property

Lost property is located next to the Uniform Shop. It is imperative that all goods belonging to students are clearly named. Unnamed property not claimed after the end of term will be laundered and handed over to the second-hand uniform shop, or to an appropriate charity.

Out of School Hours

After School Care & Holiday Programme

Youthtown is proud to partner with the School in the operation of the After School programme and Holiday programmes, providing a safe, fun programme for all children attending the School. Fun activities change daily and may include art & crafts, inside & outdoor games and more! Bookings are essential and can be made via our website.

Before School Care

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

Policies

School policies are available by request.

School Day and Break Times

The School day begins at 8:45am and finishes at 3:15 pm.

Period Times		Thursday Only (College)	
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	Morning Tea	11.00 – 11.20	Morning Tea
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		

Sport

The School has a strong sport and physical education programme and joins other area schools for sports exchanges in a variety of codes. The School 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.

The School is particularly strong in Netball, Football, Hockey, Tennis, Basketball, Golf and Athletics. We do, though, offer a wide range of sports endorsed by College Sport.

The School strongly supports the Fair Play Code of Behaviour for players, coaching and spectators.

The School develops opportunities for students to have specialist coaching in major sporting 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.

Sport Registration

Registration dates for Summer and Winter sports codes will be advertised online. The School will inform the School community through email notification, assemblies and daily notices. Registration forms must be returned by the deadline closing date. Registration for most sports can be done online at the School website.

Stationery

Students in Primary and Year 7 - 8 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 the College order subject specific stationery. The procedure for ordering is advised prior to school starting and can be completed online direct with the stationery provider. College stationery lists are published online.

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 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.

Transport

Buses

The School coordinates chartered bus transport from a majority of catchment areas. Students 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 are dismissed from class at 3:15pm and then should make their way to the bus stops. Buses depart at 3:25pm. In the case of misplaced bus passes or tickets, the student will be requested to immediately arrange temporary documentation before boarding the bus. This can be organised at the administration office and ensures the student plays an active role in this process, taking responsibility for their travel.

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.

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 School rules of conduct - 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 the School. 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.

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 1-3 = 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.

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 the 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 may not park and wait for their children on any no stopping areas, yellow or dotted yellow line, and if stopping in the drop off/collection zone, parents must remain in the vehicle.

Please use the Drop/Collection zones properly. Please do not double park or triple park as this is dangerous for the children and blocks traffic flow. You must remain in your care in this zone.

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, Clemows and in Carolina Place. The School 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 school students. The School expects drivers to obey all conditions of their driving and vehicle licences, especially with respect to carrying passengers.

Travel Plan and Road Safety

The School 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.

The School has an approved Travel Plan with the Auckland City Council.

Guidelines

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 school. Exceptions to this age may be considered but must be specifically approved by the Principal of Primary.

- The Bike Rack is situated by the car park under College 1 and beside P23 in Primary. 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

Uniform and Appearance

Standard Required

The School 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. If, for some unavoidable reason, an aspect of uniform is not correct, a note of explanation must be sent to the Head of School.

- The School 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 needs to be clearly and permanently labelled with the owner's full name.

Girls/Boys Uniform

Please refer to the School website for a full list of uniform requirements.

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.

Visitors to the School

We welcome visitors during the School day 8.45am – 3.15pm. To maintain site security and student and staff safety, all visitors must first report to the School Reception and register within these times.

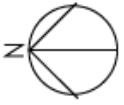
Withdrawal from School and Refund Policy

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 the 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 Executive Principal or the Admissions Registrar via enrolment@pinehurst.school.nz.

Parents may apply to the Executive Principal for provisional notice. This notice is for circumstances where you intend to withdraw, but may have some uncertainty around actual timing and would therefore like the School to hold a place for more than one Term.

The School will only consider holding a place if circumstances clearly demonstrate factors that are outside student/parent/guardian control and that cannot be reasonably anticipated or estimated. Applications should be in writing and forwarded to enrolment@pinehurst.school.nz



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