



WAIKATO DIOCESAN
School for Girls



School Handbook

For Students and Parents

Hoki Aakonga me Maatua

Making the Dio Difference

SITEMAP



WAIKATO DIOCESAN
School for Girls



-  STUDENT SERVICES
-  ALL SAINTS CHAPEL
-  SPORTS AND RECREATION
-  PIKI MAHUTA CENTRE
-  DINING ROOM
-  BOARDING
-  TEACHING AND LEARNING
-  VICKY MCLENNAN WELLNESS CENTRE

Key Contacts

Email

info@wdsg.school.nz

Phone

07 855 2038 (within NZ)

+64 7 855 2038 (outside NZ)

Postal Address

Private Bag 3051

Hamilton 3240

New Zealand

Physical Address

660 River Road

Chartwell

Hamilton 3210

New Zealand

Report a student absence

Email – Send an email to absent@wdsg.school.nz.

Phone – Call 07 855 2038 press 1 then leave a message.

Please state your name, the student's name, student's class, along with a reason for the absence. If the absence is for more than one day, please also advise this in your message.

To apply for student leave

Complete and submit the form on the Student Leave Request page on the School Website – www.waikatodiocesan.school.nz

Our School Values

Underpinning all that we do at Dio is the Anglican faith. One of the ways that we support this is through our understanding and putting into action of our Dio values of Courage, Empathy, Integrity, Tolerance, Respect and Diligence:

Kia maataatoa – to be courageous

Kia ngaakau mahaki – to show tolerance

Kia ngaakau aroha – to show empathy

Kia ngaakau whakaute – to uphold respect

Kia ngaakau pono – to have integrity

Kia pukumahi – to demonstrate diligence

Over the five years that our students spend with us, we explore our themes through the context of these values, which underpin everything that we do.

Our Value for 2022 is Tolerance – Kia ngaakau mahaki.

Attendance

Students are expected to be on time for each class and to attend school on a regular basis unless they are unwell. It is very important they are on time and present in period 1 at 8.30 am each morning for roll check.

If a student is unwell and will not be at school that day, we ask that parents/caregivers phone the school absence line before 8.30 am on 07 855 2038 and press 1 or email absent@wdsg.school.nz with an explanation.

If a student is not present in period one and we have not received a message indicating the absence, a parent/caregiver will receive a phone call, text message or an email from the school in relation to the student's whereabouts. This is a safety check procedure.

We do not phone if:

- ◆ There has been a call to the school regarding the absence.
- ◆ The student is known to be on a school trip, or has asked for leave.
- ◆ The student has signed in late on their arrival to school.

If a student is regularly late to school and/or scheduled classes during the day, the form teacher will refer them to the year level dean who will phone the parents/caregivers or boarding supervisor to discuss this concern. A detention may be issued for continual lateness.

Senior students need to be aware of the NCEA Assessment Policy Guide and check the Assessment Handbook to determine whether a medical certificate is required to explain their absence. For each lesson, students need to make sure the class teacher has marked them present for the lesson. If a student was out of the room when the roll was taken, or is late, they may have been recorded as absent.

A student is expected to explain any absence from class to their form teacher within a three day period if a phone call or email has not been received. If the absence remains unexplained after five days, the student will be recorded as truant and referred to the dean for follow up.

Absences are classified in the following way:

1. Justified Absences are those recorded in the register and marked as having been satisfactorily explained. For example: illness, bereavements, off-site medical appointments.
2. Unjustified or Explained Absences are those absences that are either not explained, or explained, but are not justified as per Ministry of Education guidelines. These may include:
 - i. Consistently arriving late to school
 - ii. Being late to a class or missing part of a period
 - iii. Missing a full school day
 - iv. Choosing not to attend a timetabled class
 - v. Taking holidays during term time.
 - vi. Driving lessons during class time.

The cumulative total of an individual student’s unjustified absences is classed as truancy and is seen as a concern. Year level deans will work with students and contact parents/caregivers if they have concerns in relation to attendance. If the student is absent from class without a satisfactory reason, this may result in an after school detention.

Please note that lack of attendance may impact on top sports team selections or an invitation to the May or Graduation Ball. Students should aim to have an attendance rate of above 90 percent.

The following is a summary of school procedures students and parents/caregivers must follow in relation to communicating matters around attendance, lateness, illness and leave.

<p>You are late for school</p>	<p>If you arrive at school any time after 8.30 am, bring a note with you to explain your absence. Sign in at Student Services, and give your note to the Student Services Administrator before going to class.</p>
<p>You are going to be absent from school for a day or part of a day</p>	<p>Ask your parent/caregiver to phone the school absence line and leave a message giving a reason for your absence before 8.30 am – Phone 07 855 2038 and press 1 or email absent@wdsg.school.nz with an explanation.</p>
<p>You need to leave during the school day</p>	<p>Give a note from your parent/caregiver explaining the reason you need to leave school to your teacher. They will issue you with an ‘out of school’ pass and staple your note to it. Sign out at Student Services when you leave and give your note to the Student Services Administrator, who will stamp it. You must sign in on your return to school.</p>
<p>You are planning to be away from school for leave of more than two days</p>	<p>Applications for leave need to be completed using our Online Leave Application form on our website. Select the Parents/Maatua menu, choose 'Student Leave Application Form' from the menu and upon completion, submit the form for processing. Please allow at least seven school days for processing. All students must complete a School Assessment Leave Form available from Student Services. This form ensures that teachers are aware of a student’s absence and where possible can provide support and guidance to complete work set. It is the student’s responsibility to check on any assessments due during this time.</p>
<p>You are feeling unwell or have hurt yourself</p>	<p>Tell your teacher who will supply you with an ‘out of school’ pass. Sign out at Student Services before you go to the Wellness Centre. Sign back in on your return to school.</p>
<p>You are feeling unwell and want to go home</p>	<p>Tell your teacher who will supply you with an ‘out of school’ pass. Sign out at Student Services before you go to the Wellness Centre. Tell the nurse you are unwell and talk to her about wanting to go home. They will call your parents/caregivers if you need to go home. Do not phone or text your parents/caregivers to come and get you; the nurse will do this on your behalf.</p>

Affirmations

Affirmations are issued by members of staff to students demonstrating positive behaviour and work habits. Affirmations attract House points.

Badges

Badges are worn on the lapel of the school blazer. The school badge must be worn by all students. All students also wear a House badge. Other badges earned in connection with school activities may be worn once they have been officially awarded at a school assembly/awards ceremony. Badges related to charities the school is currently supporting may be worn as a demonstration of support during the allocated theme weeks. Student Council badges may only be worn the year that the student is serving on the council.

Banned Items

Smoking, vaping, alcohol and other illegal drug taking and the possession or selling of tobacco, alcohol or other drugs or solvents are strictly forbidden. Incidents involving these are dealt with according to the relevant school policy, and are considered a serious breach of the school rules.

Behaviour Expectations and Responsibilities

The Dio Way

Student's Classroom Responsibility

At Waikato Diocesan, every teacher has the right to set classroom expectations and every student has the right to learn in a friendly and respectful environment. It is your responsibility to:

- ◆ Be in class on time and pack up on the teacher's signal.
- ◆ Come to class prepared: bring the correct equipment, work to deadlines and complete homework.
- ◆ Listen respectfully to the teacher and other students.
- ◆ Follow instructions and ask appropriate questions if you don't understand.
- ◆ Wear correct uniform.
- ◆ Respect others and the classroom environment.
- ◆ Encourage and support each other.
- ◆ Use class time wisely to enhance each other's learning.
- ◆ Look for opportunities to extend yourself.
- ◆ Be willing to contribute.
- ◆ Be willing to work with a range of people.
- ◆ Use initiative in your learning.

Students who are unable to meet the expectations above can expect their classroom teacher to talk with them about areas of concern. If no improvement is noted, a student's parents will be contacted and the year level dean will be informed. The classroom teacher may issue a consequence as a result of the inappropriate behaviour.

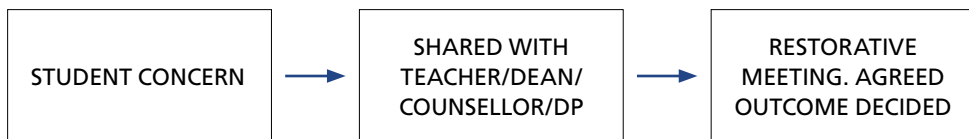
Detentions

Detentions may be given where appropriate. They are issued by a dean or a deputy principal and could take place during the school day or after school between 3.30 pm - 4.30 pm and must be completed.

Respectful Relationships

At Dio, we believe that positive relationships are the key to a happy school. When people are happy, they learn well and enjoy the things they are doing. Good relationships are based on respect, fairness, honesty and open communication. Sometimes, however, things don't always go as we would like and problems occur between people. More often than not, these problems start off as little problems and, if they are not dealt with, they can become bigger problems. Restorative Practice is central to Dio's philosophy and is based on the development of respectful relationships and the awareness of how our behaviour affects others.

The core of Restorative Practice is the coming together of all people involved in the problem to discuss a way forward. Problems within school and between people occur at different levels of seriousness and this means that one type of restorative discussion does not fit all situations. The different types of restorative discussions that take place at school will depend on the level of the problem.



If you feel uncomfortable or unhappy about how you have been treated by a friend, another student, a coach or a member of staff you need to tell someone about this. You can talk with your form teacher, a classroom teacher, a dean, a counsellor, a nurse, or a deputy principal about your concern. They will help you find the right person to help sort out the problem. All teachers at Dio base their practice in the classroom around the principles of respectful relationships. However, if a student breaches any of the rules or expectations set out in this handbook, they can still expect possible consequences for their actions.

Please note: the seriousness of the offence will determine which of the following consequence(s) will be administered.



Disciplinary Responses

Offences	Possible Consequences
Bullying/ Cyber-bullying	<ul style="list-style-type: none"> ◆ Restorative meeting ◆ Programme of education ◆ Community service at school or in the community ◆ BYOD/cell phone/computer privileges restricted or withdrawn for a specified period of time ◆ Stand down/suspension from school ◆ Withdrawal or stand-down from extra-curricular activities or performance. ◆ No invitation to attend May or Graduation Balls.
Drugs/Alcohol/ Smoking/Vaping	<ul style="list-style-type: none"> ◆ Restorative meeting ◆ Programme of education ◆ Community service at school or in the community ◆ Stand down/suspension from school ◆ Withdrawal or stand-down from extra-curricular activities or performance. ◆ No invitation to attend May or Graduation Balls.
Inappropriate Behaviour (breach of classroom responsibilities code, school procedures, attendance offences, BYOD/cell phone misuse), unkind behaviour, viewing inappropriate online content.	<ul style="list-style-type: none"> ◆ Teacher conference ◆ Restorative meeting ◆ BYOD/cell phone/computer privileges restricted or withdrawn ◆ Confiscation of device (held in Student Services Reception/Boarding Office until collected) ◆ Consequence imposed by teacher ◆ Dean's detention ◆ School detention ◆ Student Improvement Programme ◆ Withdrawal from class ◆ Stand down/suspension from school ◆ Withdrawal or stand-down from extra-curricular activities or performance. ◆ No invitation to attend May or Graduation Balls.
Vehicle Offences	<ul style="list-style-type: none"> ◆ Restorative meeting ◆ Keys handed to Deputy Principal or Dean of Boarding ◆ Restricted vehicle use ◆ Car sent home for a specified period of time ◆ Community service at school or in the community ◆ Stand down/suspension from school

Please note: this is not an exhaustive list but merely a guide to the discipline pathways within the school. Re-offending or serious incidents may lead to a student being suspended from school pending a Board of Trustees sub-committee disciplinary meeting.

Levels of Restorative Action

Low Level Restorative Action

Relaxed Vigilance

When students slip up a little in class, the teacher will use the following strategies to ensure that the learning environment is the best it can be for both the student and their classmates.

- ◆ The Look – use of eye contact with the student as a signal to stop what they are currently doing without interrupting other members of the class.
- ◆ Stand beside the student.
- ◆ Quietly encourage the student to settle.
- ◆ Give a rule reminder.
- ◆ Do a little check that the student is on task.
- ◆ Give praise and positive feedback.

Mini Chat

Sometimes students don't respond appropriately to a teacher's use of relaxed vigilance and the teacher needs to respond to the behaviour with a mini chat. This involves a private conversation between the student and the teacher who asks a series of questions that help the student reflect on what they have done, who has been affected and what they can do to fix the problem. Usually the teacher will ask the student to leave the room or remain after class. The teacher will ask questions similar to the following:

- ◆ What happened?
- ◆ What were you feeling/thinking?
- ◆ Who did this affect?
- ◆ How can you fix it?
- ◆ How can we make sure it doesn't happen again?

Please refer to the *Boarding Handbook* for an outline of consequences relevant to boarding.

Documentation for School Disciplinary Procedures in regard to stand downs or suspensions are available on request.

Hopefully, this is all that is required for the student to make some changes to their behaviour but sometimes this is not always the case and the teacher may have to set some further consequences. This consequence is usually up to the teacher but might involve going back at break or lunchtime and working through a thinking plan and completing any other duty that the teacher needs done. The teacher may contact home or involve the dean if a change in behaviour or attitude does not occur.

Medium Level Restorative Action

Mini Conference/Mediation

Harmful events or conflicts that involve several students and/or a teacher or staff member but are not considered serious enough to bring parents/caregivers into the school, are resolved by holding a mini conference/mediation meeting. A neutral facilitator leads the process and, as a result of the conference, an agreement is reached. The facilitator is trained in asking questions that allow everybody to tell their story and for everybody to have a say in what needs to happen to make things right. Often people go into these conferences thinking they have done nothing wrong but when they hear from the others about how their actions have caused hurt, they have a better understanding of the impact their behaviour has had on others.

Feedback from students who have been involved in a mini conference is overwhelmingly positive. Almost always they say that being able to talk in an open and safe environment about what has happened

and how it has affected them really helps. At the end of each conference, when the agreement is finalised, a person is chosen by the participants to do a follow-up to see that all parties are keeping up their end of the agreement. Sometimes it may be necessary for everybody to meet again if things are not quite right.

High Level Restorative Action

Community Conference

A community conference is a formal, facilitated process to address serious issues of behaviour or conflict between students, or between a teacher and a student. This type of conference involves all those affected by the harmful incident. A community conference may accompany or replace a detention, stand-down or exclusion, and will involve family members and support people. Together, the group decides on what needs to happen to repair the harm and resolve the underlying issues. A community conference requires careful preparation of participants by a neutral facilitator prior to the conference. During the conference all participants have a chance to tell their story and have a say in the outcome. An agreement is reached and follow-up by a chosen person occurs to ensure that the terms of the agreement are being kept.

Bell Times

The school day starts at 8.30 am and finishes at 3.20 pm.

Please note: school finishes at 2.30 pm every Wednesday afternoon. Bell times are based on the six day timetable which will be explained to new students during the first few days of school. Students need to be at school no later than 8.30 am each day in order to ensure they are organised for the day ahead.

Branding and Communications

Any official use of the school name or crest (at events, in marketing, merchandising, uniform items, online media) must be approved by the Communications and Marketing Office.

Classroom Conference

A classroom conference is held when a whole class is being affected by conflict that is causing learning to suffer and/or damage to relationships. A neutral facilitator, the classroom teacher, support personnel, and the students, sit in a circle and discuss the issues, explore the harm, and come up with solutions that will make the classroom environment happier and more conducive to positive learning. All the participants sit in a circle on the floor and a talking stick is passed around the circle. The neutral facilitator ensures that only one person speaks at a time and that there are no put downs or personal comments about others. Students have the right to pass when it is their turn to speak and any student who is not prepared to abide by the rules of the conference is asked to leave the circle. At the end of the conference an agreement is reached for all participants to sign. A follow-up date is agreed upon and a person is chosen to do this follow-up.

Detentions, Stand Downs and Suspensions

Detentions, stand downs and suspensions will be considered when all other avenues have been exhausted on a case-by-case basis. Extremely serious incidents, or a continuation of unacceptable behaviour, may result in an appearance before the Board of Trustees disciplinary sub-committee.

Buses

A number of free buses are available for those students who live outside the city boundary. These buses leave from outside the gym, via the Martin Street entrance. Please enquire at Student Services for information about routes for out of town buses.

Public buses do operate and stop outside the school. Please refer to the local Go Bus timetable for information on this service.

BYOD (Bring Your Own Device)

Students are required to bring their own device to school for educational use in the classroom. All devices will be able to automatically connect to the Internet. Year 9 students will be guided around this process during orientation.

Some secure lockers are provided around the school to enable students to charge their devices. Charging lockers are not assigned to students and may be used in any area convenient to them. Students will need to provide their own padlocks to secure their lockers. Charging lockers are only for charging electronic devices, not for storing school bags or books.

Please note: The I.T. Department is not responsible for the maintenance of or troubleshooting around the functioning of student devices at school.

Cars – Student Motor Vehicles

Senior boarding students wishing to have the use of a vehicle at school must apply in writing to the Dean of Boarding who will oversee the application process and act on behalf of the Principal in the granting of permission.

Day students wishing to drive themselves to school must register their mode of travel with the school. Forms are available at Student Services. We have a responsibility to ensure we maintain our school's good relationship with our neighbours, many of whom are elderly. Students bringing a vehicle to school must observe the local parking regulations. Students must give their car registration details to the school. This often assists students in avoiding the dilemma of dealing with flat batteries due to lights being left on or having to locate a vehicle that may have been towed for breach of parking regulations during the day.

There is no student parking available on-site for day students. Any students who park in the staff car park without permission may have their vehicle clamped or towed. Boarding students who gain approval to have a vehicle at school will be assigned a specific car park within the school grounds. Those students will have the exclusive right to those parks.

Safety for the students in our care is of paramount concern to us at all times. We expect students to behave within the law regarding their licence and the carriage of passengers, and we ask that parents help us to enforce this. Students caught in breach of school expectations and/or the law may face vehicle use restrictions and/or a school detention and/or a stand down. The school takes no responsibility for any damage that may occur to any student vehicle whether on-site or off-site and all cars should be insured accordingly.

Cell Phones

Students may bring cell phones to school in the interests of their safety around after school arrangements. The following rules apply at all times:

- ◆ Unless students have teacher permission, cell phones must be turned off at all times during form class, scheduled class periods, study periods, chapel and assemblies. If a student chooses to breach the cell phone policy, their cell phone may be confiscated.
- ◆ Students may only turn cell phones on at morning interval and at lunchtime to check messages, and then the device should be put away. The school takes no responsibility for the security or any loss of these items.

Please note: Cell phones may be used for educational purposes under the guidance of the classroom teacher in a BYOD capacity during timetabled classes. However, a cell phone is not considered an acceptable device for classwork.

If a student chooses to breach the cell phone policy, their cell phone may be confiscated for up to five days and handed to the Deputy Principal - Wellbeing. At the end of the school day, the student may negotiate for its return. The student may also receive a detention.

We believe that access to cell phones for social use during timetabled class interrupts learning and request that both students and parents/caregivers respect these rules around cell phone use.

Chewing Gum

Chewing gum is not permitted at school. It has a negative impact on our environment both inside our buildings and around our beautiful campus. Students chewing gum may receive a detention.

Chapel Team

The Chapel team is located in the Chapel office. Should you need to get in touch with them, please contact Reception.

Cherrington

Cherrington House is the large brick building directly opposite the River Road entrance. It is named after Bishop Cherrington whose vision led to the establishment of the school. Cherrington used to be one of the boarding houses until it was converted to an administration block. Currently it is having some maintenance work. **Reception is now located in the Homestead** – the old villa at the River Road entrance. All visitors must report to Reception on arrival.

Computer Room

Computer Use - Students are issued a user name and login code at the start of the year after signing the Students' Responsible Use Agreement. There are some computers available around the school, including in the Library, if a personal device is not working.

Contact Details

Please use the Parent Portal Student and Family Profile link to check and update your contact details. If you have any issues accessing this link please email admissions@wdschool.nz

IT IS IMPORTANT THAT PARENTS/CAREGIVERS INFORM US OF A CHANGE IN DETAILS AS WE NEED TO BE ABLE TO CONTACT CAREGIVERS IN AN EMERGENCY.

Daily Notices

Daily notices are very important and are the main method of internal communication within the school. Students need to take responsibility for checking these daily and read what is relevant to them. A link to the notices is shared with students via their school email account. They are also available on the student and parent portals from the evening before the day to which they refer.

Deans

The dean's role is to guide and support students during their time at the school. Deans take a general all-round interest in the student and are a key player in establishing a strong partnership between the school, the student and the family. Deans assist students in their choice of academic programme, with their learning needs, and in matters involving pastoral care and discipline.

DioNews

DioNews is an online newsletter which is produced two to three times a term. Read it carefully for important information and school news. Past issues of *DioNews* can be viewed on the school website. If you are not receiving this publication, please contact the database administrator pweinberg@wdschool.nz.

Extra Tuition

Extra tuition is available in many subjects. If a student feels they needs extra tuition, they can talk to their subject teacher, form teacher or dean. The Peer Tutor programme, where junior students can access help from senior students who are high achievers in their subjects, is also available from term three onwards.

Form Class

All students are placed in a vertical form class and meet with their form teacher as a group at least four times a week. Form classes do not attend classes together as individual timetables vary greatly based on option selection.

Form Room

This is the room where students meet with their form teacher and form class during form time.

Form Teachers

The form teacher is a vital part of the pastoral care network. The role is wide ranging and includes both pastoral and administrative duties. The form teacher is a key player in the setting and maintaining of standards that affect the tone of the school and in providing a form class atmosphere that is supportive and safe. The form teacher is often the first point of contact for a student who has a problem. They work with the dean and parents/caregivers in communicating and managing pastoral care concerns which may affect learning, as well as maintaining an interest in general progress and behaviour.

Gear

All items of uniform and personal gear must be clearly named. Borrowing of other students' gear when students have forgotten or mislaid their own is discouraged.

Wellness Centre

The school nurse is available during the school day. Appointments can be made to see a physiotherapist on-site through the nurse. It is important that students use the following procedure when wanting to visit the Wellness Centre.

Wellness Centre Procedures for Students

If a student needs to go to the Wellness Centre, located at the River Rd Gate One entrance, they need to get an 'out of school pass' from their subject teacher. The student must take the 'out of school pass' and sign out at Student Services before going to the nurse. They must sign back in at Student Services on their return to school and present their class teacher with the completed 'out of school pass' on their return to the classroom.

If possible, students should visit the Wellness Centre during interval or lunchtime rather than during class time. Unless they are in danger of collapse, or are injured, or are new to the school, students are expected to go to the Wellness Centre on their own.

A day student who becomes sick during the day cannot go home unless they report to the Wellness Centre. The nurse will phone a parent/caregiver and arrange for them to pick the student up from the Centre.

Help

The following staff are available to help students if they have a problem:

- ◆ Form Teacher
- ◆ School Counsellors
- ◆ Subject Teacher
- ◆ School Nurse
- ◆ Heads of Departments
- ◆ Careers Advisor
- ◆ Year Level Deans
- ◆ Student Services Administrator
- ◆ Dean/s of Boarding
- ◆ Receptionist
- ◆ Boarding House Parents
- ◆ Deputy Principals
- ◆ Chapel Team
- ◆ Principal

The following student groups are available to help students if they have a problem:

- ◆ Peer Support Leaders
- ◆ Student Leaders

If the problem is to do with learning, students should try talking to their subject teacher in the first instance.

Home Learning

All students at this school are expected to do homework regularly. Homework includes set work, revision, study, and getting prepared for the next day.

- ◆ Year 9 students should complete up to 1½ hours, four or five times a week.
- ◆ Year 10 students should complete up to 1½ to 2 hours, four or five times a week.
- ◆ Senior students need to do at least half an hour per subject, five times a week.

Houses

All students are placed in a House, and traditionally, members of the same whaanau belong to the same one. Houses compete throughout the year in a range of activities for the House Cup. House spirit is a large part of the Dio culture. The Houses are named after explorers, and have their own colours:

Blake	Black
Scott	Blue
Hillary	White
Shackleton	Red
Ross	Yellow
Wilson	Green



A student House leader is appointed on a yearly basis for each House, and they are supported by a staff mentor. You will meet these leaders and mentors in your very first House meeting of the year.

House Competition

Every year, the Houses compete for the Neckar Cup for Leading House. House points are gained from the following: High Achievers' Concert, House Singing festival, academic awards, service activities, and House sport competitions, including swimming, athletics, cross-country, and lunchtime competitions.

House Services

House Services are held during the year and are communicated via the school calendar. Families are encouraged to attend these services and support the school's special character.

ID Cards

Current students are asked to retain their current ID card for use at the start of the new school year. Photos will be taken early in the school year and new ID cards will be distributed through form teachers. New students will be issued with ID cards as quickly as possible. School ID cards are used to purchase items at the canteen and for photocopying and printing.

School-to-School International Exchanges

We value international educational opportunities and we encourage our students to embrace the chance to experience living and learning in different countries. We believe that the experience is enriching for the students who participate. As well as developing life-long friendships, the students return home with a sense of confidence that comes from being independent as well as a sense of pride from having taken on a role of ambassadors for their school, family and country.

More details about the exchange programme can be found under the Exchanges link on our school website.

Please note: Exchanges will be dependent on border restrictions between countries.

International Student Centre

The International Centre and International Dean is located in the block behind the Chapel near the swimming pool.

Interval and Lunchtime

Students are not permitted to leave the school grounds at interval or lunchtime unless it is for an authorised appointment and correct school procedures are followed. Year 13s may be given lunch time leave privileges in Terms 2 and 3.

Library

The Library is open daily from 8.00 am, during morning tea and lunchtime, and after school until 4.30 pm from Monday to Thursday. It closes at 3.30 pm on Fridays. A quiet atmosphere must be maintained at all times. Food and drink are not allowed inside the Library. The Library is on Instagram @waikatodiocesanlibrary.

Lockers

Every student in Years 9 to 12 has access to a locker. Where possible, this is located near their form class room. For security, students must purchase a lock. We ask that valuables are not brought to school and left in lockers. BYOD items must be securely stored in locked lockers to ensure their safety.

Lunchtimes

First Part of Lunchtime

Lunch is eaten in the first 20 minutes of the lunch break. Meetings are not scheduled during this time.

Students may eat lunch in the following areas: The grass area outside the front of Cherrington, the landscaped area around the Canteen, the sealed area outside the drama rooms, the shade covered area by the pool, or in the quad. Year 13 may eat in their Common Room. Form rooms are available on damp, wet days.

Students are not permitted to eat lunch on the soccer fields, the hockey turf, the driveway behind D block, the area and road behind the Sports Centre, the road outside Cherrington, the corridors within buildings, or in classrooms (except on rainy days when they are required to follow the wet weather procedure detailed below).

Second Half of Lunchtime for Students

During the second half of lunch, students are free to move around the school grounds. Students are not permitted on the far boundaries of the campus and should stay out of corridors and classrooms, unless it is a wet day, or they have a meeting or tutorial with a teacher. In the warmer months, students should sit in shaded areas or wear a school sun hat, which can be purchased through the uniform shop.

Cold and Wet Weather Procedure

During the winter terms, students go to classrooms – ideally their own vertical form room. It is their responsibility to keep the room clean and free of litter. At the conclusion of the lunch eating period, students are free to make use of the library, the gym and other areas they have negotiated access to from staff on a needs-basis.

Lunch Orders

Day students may order their lunch at school. It can be ordered at the school canteen on a day-to-day basis. Orders must be placed either before school or during interval.

The Monitor system is used by students purchasing food from the school canteen.

Monitor allows parents to load funds on to their daughter's Student ID card, which can then be used to pay for certain items at school. Each card will hold a canteen account and a photocopying account.

The snack bar closes 10 minutes before the end of lunchtime.

Medical Records

Medical forms must be completed by all new students prior to beginning their schooling at Dio. All parents/caregivers have a responsibility to update their daughter's medical details should they change, via the Parent Portal Student and Family link. In the case of serious health concerns we expect parents/caregivers to contact the school nurse in order to update them on changes to their daughter's health. The nurse is contactable at the Wellness Centre on 07 855 2038 extn 3780 or on email: nurse@wdsj.school.nz

Personal Music Devices / Airpods

Personal Music Devices and Airpods are not permitted to be used during subject classes unless permission is granted by the classroom teacher. The school takes no responsibility for the security or any loss of these items.

Music Lessons

Music lessons are available at Dio, and can be organised by contacting the music department. Students need to make sure that they know when their lesson is and be on time (lessons should not last for more than half a school lesson). Students must ensure that their classroom teacher marks them present for that class lesson.

Students are also required to show their teacher a music lesson card from the music teacher which confirms the day and time of the lesson. These cards are given out by the instrument teacher or HOD Music. It is the student's responsibility to catch up on work missed while attending a lesson.

Outdoor Education

Students and parents/caregivers are reminded that this is an important part of a student's education at Dio. All outdoor education camps and activities form part of our school's special character and are a compulsory part of our school's curriculum from Year 9 to Year 13.

The camps involve the use of qualified instructors and are thoroughly planned to ensure a high standard of safety and to provide students with a challenging experience. We would like parents/caregivers to encourage their daughters to find a way to contribute to the cost of these experiences.

Out of Bound Areas

Students are not permitted to congregate around the school boundaries. The boarding houses are out of bounds during the school day.

Parental Concerns

If you have concerns about your daughter, we ask that you contact the most appropriate person at the school. The list below will assist you in your choice of the best possible contact point.

Classroom Concerns

Contact the subject teacher by phone or email in school hours and arrange an appointment if required. If your concerns are not addressed at this point, then contact the head of department of year level dean.

Pastoral Concerns

Contact the year level dean or HOD Kaupapa Maaori (Pouako Maaori) by phone or email during school hours and arrange an appointment if required. The School Counsellor/Deputy Principals are also available for relevant pastoral concerns.

Boarding Concerns

Contact the relevant house parent, and if further assistance is required, contact the Dean of Boarding.

boarding@wdsg.school.nz

Extracurricular Concerns

Contact the Director of Sport or the Arts Administrator.

arts@wdsg.school.nz

sports@wdsg.school.nz

Peer Support

This programme is run to help all Year 9 students settle into school. Year 12 students volunteer to be Peer Support leaders and complete training to assist them in this role.

Peer Tutors

Peer tutors are Year 12 and Year 13 students who have volunteered to help younger students with their work. This service is generally available to students from term three onwards and is advertised in the Daily Notices.

International Student Concerns

Contact the International Dean by phone or email and arrange an appointment if required.

international@wdsg.school.nz

Careers Advice

For any information relating to career options, please contact the Careers Advisor.

careers@wdsg.school.nz

Financial Accounts

If you have any concerns about your school financial account, contact the Commercial Manager. If you have any queries regarding charges on your account, contact the Financial Administrator.

accountspayable@wdsg.school.nz

All Other Issues

Contact any of our Deputy Principals, or any other member of the Senior Leadership Team.

Personal Property

To keep personal property safe, students should take the following precautions:

- ◆ Leave valuable items at home.
- ◆ Use lockers and supply a padlock to ensure security of personal belongings.
- ◆ Clearly name all possessions.
- ◆ Leave all money with Reception for safe-keeping.
- ◆ Inform a teacher, dean or deputy principal immediately if things go missing.

Photographs

Class and ID photos are taken early in Term one. All team and group photos are taken in Terms two and three. No individual or family photographs are taken.

Principal

The Principal's office is in the Homestead. The Principal's Executive Assistant will be able to assist you should you wish to contact the Principal for any reason.

Reception

Reception is situated in the Homestead. The Receptionist is there to help everyone with enquiries. Students are reminded that this is a public place and that behaviour must be of the highest standard. Requests must be made in a polite and courteous manner when visiting this area.

Start of the Day – Roll Check

Students need to be on time for period one, 8.30 am sharp. If they are regularly late for roll check, the form teacher will refer them to the year level dean who will phone the parents/caregivers or boarding supervisor. A detention may be issued for continual lateness.

School Phones

Only boarders have access to school phones. Day students are required to use their own cell phone to communicate with their parents/caregivers. Students may only turn phones on at morning interval and at lunchtime to check messages. In the event of an emergency, a student may request the use of a school phone via Student Services or by asking a member of staff.

School Counsellors

There might be times when a student wishes to talk to the school counsellor. To do this all a student has to do is book a time. The Counsellors will visit all Year 9 classes early in Term One to explain how to make an appointment. The counselling team is based in the Wellness Centre at the Gate One River Rd entrance.

School Prayer

O merciful Father, Giver of all good gifts,
We thank you for the blessings You have bestowed
upon those who teach and those who are taught in this School.
Be with us this day in all our work and in all our play.
Teach us to follow in the footsteps of Your Son, Jesus Christ,
To conquer selfishness and greed,
And to consider the consequences of our speech and actions.
Bless all those who love us and help us to respond to their love
With loyal and generous hearts.
Through Jesus Christ, our Lord.
Amen.

School Waiata

He Honore

He Hōnore
He Kororia
Maungarongo ki te Whenua
Whakaaro pai e
Ki ngā tāngata katoa
Ake, ake
Ake, ake
Āmine
Te Ātua
Te Piringa
Tōku oranga

Translation:

Honour and Glory to our heavenly
Father above,
Peace on earth and goodwill to all mankind,
Forever and ever,
Amen
For the Lord is the way, he is the life

Sports and Arts Extracurricular Activities

Students will receive a guide to assist them in exploring the arts and sports activities available at school, including details and information about the commitment each activity entails.

Sports and arts registrations are completed on return to school each year. Students are briefed on this procedure, with special care and guidance given to Year 9 students around this process. For further information, students can see the Director of Sport, or the Arts Administrator.

Please be aware that where students have continually breached school rules or the Code of Conduct, or do not meet the attendance requirements, their ability to continue to represent the school in sports or arts may be reviewed.

Stationery

Students can order their school stationery packs directly from Office Max via an online ordering system accessible via the school website.

Student Concerns

If you have any concerns, you can talk to a teacher, your dean, a counsellor, or a member of the leadership team. They can give you advice/guidance to seek a resolution to your problem. They will refer the matter to the appropriate person if they are unable to assist you.

International Students

If you have any concerns regarding international matters (immigration, travel, homestays, sickness or accidents), please discuss this with the International Dean.

Student Services Reception

This is located in the Sports Education Centre – entrance is at the Martin Street entrance. Students must sign in or out at Student Services if they are late, go to the Wellness Centre or need to leave the school. Our receptionist in this area will assist students with any difficulties or enquiries.

Student Learning Sites

Students are expected to access learning resources through their different subjects' Google Sites, Google Classrooms, Google Drive or Edmodo. Notices about sports, the arts and other extracurricular activities are in the daily notices, on social media and on the Student Portal.

Subject Choice

The *Year 10 Options Guide* and the *Senior Options Guide* are produced in Term Three to enable students from Years 10 to 12 to make subject choices for the following year. Course and career information will be shared with students during extended form times, or by appointment. Subject teachers, heads of department, deans and the careers advisor can all help students with subject choices.

Sunsmart

Students are advised to keep out of the sun whenever possible and to make use of the shade areas available within the school grounds. We are fortunate in having two large shade sails in the quad and by the pool and a number of large trees that provide a good source of natural shade. Students are encouraged to apply sunscreen before coming to school and reapply this when in the sun for extended periods. Sunscreen is available at Student Services should a student forget to bring their own to school. All students are encouraged to wear a school sun hat or cap. These can be purchased from the Uniform Shop.

Swimming Pool

The pool is used by PE classes during lesson time under the supervision of their teacher.

Students may use the pool at lunchtime under adult supervision, but they must leave the pool 10 minutes before the end of lunchtime.

Talking to the Media

The Communications and Marketing Manager is responsible for media relations within the school. Students and staff may only make statements or be interviewed by the media on matters related to the school if they have been given authority to do so by the Communications and Marketing Office, or by the Principal. Any media enquiries should, in the first instance, be referred to the Communications and Marketing Office, or to the Principal.

Term Calendar

The school calendar is available on our school website and school app, and includes dates and times for key school events.

Term Dates

A summary of term dates is available on the school website.

Travel to and from school/activities

Day students are expected to maintain the good name of the school by:

- ◆ Wearing school uniform correctly from the time they leave home in the morning until they return there at the end of the day
- ◆ Maintaining a high standard of behaviour on public transport
- ◆ Showing courtesy to members of the public at all times.

Boarders travelling to or from sports fixtures, or on other activities which take them outside of school, are expected to observe the above rules. Any student who wishes to drive a car or ride a motorcycle to school, or wishes to be a passenger in such a vehicle, must obtain and complete a 'Registration of Private Vehicle Use' form. This form must also be signed by a parent or guardian.

Uniform

Please refer to the Dress Code Requirements on page 22.

Uniform Changeover Dates

- ◆ **Winter uniform:** Worn in Terms two and three.
- ◆ **Summer uniform:** Worn in Terms one and four.

Uniform Shop

The Uniform Shop is located in the Sports Pavilion behind the all-weather turf at the Martin Street entrance. All uniform items can be ordered online and then collected from the onsite shop. Opening hours and a link to the online store are available on our school website.

Valuable Items

Items of value should not be brought to school. If it is absolutely necessary, please leave them for safekeeping at Reception. The school takes no responsibility for loss of valuable items.

Vehicle Access

Please use the Martin Street gate when dropping your daughter at school. Vehicles can either exit the Martin Street gate by looping back out the Martin Street gate, or following the one way system exiting onto River Road. Please note that there is no stopping on this exit road. Students can also be dropped off on Clarkin Road and follow the pedestrian path alongside the Football field. Students who walk can enter from River Road via the pathway by F Block. Bus drop-off and pick-up is by the gym, at the Martin Street car park.

Students are not permitted to park on-site at any time, unless they have been granted special exemption.

Website and Social Media

The School's public website is www.waikatodiocesan.school.nz

Follow us:  /waikatodiocesanschoolforgirls



waikatodiocesan

Waikato Diocesan Dress Code Requirements

Our school has the expectation that all students maintain a high standard of appearance both within the school and in public. Full and correct school uniform must be worn at all times both within and outside the school grounds.

All items of clothing *must* be in good repair, clearly named and freshly laundered. Worn or untidy items of uniform must be replaced. All uniform items must be regulation and can be purchased from the Uniform Shop.

Going to and from School

All students are required to wear the school blazer with both summer and winter uniform, to and from school, on school trips, to chapel and assemblies and other formal school functions throughout the year. During hot afternoons in February and March, students are excused from wearing their blazers home from school.

Students leaving sports practices or sports fixtures to travel home must be wearing the sports all-weather tracksuit or full day uniform.

Hair

Hair must be kept off the face. Hair that reaches the collar must be tied back using a regulation black, dark brown, navy, white or red hair tie. Regulation black, dark brown, navy, white or red hair bands or clips may be worn to assist in keeping hair off the face. Ribbons, if worn, must be navy or red. Hair colour is expected to be within the range of natural hair colours and extreme styles are prohibited. Hair styles for special occasions need prior permission from the Principal after a written application.

Make-up and Nail Polish

Students will be asked to remove any excessive or obvious make-up. Coloured nail polish is not permitted. Clear polish is deemed acceptable.

Jewellery

Each student may wear a wrist watch and a single pair of small round stud earrings (not sleepers) one in the lower lobe of each ear only. Bangles or rings are NOT permitted; those items which have become too small to remove need to be cut off. If a student chooses to breach the rules and wear the incorrect jewellery, the item/s may be confiscated. These items can be collected from Student Services at the end of the day. Continual breaches will result in a referral to the year level dean.

Students may wear items of special cultural or spiritual significance around their neck (eg. bone or pounamu taonga or gold/silver cross). If you are in doubt about the appropriateness of your item, please check with the HOD Religious Education or HOD Kaupapa Māori (Pouako Māori). Where these items are deemed to be a potential hazard they must be removed eg. PE, sport, etc. The school is not responsible for the security or loss of these items.

Visible Body Piercing

Nose, tongue, eyebrow or lip studs must not be worn, unless they are the clear plastic school studs. Regulation clear plastic studs are available from Student Services or Reception.

Skirt Length

Skirt length must ideally be adjusted to sit on the knee (i.e. when the student is kneeling on the ground the skirt hem is brushing the floor). Given the difference in body sizes/shapes, in some cases the skirt may sit up to 2cm above the knee.

Shoes

Both summer and winter shoes must be clean, well polished and kept in good repair. Please note that in some specialist classrooms, such as in Science, closed in winter shoes are compulsory to meet national health and safety guidelines.

Summer Sandals



Regulation black Summer sandal

Regulation black sandals must be worn by all Years 9 to 13 students. These are available from Collins Footwear in Hamilton East.

The back straps of sandals are to be worn in the correct place near the ankle, and should not be trodden down or cut off.

Winter Shoes



Regulation leather Winter shoe.

Regulation plain black leather lace-up shoes – maximum 40mm heel – must be worn with regulation tights by all Years 9 to 13 students. Please refer to picture.

Regulation Tights

Regulation tights or stockings must be worn with winter uniform and are to be ladder free. Tights or stockings with ladders or holes in them are unacceptable and must be replaced.

Please note: knee high stockings/tights are not permitted.

The Winter Shirt

The winter shirt is to be worn out over the skirt. Top buttons and cuff buttons must be fastened at all times. Shirts must be kept freshly laundered, neatly ironed and be clearly white where applicable.

Please note: The school is able to assist students with items of uniform in emergency situations and also has a selection of items that students may borrow for a short period of time. These are available from the main reception.

The Summer Shirt

The shirt is to be worn out over the summer skirt. The collar is designed to sit over the top of the blazer lapel; the top two buttons are to be left undone. If wearing a jersey, the bottom of the shirt must not be visible. Shirts must be kept freshly laundered and neatly ironed.

The Tie

The wider part of the tie should be longer than the thinner section of the tie. When tied correctly, the bottom part of the tie falls to the bottom two buttons of the school shirt.

The School Jersey

Must be long enough to cover the school shirt. Jerseys must be kept clean and in good repair. Jerseys with tattered sleeves or holes must be replaced.

Scarves

Scarves are not to be worn inside the classroom. This includes gatherings for assembly, chapel or in the dining room.

For Physical Education Lessons

Girls must wear the correct regulation P.E. uniform for all P.E. lessons.

Sports

All students who are a member of a competitive school sports team are required to purchase a school tracksuit.

Badges

Only school-related badges may be worn on blazers.

Uniform Issues

If for some unavoidable reason your uniform is incorrect, you must bring a note of explanation and go straight to your Dean by 8.30 am. Your dean may issue an exemption slip if the explanation is valid. You must carry this permission slip with you during the day.

Emergency Evacuation Procedures

ALARM: A fire or emergency evacuation will be signalled by a continuous siren or ringing of the school bell for approximately seven minutes. All students, visitors and personnel must move quickly and calmly to the designated assembly points.

1. Exit the classroom/building quickly and quietly under the direction of your teacher through the most suitable exit route to the designated assembly point where you will line up in your form class
 - ◆ Do not walk through other buildings to get to the assembly point
 - ◆ Do not take any personal possessions with you
 - ◆ Do not stop to close windows
2. Sit quietly in your form class line at the assembly point
3. Report any missing classmates to your form teacher
4. Await further instructions patiently and quietly
5. The all clear will be given by the Chief Warden. Your year level dean and form teacher will inform you when it is safe to return to your classroom
6. A copy of assembly points are located on classroom and boarding house walls and/or noticeboards.

Emergency Lockdown Procedures

Although every effort is made to ensure a safe school environment, a violent or potential violent incident is a possibility we must consider and be prepared for. If you are placed in this type of situation, do not confront the suspect, but follow the Lockdown Procedure detailed below.

ALARM: A Lockdown will be signalled by an automated announcement on the Public Address System (PA).

7. Stay in your classroom and sit on the floor out of sight from windows and doors in silence
8. Students in hallways/toilets are to seek shelter in the nearest classroom
9. Students in outdoor areas should move to the nearest building if it is safe to do so or to the nearest SAFE area as quickly as possible. (St Joseph's School or River Road dairy car park)
10. Student cell phones are to be turned off
11. Stay out of sight and await further instructions patiently and quietly
12. The ALL CLEAR will be given via email and/or word of mouth by the Police, Principal or other member of the Management Team. No one is to leave the shelter of their safe place until this message is received.

Earthquake Procedure

If Inside:

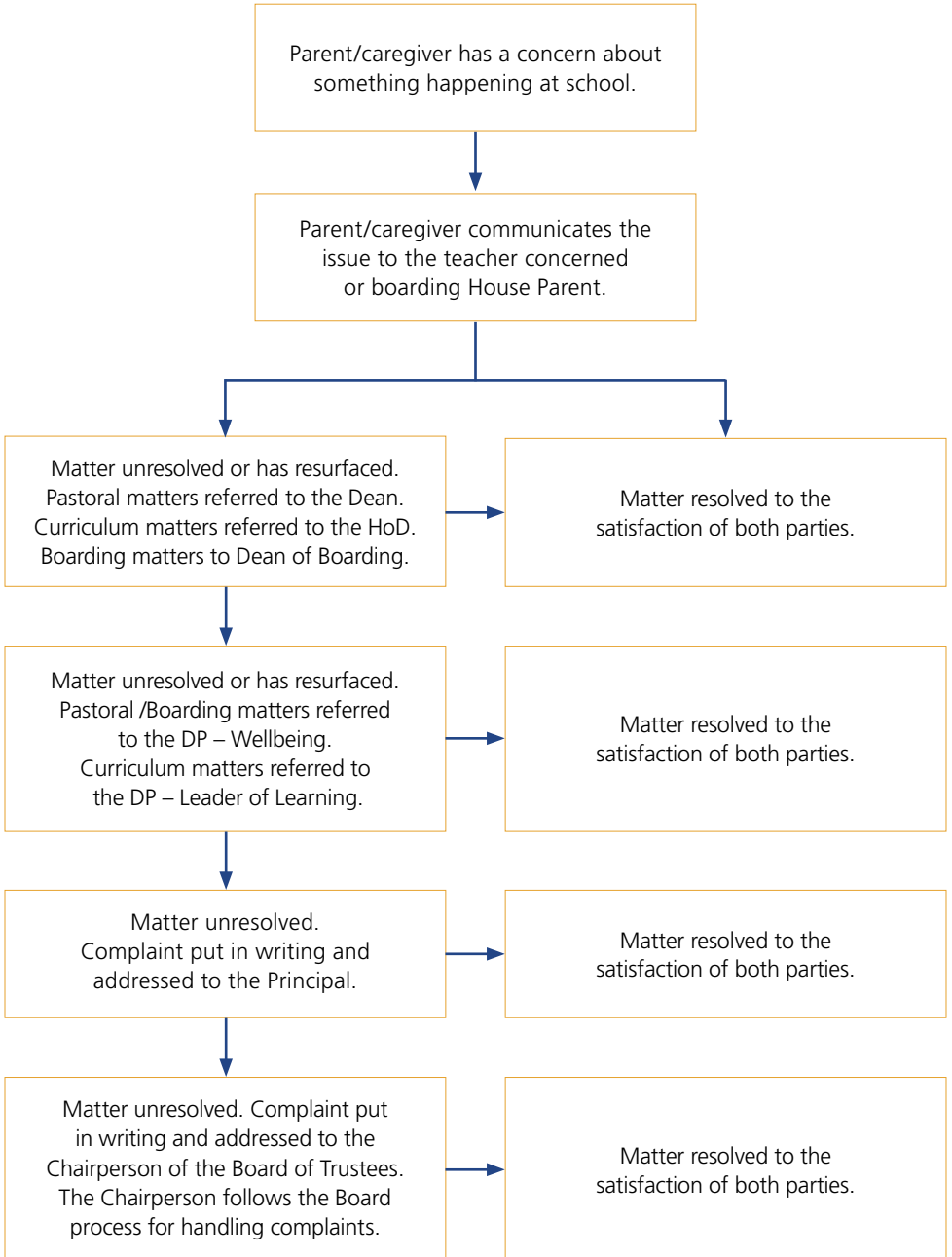
- ◆ Stay inside, don't use lifts or stairs. If in a lift, stop at the nearest floor and get out
- ◆ Shut down any equipment in use
- ◆ Take shelter in doorways, under desks, or down beside an internal wall
- ◆ Stay clear of large areas with glass atriums or glass roofs
- ◆ keep away from windows or objects that could fall on you
- ◆ Move no more than a few steps to a safe place - drop, cover, and hold on
- ◆ Do not attempt to run outside.

If Outside:

- ◆ Stay outside
- ◆ Move no more than a few steps to a safe place clear of buildings, trees, power lines or other potential hazards.

DROP, COVER, AND HOLD.

Complaints Procedure



Special Character

Veritate – By Truthfulness

Simplicitate – By Straightforwardness

Fidelitate – By Loyalty

**Our school seeks to cultivate an awareness and love of God
Care for oneself and one another;
Compassion for the needy and care for creation**

The Special Character of the Waikato Diocesan School for Girls is the expression of the thanksgiving for life offered by Anglican Worship, together with Religious Education, the Arts, Boarding, Music, Outdoor Education and Corporate Responsibility.

Mission & Vision Statement

Mission Statement

It is the intention of this school to achieve excellence in education within a caring family atmosphere and under the influence of the standards and practice of the Anglican Church in Aotearoa New Zealand and Polynesia.

Vision Statement

Our vision is for our students to have their learning capacity and aspirations expanded in a nurturing environment, preparing them to lead meaningful, balanced lives in a changing world.

In achieving this vision, the WDSG community will promote its CENTRAL values of Courage, Empathy, Integrity, Tolerance, Respect, Faith and Diligence.

Kia maataatoa – to be courageous

Kia ngaakau aroha – to show empathy

Kia ngaakau pono – to have integrity

Kia ngaakau mahaki – to show tolerance

Kia ngaakau whakaute – to uphold respect

Kia pukumahi – to demonstrate diligence



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