



Christchurch Boys' High School

2019 Orientation Handbook

WELCOME

A warm welcome to Christchurch Boys' High School to you and your families.

At school there will be fantastic opportunities for you to try new experiences, develop and grow into a Fine Young Man. We will help you on your journey from a boy to be a young man who will be proud of his successes during his time here.

This booklet is a guide to School and hopefully it will help you and your family in your transition to High School.

Being part of the Christchurch Boys' High School family and wider community, you will be joining another 280+ boys in Year 9 in the privilege of an education in a school world renowned for boy's education.

At Christchurch Boys' High School, we strongly encourage students to take advantage of the opportunities that exist and be involved in as much as possible both in and out of the classroom. In the classroom it is expected that you **challenge** yourself and commit to your studies showing you have the **courage** to succeed. Show **respect** and **compassion** to both staff, other students and our environment, and are **resilient** when faced with adversity. We encourage students to be involved in both a winter and a summer sport and/or music or cultural activity at school. These experiences and activities will help your transition and settling into school as you will build new relationships with other boys and staff.

However, you are also here to have fun and enjoy your time with us.

Christine Welsh
Year 9 Dean

IMPORTANT DATES AND INFORMATION FOR 2019 NEW ENTRANTS

NEW ENTRANT TEST	<p>Wednesday 19 September 2018, 9.00am – 11.30am. <u>ALL</u> confirmed 2019 new entrants are required to attend. Students should assemble with a black pen at the main entrance of the school by 8.45am. Held in the Hall.</p>
PARENTS' EVENING	<p>25th October 2018, 6.00pm - 7:00pm. This evening is a chance for <u>parents only</u> to meet with a variety of staff and learn about aspects of school life. There will be a short seminar from Cyclone Computers and the opportunity for parents to view and discuss their products and product options for BYOD. Held in the Hall.</p>
EMAIL notification	<p>During the last week of December 2018, you will receive an email to inform you of the relevant information pertaining to your son i.e. form class and language option.</p>
Wednesday 30 January 2019 9:15am – 2:30pm	<p>Assemble at the Te Kura St gates for Mihi Whakatau at 9.15am. Parents welcome.</p> <p>Then Year 9 classes go to their Kaitiaki class for induction in <u>full school uniform with their device fully charged, pen and pad.</u> <i>(Please note the tuckshop is closed - your son will need a packed lunch)</i></p>
Thursday 31 January 9:00am – 2:30pm	<p>Year 9 classes go straight to their form class for continuation of induction. <u>Full school uniform with device fully charged, pen and pad.</u> <i>(Please note the tuckshop is closed - your son will need a packed lunch.)</i></p>
Friday 1 February 9:00am – 2:30pm All school in.	<p><u>Full school timetable</u> for all year groups. Year 9 classes go straight to their Kaitiaki class. <u>Full school uniform, device fully charged and with all required stationery.</u> <i>(Please note the tuckshop is closed - your son will need a packed lunch.)</i></p>
Monday 4 February 8:45am-3:10pm	Full school timetable for all year groups
Tuesday 5 February 8:45am-3:10pm	Full school timetable for all year groups
Wednesday 6 February School Closed	Waitangi Day - School Closed
Thursday 7 February 8:45am-3:10pm	Full school timetable for all year groups
Friday 8 February 8:45am-3:10pm	Full school timetable for all year groups

<p>e-Learning</p>	<p>For more information about e-Learning and device specifications, please go to http://www.cbhs.school.nz/students/school-supplies/elearning. If you have any questions please contact Jo Pearson, Specialist e-Learning Teacher, pearsonjo@staff.cbhs.school.nz</p>
<p>CBHS PTA</p>	<p>The PTA is a very active and supportive team of past and current parents. To find out more visit https://www.facebook.com/CBHS.PTA/</p>
<p>PTA Uniform Shop</p>	<p>The general hours are: 3:00 – 6:00pm Tuesday and 1:00 – 5:00pm Friday. Email enquiries to uniformshop@staff.cbhs.school.nz or visit https://www.facebook.com/cbhsuniformshop/</p>
<p>Stationery Orders</p>	<p>School stationery is required for all subjects, all classes are <i>blended</i> e-Learning. You will find the requirements for school stationery on the school website. Stationery is also required for ART the link to National Art Supplies is also located on school stationery. This link will be updated early January for all your stationery requirements https://www.cbhs.school.nz/students/school-supplies/school-stationery-art-supplies-uniform</p>

FINE YOUNG MAN – Being your best

Here at Christchurch Boys' High School one of the aims is to help you become well-rounded. This is achieved with you being a part of a wide range of activities and doing each one to the best of your ability, challenging yourself to live up to our school motto *Altiora Peto – I seek higher things*.

The Fine Young Man programme

Your attitude is a pivotal factor in how much you gain from your time at Christchurch Boys' High School. “Enough is NOT Enough” is one mantra we can apply to life at school, always challenging yourself in every area. The programme is designed to give you opportunities to be your best, challenge yourself and put into action our school motto *Altiora Peto – I seek higher things*. We all have different strengths to add value to school and this programme allows you to shine in your strengths and build on areas which need to be further developed. Students are awarded Gold, Silver, Bronze medals at the end of each year depending on the amount of points they have received.

In keeping with the school motto, “*Altiora Peto*” – *I seek higher things*, Christchurch Boys' High School places great importance on the development of fine young men. Students are encouraged to lead a balanced life and to continue striving to be the best that they can be across all aspects of school life - academic, sporting, the arts and culture, service and responsibility.

Here are the paramount goals and guiding principles of the Fine Young Man Award

- To provide a supportive environment within which each student is empowered to reach his full potential as a young man.
- To encourage and foster the following attributes and attitudes in the young men of Christchurch Boys' High School:
 - personal resilience
 - the ability to work as part of a team
 - a willingness to serve without expectation of reward
 - humble in success, determined in defeat
 - the desire to strive for excellence in all areas
- To build on our reputation as a school that demands high standards in academic and co-curricular performance.
- To produce young men in all fields of endeavour who inspire others to perform and achieve.
- To reinforce the idea of leading a balanced life; too little or too much involvement compromises the ability to ‘seek higher things.’
- To highlight the paramount importance of academic achievement.

WEEKLY NOTE SYSTEM (YEARS 9-13)

1. Each subject teacher enters a grade 1-5 (see '*grade criteria*' sheet) into our student management database for each student in their class by midday on Friday. This grade is not based on academic performance but is a subjective impression of a student's attitude and application to their studies and homework over that week (Friday to Thursday).
2. Subject grades are averaged to produce a single score, referred to as the 'Weekly Note'. Individual subject scores, as well as the average, are then sent to the student's parent / caregiver email address that is currently held on our database. We would expect this to occur mid-afternoon on a Friday. The Dean and Form Teacher will be able to access a weekly summary for their students and they can use this data to both reward endeavour and to provide support / guidance for those who may require it.

As a general guide, a Weekly Note of 3 is regarded as satisfactory. Scores in the first few weeks could be expected to hover around the 3 mark as it takes some time for teachers to get to know who's who in each class. Students who are maximising their learning opportunities should be scoring in the 4-5 range consistently from about Week 6 of Term 1 on.

3. To ensure that this system provides worthwhile information for students, their families and the school, it is important that all students receive a grade for every subject, every week. There will however be times where this is not possible; for example, where a student or a teacher is absent from school for a substantial part of that week. The number of '*periods out of class*' (both explained and unexplained) for that week is also included in the email home.

Parent enquiries about their son's weekly note grades should be directed to the Year Level Dean in the first instance. A teacher comment can be made beside each student if needed (max 160 characters). A comment is mandatory if a student scores less than a 3 to enable parents to address the issue directly with their son.

4. Parents / caregivers should understand that this system is in no way a reporting tool along the lines of the two formal reports a student receives each year. Rather, it is a subjective assessment of an individual teacher's impression of a student's attitude and application in each week. We hope it is a positive catalyst for a weekly conversation between parents and sons about how their week at school went.

OUR STRATEGIC PLAN



Our Motto: Altiora Peto

Values:

Meaningful relationships, integrity,
high expectations, respect

Mission:

Educating fine young men towards
outstanding achievement

Vision: Developing men who can lead New Zealand and the world to be a better place.

Our Strategic Priorities He waka eke noa

Successful Learners

Boys and staff develop capabilities to lead morally purposeful lives and are resilient, adaptable, critical thinkers and communicators with a strong sense of place and identity.

Staff as Role Models

Staff model moral purpose, they are committed to working alongside each other and their students.

Aspirational Curriculum

Our curriculum is responsive and purposeful and is focused on developing staff and boys into future leaders who use their knowledge and capabilities to benefit society.

Quality Leadership

CBHS Leadership prepares for the school's future through having a clear vision and acting to implement it.

Inclusive Community

We value our community and cherish its special identity, diversity and sense of belonging.

OUR STAFF

Headmaster Mr N. Hill - hilln@staff.cbhs.school.nz

Senior Management

Mr S. Fraser – Senior Master Staff - frasers@staff.cbhs.school.nz

Mr M Boomer – Senior Master Curriculum - boomerm@staff.cbhs.school.nz

Mr N Vernon – Senior Master Operations - vernonn@staff.cbhs.school.nz

Mr. D Bone – Senior Master Pastoral Care - boned@staff.cbhs.school.nz

Mr R. Taylor – Senior Master Adams House - taylorrj@staff.cbhs.school.nz

Mr C. Dunnett – Senior Master Property and Development - dunnettc@staff.cbhs.school.nz

Guidance Counsellors

Mr Michael Multhaup - Head of Guidance multhaupm@staff.cbhs.school.nz

Mrs Naomi Cooke – Educational Psychologist cooken@staff.cbhs.school.nz

Ms Jessie Kendell – Guidance Counsellor KendellJ@staff.cbhs.school.nz

Year Level Deans

Year 9: Mrs Christine Welsh welshc@staff.cbhs.school.nz

Year 10: Mr Chris Kilkelly kilkellyc@staff.cbhs.school.nz

Year 11: Mr Mark Lane laneml@staff.cbhs.school.nz

Year 12: Mr Gary McNaughton mcnaughtong@staff.cbhs.school.nz

Year 13: Mr Wayne Waller wallerwm@staff.cbhs.school.nz

Curriculum Head of Departments:

Please click on the link to email staff directly with enquiries pertaining to subject areas:

Art: Ms M McCormack mccormackmj@staff.cbhs.school.nz

Commerce Mr D McLauchlan mclauchlandr@staff.cbhs.school.nz

English

Graphics, Technology Mr H Van Oyen vanoyenh@staff.cbhs.school.nz

Geography Mr R Archibald archibaldr@staff.cbhs.school.nz

History/Classical Studies Mr H Dacre dacresh@staff.cbhs.school.nz

International Languages Mr W Waller wallerwm@staff.cbhs.school.nz

Mathematics Mr B Thomas thomasbd@staff.cbhs.school.nz

Music Mr S Chapman chapmansc@staff.cbhs.school.nz

Physical Education/Health Mr P Watson watsonp@staff.cbhs.school.nz

Science, Agriculture Mr N Mehrtens mehrtensn@staff.cbhs.school.nz

Social Studies Mr M Drury drurymk@staff.cbhs.school.nz

Other Important Staff Roles:

Please click on the link to email staff directly with enquiries pertaining to:

Learning Support	Ms A. McConnochie - mcconnochieah@staff.cbhs.school.nz
Gifted and Talented	Ms L. Pears - pearl@staff.cbhs.school.nz
Careers and Transition	Mr R. Webster - websterr@staff.cbhs.school.nz
ICT Co-ordinator	Mr H. Dacre - dacresh@staff.cbhs.school.nz
Library + E-Learning Specialist	Ms J. Pearson - pearsonjo@staff.cbhs.school.nz
NZQA Assessment	Mr B. Thomas - thomasbd@staff.cbhs.school.nz
Overseas Students	Mr C. Everett - everettc@staff.cbhs.school.nz
Sports Director	Mr G. Davis - davisg@staff.cbhs.school.nz
Arts and Cultural Co-ordinator	Mr S Brouwer - brouwers@staff.cbhs.school.nz
Bursar	Mrs J. Parsons - parsonsjc@staff.cbhs.school.nz
Headmaster's Secretary	Ms J. Lowe - lowej@staff.cbhs.school.nz
Receptionist	Mrs R. Rodgers - rodgersr@staff.cbhs.school.nz
Accounts	Mrs Michelle Tracey - traceymj@staff.cbhs.school.nz

ABOUT THE SCHOOL

WE VALUE

Meaningful relationships, integrity, high expectations, respect

OUR MISSION

Educating fine young men towards outstanding achievement

THE SCHOOL CREST

The crest emphasizes the angel and the cross being symbols of the religious – spiritual basis of Canterbury, the University and our School;

Books – symbols of scholarship;

Cricket bat – symbol of sport;

Rifle – symbol of service;

Stock and crops – The "dead sheep" are silver fleece symbolising the pastoral pursuits of the province of Canterbury and the crops beneath are symbols of sustenance which the School takes from and gives to the community.



THE MOTTO

‘Altiora Peto’ - ‘To seek Higher Things’

Encourages our School to seek to develop our spiritual, aesthetic, intellectual and idealistic aspects: and to carry out scholarships, sport, service, stagecraft and situations in a way that produces excellence.

HISTORY OF CHRISTCHURCH BOYS' HIGH SCHOOL

Some dates from "The School We Magnify" G.Ash 1990

1815 - *approx* First Europeans land in Canterbury

- 1840 - Treaty of Waitangi is signed
- 1843 - John and William Deans establish a farm at Riccarton
- 1850 - Christchurch established
- 1873 - Canterbury College (University) established
- 1881
 - School established at Arts Centre. 82 boys, 7 masters.
 - School sports at Lancaster Park
- 1883 - First monitors appointed. Military Cadet Corps formed
- 1903 - Form Masters and school blazers introduced
- 1908 - Deans Scholar Medal awarded in honour of Robert Deans - "Scholar, Sportsman and Gentleman"
- 1912 - Old Boys' Association formed
- 1914
 - School farewells Old Boys to First World War.
 - 786 served with 140 losing their lives
 - School Song written
- 1916 - First Anzac Service in (original) Big Room – Arts Centre
- 1917 - Adams House opened. First Old Boy Rhodes Scholar
- 1926 - School to its present 28 acre site. Memorial Shrine unveiled
- 1935 - Parent-Teacher Association formed
- 1939 - 1600 Old Boys, 11 staff serve in WW2. 200 lose their lives
- 1952 - Caddick Wing (M1 to M7) opened
- 1956 - Old Boys gift World War 2 memorials (Hall entry)
- 1966 - Parent Evenings and Leavers' Dinner established
- 1970 - Final School Cadet parade - shortage of funds
- 1975 - Charles Caldwell Block (C1 – C14) opened
- 1980 - 56 Old Boys around the world are university professors
- 1987 - Main Block earthquake strengthening. Reopened 1990
- 1990 - First Board of Trustees is elected
- 1997 - New School Hall is opened
- 1998 - Wilson Library is opened
- 2003 - Mr Croudin retires and Mr McIntyre appointed

- 2005 - Prince William visits the School
- 2007 - Governor-General attends Founders' Day Assembly
- 2009 - Swine flu pandemic during Term 2
- 2010 - September 7.1 earthquake. Wide damage. 5 days off school.
- 2011 - February 6.3 quake kills 181. June quake causes further damage. Snow. 20 days off school
- 2012 - Headmaster Trevor McIntyre leaves to assist in the post-quake restructuring of education delivery in Christchurch.
- 2013 - Mr Hill appointed Headmaster
- 2015 - John Morrissey Grandstand officially opened 28 May
- 2017 - New Hall officially opened

EVENTS AT CHRISTCHURCH BOYS' HIGH SCHOOL

ASSEMBLY

As a school we have two assemblies each week. Tuesday and Thursday at 1.05pm. Students are to wear full uniform, including jerseys.

FOUNDERS DAY

On Founders Day we welcome Old Boys to visit the school and attend a school assembly the focus of which is the presentation of the Altiora Peto medal to a distinguished Old Boys selected by the Old Boys Association.

PARENT INTERVIEWS

Are held mid- March each year.

ANZAC DAY

On this day of remembrance we reflect on our present freedoms and quality of life, and remember especially old boys from the school who died in conflict.

At Christchurch Boys' High School, we have a long tradition of coming together on this day, as a community, to remember the men who served and died for New Zealand from the Boer War to Afghanistan and on our peace keeping duties around the world.

All Year 9 students are expected to attend the service, at school, on ANZAC Day – **even when in the holidays**. Your participation will give

you time to reflect on the significance of the day and make connections with your own family stories and those from School. Christchurch Boys' High School lost 140 Old Boys in World War 1 and over 200 in World War 2.



Students need to be on site assembling at **9.15am outside the Big Gym** with staff to organise for the ceremony. Students are to wear full uniform, including jerseys; and will receive a new poppy if they do not already have one. If you wish to wear family medals please ensure they are securely pinned, to the right side of your chest – the left side is for those people in the Services.

If, however, you are in another place, city/town we encourage you to participate by joining one of the Morning Services occurring there on ANZAC Day to commemorate those who have gone before us.

We welcome you and your extended family's attendance and participation in this community event and look forward to meeting with you there.

COLLEGE DAY

The annual Christ's College / Boys' High rugby match is a major event in the calendar year. This rivalry harks back over a hundred years to when the schools were not only the first two all-male schools to be founded in Canterbury, but also conveniently situated within 100 metres of each other.

A bit of history about the story behind the selection of the Boys' High colours is told in the 1898 school magazine by Tom Reese (who had been a first-year pupil, and later, the school's first senior monitor).

A few of the senior boys had proposed a black jersey with skull and crossbones, and this idea soon caught on. But at a vote the piratical emblem lost by 16 to 17. This may have been due to the influence of the chairman of the meeting, the school's second master, George Hogben, who pronounced that the colours chosen should be a credit to the school, to the boys, and to those who would follow them.

Reese continues the story: "Maroon, afterwards adopted by Canterbury College, was also thrown out. A block soon occurred, as colours after colours were proposed, only to be thrown out at the poll. The chairman himself suggested, viz. blue and black, also mentioning, if I am not mistaken, that they were his old school colours. The suggestion was well received, and, after a discussion as to the shade of blue, a motion was carried by 17 to 16 that Royal Blue and Black be the colours . . . "

Then comes the most fascinating part of the story: "It may be interesting to my readers to know that blue and black jerseys were not obtainable for many months. This difficulty was soon got over, for College jerseys (black and white) could be soon transformed into the required hues." So, with the dyeing of College jerseys Boy's High received the colours of Black and Blue.

STUDENT SERVICES

Christchurch Boys' High School offers many services for our students. Please review the following services to find the appropriate contact below or visit the School webpage [CBHS School](#)

RULES, EXPECTATIONS AND ADVICE

ABSENCE NOTIFICATION

For day to day absence:

1. Download the Christchurch Boys' High School app for either apple or Android. You will then need to use your parent portal logon details
2. Ring the Bursar 03 3485003 ext 231 and leave a message
3. Email absences@cbhs.school.nz

Instructions on requesting an absence of more than 3 days.

- Please email absences@cbhs.school.nz
- State the reason for leave, start and return date.
- Please be aware that whilst leave may be granted, missing a deadline or assessment may see your son fail that piece of work.
- Please avoid where possible:
 - Appointments during the school day
 - Family holidays during term time

The decision on whether an explained absence is justified or unjustified is determined by the school.

Justified absences include:

- Explained absence for short term illness/medical reasons (a medical certificate may be required for absence longer than 3 days), medical appointments, school arranged work experience, class trips, exam/study leave and students sitting school examinations
- Unplanned absence such as bus/car breakdown, accident, road closure extreme weather conditions
- Absences due to local/regional/national representation in a sporting or cultural event in NZ or overseas
- Absence due to bereavement, visiting a sick relative or exceptional family circumstances
- When a student is stood down or suspended
- Attendance at a secondary tertiary program, Trades academy, CTC, CPIT and STAR courses

Unjustified absences include:

- No reason notified or an absence where no justifiable explanation is received, or the explanation does not fall with in the school's protocols for justified absences

Please Note:

- A parent's note does not necessarily provide justification.
- A family holiday is treated as an explained but unjustified absence.

After 20 consecutive days of continuous unjustified absence the school can remove a student from the roll and make a referral to the Non-enrolled Truancy Service

ACCIDENT AND INJURY

- Accident and injury are to be immediately reported to the Bursar, a teacher or office staff.
- If there is any doubt about the injuries, the injured student is to be left where he is until the Bursar or a teacher arrives.
- The Bursar and some workshop and P.E. teachers are trained in first aid and have medical supplies available.

ACCOUNTS

a) Extra Curricular Activities

The school operates a 'no pay no play' policy that will be strictly enforced. However, as the participation in sport is encouraged and supported, every opportunity will be given to students to ensure that financial concerns are not a restriction to participation. Students may also apply to the Headmaster for support from the hardship fund if they are unable to pay for the costs associated with sport. These submissions will be considered on a case-by-case basis

b) School Donation

School Donation = \$630

PTA Donation = \$10

A monthly statement is emailed out each family. If you want to discuss setting up a payment plan to keep on top of your family account feel free to email or call me any time. We can work through several options, so you can keep supporting your son's learning.

Email: studentaccounts@cbhs.school.nz Phone: 348-5003 Ext 223

Please use your alpha numeric family code on account queries to help us identify the correct student.

Ways to pay....

c) Payment Portal

You can pay your account by credit or debit card via the payment portal on our student management system (PC School).

d) Electronic Payment

Direct Credit: 03 0802 0965111 000

You can pay direct into CBHS bank account please use your Code located at the top of your statement as a reference if making electronic payments. If paying electronically, and you do not state what you are paying, we will apply your payment as follows:

- Oldest invoices first – extra curriculum activities
- Oldest invoices first – curriculum charges
- School donation last

ATTENDANCE

Successful students have high attendance and high punctuality. There is a clear correlation between attendance and success in life. As a school we know that falling attendance rates is one of the major signs that something is not right in a young person's life.

Attendance is taken and monitored every period. Mrs Parsons (School Bursar) sends out a text stream at the start of period 2 each day to parents of students who have been marked absent without explanation that morning.

Personalised attendance is also included in the weekly note sent out on a Friday. You can also monitor your son's attendance live via the parent portal. (click here for access to the portal)

Students who fall below 90% attendance may become ineligible for sports and cultural teams. Kaitiaki, the year level Dean and Sports Director monitor this.

We look for strong parental support in promoting high attendance and ultimately success.

BOARD OF TRUSTEES

The Board is composed of five parent representatives, the Headmaster, a staff trustee and a student trustee. Students with issues that they would like the Board of Trustees

to consider might approach the Student Trustee. The annual election of the Student Trustee is in September. All students, except Year 13, may stand for election.

BUSES

- All boys who travel by bus are under school discipline.
- Responsible, polite behaviour on buses is expected and required; full school uniform is to be worn neatly to and from home. Boys must stand to ensure seats for adults.
- Inappropriate behaviour will see parents required to arrange other transport to and from school for a period.
- Bus routes and timetable information: Please view the Christchurch [Metro](#) Website

CAREER OPPORTUNITIES

- Consult the Careers and Transition staff. Informative and supportive help and advice is freely available.
- The Careers Adviser welcomes parent contact.
- Careers staff are aware of work experience opportunities – STAR, Gateways, work experience.

CARING FOR THE SCHOOL ENVIRONMENT

- No class will start or finish with an untidy room; desks and chairs must be orderly. Any litter must be picked up at the end of the period.
- Classrooms are 'out of bounds' at interval and lunchtime unless permission is given by teacher. If permission is given the classroom must remain tidy.
- Material on teachers' desks, posters, notes on whiteboards, classroom equipment, - must not be interfered with.
- No food is to be eaten in any classroom or other school building **except if a wet lunchtime**.
- Workshops, laboratories, gymnasias, computer rooms, Library, the music block – all have their own rules. The teacher in charge will tell you about these.
- Chairs must be put on desks and windows closed in all classrooms at the end of the school day.
- Care of School property: remember this is your school. Respect it and care for it – and be proud of it.
- The Environment Club – for students with an interest in the school and its surroundings.

CIGARETTES including E-Cigarettes, ALCOHOL AND OTHER DRUGS

- These are not permitted anywhere on the school grounds or in any circumstances including school trips (camps, sport etc), and when coming to and going home from school; i.e. on any occasion when a representative of the School.
- Students are warned that apart from putting their own health and the health of others at risk, any possession or use of the above will be treated as a most serious matter; in the case of drugs consequences may also involve the Police and the Board of Trustees.
- Students are encouraged to discuss related issues with a Guidance Counsellor or Health Nurse. Appointments – see Careers, Dean or Guidance.

CELL PHONES, IPODS AND OTHER ELECTRONIC DEVICES

- Cellphones, Ipods and other electronic devices will be confiscated if seen or heard in class, except if being used for a teacher approved class activity.
- Confiscated items can be collected from the teacher at the end of the period or the end of the day from your Dean if more appropriate. If the problem persists the Dean/HOD/Parents may be involved.

COMPLETING SCHOOLING

- 16 years of age is the earliest at which a student can leave school.
- A parent/guardian note giving permission to leave school is required.
- Careers or Dean will provide the Clearance Form – this requires signatures of the Dean, teaching staff, Librarian, Operations Manager.
- A school leaver's 'Record of Achievement' may be issued on request, and completion of signing out. Application forms from Careers Office.

COURSE CHANGES

- Once the school year has started the Dean will only make course changes in exceptional circumstances.
- The Counsellor or Careers staff can aid in considering a change.

CYCLES

- Cycles must be wheeled, not ridden, in the school grounds.
- The cycle stands are out of bounds throughout the day. There is to be no interference with other students' cycles.
- It is the owner's responsibility to make sure that his cycle is securely locked. Combination locks are not suitable.
- Bikes are not to be left anywhere but in the stands.
- A helmet must always be worn when cycling to or from school.

DAMAGE

- Any damage or breakage to school property is to be immediately reported to the Senior Master Property and Development, Duty Teacher, or to the Senior Masters.
- Deliberate or thoughtless damage to school property or the property of others is a serious offence. Consequences for such damage will include reimbursing the costs of repair or replacement.

DISCIPLINE

- Good discipline is essential to ensuring that a healthy, supportive, and trusting learning environment exists throughout the school.
- Instructions must be promptly followed when given by teachers, ancillary staff and others given authority e.g. Monitors.
- **Detentions** are held in Room 3 each day after school for one hour. With 24 hours' notice detentions take priority over other commitments - sports practices, clubs, work
- If a detention is not completed a two-hour Wednesday after-school detention will be issued; additionally, the opportunity to be involved in an extra-curricular activity, or similar, is likely to be withdrawn.
- A **Home Detention**, with its copying of provided paragraphs, will be the consequence for some inappropriate behaviours – e.g. being late to school, incomplete homework. The written home detention must be signed by a parent/caregiver.

EMERGENCY PROCEDURES

- Emergency procedures for fire, earthquake, lockdown or another event will be detailed by your Kaitiaki Teacher.
- All must be familiar with alarm signals and the resulting actions.
- Considered, sensible and supportive actions must be evident during evacuations and at other times of crisis or confusion.

**** Fire alarms and appliances must not be touched** except in emergency. Malicious alarms will result in the reimbursing of costs.

EXTRA-CURRICULAR ACTIVITIES

- All Year 9 and 10 students will be involved in both a winter and a summer sport and/or cultural activity at school.
- The coach/manager must know well in advance if unable to attend a practice or game.

FINANCIAL CONCERNS

- Students or parents having difficulty meeting school expenses should contact a Guidance Counsellor or the Headmaster.
- All such communication is kept in the strictest confidence.

FITNESS CENTRE

Applications can be obtained from the Bursar's area.

3.00 p.m. - 8.00 p.m. Monday - Friday

9.00 a.m. - 12 noon Saturday

Closed Sunday

Also, open during the school holidays

HOMEWORK and STUDY

- Homework/home study is integral to learning and must be completed systematically and regularly if knowledge, confidence and commitment are to grow.
- If no homework is set, revision and practice is to be done in the subject.
- At home there should be a quiet place in which to work. This work area should have a suitable desk or table, good lighting and warmth.
- The Library and Careers area are available for work before school, at lunchtimes and after school.
- Further information on homework and study can be found further in the OneNote.

HOUSE COLOURS

Deans Yellow A to D

Hadlee Red E to K

Pomare Green L to R

Sutton Blue S to Z

ICT STUDENT SUPPORT AND SERVICES

Please contact the [ICT Student Support and Services Department](#)

LEAVING SCHOOL DURING THE DAY

Appointments are to be arranged at times other than school hours. If this is not possible:

- An appointment card or parent/guardian note must be presented to the Bursar well in advance of the absence

- On returning to school the boys report to the Bursar before returning to class.
- Missed notes, homework and other activities must be 'caught up' immediately on return to class.

LATENESS TO SCHOOL OR CLASS

- All lateness will be recorded on student attendance records.
- Boys arriving late to school or class are to report to the Bursar who will record the lateness, issue a Bucket List duty, a interval or lunchtime rubbish duty, and provide a note allowing class entry.
- Students regularly late for an accepted reason are to carry a school note explaining the circumstances.

LIBRARY

- The Library is for reading, researching and borrowing books.
- The Library is open from 8.15 a.m. to 4.30 p.m. each day.
- No book is to be borrowed unless a librarian checks it out.
- Internet access is available for research. See the Teacher/Librarian.
- Library rules, as posted in the Library, must be obeyed.

LOCKERS

- Lockers are allocated at the start of each year, firstly to Year 9's then via general sign up.
- Students provide a padlock or combination lock. A spare key may be put in an envelope and left with the Bursar. Bolt cutters are available from the Bursar.
- Without a teacher's note locker areas are "out of bounds" during class. At interval and lunch, they are "out of bounds" unless getting books.

LOST PROPERTY

- **Ensure each item is named** - this greatly increases the likelihood of getting it back when lost. Do not name on tag but along hemlines or inside of cuffs.
- Loss of property must be reported to the Bursar, and property which is found must be immediately handed in to the Bursar.
- The PE Department also holds 'lost property'.
- Do not give up looking for lost items after the first inquiry.
- Unclaimed articles are disposed of after a reasonable time.

LUNCH HOUR PROCEDURES

- Students are not allowed to leave the school grounds during lunchtime.
- Malls, shops and food outlets are "out of bounds" – except for Year 13 students who have signed-out with the Bursar at the end of lunchtime.

- Cars, cycle stands, roads and footpaths are “out of bounds”.
- The classrooms on the Island (P1, P2, P3) and the area to the side and at the back of the technology workshops are “out of bounds” other than when traveling to class.

MEDICAL CONDITIONS

- A note of any medical condition that the school should be aware of must be given to the Bursar. The note must be signed by a parent/ guardian and include a contact phone number and, as necessary, the name of a doctor.
- Medicines needed at school should be left with the Bursar.

MONITORS

- Monitors have many and various responsibilities within and beyond the School; their role is to lead by example, to be a source of advice and to ensure that school rules and understandings are respected.
- The Monitors’ authority is given by the Headmaster and their decisions are supported by him.

MOVEMENT BETWEEN PERIODS

- Students must move directly, promptly and quietly between classes.
- Lateness to class must be explained by a note from the Bursar.
- A student released from class must carry a teacher note detailing the reason for, and the time of release. Students should not expect to be released from class to go to the toilet or to have a drink of water.
- When arriving at class students must quickly and quietly seat themselves and take out the relevant books, charged devices and equipment. Detentions may be issued if students do not have the materials required for their lessons.

PCSCHOOL PARENT PORTAL

The Parent Portal gives you access to Timetable, Attendance, Results, and School Reports. Visit the [parent web portal where you can view student details](#). For assistance email portalhelp@cbhs.school.nz

Parents can access a copy of formal reports by clicking on the family name in the Folders list at the left to view student documents; click on BLOG001 to go back to family documents.

Access a copy of the **latest account statement** via the CBHS web portal as follows:

1. Log in to the web portal <http://pcschool.cbhs.school.nz/> using your family code (blog001) and password.
2. Click the blue-green folder icon labelled Documents.
3. A new tab or window should appear listing family documents, newest at the top.
4. Double-click on a file to open it.

PRINTER TOP UPS

- Please contact Accounts and you will need \$5 in cash/eftpos.

REFERRALS

- Repeated unacceptable classroom behaviours will result in a referral from class – to the Deans area. Contact with home will be made for repeated referrals.

RESPECT FOR OTHERS – students and staff

The valuing and supporting of others are essential to shared wellbeing. Concerns for personal welfare or for the welfare of others, must be raised with the Teacher, Kaitiaki Teacher, Dean, Senior Master or Guidance Counsellor(s). The earlier issues are identified the better. Further specialist support may be available.

If you are the victim or you see others who you think are being bullied or harassed please 'do something'- talk with a senior staff member otherwise nothing will change. Ensure you are listened to.

In all cases below, consequences will include an apology and parent involvement. Continued harassment may result in a formal 'stand-down' or 'exclusion' from school.

1. Bullying is not tolerated.

- Bullying is a general term that includes intimidation, name calling and threatened or real physical violence, and includes using social media as the platform.
- Where bullying occurs a "Bullying Report" detailing events and consequences is placed on file.

2. Sexual Harassment is not tolerated.

- Sexual Harassment is when actions or words of a sexual nature directly or indirectly offend and/or humiliate others, or are intended to do so.
- When sexual harassment occurs, a report detailing events and consequences is placed on file. The school's sexual harassment policy will be discussed to ensure understanding and acceptance.

3. Racial or other Harassment is not tolerated.

- Racial Harassment is when actions or words of a racial nature directly or indirectly offend and/or humiliate others or are intended to do so.
- Consequences – see 1. and 2. above.

REPORTS

Parent/Teacher interviews occur in Term 1.

Written reports are released twice a year, in Term 2 and Term 4.

Visit the [parent web portal where you can view student details](#).

Parents can access a copy of formal reports by clicking on the family name in the Folders list at the left to view student documents; click on BLOG001 to go back to family documents.

Our report system to parents is currently under review.

SCHOOL BOUNDS

Areas "out of bounds" include

- a) the front steps to the Main Block other than for entry to the school; not for gathering or for eating morning tea or lunch.
- b) corridors except when going to and from classrooms and lockers.
- c) laboratories and specialist rooms unless a teacher is present.
- d) Music Block except for music students.
- e) Monitors' room.
- f) pool enclosure unless there is an approved supervisor/teacher.
- g) boundary footpaths and roads – including all motorcycles and cars.
- h) gardens, shrub beds, the river and neighbouring properties.
- i) any construction work or building zones; this includes areas of earthquake damage/repair.
- j) across the Avon bridge unless accompanied by a teacher. Students may gather quietly to await the teacher for rooms D1, D2.
- k) the cycle stands unless parking or removing own cycle.
- l) the Island (P1, P2, P3), and the side and back of the Technology Workshops at interval or lunchtime except when going to class.

SKATEBOARDS

- As with cycles, these must not be ridden inside the school grounds.
- Boards must be placed in the security cage in the West Quad at the start of the day; they are not to be carried around school.

SPORTS AND PHYSICAL EDUCATION

- Suitable clothing for games and physical education - *see Uniform*.
- If unable to participate on a occasion a parent note or doctor's certificate must be presented to the teacher, coach or manager.
- For further information please see the Sports Handbook on the school website.

TERM DATES

Please review the [Ministry of Education](#) website or the calendar on the school website.

TEXTBOOKS

- These remain the property of the School and must be handled with care.
- Students are responsible for loss of, or damage to books issued to them.

TUCKSHOP

- The Tuckshop is open at interval and lunchtime.
- Lines must be orderly with no queue jumping – polite and patience.
- The parent helpers in the Tuckshop are to be respected and thanked.

UNEXPLAINED ABSENCES

- Will result in detentions and, in most cases, withdrawal of the right to be involved in extra-curricular activities e.g sport, dances...
- Explained and unexplained absences are reported in the Weekly Note email that is sent home every Friday.

UNIFORM SHOP

- New and second-hand uniform items are available.
- Generally, the school uniform shop is open
 - 3 – 6pm on Tuesdays
 - 1pm – 5pm on Thursday.

UNIFORM and APPEARANCE

Appearance:

- Hair must be tidy and clean, of a naturally occurring colour and not of an extreme style and be kept clear of the face.
- Boys are to be clean shaven.
- No jewellery may be worn. Only approved school earned badges

Uniform

- The school uniform must be worn neatly and correctly – at school, going to and from school, whenever a representative of the school.
- Uniform must always be clean, tidy and presentable

Years 9 and 10: *all year*

- Grey school shirt (long sleeves, monogram), grey wool-blend shorts.
- A plain white V neck thermal may be worn under the grey shirt.
- If needed – traditional black belt with a plain buckle.
- Plain royal blue jersey with "V" neck and school monogram. This is not to be substituted by the school 'hoodie', this item is for casual wear out of school or to sports fixtures and is not to be worn as part of the day uniform.
- Grey woollen socks with blue and black tops.
- Plain black polished leather lace-up shoes (with black laces). Shoes must be of traditional school style, clean and in good repair.
- *Boots, suede and casual/track shoes (long laces, padded tongues, buckles ...) are not acceptable*
- Only the **approved jacket** may be worn.

Physical Education – Years 9, 10, 11

- Monogrammed "T" shirts, also used for many junior sports, must be worn. Black shorts, white socks and appropriate footwear are also required.

VALUABLES

- Valuables and large sums of money should not be brought to school, but if they need to be they are to be given to the Bursar for safe keeping. *Do not leave valuables in bags, changing rooms, corridors etc.*
- Cellphones, Ipods and similar will be 'confiscated' if seen in class or assembly. The teacher will hold until the end of the period, or if a repeat confiscation the item may be given to a Senior Master, until collected by a parent. A detention will result.
- The school takes no responsibility for loss, theft or damage to electronics. It is advised that parents contact their insurance companies regarding laptop insurance as many companies now offer separate insurance for such an item at a nominal fee.
- The Security Cage is for all large items - sports equipment, gear bags, skateboards. The cage is locked at 8.40am and opened after school.

DEVICE SPECIFICATIONS

These recommended specifications are set with 2-3 years of use, and senior subjects, in mind.

- Windows 10 Operating System
- Touchscreen and stylus
- Screen size of at least 11 inches. Please note 12 inches is preferred for senior Digital Technologies.
- 4 GB RAM
- 64GB+ SSD
- Please note 128GB is preferred for senior Digital Technologies.
- 5GHz Wireless capability. 802.11ac standard and 2x2
- Battery life 7+ hours
- Keyboard
- Light enough to be carried around throughout the day
- Protective case/bag/cover – or ensure the device is sturdy enough for school use
- USB port; video output such as HDMI, Mini Display Port or VGA; audio output
- Camera and sound recording capability
- A set of headphones
- Warranty – faults must be fixed quickly, and a temporary replacement service is desirable
- Insurance (**We strongly recommend that you take out specific insurance on the device.** Our partner, Cyclone, offers a no excess policy. The school is not responsible for damage or loss of the device.)

Staff have undertaken professional development to use the capabilities of the recommended devices in our classrooms. Students whose choices do not meet our device specifications may be disadvantaged in some tasks.

We are aware that some students already have a device that they were using at their previous school. Please note that Chromebooks and iPads do not meet our device specifications. Unfortunately, they do not allow students to properly utilise Office 365 or other software used at Christchurch Boys' High School.

If you have an existing Windows device with at least a 10" screen and 64GB of storage, this may be adequate for Year 9, but some activities may not be possible or be more

difficult. An upgrade for senior classes would be essential. If you would like to discuss the device specifications, please email enquiries@staff.cbhs.school.nz

MacBooks

MacBooks can be used but the school does not support them. If a student chooses to use a Macbook computer, it is their responsibility to have all required software installed and working in Week 1 of Term 1. This may involve a cost to the student, particularly if they are taking Senior Digital Technology or Statistics. Students will need to be extremely familiar with their Macbooks in order to use them effectively in the classroom.

N.B Macbooks do not support touch or stylus use, which may impact on the ability to complete tasks in some subjects.

TUCKSHOP MENU

Breakfast	
Hash browns x 2	\$2.00
Nacho Toasties	\$2.50
Toasties – Pineapple/Curried Corn	\$1.50
Morning Tea and Lunch	
Hot Food	
Nacho Toasties	\$2.50
Toasties - Pineapple/Curried Corn	\$1.50
Paper bag pies - Steak and Cheese	\$4.00
Pies - Chicken/Cottage/Mince and Cheese/Mince and Vegie/ Steak and Cheese/Steak and Vegie	\$3.20
Pizza	\$2.50
Turnovers – Apple/Boysenberry/Strawberry	\$2.50
Noodles (lunch time only) – Pot – Chicken/Beef	\$2.50
Noodles (lunch time only) – Bowl - Hot & Spicy/Kim Chi	\$3.00
Freshly made Sandwiches, Wraps and Rolls	
BLT (bacon, lettuce and tomato)	\$3.00
Chicken Club Sandwich	\$4.00
Chilli Chicken Wraps	\$4.00
Salad (ordered for lunch)	\$5.00
Sushi	
Rice Ball (Chicken)	\$3.50
Sushi Stick (Chicken or Salmon)	\$4.00
Fruit	
Apple	.50
Sweet Treats	
Cookie Time Cookie	\$1.00
Waffle	\$1.00
Muffin – Banana/Blueberry/Caramel/Chocolate/Strawberry & White Chocolate	\$3.00
Boston Bun	\$2.50
Strudel	\$2.50
Snacks	
Biltong – BBQ/Chilli/ Garlic/Original/Venison	\$3.50
Kettles Honey Soy Chips	\$2.30
Munchos – Spicy Tomato	\$2.30
Doritos – Cheese Supreme/Thai Sweet Chilli	\$2.50

Popcorn	\$1.20
Cold Drinks	
Flavoured Milk – Banana/Chocolate/Iced Coffee/Strawberry	\$3.50
Water	\$2.00
DAILY SPECIALS	
Monday	
Hamburgers	\$3.50
Tuesday	
Sausage Sizzle	\$1.50
Summer – Pulled Pork Roll	\$3.50
Winter – Spaghetti and Meatballs	\$3.50
Hot Wedges	\$2.00
Wednesday	
American Hot Dog	\$2.60
Donuts x 5	\$2.00
Sausage Roll	\$1.50
Pasta (winter only)	\$3.50
Thursday	
Donuts x 5	\$2.00
Crunchy Chicken and Bacon Burger	\$4.00
Sausage Roll	\$1.50
Friday	
Panini - Bacon and Tomato or Chicken and Cranberry or Pesto/Bacon and Cheese	\$4.00
Scroll	\$2.50
ICE BLOCKS AND ICE CREAMS	
Juicies – Lemonade/Tropical/Wild Berry	\$1.50
Moosies - Bubblegum (Blue) / Chocolate	\$1.50
Calippo	\$2.40
Cookie Crumble	\$2.20
Cyclone	\$2.40
Icy Twists	\$1.20

For the Canteen please ring 341 1836 or 348 5003 ext. 325

Become a helper in the Canteen once or twice a term, your help would be very much appreciated. This is a good way to meet other parents and you have a choice of “working” day.

Canteen Supervisor: Sally Cron on 384 1947 or Marg Bennett 351 6174

Senior Master-Operations, Craig Dunnett, 348 5003 dunnettc@staff.cbhs.school.nz.

MESSAGE FROM CBHS PTA



Welcome to CBHS. We have an active PTA that meets the 2nd Tuesday of every month in the staff room at 7pm.

Our meetings are a relaxed and informal opportunity to feel part of your son's time at CBHS. Everyone is welcome to attend, and your level of involvement is up to you.



The Headmaster, Nic Hill or Senior Master, Steve Fraser attend each meeting and give a report on what's happening in the school.

Any funds raised through the PTA Uniform Shop or fundraising activities are donated to the school, which are then used to purchase items like the examples listed below:



- 3D printers
- Laser Cutter
- External Defibrillator
- Stairs for the hall stage
- Restoration of the Steinway piano
- School Van
- Outdoor seating



Please like the CBHS PTA Facebook page to keep up to date with our activities. If you would like any more information or to find out ways you could assist the PTA please email our Secretary Jacquie, at dyno@xtra.co.nz.

MESSAGE FROM CBHS UNIFORM SHOP

Listed Below are the hours we are open during Nov, Dec and January

Date	Day		Time
3rd Nov	Sat		10-12pm
6/13/20/27 Nov	Tues		3-6pm
8/22 Nov	Thurs		1-5pm
15th Nov	Thurs	CLOSED - Teacher only day	
29th Nov	Thurs	Late night	1-7pm
1st Dec	Sat		10-12pm
4/11/18 Dec	Tues		3-6pm
6/20 Dec	Thurs		1-5pm
13th Dec	Thurs	Late night	1-7pm
8th Jan	Tues		9am - 2pm
9th Jan	Wed		9am - 2pm
10th Jan	Thurs		1pm – 7pm
11th Jan	Fri		9am - 2pm
12th Jan	Sat		9am - 2pm
15th Jan	Tues		9am - 2pm
16th Jan	Wed		9am - 2pm
17th Jan	Thurs		1pm – 7pm
18th Jan	Fri		9am – 2pm
19th Jan	Sat		9am – 2pm
22nd Jan	Tues		9am - 2pm
23rd Jan	Wed		9am – 2pm
24th Jan	Thurs		1pm – 7pm
25th Jan	Fri		9am – 2pm
26th Jan	Sat		9am – 2pm
28th Jan	Mon		9am – 2pm
29th Jan	Tues		9am – 2pm
30th Jan	Wed		9am - 2pm
31st Jan	Thurs		1pm - 5pm

Prices – Junior Uniform

JUNIOR UNIFORM Compulsory items	Sizes	Price \$
Shirt	All sizes	\$ 43
Shorts	10yr–108cm	\$ 52
	112 cm +	\$ 57
Socks	Per pair	\$ 12
Jersey	82 – 87cm	\$ 85
	92 – 107cm	\$ 95
	112 – 127cm	\$ 105
PE top	All sizes	\$ 40
PE shorts - Rugby style	All sizes	\$ 38
OR - Football style	All sizes	\$ 38
School Jacket	All Sizes	\$ 66
OR Jack in the Sack	All Sizes	\$ 45

SPORTSWEAR – Suitable for all years (according to sport/team)		
Rugby shorts (same as PE)	All sizes	\$ 38
Rugby jersey	All sizes	\$ 89
Rugby/Football/Hockey Socks	Per pair	\$ 16
Football Shirt	All sizes	\$ 80
Football Shorts (same as PE)	All sizes	\$ 38
Cricket Shirt (white)	All sizes	\$ 48
Cricket Pants (optional)	All sizes	\$ 66
Cricket Hat – ‘baggy’	S, M, L, XL	\$ 55
OR ‘Wide Brim’	57/59/61cm	\$ 20
Hockey Shirt (same as PE top)	All sizes	\$ 40
Track Pants	All sizes	\$ 55

We have second hand items available which are individually priced.

Shoes

Athlete's Foot will have a marquee set up outside the Uniform Shop during our January opening hours. They will have a range of school shoes available to purchase.

Normal term opening hours

From February we revert to our normal opening hours which are Tuesday 3-6pm and Thursday 1-5pm. These hours continue through the term breaks. We also open the 1st Saturday of each month 10-12pm

ABOUT THE UNIFORM SHOP

Purpose

Our aim is to provide well priced quality items and return any profit to the school via the PTA. We are the sole suppliers of CBHS Uniform and sports items.

Become involved

The shop relies on volunteers to support the shop Manager during opening hours. It's a great way to give back to the school and only requires a small amount of time. If you can volunteer once a term or more, we would love to hear from you. Please email your details to cbhs.ptauniformshop@gmail.com and someone will be in touch.

Location

Straven Road between number 51 and the cycle lane. Look out for the flag. There is parking in front of the shop.

Opening hours

From February we revert to our normal opening hours which are Tuesday 3-6pm and Thursday 1-5pm. These hours continue through the term breaks. We also open the 1st Saturday of each month 10-12pm

Online Shop

We are nearing completion of an online shop. All uniform and sports items will be available to purchase. We will be informing parents and students when we are online.

Payment options

Cash, Cheque, Eftpos or credit card (1.7% surcharge). Layby is available, and we recommend you start this asap to allow plenty of time for payments.

Contact Information

email: uniformshop@cbhs.school.nz

phone: 348 5003 ext 270 (shop hours only)

www: cbhs.school.nz/enrolments/pta-uniform-shop

Facebook: www.facebook.com/cbhsuniformshop/