



TE KARETI O WETERE

2016

STUDENT EXPECTATIONS

Code of Conduct

- The college has a code of conduct that supports effective teaching and learning. Students are expected to be ready to learn, courteous and co-operative.

Student Expectations


Students meet the expectations of Wesley College by:

- Attending Chapel in the morning as part of the school's special character.
- Being ready to learn.
- Having a high standard of personal presentation
- Attending Form Period and all set classes.
- No use of cell phones during school hours.
- Showing respect to college staff and their fellow students.
- Respecting their school property.
- Respecting other people's property.
- Observing the Smoke Free nature of the school.

Consequences

- If a student fails to comply with the college expectations then the consequences outlined below will apply.
- Based on the different situations presented to us there will be matters that can be dealt with by the Form teacher, Classroom teacher, HOD, Year Level Dean and Assistant Principal. The Principal will manage the final stage of action after all prior avenues have been exhausted.
- The school will deal with situations as they arise either as a classroom issue or a school wide issue. These are explained in the next series of notes.

Procedures to follow if a classroom issues arises

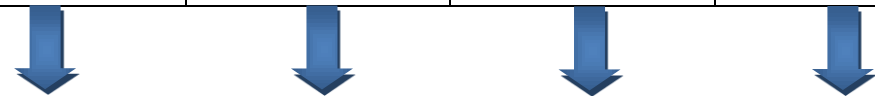
CLASSROOM ISSUES	CLASSROOM TEACHER OPTIONS	HOD/ DEPT OPTIONS
<ul style="list-style-type: none"> • Failure to attempt / complete set prep. • Failure to attempt / complete set work in the classroom. • No / lack of appropriate books / stationery. • Lateness to <u>class</u>. • Inappropriate language. • Disruptive or inappropriate behavior in class. • Leaving class without permission. • Failing to adhere to the direction of a staff member. • Use of cell phones and unnecessary electronic devices 	<ul style="list-style-type: none"> • Restorative chat with the student. • Use withdrawal room and restorative reflection sheet. • Contact parents / caregiver's / hostel parents for support. • Contact pastoral team for support. • Catch up time outside of class time. • Recorded on KAMAR • Refer to HOD as <u>last resort</u>. • Deans Detention  	<ul style="list-style-type: none"> • Facilitate restorative chat with student / teacher / parents / caregivers / hostel parents. • Whole classroom conference or with small group causing concern. • Contact parents / caregiver's / hostel parents for support. • Contact pastoral team for support. • Department catch up time outside of class time. • Refer to Year level Dean as <u>last resort</u>. • Deans Detention



BACK INTO THE CLASSROOM

Procedures to follow if a school wide issue arises

SCHOOL WIDE ISSUE	YEAR LEVEL DEAN OPTIONS	ASSISTANT PRINCIPAL OPTIONS	PRINCIPAL OPTIONS	B.O.T. OPTIONS
<ul style="list-style-type: none"> • Alcohol • Physical harm to another or oneself • Continued disobedience • Verbal assault • Arson • Truancy from school, AWOL • Misuse of drugs (including substance abuse) • Theft • Threatening behavior / action • Vandalism • Smoking • Inappropriate uniform • Sexual harassment • Sexual misconduct • Weapons • Other harmful / dangerous behavior • Electronic devices 	<ul style="list-style-type: none"> • Facilitate restorative chat with student / teacher / parents / caregivers / hostel parents. • Contact parents / caregiver's / hostel parents for support. • Contact pastoral team for support. • Dean's detention. • Recorded on KAMAR • Refer to AP as <u>last resort</u>. 	<ul style="list-style-type: none"> • Facilitate restorative chat with student / teacher / parents / caregivers / hostel parents. • Use withdrawal room and restorative reflection sheet. • Isolation • Contact parents / caregiver's / hostel parents for support. • Contact pastoral team for support. • Refer to Principal as <u>last resort</u>. 	<ul style="list-style-type: none"> • Suspension. Referred to the B.O.T as <u>last resort</u>. • Contact with family for support. • Stand down for a set period of days before returning. (conditions may apply) 	<ul style="list-style-type: none"> • Exclusion from school. • Suspension extended • Return back to school with conditions / no conditions.



BACK INTO SCHOOL SYSTEM

Dean's after School Detention Guidelines

Dean's detentions are for more serious school indiscretions that occur during school hours. These detentions are issued by college staff and take place at the end of the teaching day.

One Dean's Detention equates to an hour and takes place from Tuesday to Friday.

Procedure

The staff member fills out the Dean's detention slip which they give to the student. Day students may be granted a day's grace so parents / caregivers can be informed of their delayed return home.

Students who fail to complete a Dean's detention without a suitable reason will be referred to the Assistant Principal.

Activities that can be carried out at detention time are

- : Write a letter to explain the reason why you are on detention
- : Picking up rubbish around the school
- : Cleaning off graffiti around the school
- : Cleaning school vans
- : Any school community service

Withdrawal Room

This option is made available to a teacher who has an issue with a student in the classroom. It enables the teacher to withdraw the student to an allocated room to complete a restorative reflection sheet. From this point a meeting is arranged by the HOD between the teacher and student to find a resolution. If a resolution cannot be found then the matter will be referred to the Year Level Dean to make an appropriate decision.

The Restorative Approach

Our approach to student behaviour management should primarily be an *educative* one. That is, the fundamental aim of our behaviour management philosophy and practice should be for students *to learn* to be responsible for themselves and their actions and to make genuine, positive contributions to their community. A Restorative approach sees conflict or wrong-doing firstly as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to seek to make amends in such a way as to strengthen the community bonds that may have been damaged. Further information can be found in the Restorative Practices hand out. There are 3 levels of restorative conversation- one on one, small group conference or school wide group conference. In the end the idea is to find a positive solution.

Support Staff for students

- Within the college students have access to the Pastoral Team who can listen to any personal issues a student may wish to discuss.
 - The Pastoral Team is made up of the Guidance Counsellor and Chaplaincy team.
- Year Level Dean's will be responsible for following up any school wide issues around discipline that have been referred to them by college staff.

Attendance

- Students are expected to begin the College day on time.
 - Boarders will be released from their Dormitory at 8.20am to attend chapel / assembly.
 - Day students are expected to be at the college by the latest at 8.20am for morning roll check prior at chapel / assembly.
- Once students begin the college day they may not leave the college site unless permission has been sought and granted. This can be done by contacting the College Office or by the student presenting a signed note from a parent / caregiver or Hostel parent.

Student Vehicles (Day or Boarder)

- Students who wish to drive themselves to college must seek permission from the Assistant Principal. Keys are to be handed in at the College or Hostel Office. They will be returned at the conclusion of the college day or date established with the Hostel. The driver must hold a licence and is not permitted to carry passengers without authorisation of all parents involved. One will need to fill out the vehicle request form before authorisation is given.

Absence Notification

- Please ring the school office to notify of a student's absence. Alternatively a signed note from a parent is required to explain any absence from school if contact has not been made by phone. The student should present the note to their Form teacher on the first day back at school following any absence.
 - When a student has not arrived at school by the start of period 2 or an explanation received, a phone call will be made to advise the parents/caregivers that their child is not at school.
- Students who must leave the college grounds during College hours will sign out at the Office. They receive a slip indicating they have permission to be out of College and when they return they are expected to sign in at the Office.

Truancy Team

As a school we are working closely with community truancy teams and Police in Papakura and Pukekohe to make sure Day students and returning boarders are on the correct buses to get to school on time. If a student is found to be in either location after the last bus has departed or without sufficient reason then the Truancy team will take action.

SCHOOL UNIFORM PROCEDURE

INTRODUCTION

- Under Nag 5 the Wesley College Board of Trustees (“the Board”) operates a School Uniform Policy which addresses expectation of a high standard of appearance
- Under that Policy the Board has set guidelines for the administration of the Policy

PROCEDURE:

Wesley College has two sets of official uniform.

The No.1 school uniform which is to be worn correctly to all special occasions as directed by staff eg:

- School functions home and away from school (sports tours, cultural and social visits).
- Chapel on the weekends

The daily school uniform which is to be worn correctly at all times during the school day.

- Attendance at school
- Travelling to and from school

Wesley College is proud of its uniform and expects the No. 1 Uniform and the daily school uniform to be worn respectfully. School rules apply to both uniform sets.

The wearing of an incorrect uniform, or a mixture of school uniform, sports gear and civilian clothes, is not acceptable.

After school wear, particularly after a sports practice, students may either change into correct uniform, or go home in sports gear.

Students not in the correct uniform are required to have a note from home explaining the reason for the discrepancy. The note is to be handed to the form class teacher for approval no later than 9am on the day concerned.

All items of the uniform should be clearly labelled with the student's name and house.

STUDENT HAIR / PERSONAL GROOMING

Students are expected to wear their hair styled in a reasonably conventional way.

- Hair must be kept tidy throughout the normal activities of a school day.
- Unnatural hair colours, or extreme colouring, streaks and patches of colour are not permitted.
- Girls' hair must not hang below the shoulders and must be clear of the face and eyes.
- Girls' long hair must be tied up or back.
- Plain hair ties/bands and clips in the colour of the students natural hair colour may be worn by girls to contain the hair.
- Boys' hair must be clear of the face and not below the top edge of the collar.
- Boys' may not wear their hair tied up or back in a ponytail (with the exception of traditional cultural or religious reasons as approved by the Principal)
- Shaved or extreme styles are not permitted.

Boys' Grooming

Boys must be clean-shaven at all times.

Makeup

Students may not wear makeup of any kind.

Nail polish, if worn, must be colourless.

The use of sunblock is encouraged, especially for summer outdoor activities.

Sunblock is available at the Health Clinic.

Jewellery

Students may not wear chains or necklaces around the neck.

Girls with pierced ears may wear one matching pair of small plain silver or gold unobtrusive studs in the lower part of each earlobe. A wristwatch may be worn.

Boys are not permitted to wear jewellery other than a wristwatch.

Girls' Winter / Summer Skirts

Girls' skirts are worn full length.

Shoes

Shoes must be conventional black leather lace-up or black sandal with a back strap.

Casual black shoes, sneakers or jandals may not be worn.

Personal Property

- The college will not be responsible for any loss of cell phones, electrical equipment, valuables or money.

- Unfortunately petty theft does occur. Items brought to school are at the risk of the owner.

College Times

- School starts at 8.30am with chapel / assembly every morning. You have five periods which run through the day. In term 1 and 4 we finish at 3.20pm. In Term 2 and 3 we finish at 2.30pm when we have inter-school sports on a Wednesday.
- Other times during the day are adjusted to accommodate this.