

2024

RICCARTON HIGH SCHOOL



INFORMATION FOR PARENTS,
CAREGIVERS AND WHĀNAU

RICCARTON HIGH SCHOOL
Te Kura Tuarua o Pūtaringamotu



OUR VISION:

We are a forward-thinking school aiming to prepare our diverse student community for a rapidly changing world by equipping them with the relevant skills, a global perspective, and the ability to embrace our core values associated with Te Wairua o Pūtaringamotu (The Riccarton Way).

Students will experience success today and will be prepared for tomorrow.

OFFICE

HOURS: 8.00am - 4.00pm school days (term time)

PHONE: 03 348 5073

EMAIL: info@riccarton.school.nz

WEBSITE: www.riccarton.school.nz

FACEBOOK: <https://facebook.com/riccartonhighschool/>

INSTAGRAM: <https://www.instagram.com/riccartonhighschool/?hl=en>

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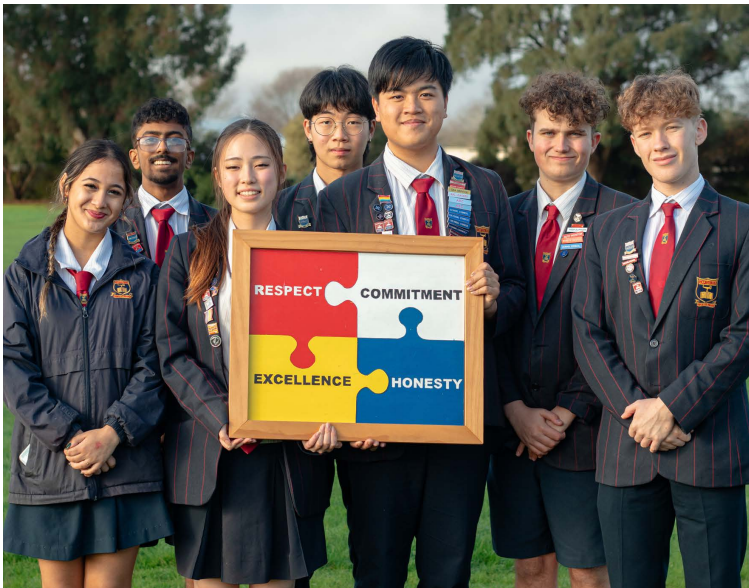
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WELCOME TO RICCARTON HIGH SCHOOL

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Nau mai, haere mai. Welcome. We value your involvement in the Riccarton community, the Riccarton family, and the Riccarton Way of commitment, honesty, respect and excellence. We are delighted to be jointly responsible with you for your young person's learning, and to be part of their journey from childhood to adulthood. We hope that the information and advice in this booklet is helpful.



TE WAIRUA O PŪTARINGAMOTU - THE RICCARTON WAY

We have a strong values culture in our school.

RW
KAIRANGI
FINEST - BEST - EXCELLENCE

KAI//PERSON DOING THE ACTION
RANGI//HEAVEN, HEAVENLY REALMS

KAIRANGI IS TO DO THE BEST WE CAN
IN SEARCH OF EXCELLENCE.

RW
MANAAKITANGA

HOSPITALITY - KINDNESS - GENEROSITY - SUPPORT

MANAAKITANGA IS THE PROCESS OF SHOWING RESPECT,
GENEROSITY AND CARE FOR OTHERS.

RW
MANAWANUI

TO BE STEADFAST - STOUT-HEARTED

MANAWANUI IS BEING STEADFAST TO YOUR VALUES.

RW
NGĀKAUPONO
TO BE LOYAL - FAITHFUL - DEPENDABLE - SHOW INTEGRITY

NGĀKAU//HEART, SOUL, MIND
PONO//BE TRUE, HONEST, GENUINE, SINCERE

NGĀKAUPONO IS TO HAVE A TRUE HEART AND
TO BE TRUE TO YOURSELF AND OTHERS.

TE WHARE O PŪTARINGAMOTU

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SCHOOL STRUCTURE

Riccarton High School has four Whare (houses).

New students will be connected to their Whare throughout their time at school.

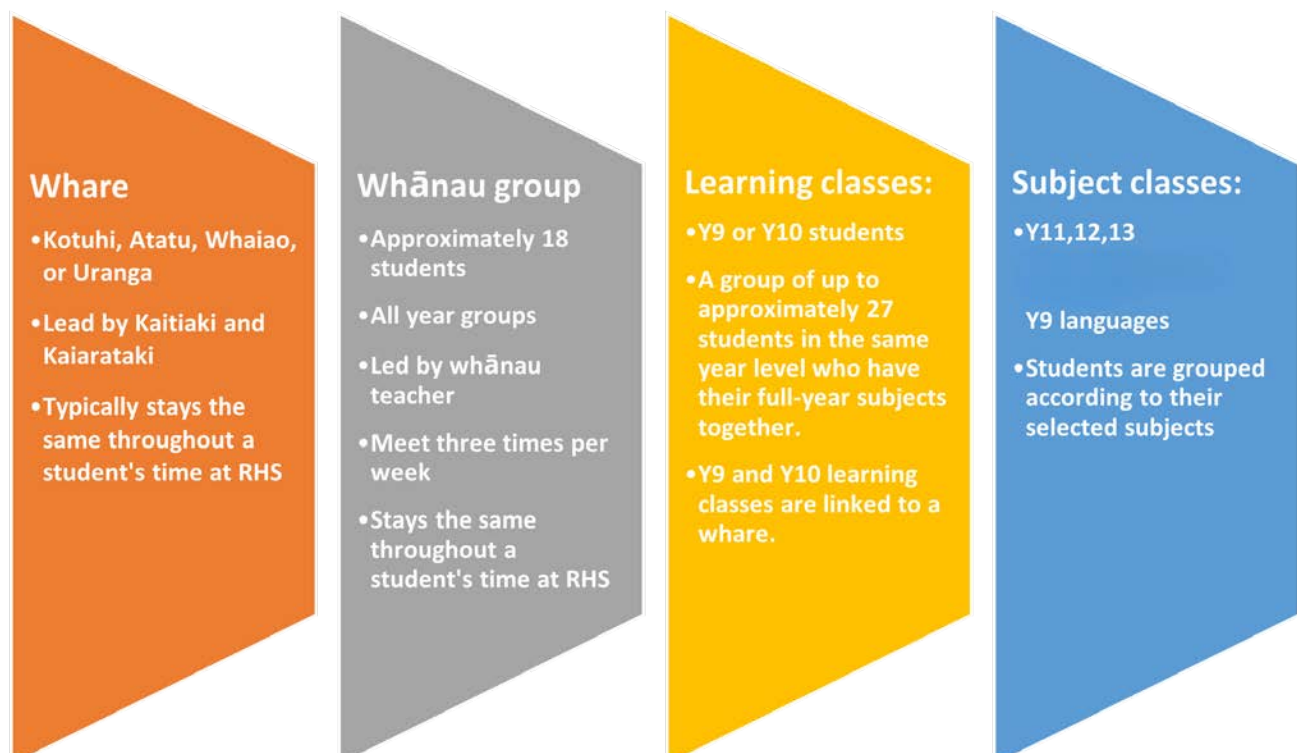
Usually, we connect all family members to the same Whare.

Each Whare is led by a **Kaitiaki: Dean**, and a **Kaiarataki: Head of House**. Kaitiaki and Kaiarataki will follow ākonga/students throughout their five years at Riccarton High.

Our Whare are named for the phases of the sun:

Kōtuhi	pre-dawn	purple
Atatū	daybreak	yellow
Whaiao	daytime	light blue
Uranga	sunset	orange

Students are placed into Whānau Groups with a Whānau teacher. Whānau groups have approximately 18 students. The students range in year levels from Year 9 to 13. This forms useful tuakana-teina relationships where older and younger students work and learn together during Whānau time (1 hour and 40 minutes per week) and in Whare and school activities and events.





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UNIFORM

We are proud of our uniform and wearing it correctly with pride demonstrates respect for our Riccarton Way. All students must wear full and correct uniform at school, to and from school and when representing the school.

Our uniform requirements, and how to purchase uniform are available at <https://www.riccarton.school.nz/enrolment/uniform/>. If a student temporarily cannot meet the uniform requirements, they must report to Student Services before school. Student Services will supply a loan item or a uniform pass for the day. Students who choose not to follow the school uniform requirements may face disciplinary consequences.

Our school office holds a selection of second-hand uniform items available for purchase, by appointment only. We are always grateful to receive any uniform donations so please keep us in mind if you no longer require your uniform. To enquire about uniform viewing, please ring the office on 348-5073 and we can assist you.

It is important that all school uniform items are clearly named.

ARRIVING AT AND LEAVING SCHOOL EACH DAY

The gates to the school are on Main South Road – next to the Upper Riccarton Library and Vicki Street – off Curletts Road.

Both of these roads are very busy and can be dangerous. There are pedestrian crossings with traffic lights on both roads. Parents must not drive into the school grounds. Students can be dropped off at safe places up the road and can walk the rest of the way.

Bike stands are available to those students who require them. It is essential that all bikes are locked with a quality lock.

Safe storage for scooters and skateboards is provided at Student Services.

Students must park cars in the side streets. Parents are responsible for ensuring that their young person is driven to school by someone with an appropriate driver's licence.

Students in Years 9 – 12 must remain in the school grounds all day.

Students in Year 13 may leave the grounds when they have a study period.



ATTENDANCE

Students are expected to attend all timetabled classes, except if they are absent because of sickness or for important family reasons.

If your young person is going to be absent from school, please ring the absence line on: 348 5073 ext 821 and leave your child's name, Whānau class and the reason for their absence.

If you have advanced notice of an absence, an email to the Student Services Administrator at: rt@riccarton.school.nz may prevent us from contacting you on a daily basis. If your young person is absent for an extended period of three days or longer for medical reasons, a medical certificate is required. Applications for leave must be made in writing in advance, to the Principal.

Further information about attendance and absences can be found here: <https://www.riccarton.school.nz/attendance-student-services/>

WHAT HAPPENS IF A STUDENT BECOMES ILL AT SCHOOL?

The student must excuse themselves from class and report to Student Services. If necessary, the student will be placed in the sickbay.

Students will only be able to leave school once we have contacted parent/caregivers and they have ensured us that there is someone available to care for the student.

The same procedure will be followed in the event of injury. The school will contact parents/caregivers and, in urgent cases, arrange for medical assistance.

LUNCH ARRANGEMENTS

Most students bring their lunch to school. The school has extensive areas of outdoor seating – sheltered and pleasant environments where students can sit and eat their lunch. If the day is wet, the hall and designated classrooms are made available for students to have their lunch in. There are times, particularly during winter, when lunchtime may be shortened, resulting in an early finish to the day. We will advise parents as soon as possible if this happens.

The school canteen is open at interval and lunchtime. It sells a wide range of food and drink for snacks or lunch. The canteen accepts cash and eftpos payments.



The school does not issue permanent lunch passes. A note from a parent is needed for a temporary lunch pass for those who need to go home on a particular day for a special reason only.

PROVISION OF STORAGE OF PERSONAL PROPERTY

Lockers are available. These are fitted with a bracket so that they can be locked. Students must provide their own good quality lock and the school takes no responsibility for keys. More information, including the costs of lockers, will be provided at the beginning of the year.

Any money or valuables should be kept in the student's possession or handed to Student Services for safe keeping. They should never be left in a locker or an unattended bag. Students are discouraged from bringing valuable items or large amounts of cash to school.

Students are able to leave sports gear in a secure room by the Sports Office.

STUDENT YOUTH CARDS

These cards are available for all students at a cost of approximately \$10 and enable student discount for public transport. Payment is to be made on the day the youth card is ordered.

STATIONERY LISTS

These can be found at: <https://www.riccarton.school.nz/stationary/>
Students should come to class on their first day with at least pens, pencils, paper, and their device.

KEEPING YOU INFORMED

Our main method of communication is via email, our social media accounts and newsletter. Newsletters are published on a regular basis and the link will be emailed to you. The newsletter and calendar of events are available on our website:

<https://www.riccarton.school.nz/all-publications/>

Calendar: <https://parents.riccarton.school.nz/index.php/calendar>

Facebook: <https://www.facebook.com/riccartonhighschool/>

Instagram: <https://www.instagram.com/riccartonhighschool/?hl=en>

Website: www.riccarton.school.nz

Parents will be given access to the online Parent Portal to see reports, attendance, and assessment results.



WHAT TO DO IF THERE IS A CONCERN

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Riccarton High School is a caring school, and we are here to support all our students. As a general rule, a student should talk to their Whānau teacher about any concerns or issues. Their teacher may be able to solve the problem, or they will know who to refer the student to.

The school has an extensive support network to help those who need it. The Guidance Counsellors and Kaitiaki can help those with personal problems or problems in their relationships with others. Learning Assistants give extra help to those who face difficulties in particular subjects.

First point of call:

Contact your child's Whānau teacher if you have any issues or concerns. Email addresses can be found on the school website: <https://www.riccarton.school.nz/our-people/>. Email addresses for staff all follow the format of the teacher's cypher, followed by '@riccarton.school.nz' - e.g. 'cyper@riccarton.school.nz'





BEING A PARENT OF A RICCARTON STUDENT

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Parents, caregivers, and whānau play an important role in young people's education. John Hattie's Visible Learning research found that "parents have major effects in terms of the encouragement and expectations that they transmit to their children."

Research indicates that children whose parents are actively involved in their education achieve better academically and in social and emotional development. You may find that your involvement with schooling changes when your young person moves from primary to secondary schooling.

Secondary schools are often much larger than primary and intermediate schools. At just over 1000 students, Riccarton High is considered to be a medium-sized secondary school for New Zealand, but many of our new students find it very large. At primary school your young person probably spent most of their week with one teacher. Our Year 9 students will see eight different subject teachers and their whānau teacher each week.

Students have to adapt to moving classrooms up to six times a day and being prepared with everything they need for their learning. It is a big change and it is important to Riccarton High School to grow students' responsibility for their actions, decisions, self-management, and character.

A frequent highlight of our end-of-year Leavers' Assembly for our Year 13 students is the side-by-side comparison photographs of their Year 9 photo alongside their photograph in their final year of schooling. The growth and changes young people go through over these five years are significant.

Teenagers experience surges in physical growth and in hormones. They undergo the most significant brain development since babyhood. Unfortunately the rational part of the brain develops later than the emotional part. This can make navigating the teenage years a "challenge" for many households!

As part of growing into adulthood, it is common for teenagers to begin to try and distance themselves from their parents. You might find it difficult to always get the right balance from being actively involved in all aspects of your young person's learning and life to, gradually, supporting them to become more independent.

Research and experience show, however, that teenagers still crave the security of clear boundaries and expectations at home and at school – despite what they may say. The care and support from parents, caregivers, whānau and school are still very important to young people.

WHAT CAN PARENTS DO TO ASSIST LEARNING AT SCHOOL?

BE INVOLVED WITH THE SCHOOL

Every school depends on informed and active parents. You have valuable skills and experience that our school needs. You and your young person will benefit from your knowledge of what goes on at Riccarton and why. Your young person will be a more successful student if you:

- Talk about the value of hard work and the importance of education
- Discuss what is happening at school
- Read school newsletters, reports, and check the website, social media pages and parent portal (we will send you login details)
- Attend school events and meetings such as information evenings, student achievement interview days, music and drama performances
- Watch their sport and cultural performances
- Help with some of our music and drama activities, Kapa Haka and Pasifika, Filipino culture groups and International students' events
- Offer your services to a sports team to coach, manage or drive team members

You cannot be involved in all of these – no one has that amount of time, but any involvement will pass the message to your teen - 'my parents care for me and for my school'.

COMMUNICATE

Try commenting on your own day, or thoughts, or opinions, invite your young person's opinion, giving them the space to respond as they wish. Just chatting is supportive, productive and grows family connection. When young people grow up with good habits of communication, they are ready to learn, succeed and be confident students.

Show an interest and listen to your young person. Avoid asking direct questions such as 'What did you do at school?' 'Where are you going?' as many teenagers will give as little information as possible in reply. They don't always like the implication of '20 questions' from their parents.



SHARE YOUR OWN EXPERIENCES AND GOALS

Children admire their parents and strive to measure up to them. If your young person knows you have ideals and goals, and are working to achieve them, they will try to do the same.

ESTABLISH REALISTIC, CONSISTENT FAMILY RULES

Children learn security and responsibility through stable routines, consistent limits, and high expectations. They may test the limits repeatedly – to find out what they can depend on. These expectations could involve time for homework, time for bed, time away from screens and so on.

AT HOME

Let your teenagers see you reading. Visit the library together. Have books and magazines in the house. Reading needs to be a part of our lives to develop literacy skills and knowledge for study.

Show your children how to break a big task into small steps which can be done one at a time. This works for everything from tidying their rooms to completing a major assignment.

VALUE HOMEWORK

Value education by expecting your children to develop regular homework habits, not just for work set by their teachers but also for revision, reinforcement, and research. When they show you their work, remember you are their most important coach and cheerleader.

Discuss their thinking, opinion, and method of learning. What are they enjoying, finding challenging, or struggling with in their learning? Let the teacher do the marking while you provide the encouragement and support.

ENCOURAGE YOUR CHILDREN TO THINK ABOUT THEIR FUTURE

Resilient children have a sense of the future. They need realistic goals and the satisfaction of meeting some of their goals. They grow through helping to make decisions and learning that decisions have consequences. If you demonstrate that you are looking forward to next week, next month, next year, hopefully, your son and daughter also learns the importance of planning.

BE PART OF THE COMMUNITY

Connecting with the community, by getting to know your neighbours, teaches your children important lessons about friendships, independence, and social responsibility. It may also help to keep them safe if friendly adults know who they are and look out for them.



TALK WITH OTHER PARENTS

Parents have found it useful to swap contact information for other parents of pupils in the same class as their children. This helps with even simple things like knowing where your teen is when they say they are “going round to John’s place”. Or you can check information when your teen comes home with a request that does not sound quite correct – “but this is what we HAVE to do”, and they tell you on Sunday night!

Share contact details with other parents in your young person’s class and their school friends.

BE SUPPORTIVE OF THE SCHOOL

The Riccarton Way, with its key values of commitment, honesty, respect, and excellence, is the road map for our students’ life journeys. Respect of self and others is paramount, and it is important that you support us in this by always speaking positively about the school and the teachers of your son and daughter. If you speak disrespectfully about the school or a staff member, you make it very difficult for your young person to act in a respectful manner.

We do not always get it right and you may hear of things happening at school that concern you. Please approach the Whānau Teacher, Kaitiaki, Guidance Counsellor or one of the Senior Leadership Team, should this occur. We will listen, investigate the situation and work with you towards an appropriate solution.



CO-CURRICULAR OPPORTUNITIES

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All students are encouraged to take part in co-curricular activities. Riccarton High School provides a wide range of sporting, dramatic, musical, cultural, and other recreational activities. Students will be informed of all these activities early in the first term. There is something to cater for every interest and the opportunity to compete or perform at a variety of levels, from the intensively competitive to the purely social.

Student involvement in co-curricular activities develops many of the skills and attributes necessary for personal growth. Potential employers are also interested in a student's co-curricular involvement. School is a far more enjoyable and valuable experience when students get involved in activities.

A list of opportunities can be found on our website. Whānau teachers are the best point of contact for more information about getting involved.

OROHAKI OUTDOOR EDUCATION CENTRE

The school owns an outdoor education centre near Oxford. All Year 10 classes go to Orohaki in Term 1 and all Year 9 classes attend in Term 2. This is a compulsory part of our curriculum, and a carefully structured programme is operated by experienced instructors.

The programme has three major aims: to develop outdoor skills, to develop interpersonal skills, and to improve class and group cohesion.

Year 12 and 13 student leaders also go each year.

It is also a very important social activity, where many lasting friendships are forged, and the students have a great experience.





THE FORTNIGHTLY REPORT

Reports are emailed home each fortnight from early in Term 1.

Students at all levels will receive a grade for each subject, which is not based on academic performance, but on a student's attitude and application to their studies.

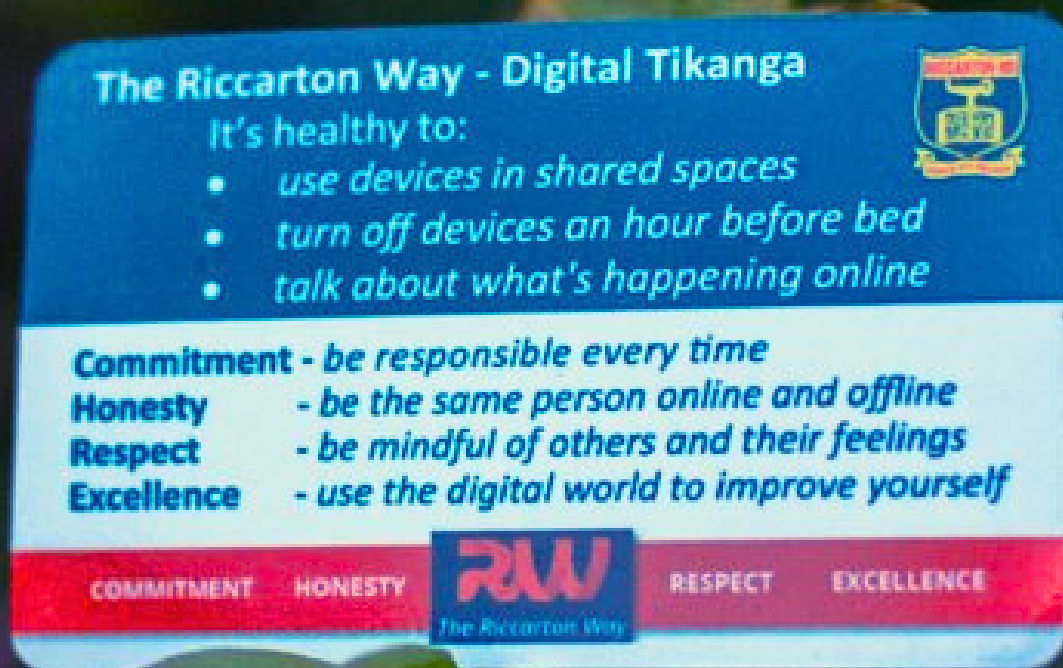
This report is intended to allow students to be more accountable for their attitude to learning and to provide parents/caregivers with regular feedback. It reinforces the key competencies of managing self, participating and contributing and relating to others from the New Zealand Curriculum, and the Riccarton Way values:

- Students commit to their learning journey (manawanui)
- Students are honest in their approach to learning (ngākaupono)
- Students respect the process of learning (manaakitanga)
- Students continually strive to be 'better than before' (kairangi)

Students are graded from 4 to 1:

4	Attitude to learning is at an excellent level which is our goal for all Riccarton High School students. The student shows manawanui to learn. This commitment is shown by consistent engagement whether learning in class or from home. Deadlines are met, help is sought when required, feedback is used to improve, there is contribution to the class to support learning.
3	Attitude to learning usually meets expectations. The student is usually engaged in their commitment to learning, whether in class or from home.
2	Attitude to learning needs some improvement. The student is inconsistent in their engagement to commit to learning, whether in class or from home.
1	Attitude to learning is well below the standard required. The student is not engaged in their learning or connecting with their class.

Attendance over the fortnight in each subject will also be reported. The report will be emailed to parents and will be posted to those who we have identified as having no computer access.



The Riccarton Way - Digital Tikanga

DEVICE ADVICE FOR BLENDED LEARNING

All students are expected to bring their own device to support their learning. We are a blended learning school, and an internet capable device is now an important part of each student's toolkit, giving them access to unlimited resources and enabling them to support, extend, collaborate, and share their learning in a way that prepares them for the future.

Students are expected to bring their device every day. It should be fully charged overnight at home, so it can be used throughout the next day. Students are responsible for ensuring their device is safe and functional.

A phone is not considered to be a device for learning. Specifications and recommendations for a suitable device can be found on our website:

<https://www.riccarton.school.nz/devices/>

We aim to model positive, healthy use of devices.

At home, students may need to use their device for some homework. It is good to have a device in a shared, supervised space in your home. It is also good to be off devices at least an hour before bed to ensure optimal sleep.

Conversations at home about 'positive in'; to make them think about what they are reading and watching and 'positive out'; to make them think about what they are posting on a device, are important to have with your young people.

For more information, please go to our school website:

<https://www.riccarton.school.nz/devices/>



WHY HAVE HOMEWORK?

- To practice skills, eg writing, speaking, problem-solving.
- To prepare for the next lesson or to locate and collect resources.
- To complete work started in class.
- To revise and consolidate learning.



WHEN SHOULD HOMEWORK BE DONE?

- The same time each night? This helps develop a regular routine.
- As soon as you get home? Do things you like least first.
- At set times that allow for sports, favourite TV programmes or other important involvements.
- After school in the library? The library classrooms are available along with the internet and thousands of books.



GOOD CONDITIONS FOR HOMEWORK

- Away from distractions. Use TV or internet as rewards after homework.
- In a well-lit area.
- With plenty of fresh air. Lack of oxygen makes you drowsy and inattentive.
- Adequate heating in winter, though too much can make you drowsy.



WHĀNAU CAN HELP

- Take interest in what students are doing. Praise work they have taken care with.
- Encourage revision when there is little or no set homework.
- Encourage reading newspapers and try to extend their reading/viewing habits.
- Ensure they catch up on work missed when they are away from school.
- Check each subject's Google Classroom for classwork, homework, and assignments.

FEES AND DONATIONS

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The Riccarton High School Board of Trustees has decided to accept government funding donation of \$150 per student, for 2023, instead of asking families for the general school donation. These donations are eligible for a tax rebate.

In line with these Ministry of Education guidelines, we will ask for donations for:

- Overnight camps at Orohaki
- Any overnight camps/trips related to the school curriculum

And fees for:

- The cost of the take home component materials for specific subjects
- Extra-curricular activities such as music, sport, Duke of Edinburgh, drama, trips etc
- Hire of music instruments for extra-curricular music
- Extra-curricular IT network requirements – non-compulsory hardware and software, and support
- Optional workbooks for extra work outside of the classroom

INVOICES

The school will email an invoice regularly for school fees and other costs each term. Invoices can also be viewed via the parent portal. The school is flexible about methods of payment and will accommodate payment by automatic payment.

Our bank account for payments is 03-0855-0333900-001





FEES AND DONATIONS - continued

HARDSHIP

In the event of hardship, the school can approach various trusts to help cover some costs.

If you are struggling financially, please write to the Executive Officer, outlining your financial situation via email at: rebecca@riccarton.school.nz.

PLEASE don't be embarrassed. It can happen to us all - and if we know about it, we can help.

See <https://www.riccarton.school.nz/fees/>





THE BEGINNING OF THE SCHOOL YEAR 2024

The first two days consist of an **orientation programme** designed to help new students settle into school. It will involve sessions on the school environment, getting to know one another, Riccarton High School expectations, information about arts, culture, and sporting activities, and getting on with others.

The **peer support programme** begins during this orientation. This involves groups of year 9 students teaming up with year 13 students in weekly sessions for the first month.

A **Year 9 parent evening** will be held early in term 1, to provide parents with a valuable opportunity to meet other parents and key staff. We will outline the year 9 outdoor education programme, and give details about the interim reports.

Riccarton High School prides itself on getting the whole school onto a normal timetable as soon as possible in the school year. Our timetable starts Wednesday 7 February.

THURSDAY 1 FEBRUARY – YEAR 9 ORIENTATION BEGINS

9:00am	Mihi Whakatau for all Year 9 students and other new students.
10:00am	All year 9 students report to the hall to find out what where they are in, followed by Whānau time – getting to know each other and introducing the orientation programme. Students and Year 13 Leaders will go with their Whānau teachers to their Whānau rooms
12:00 – 12:45pm	Lunch.
12:45 - 2:45pm	Year 9 and Year 13 peer support programme.
2:45 - 3:00pm	Whānau time.

FRIDAY 2 FEBRUARY

9:00am – 12:30pm	Year 9 and year 13 peer support programme continues.
12:30pm – 1:00pm	Lunch.
1:00pm – 3:00pm	Whole school goes to their Whānau class. Timetables distributed to Year 10-Year 12 students, followed by Whare assemblies

MONDAY 5 FEBRUARY

School is closed

TUESDAY 06 February

Waitangi Day holiday - School is closed

WEDNESDAY 7 FEBRUARY

8:30am – 9:30am	Period 1 timetabled class
9:30am – 10:30am	Period 2 timetabled class.
10:30am – 11:00am	Interval.
11:00am – 12:00pm	Period 3 timetabled class.
12:00pm – 1:00pm	Period 4 timetabled class.
1:00pm – 1.40pm	Lunch.
1.40pm – 2.40pm	Period 5 timetabled class.

THURSDAY 8 FEBRUARY

Normal timetabled classes.

FRIDAY 9 FEBRUARY

Normal timetabled classes up to the end of period 3, followed by the Big Arvo - a fun afternoon with Whare classes. More information to follow.

2024 TERM DATES AND HOLIDAYS

- Term 1: Thursday 01 February - Friday 12 April
- Term 2: Monday 29 April - Friday 05 July
- Term 3: Monday 22 July - Friday 27 September
- Term 4: Monday 14 October - Thursday 12 December (TBC)

HOLIDAYS

Waitangi Day Observance:	Tuesday 6 February
Good Friday:	Friday 29 March
Easter Monday:	Monday 01 April
Easter Tuesday:	Tuesday 02 April
ANZAC Day:	Thursday 25 April
King's Birthday:	Monday 3 June
Matariki:	Friday 28 June
Labour Day:	Monday 28 October
Canterbury Show Day:	Friday 15 November



TIMETABLE FOR 2024

Period	Monday Rāhina	Tuesday Rātu	Wednesday Rāapa	Thursday Rāpare	Friday Rāmere
1	8:30am-9:30am	8:30am-9:30am	8:30am-9:30am	8:30am-9:30am	8:30am-9:30am
2	9:30am-10:30am	9:30am-10:30am	9:30am-10:30am	9:30am-10:30am	9:30am-10:30am
Whanau Group	10:30am-10:50am	10:30am-11:00am	10:30am-11:00am	10:30am-11:00am	10:30am-10:50am
Interval	10:50am-11:20am				10:50am-11:20am
3	11:20am-12:20pm	11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm	11:20am-12:20pm
		12:00pm-1:pm	12:00pm-1:00pm	12:00pm-1:00pm	
4	12:20pm-1:20pm				1:00pm-1:40pm
Lunch	1:20pm-2:00pm	1:00pm-2:00pm	1:40pm-2:40pm	1:20pm-2:00pm	
5	2:00pm-3:00pm	2:00pm-3:00pm	Sport	2:00pm-3:00pm	2:00pm-3:00pm
		Collaboration/ Staff/Faculty/ Learning Group meetings			
After School	Staff team meetings				