

WELCOME

KO N NI CHI WA

KIA ORA

SA WAD DE

MALO E LELEI

TALOFA

ORIENTATION - What a word!

It means - turning to the EAST and facing the RISING SUN as you look for light to start a new part of your life.

So have a great time at our School.

We want you to - be happy
- always be safe
- honour the people who have gone before you
- and to learn well

This little book is full of information to help you understand how the School is organised and to answer any questions you may have.

BRIEF HISTORY

- Gisborne Boys' High School was first established on the present site, as a school for both girls and boys, in 1909. There were 90 first day students.
- In 1956, Gisborne Boys' High School was established as a separate school, and the girls moved to Gisborne Girls' High School. The boys numbered 619 in that year.
- Since 1956, the school has expanded with many buildings and facilities including an assembly hall, gymnasium, new administration block, swimming pool and tennis courts. The school roll in 2018 will be about 800 students, which includes approximately 180 Year 9 students.

WHO'S WHO ?

There are over 60 staff members at Gisborne Boys' High School - including teachers, office staff, caretakers and groundsmen. They are all here for your benefit, so please respect them and the jobs they are doing.

Some of them will be of particular importance to you. They include:

Principal	- Mr Andrew Turner		DEANS
Deputy Principal	- Mr P. Ray	Year 9	Mr M. Mackle
Assistant Principal		Year 10	Mr M. Jefferson
(Students)	- Mr T. Cairns	Year 11	Mr P. Jefferson
Assistant Principal	- Mr F. Grout	Year 12	Mr H. Arthur
Assistant Principal	- Ms C. Swann	Year 13	Mr J. Fowell
School Counsellor	- Mr J. Griffiths		
Careers Adviser	- Mrs M. Jefferson		
Reading Tutor	- Mrs R. Cairns		
International	- Ms M. McCarthy		
Student Officer/First Aid	- Mrs S. Evans (at office)		
Librarian	- Mrs B. Walsh		

STAFF

TR	Mr A. Turner	KA	Mr W. Kaa	VB	Mr J. van den Broek
AR	Mr H. Arthur	KL	Mrs J. Kendall	WA	Mr J. Warren
CN	Mr T. Cairns	LP	Mr D. Lindup	WL	Mr T. Willis
CR	Mrs R. Cairns	ML	Mr N. Manuel	WO	Mr D. Watson
CP	Mr N. Chapman	MH	Mr W. Matahiki	YU	Mr W. Yuile
CE	Mr R. Cleland (leave 2018)	MC	Ms M. McCarthy		
CC	Miss H. Cochrane	MK	Mr M. Mackle		
CO	Mr S. Connell	MN	Mr A. McNabb		
DN	Mr M. Davidson	MG	Mrs L. Minogue		
DE	Mr P. Derby	ME	Mrs K. Morrell		
DO	Mr A. Donaldson	MY	Mr M. Morrissey		
DP	Mr A. du Plooy	MR	Mr S. Murphy		
FA	Mr K. Falaoa	NG	Mrs K. N-Garrett		
FO	Mr J. Fowell	NL	Mr G. Newlands		
FW	Mr D. Fawcett	PY	Ms A. Preddey		
GB	Miss C. Gilbert	RA	Mr P. Ray		
GT	Mr F. Grout	RD	Mrs E. Richardson		
GF	Mr J. Griffiths	SM	Mr B. Summerlee		
HA	Mr E. Hannah	SF	Mr J. Swift		
HF	Mr A. Harford	SU	Mr R. Suttor		
HH	Mr D. Hihi	SW	Ms C. Swann		
HR	Mr G. Harman	TN	Mr S. Tanner		
HL	Mr D. Hollis	TP	Mr R. Tapsell		
HM	Mr J. Holmes	TM	Mrs A. Te Amo		
JE	Mrs M. Jefferson	TH	Mr D. Thomas		
JF	Mr M. Jefferson	UL	Mr M. Ulu		
JR	Mr P. Jefferson				

VERTICAL FORMS

Every student in the school will belong to a Form Class, made up of students from different year levels, e.g. Years 9-14. You will get to know this group of students well as you will meet with them at least once a day throughout the year. The older members of the class are expected to take an interest in and support the younger members of the class.

The Vertical Form classes will be named after the Form Teacher's timetable code.

My Form Class is

My Form Room is

My Form Tutor is

Form Tutors have the following roles and responsibilities:

1. To contact the parents/caregivers of new students to introduce themselves and to explain what they can do for the student.
2. To explain to students how the administrative, academic and guidance systems of the school operate.
3. To monitor student attendance.
4. To ensure that the needs of students are being met - where necessary referrals of students with problems e.g. personal, academic and vocational are to be made to appropriate staff.
5. To watch over the academic progress of the students in the form group. Students are expected to learn well, and Form Teachers can give the right direction so that students are well motivated.
6. When a student is in discipline trouble, the Form teacher can respond to such by giving time and a friendly "talking to" the student.

Form Tutors have many other duties for the students. In general, Form Tutors are to be actively concerned with the total personal and academic progress of their students at all times.

HOUSE SYSTEM

Form classes have been organised into four house groups – Tangaroa, Tawhirimatea, Tumatauenga and Tane Mahuta. Each house has two staff member leaders and eight form classes. Mr Murphy has overall responsibility for all House Competitions.

There is an organising Committee overseeing the running of house activities. Mr Murphy is the House Co-ordinator. The Committee formulated a three year plan and the focus this year is to run full school activities, looking for maximum impact by including the maximum number of boys.

Examples of House Activities are:-

- Tabloid Sports
- Athletics
- Swimming Sports
- School Haka Competition
- Winter Sports Tournament
- Cross Country

My House is

My House Leader is

How do I Find my Way around my School?

Your new school has many different buildings and classrooms. This means that it's a much bigger school than the one you have come from. It could be a problem finding your way around.

Instructions:

- (a) Your task is to find each of the places listed in the box below.
- (b) On your map, write down the letter corresponding to the place.

- Places to find -

- | | |
|------------------------------------|---|
| a. My Form/Tutor Room | i. Cafe/Tuck Shop |
| b. Gymnasium | j. Cycle Stands |
| c. Toilets | k. Assembly Hall |
| d. Swimming Pool | l. School Office |
| e. Sick Bay/Doctors/Physio Surgery | m. Staff Room |
| f. Library/Dean's Office | n. Barn |
| g. Student Support Centre | o. Caretaker's Room |
| h. School Counsellor | p. Principal and Asst Principal's offices |

UNIFORMS

General

1. All students are expected to wear the regulation uniform as set out below.
2. All clothing must be clearly and permanently named.
3. The school authorities will not be responsible for investigating/publicising the loss or suspected theft of clothing that is not part of the regulation uniform.

Years 9, 10 and 11

Shirt	-	Regulation grey school Polo shirt
Shorts	-	Black Navy
Jersey	-	Black woollen with V-neck
Polar Fleece	-	Jersey with Red Collar
Jacket	-	Black Regulation
Socks	-	Black with two red bands
Footwear	-	Entirely black lace-up or slip on shoe. NO CANVAS. Must be able to be polished with nugget or Plain black or brown sandals with heel straps. No designs or colours.
Caps	-	Black with School Crest in red (available from School Uniform Shop)
Trousers	-	Regulation Black Trousers

Years 12, 13 and 14

Shirt	-	Regulation sky blue Polo shirt
Shorts	-	Black Navy
Jersey	-	Black 'V' Neck
Polar Fleece	-	Jersey with Blue Collar
Jacket	-	Black Regulation
Socks	-	Black with two red bands
Footwear	-	Entirely black lace-up or slip on shoe. NO CANVAS. Must be able to be polished with nugget or Plain black or brown sandals with heel straps. No designs or colours.
Caps	-	Black with School Crest in red (available from School Uniform Shop)
Trousers	-	Regulation Black Trousers

Physical Education

Students are required to have a pair of black rugby shorts and a regulation red T-shirt (with the school crest) for Physical Education.

Uniform Shop

The school runs its own uniform shop where all items of clothing required for school use are available. There is also some second hand clothing available.

- Usual hours of attendance are 12.15 pm to 1.45 pm Monday, Wednesday and Friday during the school term.

What about . . ?

When you start off at a new school there are lots of questions that you will want to know the answers to. Below are twenty of the most commonly asked questions of students starting at secondary school.

Instructions:

Discuss these questions with your Form Teacher.

Top Twenty Questions:

1. "What do I do if I'm sick and can't come to school?"

2. "What do I do if I have an appointment during school hours?"

3. "What do I do if I'm feeling sick at school or have an accident?"

4. "What if I'm late to school?"

5. "When's the school cafe open?"

6. "What do I do if I find something that does not belong to me?"

7. "What do I do if I have lost something?"

8. "When is the library open?"

9. "Is there a telephone I can use?"

10. "When do we get our stationery?"

11. "Do I need permission to go home for lunch?"

12. "If the weather is bad, how will I know if school is closed?"

13. "Which bike stands can I use?"

14. "When is the Doctor/Physio at School?" "How do I get an appointment?"

15. "Can you go to another student's home for lunch?"

16. "Are we allowed in classrooms during interval or lunchtime?"

17. "What time does school start and finish?"

18. "What do I do if I have the wrong uniform?"

19. "What do I do if other boys tease, bully or make life unpleasant for me?"

20. "Is the school pool open during lunchtime?"

MY TEACHERS ARE:

Form Teacher / Tutor -

Subject Teachers:

English -

Mathematics -

Science -

Social Science -

Physical Education -

Reading/Language -

Option 1 _____ -

Option 2 _____ -

WHEN DO MY CLASSES START?

Monday

VFP	8.30 - 8.40
Period 1	8.40 - 9.40
Period 2	9.40 - 10.40
Interval	10.40 - 11.05
Period 3	11.05 - 12.05
Period 4	12.05 - 1.05
Principal's Assembly	1.05 -
Lunch follows	- 2.00
Period 5	2.00 - 3.00

Tuesday

PL (for Staff)	8.10 - 9.00
Period 1	9.00 - 10.00
Period 2	10.00 - 11.00
Interval	11.00 - 11.20
Period 3	11.20 - 12.20
Period 4	12.20 - 1.20
Lunch	1.20 - 2.00
Period 5	2.00 - 3.00

Wednesday

VFP	8.30 - 8.40
Period 1	8.40 - 9.40
Period 2	9.40 - 10.40
Interval	10.40 - 11.00
Period 3	11.00 - 12.00
Period 4	12.00 - 1.00
Lunch	1.00 - 1.30
Period 5	1.30 - 2.30

Thursday

VFP	8.30 - 8.40
Period 1	8.40 - 9.40
Period 2	9.40 - 10.40
Interval	10.40 - 11.05
Period 3	11.05 - 12.05
Period 4	12.05 - 1.05
Lunch follows	1.05 - 1.50
Period 5	1.50 - 2.50

Friday

Extended VFP	8.30 - 8.50
Period 1	8.50 - 9.50
Period 2	9.50 - 10.50
Interval	10.50 - 11.15
Period 3	11.15 - 12.15
Period 4	12.15 - 1.15
Notices Assembly	1.15 -
(School finishes at conclusion of Assembly at approx. 1.30 pm)	

What about the Library?

These days, a School Library is about more than books, although these are still an important of the Library. You will find out more about what our Library offers, and how it runs, during a visit with your Vertical Form in the first two weeks of Term 1.

Instructions:

As you tour the Library, **answer** the questions below.

- The Library –

1. The Librarian's name is:
2. The library is open at the following times?
3. How many books are there in your school library?
4. How do you borrow a book?
5. What kinds of books do you like to read?

- _____
- _____
- _____

6. Who are your favourite authors?

- _____
- _____
- _____

What if someone picks on me?

Some students are concerned that when they come to High School, they might be picked on by older students or by other larger and tougher Year 9 students. At this school, bullying is not tolerated and staff take firm action immediately when bullying is observed or reported. In this activity, you will discuss what is meant by bullying.

Discuss each of the following statements. Decide if you think it is true or false, and tick the appropriate column. Be prepared to justify your choice.

1. There are three kinds of bullying, explain what each is:
 - (a) Physical
 - (b) Verbal
 - (c) Cyber

2. What is a 'put-down'?

3. When bullying occurs, who has the real problem?

4. What are some of the reasons why somebody would bully someone else?
 - (a)

 - (b)

5. If someone keeps on bullying you, then the first person you should speak to is your
.....

6. When dealing with bullying problems, teachers usually :-
 - (a) **to the complaint**

 - (b) put in place steps to stop what is happening

Remember: Teachers, the School Counsellor and your Vertical Form Teacher have ways to stop bullying.

These ways REALLY WORK – but you MUST TELL THEM.

BACKGROUND PAGE: (VFT's to retain for their records)

1. Full name: Form:.....
2. Full Address:
.....
Phone:
3. Date of Birth Where Born:
4. Name of Father/Guardian:.....
5. Name of Mother/Guardian:.....
6. Have you lived in Gisborne all your life?
If not, list where you have lived before:
.....
7. Have you had any serious illnesses? Name them:
8. Do you suffer from any of these - (a) Asthma (b) Hearing problems (c) Eyesight (d) Diabetes (e) Migraine (f) Speech problem. (Circle those applicable).
9. Name any other medical problems you have:
.....
10. How many schools (names if possible) you have attended?
.....
11. Name your brothers and sisters - with their ages:
.....
.....
12. Which of your brothers have been, or are, at present at this school?
.....
13. What do you like about school?
.....
14. Name any sports you play:
.....
15. (a) Which is your favourite sport?.....
(b) Have you gained any sporting awards?
(c) What were they?

16. Name any hobbies you have:
-
17. Name any club or society you belong to outside school:
-
18. What are your favourite types of book?
-
19. What are your favourite T.V. programmes?
-
20. Name your friends at this school:
-
21. What job would you like to have when you leave school?
-
22. (a) did you do homework last year?
- (b) Have you any place at home where you can do homework on your own?
- Where?
23. Would you like special help with your reading?
24. If you were suddenly injured, or became ill, who should be contacted?
- (a) Mother/Father: Phone:
- (b) Doctor: Phone:
25. How will school life be different for you at Gisborne Boys' High School?
-
-
-
26. What would you like this school to do for you?
-
-
27. Do you promise to make a good go of things at Gisborne Boys' High School?
-

Signed:

Date:

What about . . ?

When you start off at a new school there are lots of questions that you will want to know the answers to. Below are 20 of the most commonly asked questions of students starting at secondary school.

Instructions:

Discuss these questions with your Form Teacher.

Top Twenty Questions:

1. "What do I do if I'm sick and can't come to school?"
Phone the Office and leave message on answer phone if necessary. Bring note to the Office when you return to School if no one has phoned in. If you are away for 3 or more days, you will need to produce a Medical Certificate.
2. "What do I do if I have an appointment during school hours?"
Bring a note or your appointment slip and take it to the Main Office before VFC in morning. Sign out at Main Office before you leave and remember to sign back in on your return.
3. "What do I do if I'm feeling sick at school or have an accident?"
Report to Main Office. They will assess you and admit you to the Sick Bay if necessary or contact your Parents/Caregiver.
4. "What if I'm late to school?"
Sign in at Main Office with your note or have someone phone the Office to explain your lateness.
5. "When's the school cafe open?"
Interval / Lunch Break.
6. "What do I do if I find something that does not belong to me?"
Hand it in to Office or a Senior Leadership Team member
7. "What do I do if I have lost something?"
Report to a Senior Leadership Team member or at the Main Office.
8. "When is the library open?"
Class Times / Interval / Lunch Time
9. "Is there a telephone I can use?"
Yes : Ask at Main Office.
10. "When do we get our stationery?"
Only basic stationery will be available at school. The Warehouse, Warehouse Stationery and Paper Plus all offer good deals.

11. "Do I need permission to go home for lunch?"
No students are permitted to leave the School at lunchtime.

12. "If the weather is bad, how will I know if school is closed?"
Local Radio (but only extreme weather).

13. "Which bike stands can I use?"
Between the Gym and the old Whakairo Shed. Only use the small bike stand outside the Senior Studies block if you have an appointment during the day and will need your bike.

14. "When is the Doctor/Physio at School?" "How do I get an appointment?"
Dr _____ will be in School on _____ from 1.15 pm.
Mrs Moira Johnstone (Physio) will be in School on Tuesday and Thursday mornings. See Mrs Evans at the Main Office for an appointment.

15. "Can you go to another student's home for lunch?"
NO. (See School Rules)

16. "Are we allowed in classrooms during interval or lunchtime?"
NO - Special arrangements will be made if it is wet.

17. "What time does school start and finish?"

Monday	
VFP	8.30 - 8.40
Period 1	8.40 - 9.40
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VFP	8.30 - 8.40
Period 1	8.40 - 9.40
Period 2	9.40 - 10.40
Interval	10.40 - 11.00
Period 3	11.00 - 12.00
Period 4	12.00 - 1.00
Lunch	1.00 - 1.30
Period 5	1.30 - 2.30

Thursday	
VFP	8.30 - 8.40
Period 1	8.40 - 9.40
Period 2	9.40 - 10.40
Interval	10.40 - 11.05
Period 3	11.05 - 12.05
Period 4	12.05 - 1.05
Lunch follows	1.05 - 1.50
Period 5	1.50 - 2.50

Friday	
Extended VFP	8.30 - 8.50
Period 1	8.50 - 9.50
Period 2	9.50 - 10.50
Interval	10.50 - 11.15
Period 3	11.15 - 12.15
Period 4	12.15 - 1.15
Notices Assembly	1.15 -
(School finishes at conclusion of Assembly at approx. 1.30 pm)	

18. "What do I do if I have the wrong uniform?"

Bring a note from home to give to Ms Swann before 8.25 am. This must include a valid contact telephone number.

19. "What do I do if other boys tease, bully or make life unpleasant for me?"

Refer to Information in Orientation Book - Important that action is taken

20. "Is the school pool open during lunchtime?"

Listen at Assembly.

What about the Library?

The school Library is a very important place both for finding information, and for recreational reading. In this activity you will be taken on a tour of the Library to find out how it operates.

Instructions:

As you tour the library, **answer** the questions below.

- The Library -

1. The Librarian's name is: ***Mrs Barbara Walsh***

2. The library is open at the following times:
From 8.00 a.m. – 4.30 p.m. daily, except Friday (closes 3.30 pm) Interval & Lunchtime

3. How many books are there in your school library? ***7,000***

4. How do you borrow a book?
 - ***Choose a book***
 - ***Give Name and Form Class at desk for identification***

5. What kinds of books do you like to read?
 - _____
 - _____
 - _____

6. Who are your favourite authors?
 - _____
 - _____
 - _____

What if someone picks on me?

Some students are concerned that when they come to High School, they might be picked on by older students or by other larger and tougher Year 9 students. At this school, bullying is not tolerated and staff take firm action immediately when bullying is observed or reported. In this activity, you will discuss what is meant by bullying and how students can deal with it.

Instructions:

As the questions are discussed in class, **write** in your answer using your own words.

- Coping with Bullying –

- There are three kinds of bullying, explain what each is:
 - Physical ***Physical blows/strikes with limbs/weapons***
 - Verbal ***Words – Gesture***
 - Cyber ***Inappropriate postings via Social Media (facebook), texting, etc***
- What is a 'put-down'? ***A remark which hurts.***
- When bullying occurs, who has the real problem? ***The one who bullies - Needs to appear BIG in front of others.***
- What are some of the reasons why somebody would bully someone else?
 - To Show Off and appear Cool/Big***
 - Is angry - because somebody else has hurt him in some way.***
- If someone keeps on bullying you, then the first person you should speak to is your ***Vertical Form Tutor / always confidential.***
- When dealing with bullying problems, teachers usually:-
 - listen carefully** to the complaint;
 - put in place steps to stop what is happening.

REMEMBER: Teachers, the School Counsellor, your Vertical Form Teacher have ways to stop bullying.

These ways REALLY WORK - but you MUST TELL THEM.