



HILLVIEW
CHRISTIAN SCHOOL



Handbook 2019



Phone : 3326923

Email: office@hillview.school.nz

Website: www.hillview.school.nz

From the Principal...

Kia ora Parent(s).

I extend to you a very warm welcome to our school handbook. Whether you are a new family or current family, I do hope this booklet proves to be very informative and will ultimately strengthen the partnership between home and school. This relationship is one of the key indicators on how successful a child's learning will occur during their time at the school.



The handbook also attempts to capture the heart of Hillview. We are an OTHERS FIRST school so one of the main messages pupils will receive is "Life is not all about you." Sure, we will work extremely hard to meet the needs of each pupil but ultimately they have a responsibility to look outside their world and find ways in which they can use what God has given them to bless others around them.

There is a mixture of guidelines, principles, rules, and general information which all contribute towards strengthening the school culture that our pupils, parents, staff, Board of Trustees, and Proprietors enjoy. The culture of a school has a significant effect on the quality of the learning and that is why we believe the material contained in this book is essential in protecting and promoting our special culture.

Our Vision and Mission Statements give clarity and focus to our staff.

We are clear about fulfilling two mandates for our pupils:

- to intentionally grow an authentic love and respect for God while seeking to further His kingdom by impacting the local/national/global communities through service and leadership
- to identify, cultivate, celebrate, and enhance the God-given gifts and abilities of each pupil

The school skilfully delivers the national educational curriculum within the framework of a Christ-centred worldview. Hillview also provides a vast and wonderful range of curricular and extra-curricular opportunities that enable children to flourish.

I am confident that you will enjoy searching through the different aspects of our school handbook and invite you to contact the school office if you have any further enquiries.

Many blessings,

Steve Frost

Our Mission

To provide a quality education in a Christian environment where children can develop their God-given abilities



Our Vision

To grow young people who love God and impact others through service and leadership

School Calendar 2019

<u>Term One</u>	Commences Finishes 31 January & 1 February (Learning Conferences) Waitangi Day:	Thursday 31 January Friday 12 April (3.00pm/3.10pm) Wednesday 6 February
<u>Term Two</u>	Commences Finishes Teacher Only day Queen's Birthday:	Monday 29 April Friday 5 July (3.00pm /3.10pm) Friday 31 May Monday 3 June
<u>Term Three</u>	Commences Finishes	Monday 22 July Friday 27 September
<u>Term Four</u>	Commences Finishes Labour Day: Show Day:	Monday 14 October Friday 15 December (12.00pm) Monday 28 October Friday 15 November

School Timetable - Year 0 - 8

8.45am	Pupils move to class (if not already there)
8.50am- 10.30 am	Class time
10.30 -10.50am	Morning Tea
10.50am- 12.30pm	Class time
12.30 -1.30pm	Lunch break
1.30pm	Class time
3.00pm	End of school for Year 0 - 4
3.10pm	End of school for Year 5 - 8

School Timetable - Year 9 - 10

8.35am	Pupils move to class (if not already there)
8.40 -8.50am	Home room time commences
8.50 -9.40am	Period 1
9.40 -10.30am	Period 2
10.30 -10.50am	Morning Tea
10.50 -11.40am	Period 3
11.40 -12.30pm	Period 4
12.30 -1.30pm	Lunch break
1.30 -2.20pm	Period 5
2.20 -3.10pm	Period 6

Channels of Communication

Principal	Steve Frost	principal@hillview.school.nz
Associate Principal	Blase Dowall	b.dowall@hillview.school.nz
Office	Office staff	office@hillview.school.nz
Property Manager	David Mitchell	d.mitchell@hillview.school.nz

All teaching staff emails follow the format: firstinitial.surname@hillview.school.nz

Head of Junior Campus	Margaret Learey	m.learey@hillview.school.nz
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Head of Senior Campus	Dean Stanton	d.stanton@hillview.school.nz
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Head of Learning Centre	Claudia Pennell	c.pennell@hillview.school.nz
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Head of Science	Jonathan Blows
Head of Sport	Paul Norton
Head of Music	Philippa Becker
Learning Centre Staff	Dawn Burgess, Victoria Chapman, Lorraine Poole, Phillippa Barlow, Dianne Somlyai, Gina Spicer
Spanish Teacher	Rosa Font
Mandarin Teacher	Anna Lu
Librarian	Janet Shaw
Science Lab Assistant	Alison Cook (no email)
Teacher Aides	Eunice Booth, Di Prangell, Fredericka Litchmore-Tinga and Jacqueline Thorman (see class teacher for teacher aide contact details)
Principal's P.A.	Kerry Harris
Financial Executive	Tracey Weir
Absentees and accounts	Marnie Weir
Newsletter and admin	Sharon Yule
Caretakers	Suzanne McLister and Barry Auckram (no email)
Home and School Chairperson	Fleur Thorpe (hsa@hillview.school.nz)
Uniform Administrator	Emma Richardson (uniform@hillview.school.nz)

Important Information

We want our school culture to be an enjoyable and peaceful environment where Christian standards are promoted and where staff, pupils, and parents can work together effectively and enjoyably. The following guidelines will help achieve this.

Absences/Lateness

The school office **must be contacted by 8:45am** on any morning that your child is absent/late from school. Once you have dialled the school number, (ph 332 6923) please dial 2 for the absentee line, leave your child's name and room number along with the reason for their absence. This is to ensure that no child goes missing between home and school. If we have to follow up any absentees we will phone the primary caregiver. If no reply is received we will call the mobile phone and then move to caregiver two and so on.

NB: In the event that we phone you regarding an absent child, \$1.00 will be charged to your account.

In the event of continued absences and or continued lack of communication regarding absences, the parent will be asked to meet with the Associate Principal and Truancy services may be contacted if needed.

All pupils arriving late or leaving early from school **MUST** report to the office. Also where a child leaves for an appointment they must sign in and out of school at the office.

A pupil may not leave the school grounds during school hours without the permission of his or her class teacher or a member of the Senior Leadership Team. For purchasing lunch from a shop and dental or doctor appointments, **a note must be written by a parent** or an appointment card shown to the class teacher (**only** Years 7 – 10 pupils may leave school to purchase lunch and this should only be in an emergency).

Abusive Language

Abusive language and swearing are not permitted at school.

Activity Costs/Attendance Dues Payments

Activity Costs:

Activities are charged to your school account for extra activities your child participates in e.g. class trips, extra stationery, sports etc. Unless we are instructed otherwise, we will assume that all parents give permission for their child to attend and participate in school organised activities and trips, and will pay the relevant costs associated with them. For more information see Budgeting below.

Attendance Dues:

Attendance Dues are paid to the proprietors (SCCC Education Trust). They are \$975.00 per year for each child. For children starting part way through a school year, their fees will be calculated on the number of weeks they attend.

The total year's attendance dues have to be paid by **week 8 of term 4 every year**. The exception is for any automatic payments set up. These payments should be sufficient to clear each family's account by the last day of the school year.

Statements:

Two statements are sent to all families usually two or three weeks before the end of each term, with the final statements sent at the end of Term 4.

The first statement shows Attendance Dues (school fees). Attendance Dues are paid to the Proprietors (SCCC Education Trust).

The second statement shows an itemised account of activity costs (field trips, small stationery items etc.). Activities costs are paid to Hillview Christian School.

NB: Separate payments are required. Payments may be made by cash, cheque, or Eftpos at the school office or via Internet banking or as automatic payments. Any automatic payments must pay the accounts in full by the final day of Term 4.

Timeline of Invoices

Term 1

Attendance Dues invoice and T1 School Activities invoice Wk8

Term 2

Outstanding Attendance Dues invoice and T2 School Activities invoice Wk8

Term 3

Outstanding Attendance Dues invoice and T3 School Activities invoice Wk8

Term 4

Outstanding Attendance Dues invoice and School Activities invoice Wk6

Budgeting

The following costs have been included (in addition to Attendance Dues) to help parents budget for their child/rens activity fees for the year. **Please note that these costs are only**

GUIDELINES. Below are the approximate amounts per year level. Unless we are instructed otherwise, we will assume that all parents give permission for their child to attend and participate in school organised activities and trips, and will pay the relevant costs associated with them.

Year 0 - 2	\$60.00 - \$70.00	Year 3 & 4	\$50.00 - \$70.00
Year 5	\$80.00	Year 6	\$230 (inc. camp)
Year 7	\$120-150 (inc tech)	Year 8	\$230-\$250 (inc. camp/ tech)
Year 9	\$300 (inc tech)	Year 10	\$400 (inc. camp/tech)

- Years 7 – 8 attend Te Waka Technology Centre for their weekly Technology options at a cost of approximately \$45.00. This will be added to accounts early in Term 1.
- Years 9 – 10 attend Middleton Grange for their weekly Technology options and a cost from \$30.00 to \$100.00 per year will be added to their account in Term 2 and Term 4. This charge depends on which options are chosen.
- Year 9 Maori and Chinese language students will have additional costs. Parents will be informed in advance of these.
- Year 6, 8 and 10 will attend a camp. This cost ranges from \$155.00 - \$185.00 and will added to account.
- These amounts **do not** include costs for the wide range of **optional** sporting opportunities available for all of our Year 2-10 pupils. The school will endeavour to inform parents of costs as accurately as possible.
- If your child is involved in extension activities there will be additional costs associated with this such as ICAS exams, Athletics etc.
- Extra stationery purchased from the school office throughout the year will be charged to the school account. This is not included in the above costs as this varies between pupils.

NB: *These prices are based on costs that are known to us at the time of printing.*

To assist with household budgeting, regular payments can be made via internet banking or bank automatic payment. The account details are:

Attendance dues: SCCC Education Trust

03 0802 0033031 03

Activities: Hillview Christian School 03 1598 0061426 01

HSA Uniform HSA 03 1598 0057873 00

Please ensure you include your eldest child's name as the reference.

Assemblies

Parents are very welcome to attend assemblies. Please check your weekly newsletter or the website for the details of the following week's assembly.

Behaviour

We have principles and procedures to protect students and to ensure that children's behaviour is of an acceptable standard so that the school environment can be a pleasant and safe place for all. Our guiding principle is "do unto others what you would have them do unto you" and we strongly foster an "others first" environment.

(i) Classroom Principles

- We obey teachers immediately
- We work quietly in the correct place
- We speak pleasantly and politely to everyone
- We put up our hand if we need help or wish to speak to the teacher

Consequences for non-compliance in the classroom

1. Warning – name on board
2. Write an essay or a letter of apology
3. Visit to Head of Junior/Senior campus
4. Visit to Associate Principal
5. Visit Principal

NB: Parents will be contacted at the appropriate time in this process.

(ii) Playground Principles

- We do what the staff or parent helpers ask immediately
- We keep ourselves and others safe
- We respect other people, property, and the environment
- We use our common sense
- We do not go out of bounds
- We remain seated in the lunch area until 12:45pm

Consequences for non-compliance in the playground

1. Warning
2. Maximum of 30 minutes out of playground at withdrawal area
3. Visit to Head of Junior/Senior Campus, Associate Principal or Principal
4. Parent contacted. May arrange interview

NB: Parents will be contacted at the appropriate time.

For serious behaviour (such as physical violence or major defiance) teachers may go straight to steps 3 and 4. Other consequences may be substituted for those above, such as staying in after school or completing extra homework.

A student may be kept in for a maximum of 30 minutes during the lunch hour as a consequence for misbehaviour. **All Y0-10 children can be kept until 3.20pm without home contact.** Should any Y0-10 pupils be kept beyond 3.20pm, contact with parents will be made by the appropriate staff member.

Before and After School

Parents are encouraged to collect their children or make suitable Pupils should not arrive at school before 8:00am and should be clear of the school grounds by no later than 3.45pm unless specific arrangements have been made with the staff. Children are most welcome to stay in the grounds after 3.45pm if supervised by a parent.

Bicycles/Scooters/Skateboards

Bicycles/scooters/skateboards are not to be ridden in the school grounds except:

- on the skateboard ramp on the senior campus
- on the junior court area before and after school (scooters and skateboards only)

Scooters must be walked to these spaces, not ridden.

No pupil is permitted to tamper with the bicycle of another. We suggest all bicycles be locked in the bicycle stands provided. Pupils should wear school shoes when travelling to and from school unless in PE gear.

Books

All text books and library books owned by the school should be cared for. Lost or damaged books need to be reported to the class teacher. There is a need for parents to check pupil's school bags regularly during the school term, to ensure prompt return of readers and library books.

Cell Phones

Cell phones are not to be used by pupils on school grounds or during school activities **unless** permission has been given from the class teacher or duty teacher. They are to remain in their school bag.

Chewing Gum/Confectionery

Chewing gum, bubble gum and confectionery are **not permitted** at school. This includes purchases from the local dairy and bringing items back on to the school grounds.

Computers/Chrome Books

The computers/chrome books are valuable learning tools and must be treated with care. The following are to be adhered to:

- **no** programmes from home, unless permission granted by a teacher
- **no** copying programmes for home use
- **no** playing of non-educational games

Students must never violate the security programs on each computer and the internet. All incidents of violating security or entering DOS on Windows computers will be investigated and treated as damage to school property. Parents may be billed for re-programming costs.

Damage

Any damage to furniture, fittings, windows or property, whether personal or owned by the school, should be reported immediately to the class teacher. In some circumstances pupils may be required to pay for damage.

Dental Care

The Years 0 – 8 children receive their dental check-ups at Hillview. Follow-up work is undertaken at an offsite Dental Centre. Parents receive an appointment card from the dental therapists which is sent home with the child.

Dogs

Dogs brought into the schools grounds must be on a leash. Owners are expected to clean up after their dog.

Drugs

No drugs or alcohol are permitted at school.

Emergency Procedures/School Closures

- **Text Alert**

In the event of an incident that causes leadership to close school, a text will be sent to all those who have signed up for our text alert system. Once the situation has been dealt with the leadership team will email all primary caregivers to give a more detailed message of what will happen next.

If you haven't registered for Text Alert please text HILLVIEW to 570. You will receive a reply almost instantly to let you know you are now signed up. Please see the office urgently if you do not get this confirmation text. Also please make sure your contact details including your email address are up-to-date with our office.

- **Civil Defence Emergency**

We have procedures for dealing with an emergency. In any emergency we will keep children in our care until parents are able to uplift them from the school.

- **Tsunami**

We have emergency procedures in place for dealing with the unlikely event of a tsunami.

- **Emergency drill**

Each term we do practise emergency evacuations with the whole school. These are for fire, lock-down (intruder), earthquake and general emergencies. The children are taught what each bell sequence means, what to do and where to assemble.

- **Snowfall/Cancellations**

As we are close to the Port Hills, we will close our school for the day if there is a threat that we could be snowed in. If there is snow on the ground in the morning, listen to Newstalk ZB (1098), check the website or school answering machine for a possible school closure notice before bringing your children to school.

With outdoor events there is the possibility of weather causing it to be postponed or cancelled, if in doubt please call the school and then dial 3 for our cancellation line.

Please subscribe to our Text Alert system as in the event of school closing due to snow we will text all subscribers (see 'Emergencies' for instructions on signing up) School will be open if you have not received a text message by 7.30am.

- **Lockdown**

In the event of a potentially dangerous intruder entering the school grounds the school will initiate a "lock down" where classes will lock themselves in their classrooms. If the event occurs during a break time teachers are to lead pupils to the nearest safe place. Lock down will be notified by continuous pulses on the school bells.

Extension Learning

As part of our mission to develop our pupils' God-given gifts and talents, the school employs Learning Assistants to provide extension activities in areas such as Language, Maths and Music.

ICAS Competitions

Selected students from Years 3–10 have the opportunity to sit these competitions. Currently the school covers 50% of the entry costs.

Homework

- Years 0 - 2 reading, tables and spelling practice (no more than 30 minutes per night)
- Years 3 - 6 as set by the classroom teacher (no more than 40 minutes per night)
- Years 7/8 (no more than 1 hour per night). Reading library books, spelling practice and mathematics learning. Other homework could involve inquiry projects, research, or completing work started in class.
- Years 9/10 (no more than 1 hour and 30 minutes per night). Students are expected to select and read a range of books/articles for personal enjoyment throughout the year.
- Teachers will avoid giving homework on Fridays where possible.

Parents are encouraged to ensure that homework is completed. Where the amount of homework appears to be excessive or inadequate, parents are asked to communicate in the first instance with the class teacher. If no homework is set, homework time should be spent in revision of work or recreational reading.

Home and School Association

The Home and School Association consists of a group of parents and a teacher representative. They meet approximately 8 times a year and are chiefly responsible for school community events. If you would like to join this committee, contact Fleur Thorpe on hsa@hillview.school.nz

Injuries

Injuries are to be brought to the notice of a teacher immediately. For any injury considered serious, parents will be notified.

Interval and Lunch Time

Interval is from 10.30-10.50am and is supervised by a duty teacher.

Year 0-4 pupils have lunch from 12.30pm until 1.30pm during which there is a designated eating period of 15-20 minutes where pupils remain seated. Year 5 - 8 pupils gather in the designated area for lunch at 12:30pm and remain seated until 12:45pm when they are released by the lunchtime duty teacher for recreation. On wet days and very cold days lunch is inside. At 1:25pm the bell rings to allow 5 minutes for children to prepare for school to begin at 1:30pm. Year 9 - 10 pupils are given freedom to choose when to eat during lunchtime.

Learning Centre

We employ a Head of Learning Centre as well as five remedial teachers who work mainly with children who require a boost in Language and/or Mathematics. The computer programme Success Maker is used to help provide remedial and extension assistance. Teacher aides also help meet the individual needs of specific pupils. We also employ a number of staff to provide extension activities in areas such as Language, Maths and Music.

Library

We are proud of our library and the good stock of books we have. To ensure our books are looked after, we ask they are cared for at home and kept away from drink bottles and food in school bags.

If a book has been damaged, please return it to our librarian for repair; **don't attempt to repair it**. Please return library books within the due date as they may be reserved by another child. Items can also be renewed online via the Hillview website (www.hillview.school.nz).

Lost Property

All clothing, books, and sports gear must be clearly named. A collection of lost property is held in the library foyer, which is beside Room 11 (Junior Campus), and in the corridor beside the toilets (Senior Campus). Lost property will be disposed of at the end of every term.

Medication

The school can hold any medication your child needs during the day, providing a medication clearance form is completed by a parent and handed in at the office. The school can provide paracetamol only for minor pain relief.

Mufti Days

Normally there is a mufti day each term. Each child contributes a gold coin with the proceeds being used for worthy causes/charities.

Music Lessons

Itinerant teachers provide piano, vocal, keyboard, flute, violin, drum and guitar lessons for fee-paying students. Lessons take place in school time or at lunchtime. Details about this are on the website and available at the school office.

Newsletters

The school newsletter is a vital medium for keeping parents informed of important dates and events in the life of the school. This is the main way the school communicates to parents and we ask that every family ensures it is read.

The newsletter is emailed every Thursday during term time. If you require a paper copy, please inform the office staff and this will be given to the oldest child in the family. It is the parent's responsibility to collect it from their child. There is no newsletter on the last week of each term.

Parking

Parents are encouraged to park on the streets around the school and walk to the school grounds to pick up their children. There is also ample parking on St Martins Road and in the Senior Campus car-park off Gamblins Road.

Drop Off

There is a drop off zone operating in front of the gymnasium on our Junior Campus from **8:15am to 8:45am**.

Pick Up

There is no pick up zone operating at Hillview. Please do not park in the Junior Campus car parks or use these parks to pick up your child/children between the hours of 2.45pm – 3.30pm. These car parks are for staff and visitors only.

NB: This is a safety issue for the school – please follow the guidelines above.

Reports

Reporting takes place at three points in the year:

- An initial report is sent home at the end of Term 1 and covers pupil development in personal, social, and study skills.
- An interim report covering progress in Reading, Writing and Mathematics is sent home at the end of Term 2
- A full curriculum report is sent home at the end of Term 4.

Student achievement is also reported on in the assessment folders that are sent home each term and during parent/teacher interviews held in Term 1 and 3. Year 9/10 Principal Award reports are also sent home at the beginning of Term 2, 3 and 4.

Special Character

There are a number of guidelines which are shared regularly with pupils that uphold the Special Character of our school. Pupils are expected to follow these as they assist in strengthening our Special Character and support pupils in their learning. Please see the Principal if you require further details.

Sports Programme

During winter our Years 5 - 8 students travel to Hagley Park once each week for competition with other schools. For this very successful venture to continue we require parent help as we have twice as many teams as the number of teachers. We desire that all children continue participating in these weekly competitions but for this to happen we require parents willing to assist as coaches, referees/umpires and managers for football, netball, hockey, rugby and gymnastics. Our Years 9 and 10 pupils participate in the secondary school winter and summer competitions. We also require parent help with their programme as well as providing transport.

NB: There will be associated costs involved for all Year 9/10 pupils participating in sport. Please see Mr Genet for details.

Stationery

Small items such as glue sticks, pencils, rubbers, and rulers can be obtained from the office and can be charged to the family account. Please see individual class stationery lists at the back of this handbook.

Sunblock

The school's expectation is that parents will protect their children by applying sunblock before they are sent to school. This is recommended wherever a class trip, athletics day, cross country or other outdoor event is planned as well as a general precaution each day throughout the summer months. During Term 1 and 4 teachers will have sunblock available at events and will remind children to apply it.

Swimming Pool

Strict principles must exist to ensure pupil safety:

- We enter the pool enclosure only with a teacher or supervisor
- We avoid running or pushing in the pool enclosure
- We do not engage in dunking or activities that may cause injury

Parents may hire a key for the summer season for \$70.00 from the school office (we also charge a \$50.00 bond, refundable at the end of the season when the key is returned). There is a limit to the number of keys we hold so keys are issued on a first in first served basis and are for the Hillview community only.

NB: Please keep the noise to a minimum, if the noise becomes excessive, you may have to forfeit your key, or the school may take measures such as:

- Introduce a compulsory key holder roster to supervise the pool
- Introduce a key holder fee to enable the school to employ a supervisor
- The pool may not be available for non-school use

Technology

Years 7 and 8 pupils have one and a half hours of Technology at Te Waka Technology Centre each week. The Years 7 and 8 pupils travel by a free bus provided by the Ministry of Education. Years 9 and 10 pupils travel to Middleton Grange for Technology each week.

Toys

Aggressive toys, such as guns, swords and knives, are not permitted at school. We recommend that toys **are not brought to school** unless permitted by the class teacher.

Web Site

www.hillview.school.nz - You will find our newsletters, sports information, uniform details, stationery, policies and other relevant information on our web site, this is updated regularly. Parents, grandparents and caregivers can sign up to receive up to date information as it's posted.

Withdrawing from Hillview

When withdrawing your child from Hillview we require a term's notice in writing sent to the school office. If we do not receive this a half term's Attendance Dues will be charged per pupil.

Year 9 & 10

Our Year 10 pupils from preference families have a guaranteed place at Middleton Grange for Years 11-13. If you are unsure whether your child is preference or non-preference, please see the Principal.

Uniform Shop and General Uniform Information

The uniform shop is located on the Junior Campus behind Room 8. It is open Mondays 8.30am - 3.30pm during term time, or by appointment. Any additional hours are published in the weekly school newsletter. We also offer an online shop through our school website, www.hillview.school.nz. Items can be ordered, and will be made available for collection at the school office. For all uniform enquiries please contact: uniform@hillview.school.nz

New Pupils - Please email to arrange an appointment time for fitting.

We stock all uniform items, except shoes. Please organise your uniform requirements well in advance in case stock is low and we need to order items in for you.

Budgeting Information

We suggest you budget approximately \$225 for a junior boy or girl commencing school in the summer term. This allows for one of each garment and PE gear.

For the winter term, allow a further \$135 for junior girl and \$97 for a junior boy.

For a child moving into senior uniform in the summer term, we recommend you allow \$175 and a further \$75 for the winter term.

Second hand uniform

There is a supply of second hand uniforms available year round.

Selling second-hand uniform

The uniform shop is happy to sell any **good quality** second hand items. Please bring them to the uniform shop. Commission of 20% is charged for selling garments.

Physical Education (PE) Uniform for all pupils Year 0-10

This consists of: Monogrammed navy/red top and shorts, navy track pants (optional in cooler weather) plain white sport socks, sport shoes.

All PE uniform (apart from socks & shoes) can only be bought from our Uniform Shop. There are to be no bicycle shorts or “skins” and no long sleeved thermal tops to be worn under PE gear for boys and girls.

Underclothes

Thermals/singlets etc. worn under any uniform item must NOT be seen (ie. long sleeve thermals must not be worn under short sleeve tops).

Hair

- Girls with hair that is past the collar **must** have it tied up. It **must not** cover any part of the face – hair must be clipped back if covering any part of the face or is falling onto the face.
- Hair must be natural colour- NO COLOURANTS please.
- Boys hair styles need to be acceptable (neat and tidy) with the hair **off** the collar and well clear of the face and should not cover the ears completely.
- Any hair additives **must not change the natural colour of the hair.**
- Hair should be presented in a neat and tidy fashion.
- Haircuts should be at an appropriate length, no shaved patterns or extreme styles.

NB: These principles are not optional and the Principal will arbitrate on what is acceptable and pupils are expected to support this.

Hair accessories

Navy/black hair ties and headbands or ribbons (hair clips are to be plain - not fancy or coloured)

Jewellery/ Makeup/ Nail Polish

No jewellery (except for one small, plain stud in the lower earlobe and only worn by girls), makeup or nail polish shall be worn at school. **It is the responsibility of parents to ensure that this regulation is kept.** Necklaces are not to be worn **unless permission is given** by the Principal, and if this is given, they are **not to be visible**. There should be no bracelets of any kind (or any form of bracelet), unless worn for medical purposes.

Shoes (all year)

BOYS - Black leather (lace up or velcro **only –not sports style**) - Year 7-10 boys lace up only

GIRLS - Black leather (lace up, velcro, T-bar or U-Bar **only**)

(Please Note: Sport styled or suede shoes or boots etc. are not acceptable and all footwear must have a sole of no more than 3 cm.) **Any shoe designed for shoe polish will most likely be the correct type of shoe**

Sandals (Term 1 and 4 only)

PLAIN black roman styled or velcro sandals. Must be worn WITHOUT socks – no variations e.g. gladiators.

Socks

Ankle socks need to come up over the ankle, they must not be the low cut sport style.

Swimming

Boys – Togs and towel

Girls – One piece togs and towel

(Rash vests for sun protection are encouraged but not compulsory)

JUNIOR BOYS - YEARS 0-6



Summer Uniform – Terms 1 & 4	Price
Shorts- light grey drill	\$32.00
Shirt- monogrammed burgundy polo	\$23.00
Polar fleece- monogrammed navy	\$50.00
Socks- light grey ankle	\$14.00 (pack of 3)
Shoes- black leather lace up or Velcro	
Sandals- plane black roman styled or Velcro, worn without socks	
Sunhat- monogrammed navy bucket hat	\$20.00
Optional navy monogrammed jersey	\$65.00
Swimming – togs , rash top encouraged but not compulsory	



Winter Uniform- Terms 2 & 3	Price
Shorts – grey wool mix	\$43.00
Shirt- monogrammed, navy long sleeved polo	\$27.00
Socks- grey, with blues stripes	\$13.50/pr
Jersey – navy monogrammed (optional)	\$65.00
Polar fleece- navy monogrammed	\$50.00

Please name ALL items clearly with first and last name

JUNIOR GIRLS - YEARS 0-6



<u>Summer Uniform –Term 1 & 4</u>	<u>Price</u>
Dress – sizes 5, 6, 8	\$52.00
Dress – sizes 10,12,14	\$62.00
Socks – white ankle	\$14.00 pack of 3
Polar fleece	\$50.00
Shoes- black leather lace up, Velcro, t-bar or u-bar	
Sandals – black roman styled or Velcro styled worn without socks	
Jersey/cardigan (optional) navy monogrammed	\$65.00
Sunhat – monogrammed navy bucket	\$20.00
Swimming- one piece togs. Rash top encouraged but not compulsory	



<u>Winter Uniform- Terms 2 &3</u>	<u>Price</u>
Pinafore- blackwatch tartan, size 5,6,8	\$92.00
Pinafore- sizes 10,12,14	\$99.00
Skivvy	\$20.00
Socks, navy knee high	\$21.00 (pack of 3)
Tights, navy (cotton)	\$17.00/pr
Cardigan/jersey – navy monogrammed (optional)	\$65.00

Please name ALL items clearly with first and last name

SENIOR BOYS - YEARS 7-10



Summer Uniform- Terms 1 & 4	Price
Shorts – Navy (both summer & winter)	\$54.00
Shirt – short sleeved white	\$40.00
Socks – navy ankle	\$14.00 (pack of 3)
Polar fleece – navy & red monogrammed	\$75.00
Softshell jacket (optional)	\$85.00
Shoes- black leather lace up	
Sandals – plain roman styled or Velcro worn without socks	
Sunhat (optional for Y9 & 10 pupils)	
- navy and red cap	\$15.00
- or navy bucket hat	\$20.00



Winter Uniform- Terms 2 & 3	Price
Shorts –Navy (both summer & winter)	\$54.00
Shirts – Long sleeved white	\$48.00
Socks- Navy to knee with red stripe	\$13.50 /pr
Jersey – navy monogrammed (optional)	\$75.00
Polar fleece- navy & red	\$75.00
Softshell jacket (optional)	\$85.00
Shoes- black leather lace up	



Please name ALL items clearly with first and last name

SENIOR GIRLS - YEARS 7-10



<u>Summer Uniform- Terms 1 & 4</u>	<u>Price</u>
Skirt – Navy (both summer & winter)	\$50.00
Shirt – Monogrammed short sleeved white	\$55.00
Socks- white ankle	\$14.00 pack of 3
Polar fleece – navy & red	\$75.00
Soft shell jacket (optional)	\$85.00
Shoes- black leather lace up, t-bat or u-bar	
Sandals- plain roman styled or Velcro , must be worn without socks	
Sunhat –navy bucket (optional for Y9 &10)	\$20.00



<u>Winter Uniform – Term 2 &3</u>	<u>Price</u>
Skirt – Navy (both summer & winter)	\$50.00
Shirt – Monogrammed long sleeved white	\$55.00
Stockings – navy or black	\$17.00/pr
Cardigan- navy monogrammed (optional)	\$70.00
Polar fleece – navy & red	\$75.00
Softshell jacket (optional)	\$85.00
Shoes – black leather lace up, t-bar or u-bar	



PE UNIFORM - YEARS 0-10

<u>Uniform</u>	<u>Price</u>
PE Shirt	\$45.00
PE Shorts	\$35.00
PE Trackpants (optional)	\$45.00
Socks – sports teams, navy with white stripe	\$14.00
<u>Other Optional Items</u>	
Beanie- navy monogrammed	\$15.00
Scarf – navy monogrammed	\$15.00
Bike shorts (girls) navy or black (for wearing under dress)	\$12.00



Stationery and Materials

Over the course of the year some stationery items might need to be replaced. Your child's class teacher may request extra items for your child, you can supply these yourself or these will be supplied by the office and added to your account.

The school office stocks the following:

(Prices at end of 2018)

Item	Price
Biro (blue and red)	0.60
Glue Stick	2.80
Library Folder	4.60
Learners Pencil	0.95
Pencil (HB)	0.45
Pencil Sharpener - small	0.55
Pencil Sharpener - large	1.00
Reading Folder	4.35
Rubber	0.50
Ruler	1.00
Whiteboard Marker (black & blue only)	2.30

Important please note:

For pupils in Years 3-10, please buy your bulk stationery at the beginning of each year either at a stationery specialty shop or through our School Supplies fundraiser that is sent out at the end of each year.

We do not have sufficient stock to supply families in bulk.

New Entrants, Room 8, Mrs Smith
New Entrants / Year 1, Room 12, Mrs Rossouw
Year 1 and 2

All stationery requirements for New Entrants to Year 2 children will be provided by the school and charged to accounts prior to commencing school each year.

If parents wish to purchase their child's stationery, a list will be available from the office.

In addition to the stationery provided by the school, all children will need a library folder, a reading folder and an art shirt (an old adult t-shirt is fine). These can be reused from year to year. Library and reading folders are available for purchase from the school office.

Year 3

Room 9 and Room 10

1 Exercise book: Reading	1B
1 Exercise book: Writing	1B
1 Exercise book: Handwriting/Language Skills	1B
1 Exercise book: Christian Living/Maori	1B
1 Exercise book: The Arts	1B
1 Exercise book: Topic (Social Science, Science, Technology & Health)	1B
1 Exercise book: Homework	1B
1 Exercise book: Extra if needed	1B
1 Spelling notebook	3B
2 Scrapbooks (1 Reading, 1 Maths)	Warwick Project Book No.24
1 Maths book (these are supplied and charged to school account)	
1 Clearfile (40 pages)	
1 A3 Drawing Wallet: Art	
1 Pair of scissors	
2 Whiteboard markers (any colour)	
1 set of coloured pencils	
3 Pencils – good quality eg Staedtler	
1 Plastic eraser	
1 Pencil sharpener	
1 Ruler, 30 cm with two straight edges (non-flexi)	
2 Large glue stick	
1 Pencil case	
1 Reading/Homework Bag (the larger size please)	
1 Art-shirt (an old adult shirt) compulsory	
1 Large box of tissues	
1 Recorder (Yamaha is recommended)	

Over the course of the year some stationery items might need to be replaced. Your child's class teacher may request extra items for your child, you can supply these yourself or these will be supplied by the office and added to your account.

All items to be named and labelled before being brought to school

Year 4 Room 2 and Room 3

1 Topic books	1B5
1 Homework book	1B5
1 Draft Writing book	1B5
1 Reading	1B5
1 Maori/Christian Living	1B5
1 The Arts	1B5
(Note that last year's The Arts book can be used for Music in Year 4)	
1 Language Skills	1B5
2 named (spare)	1B5
1 Assessment Folder	Clearfile (40 leaves)
4 HB named Pencils – good quality please eg Staedtler	
1 Rubber	
1 Pencil Sharpener	
1 Plastic ruler – 30cm with mm, cm (non flexi)	
2 Biro's – red and blue	
1 set of coloured pencils	
1 set of Jovi colouring crayons	
NO felt tip markers please	
2 Large glue sticks	
1 Pair of scissors (these are not provided in the classroom)	
Pencil case/s for all pencils, pens, colouring pencils etc	
1 Brown manilla folder	
1 box of tissues – for class use	
1 Pump style drink bottle for classroom use	
1 Homework Bag – (the Year 3 Library bag is fine if it is the larger sized one)	
2 Whiteboard markers (blue or black)	
2 Maths books (these are supplied and charged to school account)	
The Arts:	
1 A3 Drawing Wallet for Art Work	18N9
2 Art books	1A5
1 Art-shirt (children may still have these from last year)	
1 Recorder (Yamaha is recommended)	

Over the course of the year some stationery items might need to be replaced. Your child's class teacher may request extra items for your child, you can supply these yourself or these will be supplied by the office and added to your account.

All items to be named and labelled before being brought to school

Year 5

Room A1 and Room A2

1 Homework book	1B5
3 Language books	1B5
1 Music book	1B5
Please note that last year's music book can be used if there are sufficient blank pages (i.e. half an unused book)	
1 Maori/Christian Living book	1B5
2 Reading books	1B5
2 Mathematics books, pre ruled	1E5 (Quad - margins pre ruled)
1 Lined refill	14B8
1 Topic book	1B5
2 Clearfiles (a 20 leaf and a 40 leaf)	
1 Pair of scissors	
2 Biro's (red and blue)	
5 HB pencils	
1 Small set of coloured pencils and felts	
4 Whiteboard pens	
1 Plastic rubber	
1 Pencil sharpener	
1 Ruler, 30 cm with two straight edges	
1 Pencil case	
1 Set of highlighters (pink, yellow and green please)	
2 Large glue sticks	

All items to be named and labelled before being brought to school

Year 6

Room D1 and Room D2

1 Music book	1B5
Please note that last year's music book can be used if there are sufficient blank pages (i.e. half an unused book)	
2 Draft Writing book	1B5
1 Spelling book	1B5
1 Maori/Christian Living book	1B5
2 Mathematics books (lined)	1E5 (quad book –margins pre-ruled)
1 Lined refill	14B8
1 A3 Drawing wallet	18N9
1 Topic book	1B5
1 Reading book	1B5
2 Homework books	1B5
1 Clearfile (20 leaves)	
1 Clearfile (40 leaves)	
1 Pair of scissors	
1 Red biro	
3 HB pencils	
1 Rubber	
1 Pencil sharpener	
1 Whiteboard marker –Black	
1 Vivid –Black	
1 Yellow highlighter	
1 Small set of coloured pencils and felts	
1 Ruler, 30 cm with two straight edges – non flexi	
1 Pencil case	
1 Compass	
1 Protractor	
2 Large glue sticks	
1 Box of tissues	

All items to be named and labelled before being brought to school

Year 7

Room C9 and Room C10

1 Spelling notebook	3B1
10 Exercise books	1B5
1 Mathematics book	1J5
1 Lined refill	14B8
1 Numeracy scrapbook	1A8
2 Clearfiles (20 leaves)	
1 Clearfiles (40 leaves)	
1 Pair of scissors	
2 HB pencils	
4 Blue pens & 4 red pens	
1 Set of coloured pencils & felt tips	
1 Plastic rubber	
1 Pencil sharpener	
1 Ruler, 30 cm with two straight edges	
1 Calculator	
1 Black vivid	
1 Compass	
1 Protractor	
1 Pencil case	
2 Large glue sticks	
1 set of highlighters	
Art Supplies:	
Drawing pencils (2 x HB, 1 x 2B, 1 x 4B)	
1 x black biro	
Art book supplied and charged to school account	
Please note last year's music book can be used in the following year if there are sufficient empty pages (i.e., half a book)	

All items to be named and labelled before being brought to school

Year 8 Room C4 and Room C5

1 Spelling notebook	3B1
10 Exercise books	1B5
2 Mathematics books	1J5
2 Lined refill	14B8
2 Clearfiles (20 leaves)	
1 Clearfiles (40 leaves)	
1 Pair of scissors	
2 HB pencils	
2 Highlighter pens	
1 Set of coloured pencils	
1 Rubber	
1 Pencil sharpener	
1 Ruler, 30 cm with two straight edges (no bendy/flexi types)	
1 Pencil case	
1 Compass	
1 Protractor	
1 Art-shirt	
1 Large glue stick	
4 Biro (2 blue, 2 red)	
1 Calculator –Scientific	
Art supplies:	
Drawing pencils (2 x HB, 1 x 2B, 1 x 4B)	
1 x black biro	
Art book supplied and charged to school account	
Please note last year's music book can be used in the following year if there are sufficient empty pages (i.e. half a book)	

All items to be named and labelled before being brought to school

Year 9

Room C1 and Room C2

9 Exercise books	1B8
1 Mathematics book	1J8
1 Lined refill	14B8
1 Notebook	3B1
1 40 leaf Clear file for Learning Portfolio	
1 20 page clear file for Drama (if taking this as an option)	
1 Quad book for Chinese (if taking this option)	
1 40 page clear file for English	
1 Pair of scissors	
2 x HB & 1 x 2B pencils	
4 Biro (2 blue, 2 red)	
2 Highlighter pens	
1 Small set of coloured pencils	
1 Plastic rubber & 1 soft rubber	
1 Pencil sharpener	
1 Ruler, 30cm with two straight edges	
1 Pencil case	
1 Maths instrument set (protractor, compass etc.)	
1 Art shirt	
1 Large glue stick	
1 Fx-82AU+ Casio Calculator (Year 10 pupils-if replacing calculator, please buy Casio FX9750G11)	
Art supplies (if taking Art as an option):	
Drawing pencils (2 x HB, 1 x 2B, 1 x 4B)	
1x black biro	
Art book supplied and charged to school account	
Maths book supplied and charged to school account	
Science Workbook supplied and charged to school account	
Please note last year's option book can be used in the following year if there are sufficient empty pages (i.e. half a book)	
There is a \$30 charge for an online programme, English Perfect, which will be charged to Activities account.	

All items to be named and labelled before being brought to school

Year 10 Room C6 and Room C7

x8 Exercise books for: 1. English Drafts; 2. English Notes; 3. spare English book 4. Social Sciences/History 5. Science 6. Options (i.e., Music, Drama, ICT, Financial Literacy, Sports Studies) 7. Language (Spanish, Maori) or English Plus 8. PE/Health	1B8
1 Mathematics book	1J8
1 Lined refill	14B8
1 Notebook	3B1
1 journal (A4 or A5) for use in Christian Living	
1 USB memory stick	8GB
1 40 page clear file for Take Home Assessment Folder	
1 20 page clear file for Drama (if taking this as an option)	
1 20 page clear file for Music (if taking this as an option)	
1 Quad book for Chinese (if taking this option)	
1 40 page clear file for English	
1 40 page clear file for Social Sciences	
1 Pair of scissors	
2 x HB & 1 x 2B pencils	
4 Biro (2 blue, 2 red)	
2 Highlighter pens	
1 Small set of coloured pencils	
1 Plastic rubber & 1 soft rubber	
1 Pencil sharpener	
1 Ruler, 30cm with two straight edges	
1 Pencil case	
1 Maths instrument set (protractor, compass etc.)	
1 Art shirt	
x2 Large glue sticks	
1 Fx-82AU+ Casio Calculator (Year 10 pupils-if replacing calculator, please buy Casio FX9750G11)	
Art supplies (if taking art as an option): Drawing pencils (2 x HB, 1 x 2B, 1 x 4B) 1x black biro Art book supplied and charged to school account	
Maths book supplied and charged to school account	
Science Workbook supplied and charged to school account	
Please note last year's option book can be used in the following year if there are sufficient empty pages (i.e. half a book) There is a \$30 charge for an online programme, English Perfect, which will be charged to Activities account.	

Tips for Parents of New Entrant Children

Check your child's bag- particularly little pockets. If you do, you will be well informed. Children hide notices away, or forget they have them. They will get miscellaneous notices from time to time. Bags can become places for old pictures, work, lunches etc, so need to be checked and emptied.

Lunches. Be careful not to give too much lunch as it is often wasted. Children are not allowed to share lunches. Healthy options are best: sandwiches, a wrap and fruit. Please avoid processed, sugary foods. Please name lunch boxes and drink bottles.

Drink bottles. They will be sent home every day to be washed and refilled. They are better stored in side pockets of your child's backpack in case they leak.

Underwear and socks. Please keep a change of underwear and socks in a plastic bag in your child's backpack. Occasionally children are so preoccupied with activities at school they may forget to use the bathroom.

PE Day. Your child should come to school in their PE uniform on PE day.

Head Lice. Where there are children, there are head lice! Check regularly and deal with them. Please inform your teacher if your child has been treated for lice.

Homework time. Please choose time to do homework carefully. Sometimes before tea is best, sometimes after, or even in the morning. Whatever suits your child and family is best, but PLEASE DO IT!

Reading Folders come home Monday to Friday. The reader is to be read every night.

Diary contains word/letter for the week written in on a Friday for the following week. The diary needs signing every day. Please write weekly words on its own card and regularly revise them with your child.

Show and Tell. Friday is show and tell day. Bring an object to show for morning talk.

Our Values

Whanau -Through unity is strength

Excellence -We always give of our best

***Humility -All our successes are due to
God***

Respect –Recognising value in others

Compassion -We put others first

***Innovation -We always look to improve
ourselves***



HILLVIEW
CHRISTIAN SCHOOL

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