



Waitaki Girls' High School

Trent Street • PO Box 42 • Oamaru • New Zealand • Telephone (03) 434 8429

Greetings from Waitaki Girls' High School

We are pleased to present to you our school prospectus/enrolment pack and hope it will tell you something about Waitaki Girls' High School. You can find out more on our website, www.waitakigirlshigh.school.nz.

We interview all prospective students together with their parent(s)/caregiver(s) personally before enrolment.

Please contact the Principal's PA (Nila Sime) 03 434 8429 Ext. 248 to arrange an appointment with me.

Yours sincerely

Tracy Walker
Principal





Waitaki House

Waitaki Girls' High School Boarding Hostel
Ouse Street • P O Box 42 • Oamaru • New Zealand

Telephone (03) 434 6587

Margie Baird (Manager) - mbaird@waitakigirlshigh.school.nz

Boarders' Enrolment Form

Student Details

Surname _____

First names _____ Preferred First name _____

Date of Birth _____ Country of Birth _____

School currently attending _____ Year Level _____

Year Level at Entry (please circle) 9 10 11 12 13 Year of Entry _____

Name of sisters who have attended or are at Waitaki _____

Contact Details

Parents / Caregivers Names _____

Postal Address (including postal code) _____

Address (if different from postal) _____

E-mail _____

Telephone Numbers:

Home _____ Work _____

Cell phone _____

Parents / Caregivers Names _____

Postal Address _____

Address (if different from postal) _____

E-mail _____

Telephone Numbers:

Home _____ Work _____

Cell phone _____

How many years is student likely to remain at Waitaki House? _____

Will your daughter be enrolled as:

(a) A full-time Boarder _____

(b) A Monday to Friday Boarder _____

To be signed by Parents or Caregivers and Student:

1. We have read and understood the rules and regulations of Waitaki House and agree to abide by them.
2. We give permission for staff to search our daughter's room and belongings if they have reasonable cause for concern.
3. We authorize staff to access and share information about our daughter in the interests of her physical or emotional wellbeing.

Parents / Caregivers

Signature(s): _____

Date: _____

Student

Signature: _____

Date: _____

To be filled in and signed by either Parents or Caregivers:

To the Waitaki Girls' High school Board of Trustees

In consideration of Board reserving a place in the Boarding Hostel of the Waitaki Girls' High school for our daughter/ward we agree to either give a term's notice in writing of her withdrawal from the Boarding Hostel or alternatively pay the fees for five weeks of a term in lieu thereof.

We acknowledge that if for any reason our daughter/ward is expelled or suspended from the hostel we shall not be entitled to a rebate or a refund of hostel fees paid or due for the balance of the term in which she may be expelled or suspended.

We enclose the sum of \$500.00 which is refundable when the girl leaves school; provided that the parents have at all times fully met all their financial obligations to the Board.

We undertake to pay all fees in accordance with the attached policy on accounts. All costs incurred in collection of overdue accounts will be payable by the parents / caregivers.

Parents / Caregivers (Please Print) _____

Signature(s): _____

Date: _____



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Health Report

Full name _____
(Christian Names) (Surname)

Date and Year of Birth _____

Name of Parent / Guardian _____

Address of Parent / Guardian _____

Telephone _____
(Home) (Work)

Mobile _____

Name and Address of Family Doctor _____

This Information will be passed onto Central Medical who look after the boarders at Waitaki House.

1/ Medical problems (including significant past medical history):

2/Allergies (Including type of reaction if known):

3/ Current Medications –

4/ Immunisation Record (Please List):

Date _____ Signed _____
(Parent / Guardian)



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Boarders' Fees and Payment of Hostel Accounts 2017/2018

The Waitaki Girls' High School Board of Trustees requires a \$500 bond to be paid by each new boarding family by 31 August of the year preceding entry or as soon as possible after enrolment. This amount will be refunded when your daughter leaves Waitaki and all accounts are settled.

All Prices Include GST

Hostel fees are paid in a three instalment plan. No refunds are made for times when girls are away e.g. for outdoor education trips etc. If parents wish to withdraw their daughters from the hostel, a term's notice (i.e. 10 week notice) is required. Alternatively parents will pay fees for five weeks in lieu of notice.

- 2017 - \$10,500 per year
- 2018 - \$11,000 per year

(Subject to change)

Instalments are due for payment by 10 February, 20 May, 20 August.

The school reserves the right to charge interest on overdue accounts.

Parents may pay their Hostel accounts by way of direct credit payments. Enquiries should be directed to the Executive Officer (Mrs Sally Grant) on (03 434 8429 ext. 206) or sgrant@waitakigirlshigh.school.nz. If parents require special arrangements they are asked to contact the Executive Officer and their case will be considered by the Hostel Management Committee.

Unless payments are up-to-date the Board may not admit a girl back to the hostel at the start of the new term.

Prompt payment of fees is a vital factor in helping to keep the fees as low as possible.

Bursary Information

For further information or application forms on bursaries, please visit the following website: <http://www.minedu.govt.nz> Click on Parent and Whanau, click on Your teen (Yr9 to 13), Click on Boarding Allowances.

Boarding allowances guidelines and eligibility information

The Ministry provides boarding allowances to help school students facing barriers to attending school and achieving at least level 2 in the National Certificate of Educational Achievement (NCEA) or equivalent. Boarding away from home can remove the barriers for these students.

Boarding Allowances help meet the Government's commitment to improve educational outcomes for priority groups: Māori, Pasifika, students from low socio-economic backgrounds, and students with special education needs.

Eligibility

Students are eligible to apply for a Boarding Allowance if they can demonstrate they are facing barrier(s) to achieving educational success, and that boarding away from home will remove those barriers.

Students may be facing one or more of the following barriers.

Access barrier - geographical isolation

Students are eligible to apply for a boarding allowance if they live too far away from an appropriate school, and the Ministry's School Transport Assistance programme does not provide a solution. For the purposes of the boarding allowance, geographical isolation is defined as living at an unreasonable distance from the nearest appropriate school (e.g.60km), and:

- the closest school transport service to get to their nearest appropriate school is unreasonable (e.g.20km), or
- having to travel longer than 60 minutes, one way, to their nearest appropriate school each day, or
- having to drive an unreasonable distance (e.g.60km) to the nearest appropriate school.

Significant barriers

Achievement barrier

A student shows significantly low attainments (lower than same age peers) in literacy, numeracy, oral language and other subjects.

Participation barrier

A student has difficulty engaging in everyday classroom learning, completing schoolwork, keeping up adequate attendance and engaging in extra-curricular activities.

Behaviour barrier

A student is disruptive, harms others or themselves, participates in criminal activities, or has a history of stand-downs, suspensions or expulsions.

Relationships barrier

A student is socially isolated or lacks respect for others.

Environment barrier

A student has multi-agency involvement, lacks family and community support, has poor or negative role models, or is exposed to physical/psychological harm.



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Boarders' Visiting List

Name _____

Has my permission to visit –

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date _____

Signature _____
(Parent / Guardian)

Information Disclosure Form for Hostel Applications

Before considering whether to accept responsibility for the welfare of your daughter, it is essential that we have all relevant information on her. This information will be treated in the highest confidence.

Yes	No	<i>Has your daughter ever</i>
()	()	been stood down from school?
()	()	been suspended from school?
()	()	left school to avoid being suspended?
()	()	been charged with any offence by the Police?

Please give further information if applicable.

Has your daughter been in trouble with school or Police for –

Yes	No	
()	()	drinking?
()	()	drugs?
()	()	truancy or running away from home?
()	()	theft?
()	()	sexual behaviour?
()	()	violence or threatening behaviour?

Please give further information if applicable.

Yes	No	
()	()	Does your daughter suffer from ADHD, depression, or any other condition that can impact negatively upon her learning or behaviour? Has there been an official diagnosis? (If so, we need to see it).
()	()	Has she regularly seen a counsellor or psychologist? (If so, for what reason and with what outcome?)
()	()	Does he regularly take medication for any behavioural condition. (If so, please outline below)

Please give further information if applicable.

This form has been completed honestly, and I / we accept that our daughter may lose her enrolment if it has not.

Signed _____

Date _____

Signed _____

Date _____



Waitaki Girls' High School Application for Enrolment



1. Student

Family Name:		First Names:	
Preferred Name:		Date of Birth:	
Student's Address while attending WGHS (including postal and rapid number)			
	Town/City:	Post Code:	Phone no:

Is the Student a Day Girl?	<input type="checkbox"/>	Is the Student a Boarder?	<input type="checkbox"/>	Is the Student taking the bus?	<input type="checkbox"/>
Student Lives with (tick box(es))	Mother <input type="checkbox"/> Father <input type="checkbox"/> Caregiver <input type="checkbox"/> Joint Custody <input type="checkbox"/> Other <input type="checkbox"/> Please state:				
"Caregiver" is a term used by the Ministry of Education to describe the person(s) taking care of the student. This may include a stepmother, stepfather, partner, relative, homestay or legal guardian – whoever has day to day responsibility for the student.					

1. Main Residence – The residence that the student lives at for the majority of the time

	Caregiver 1
Relationship to student	
Full Name	Mr/Mrs/Ms
Occupation	Place of Work:
Telephone	Home: Work: Mobile:
Email	
Address	

	Caregiver 2
Relationship to student	
Full Name	Mr/Mrs/Ms
Occupation	Place of Work:
Telephone	Home: Work: Mobile:
Email	
Address	

2. Secondary Residence (if applicable) – The residence that the student lives at for either an equal or lesser part of the time

	Caregiver 3
Relationship to student	
Full Name	Mr/Mrs/Ms
Occupation	Place of Work:
Telephone	Home: Work: Mobile:
Email	
Address	

	Caregiver 4
Relationship to student	
Full Name	Mr/Mrs/Ms
Occupation	Place of Work:
Telephone	Home: Work: Mobile:
Email	
Address	

3. Emergency Contact – If caregiver unavailable

Full Name: Mr/Mrs/Ms	Telephone:
Relationship to Student:	

4. Student Details

Please tick the box(es) below to indicate which ethnic group the student identifies with (may be more than one).	
<input type="checkbox"/> European NZ	<input type="checkbox"/> NZ Māori – Iwi (Please state):
<input type="checkbox"/> NZ Chinese	<input type="checkbox"/> Asian (State ethnic group):
<input type="checkbox"/> Pacific Island (State ethnic group):	<input type="checkbox"/> Other (Please state):
Country of Birth:	Citizenship: <input type="checkbox"/> NZ <input type="checkbox"/> Other (Please state):

5. School Organisation

School Student is currently attending (or last attended):
Year Level on First Day:
Names of sisters who are currently enrolled at WGHS or of siblings/relatives who have attended WGHS (if applicable)?
Name: Relationship: House:
Name: Relationship: House:

6. Health:

Please detail any medical condition/disability of which the school should be aware:	
Doctor's Name: Phone:	Dentist's Name: Phone:

7. Financial and Administrative Information

Invoices/Accounts to be sent to:	Main residence <input type="checkbox"/>	Secondary residence <input type="checkbox"/>
Reports to be sent to:	Main residence <input type="checkbox"/>	Secondary residence <input type="checkbox"/>
Are there any custodial arrangements we need to be aware of (eg. With regard to legal access rights)?		

8. Anything else we should know about? (Other comments eg. interests and achievements/parent concerns)

**PLEASE ATTACH A COPY OF YOUR DAUGHTER'S BIRTH CERTIFICATE TO THIS FORM.
IF SHE IS NOT A NEW ZEALAND CITIZEN PLEASE ALSO ATTACH A COPY OF YOUR DAUGHTER'S
PASSPORT AND RESIDENCY VISA.**

Parents and Students (all levels)

We agree to comply with the rules and procedures of the school.

I/we give permission for relevant information contained on this form to be used:

- For school and health purposes
- By PTA and Board of Trustees
- To provide information to a school this student may attend in the future

I/we give permission for relevant information to be obtained from schools previously attended by this student.

I/we give permission for images of the student to be used in school promotional material.

I/we understand that this information will be stored at Waitaki Girls' High School and will not be held longer than required.

I/we give permission for our daughter to be involved in On Site Education Outside the Classroom such as on the school grounds including the Recreation Centre, Athletics, Cross Country and Swimming Sports plus off site, low risk short visits within the local community and within school hours.

I/we have read the "Responsible Use Agreement and BYOD Rights and Responsibilities" and will abide by the rules in respect of mobile phones, school network computers, accessing the internet and using other school digital or ICT equipment.

Caregiver Signature:

Caregiver Signature:

Student's Signature:

Date:

Waitaki Girl's High School

Trent Street, PO Box 42, Oamaru 9444, New Zealand, **Telephone:** +64 3 434 8429, **Website:** www.waitakigirlshigh.school.nz
Email: office@waitakigirlshigh.school.nz

Student name: _____

If there is more you would like to say but can only do it in your own language (not English), then add more information below in your own language.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

We look forward to getting to know you and helping you become a successful student at Waitaki Girls' High School



Waitaki Girls' High School - Regulation Uniform

At Waitaki we take great pride in our attractive red and black uniform. Whenever our girls travel to other schools and events, people invariably comment to them about the smartness of our uniform.

All Waitaki girls are encouraged to keep up this tradition and we look to parents to support us in this.

All uniform enquiries can be directed to Mrs Dixie Boraman who can be contacted on 03-4348429.

Waitaki Girls' High School Uniform Shop:

The WGHS Uniform Shop is open Thursdays 1.00pm – 2.00pm during term time. The WGHS Uniform Shop will be open additional hours during December and January. These additional hours will be advertised on the school website www.waitakigirlshigh.school.nz.

Summer Uniform

- Regulation kilt of Dress MacDonald tartan
- Black lace-up shoes that are able to be polished
- Black regulation vest and/or black regulation jersey
- White regulation ankle socks
- Regulation white open-necked short-sleeved blouse

Winter Uniform

- Regulation kilt of Dress MacDonald tartan
- Black lace-up shoes that are able to be polished
- Black regulation vest and/or black regulation jersey
- Long-sleeved white blouse
- Tie
- Black heavyweight panty-hose or over the knee black socks

Note: Dress uniform for special occasions is winter kilt, long-sleeved white blouse and ties, black panty-hose and regulation blazer

Optional Uniform

- Regulation school vest (can be worn with both winter and summer uniform)
- Regulation school blazer (can be worn with both winter and summer uniform)
- Regulation jersey (can be worn with both winter and summer uniform)
- Regulation school polar fleece
- Regulation school jacket (sports/rain)
- Regulation school scarf
- Regulation bucket hat
- Regulation sports cap
- Regulation sports scarf

Physical Education

For all year levels: PE/Sports tops, black shorts or black trackpants, suitable sports footwear (must be non-marking)

Official Sports Functions (Interschools, South Island and Aoraki events etc.):

PE/Sports top, school sports/rain jacket (which can also be hired for \$5 from the school office) and black trackpants.

Second Hand clothing is available at the Uniform Shop.

Uniform Shop Price List: (Special orders are available i.e. long length/ extra width etc.) Please note sometimes there is a 6-8 week order process with a minimal charge

Item	Price
Kilt	\$235.00 regular length \$245.00 tall length
Blazer	\$244.00
Jersey	\$89.00
Polar fleece jacket	\$77.00
Sleeveless vest	\$78.00
Short sleeved blouse	\$41.00
White striped ankle socks	\$22.50
Plain white long sleeved shirt	\$30.00
Tie	\$21.50
Black knee high socks	\$15.00
Black tights	\$6.00
School scarf	\$25.00
School jacket – sports/rain	\$133.00
<i>PE Uniform</i>	
PE/Sports Tops	\$50.00
Black Canterbury track pants	\$77.00
Black Canterbury shorts	\$35.00
Sports cap	\$14.00
Sports scarf	\$26.00
Bucket hat	\$22.00



Waitaki Girls' High School

Responsible Use Agreement

- When using information and communications technologies (ICT) at Waitaki Girls' High School, I will always be a respectful, responsible and resilient digital citizen.
- I will – be honest and fair in all of my actions using ICT.
- I will – only use ICT (including my own device) in the classroom at the direction of my classroom teacher and for educational purposes only.
- I will – only use my device responsibly, when in the school environment beyond the classroom, and will follow school and legal requirements.
- I will – know that if ICT is required in my learning that the school will ensure fair access to me. I don't have to bring a device in order to engage in ICT.
- I will – think carefully about whether the information I see online is true.
- I will – understand that I may experience problems (such as when technology may not work as expected) and that I will learn to deal with them.
- I will not do anything online that I know will hurt or misrepresent someone; I will not use my own or others' information for inappropriate use.
- I will respect peoples' freedom of speech online: I know I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.
- I will help others to become better digital citizens by helping them and if I know someone is being treated unfairly online I will seek support rather than watch it happen.
- I will – understand that if I misuse ICT the consequences will include:
 - Being prompted and reminded by my teachers and my parents notified.
 - If my misuse is serious or persistent my access may be denied and further education provided before my rights re-instated.

BYOD Rights and Responsibilities

As a student I am responsible for:

- I know that if I bring my own device I may only use it only with my teacher's direction and knowledge and for educational purposes only.
- It needs to be ready for use (I will not be permitted to charge it in class).
- Waitaki Girls' High School staff will not "troubleshoot" problems with personal devices. If it doesn't work; I will need to take it home.
- I will not be disadvantaged in my learning if I do not bring my own device.
- The security for my device is my responsibility and I need to look after it just as I do my other personal items. It will not be kept by the teacher and insurance for it is my responsibility; the school holds no responsibility for any loss or damage which may occur.
- Apps and software on devices are my responsibility.
- The school is not responsible for providing anti-virus software – that is mine and my parents' responsibility. Ensuring the safety of my content and information by backing up files is also my responsibility.
- My device needs to have access to the internet. The school does not consider smartphones a suitable learning device for the classroom; laptops and notebooks would be our preference as the learning device.
- Requirements governing the use of any school-owned digital device will apply to student-owned devices while students are at school. This includes adherence to the Copyright Act and the Responsible Use Agreement.

School is responsible for:

- Providing advice on how to be a good digital citizen – promoting safe and responsible use.
- Providing a reliable wireless network.
- Providing internet at an appropriate speed.
- Filtering content/sites available to protect all users.
- Monitoring use of the internet and checking that activities carried out on your device are appropriate.

School has the right to:

- Monitoring the network, including sites visited.
- Inspect your device if necessary.
- Prohibit device or network use.
- Expect that you will follow all rules from the Responsible Use Agreement.
- Report serious breaches to the authorities – the Police in the case of bullying.

BYOD specifications

What type of device can be used at WGHS?

Students can use:

- Laptop
- Netbook
- Chromebook
- Tablet devices (excluding smartphones)

We recommend:

- Wireless networking capability using 802.11g or n (WGHS provides filtered wireless access for student use with their devices).
- A colour screen. Minimum screen size 8-10in
- An external keyboard or other means of entering text.
- An audio-out port and ear buds or headphones
- A minimum of 4 hours of use from one battery charge
- The ability to run a full functioning, recent web browser (Chrome, Firefox, Safari etc...) that will allow it to access Google Apps and other learning resources.
- Virus protection programme
- Operating system requirements – windows 7 or higher, Mac OSX7 or higher, Apple IOS 6 or higher
- A camera that takes still photos

In addition but not essential:

- A microphone
- The ability to create a video
- Productivity software that can be used when an internet connection is not available (such as word processing, drawing, spreadsheet tools)
- The capacity to run graphing calculator software
- A rechargeable power bank
- Some form of carry bag for protection for device