

PAPATOETOE
HIGH SCHOOL



PROSPECTUS

HE WHAKAMĀRAMATANGA



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HIGH SCHOOL

INTRODUCTION FROM THE PRINCIPAL TE WHAKATAKINGA A TE TUMUAKI

Thank you for your interest in our school.

Papatoetoe High School is a school with proud traditions where priority is placed on meeting the individual learning needs of all our students. We believe this is achieved through having a well-balanced curriculum, excellent staff and facilities and a school-wide commitment to high standards and expectations. Our curriculum is designed to offer a broad base to our year 9 and 10 students so that they can discover and develop those subjects they enjoy and in which they show potential. Senior students are able to choose from a wide variety of subjects, including a number of vocational courses, and to study towards national qualifications. The school is very proud of the excellent achievement of our students in the national qualifications and of their ongoing academic successes as they move into tertiary study.

A comprehensive pastoral care and guidance network in the school supports our philosophy of meeting the needs of each individual student. An emphasis is placed on the development of teamwork, team spirit and pride as idealised in our school motto – “Digne Lampada Tradas” – Be worthy to hand on the torch.

Education Review Office reports on Papatoetoe High School are overwhelmingly positive and students enjoy the time they spend learning with us. We encourage students to be respectful, be responsible and be active learners as they engage with the extensive opportunities that Papatoetoe High School provides.

In addition to all we do for students, we welcome the active support of families as your children meet the challenges the secondary school system can offer.

I look forward to you joining our school community and getting to know you well in the years ahead.

Naku te rourou nau te rourou ka ora ai te iwi.

V R Couillault
MEdLM, PGDipSM, BCom, DipTchg



ABOUT NGĀ HUA

Papatoetoe High School is a co-educational year 9–13 state secondary school that has more than 60 years of history and tradition. Set in just over eleven hectares of attractively presented grounds in Papatoetoe, Auckland, the school offers multi-level programmes to a school population which reflects the overall mix of New Zealand society.

The school's facilities provide for approximately 1400 students who are in the care of over 150 teaching and non-teaching staff. The staff enjoys a mix of youth and experience and are involved in a wide range of professional development opportunities to continue to provide the best for the students in their care.

The staff also encourage participation in a wide range of out-of-class activities which help to make the school a more enjoyable place to thrive and learn.

Papatoetoe High School is accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989 to provide education and training based on the National Qualifications Framework in all conventional school subjects.

OUR MISSION STATEMENT TE HIRINGA TAUKĪ

"To provide effective learning opportunities that encourage academic, personal and social development."

SCHOOL VALUES

NGĀ UARA Ō TE KURA

CELEBRATION OF DIVERSITY

The multicultural mix of our students and inclusion of students with specialist assistances provides a unique and special opportunity to learn about each other from each other in a supportive and positive way.

COMMUNITY SPIRIT

Our school is a community within a community and it is important that we all play our part in promoting a sense of belonging and a caring attitude.

CONTINUAL IMPROVEMENT

We constantly seek ways to improve all aspects of the things we do at Papatoetoe High School.

COOPERATION

An attitude of “we not me” is fostered.

INTEGRITY

Our expectation is for all people in the school to be honest, trustworthy and ethical.

LEARNER MOTIVATION

Learning is to have a high priority for all students and staff, who are encouraged to be self-motivated and self-reliant.

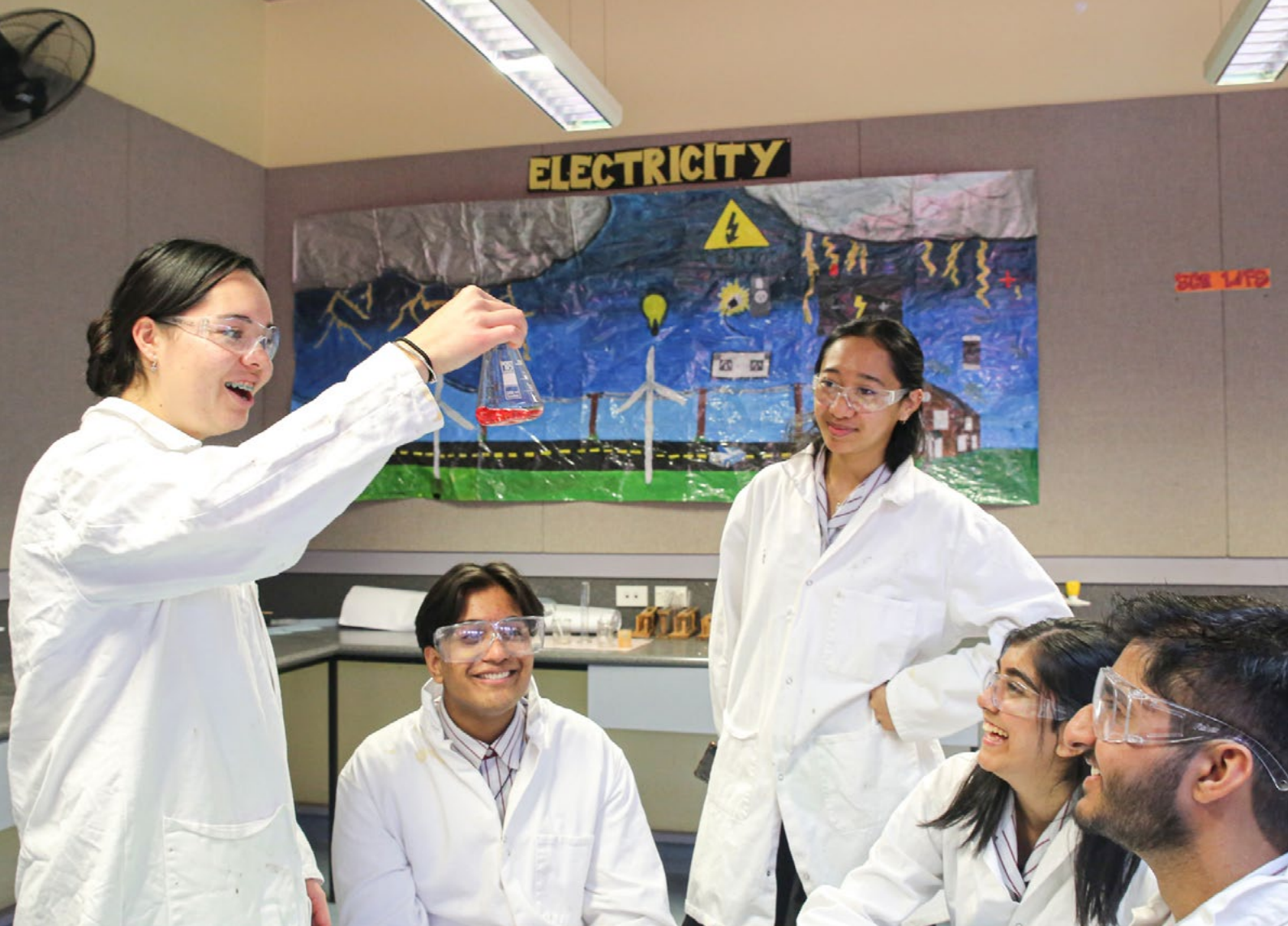
PRIDE

It is important that we acknowledge and celebrate the achievements of past and present students and staff.

RESPECT

We place importance on showing respect for others, their property, the school's facilities and reputation.





PHILOSOPHY

NGĀ WHAKAARO WHAI TAKE

The school philosophy is summed up in our motto 'Digne Lampada Tradas' – "Be worthy to hand on the torch" and refers to the emphasis we place on developing pride, teamwork and a tradition of excellence.

Our school motto (Latin) refers to an essential aspect of the life of the ancient Greeks who believed in perfection of mind and body. At the Athenian Games, the most prestigious event was the torch relay race, which consisted of keeping the torch burning and handing it, still lit, to the next runner. Selection to be a torch bearer and member of the relay team was very competitive and, indeed, a high honour.

A modern day parallel is the Torch Relay that precedes the Olympic Games. People who carry the Olympic flame are chosen because of the excellent contribution they have made in their chosen field of endeavour, to their communities and to their country.

Our aim is for students to leave our school as well-rounded young adults who have gained suitable qualifications and a desire to continue their learning, and are well able and proud to 'hand on the torch' to those who follow.

VISION STATEMENT / HE MĀTAI KITENGA

On leaving Papatoetoe High School a student is:

A COMMITTED LEARNER	Valuing education and commitment to being a lifelong learner.
DIVERSE IN EXPERIENCE	Experiences a rich and diverse environment. Develops acceptance and tolerance towards others.
RESILIENT	Is equipped to respond to the challenges of life.
AN EFFECTIVE COMMUNICATOR	Confident in expressing themselves and an active listener.
A PROUD NEW ZEALANDER	Values New Zealand heritage/culture. Law abiding, engaged locally and nationally.
DEVELOPING A GLOBAL AWARENESS	Having an environmentally sustainable approach to living in the world and awareness of differing world views and issues.

POSITIVE BEHAVIOUR FOR LEARNING (PB4L)

WHANONGA AROTIKA KI TE AKO



As a Positive Behaviour for Learning (PB4L) School we believe strongly that students and teachers benefit greatly from an environment that focuses on positive behaviour. The acknowledgment of good behaviour of students by staff creates an environment of trust and respect and allows students to excel in all areas of school life.

As a school we have developed the following key principles that drive our behaviour management which all students follow and are based on positive expectations:

BE RESPONSIBLE
BE RESPECTFUL
BE A LEARNER

KIA TAU NGĀ HAEPAPA
E MĀTUA TE WHAKAUTE
KIA TAIRANGA TE AKO

ENROLMENTS / NGĀ WHAKAURUNGA

THE ENROLMENT SCHEME / NGĀ KAUPAPA WHAKAURUNGA

IN-ZONE ENROLMENTS

NGĀ WHAKAURUNGA I-ROHE

The zonal boundaries provide a home zone for enrolments. Any student whose current place of residence is in this home zone is entitled, as of right, to enrol at our school.

To be considered as being “in-zone” a student’s confirmed address must be within the school zone on a permanent basis on the enrolment date (i.e. the first day of attending the school).

To prevent overcrowding a Ministry of Education approved enrolment scheme is in place.

Details can be found on our school website.

www.papatoetoehigh.school.nz/student-enrolment

OUT-OF-ZONE ENROLMENTS

NGĀ WHAKAURUNGA RĀ-WAHO

The board of trustees of Papatoetoe High School decides each year how many out-of-zone applications to accept. The priority order for out-of-zone enrolments is described in the school enrolment scheme.

Students who use a temporary address to gain a place at the school or who provide false information on the enrolment form may have their enrolment annulled.

INTERNATIONAL STUDENTS NGĀ TAUIRA Ō TE WHEI AO

Papatoetoe High School is a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code). This enables our school to enrol international fee-paying students and ensures that quality pastoral care and support is provided in compliance with the Code.

For international students wishing to enrol, we invite you to visit our website for further information and to apply online.

www.papatoetoehigh.school.nz/apply-to-study



STUDENT GROUPS NGĀ OHU TAUIRA

HOUSES NGĀ WHARE TĀWHARAU O TE KURA

Students are currently placed into one of four houses which engage in a variety of competitions throughout the year. These houses are divided into form groups, each form being a mixture of students from all levels, years 9 to 13. These forms meet four times a week for pastoral and other administrative matters.

The four houses are named:

KAURI
KOWHAI
POHUTUKAWA
RIMU

CLASSES NGĀ AKOMANGA

Students in years 9 and 10 are placed into mixed ability class groupings. A student in year 9 may be a member of Kowhai house, be in form class O11 and teaching class 09OEM. In years 11, 12 and 13 classes are determined by subject choices.

STUDENT LEADERS NGĀ MANUKURA TĀNE / NGĀ MĀREIKURA WAHINE

Each year the following group of student leaders is elected:

- Head Boy
- Head Girl
- Deputy Head Boy
- Deputy Head Girl
- Arts & Culture Leaders (one boy & one girl)
- Sports Captains (one boy & one girl)
- Manukura Tane
- Mareikura Wahine
- four house leaders per house

These students take a lead role in helping to administer school events, act as positive role models and generally support and encourage students to make the most of the opportunities at Papatoetoe High School.





SPECIALIST SUPPORT HE PŪKENGĀ TAUTOKO

Students with specific learning needs may require specialist support.

The Richards Centre supports students with Ongoing Resourcing Scheme (ORS) or ACC funding to realize their potential with our multidisciplinary team of specialist teachers, physiotherapist, occupational therapist, speech and language therapist, and teacher aides.

Te Whare Manaakitanga (the learning support centre) assists students who have specific learning needs in their mainstream classes, particularly in relation to literacy and numeracy.

The aim is to use individual education plans (IEPs) to encourage and motivate students to learn at their level and achieve success.

If your child requires specialist support, refer to our website for more information.

EXTENSION PROGRAMMES NGĀ HUIREI WHAKATŌROA

Academic excellence is promoted at all levels and there is an expectation that students gain national qualifications in line with their ability. High performing students are identified as a group and join our gifted and talented education (GATE) programme. They are tracked throughout the senior school years and receive additional study advice and encouragement to achieve their potential.

ACADEMIC MENTORING TE KAIKO WHAKAPONO MĀTAURANGA

All students have an academic mentor to assist with their learning by guiding and supporting them to set and meet realistic academic goals. Typical activities include understanding achievement data, discussing and trying strategies for improving learning such as study skills, deeper understanding of NCEA, assessment and option choices.

ENGLISH LANGUAGE LEARNING (ESOL)

TE AKO REO INGARIHI

For students who require support to develop and improve their English language skills, there are a variety of classes to cater for their needs. These classes include an English Language Learning (ELL) option in Year 9 and 10, and English for Success (ENS) and English for Academic Purposes (EAP) at senior level. Entry into these courses requires HOD approval.

HOMEWORK & ASSESSMENTS MAHI KĀENGA ME NGĀ AROMATAWAI

Homework may be set and students are expected to complete it by the due date. This is important for years 11–13 as NCEA internal assessments are due on different dates. The support of parents/guardians is always needed to check that homework is being completed. Any parent in doubt is advised to check with the school.

EDUCATIONALLY POWERFUL CONNECTIONS WITH PARENTS AND WHĀNAU

WHAKAWHANAUNGATANGA KI NGĀ MĀTUA ME TE WHĀNAU HOKI

Educationally powerful connections are relationships between schools, parents, whānau and communities that improve education outcomes for students. Such connections involve two-way collaborative working relationships that reflect the concept of mahi tahi - working together towards the specific goal of supporting a young person's success.

The best examples are learning-centered collaborations between students, their teachers, and their parents and whānau that focus on the students' learning and progress (ERO, 2015).

Our form teachers, curriculum leaders, deans and senior leadership team all value creating meaningful relationships with whānau and are only too happy to help answer any questions that may arise.

At Papatoetoe High School we look to foster such connections through regular communication with parents and whānau via our newsletters, website, Facebook page and text messaging service. Six main newsletters are issued each year and other special newsletters will be issued as needed. Newsletters are sent via email and published on our website. Hard copies are available on request.



SCHOOL ATTENDANCE

NGĀ TATAUNGA TAETAE MAI KI TE KURA

All students are required to attend school until they reach the age of 16. Any student that is absent from school for any reason must have this absence explained by their parent/caregiver as soon as possible.

Explanations for absences can be sent to student reception in advance or can be sent on the day immediately following an absence (either by written note, email or phone call). Our text service allows parents/caregivers to respond to any absence text free of charge, and these responses are considered suitable notification. We ask that parents/caregivers inform the school about absences as quickly as possible and for each day a student is absent.

Any applications for leave, other than sickness, must be made to the Associate Principal in writing in advance of the leave period. Attendance is marked on a period basis and this data is stored electronically by the school. Parents are able to access attendance data for their children via the Parent Portal (see next page for detail) and a summary of attendance is included with each achievement and progress report.



PARENT PORTAL TE TOMOKANGA I NGĀ MĀTUA

Papatoetoe High School has a web based information site for parents (Parent Portal) which will provide important and detailed information about your child's progress at school. The parent information site can be accessed by going to the school website www.papatoetoehigh.school.nz and clicking on the Parent Portal.

YOU CAN ACCESS THE FOLLOWING INFORMATION VIA OUR PARENT PORTAL:

- Contact details (including secondary caregiver and emergency contacts, medical details)
- Timetable details
- Attendance records (updated every three days)
- NCEA summary – includes details of the annual official NCEA results, a summary by year of all credits earned and an up-to-date table showing current qualification progress, and a full record of all NCEA assessment results
- All Results – all assessments for every year of enrolment

ADDITIONAL INFORMATION:

- Groups – groups that a student is involved in (current and previous years)
- Reports – including archived reports from previous years
- Fees – a complete record of fees paid and due is shown

EXAMINATIONS & REPORTS NGĀ WHAKAMĀTAUTAU ME NGĀ RĪPOATA

A progress report is issued online to students late in term 1 and another at the end of term 2. Years 11–13 sit preliminary examinations in term 3 and NCEA examinations in term 4. Years 9–10 also sit examinations in term 4. Reports are updated following these examinations.

TEXTBOOKS & STATIONERY NGĀ PUKAPUKA MATUA ME NGĀ RAUEMI

A small number of subjects still issue textbooks and although they are free of charge, students must pay for books that are lost or damaged. All texts must be returned at the end of the year or on leaving the school. Lists of stationery requirements are provided prior to the school year and parents are encouraged to purchase the required stationery from local suppliers in readiness for the first day at school. A limited range of specialised stationery for certain subjects is available from the school.

STUDENT WELFARE

TAIORANGA O NGĀ ĀKONGA

The school has an extensive team of people who are able to assist with the physical and emotional needs of the students. This support is also known as pastoral care for students.

The pastoral care team is made up of form teachers, deans and senior leadership staff. They are supported by:

- nurses
- guidance counsellors
- a family liaison officer
- a careers advisor

FORM TEACHER KAIKO ĀWHINA

Students see their form teacher once a day during form time. This time is used for an attendance check, administrative purposes, academic mentoring and pastoral care. If form teachers are unable to answer student queries, then an appropriate referral is made.

DEANS NGĀ KAIKO KAIARAHINA

Deans have a pastoral care role for students in their house. They are concerned with the overall progress of students as well as dealing with student issues, class placements, student option choices, discipline and any concerns from parents/guardians.

CAREERS ADVISOR KAIKO TAKAHI WHENUA

The careers advisor provides one-to-one assistance with career pathways and tertiary study planning. Other services include work experience, career seminars, scholarship applications, exchange programmes, information on student loans and allowances, as well as assistance with curriculum vitae.

GUIDANCE COUNSELLORS

NGĀ RINGA WHAKAMAHERE- ORA

The guidance counsellors provide support for students who have personal, social or school problems. Some examples of areas of support include conflict, bullying, stress/anger, eating disorders, addictions, grief, anxiety/depression and relationships.

HEALTH CENTRE TE WHARE HAUORA

The school employs registered nurses to meet the needs of the students should they feel ill during the day. This service is not a substitute for going to the family doctor.

SCHOOL FAMILY LIAISON OFFICER TE KAITŪHONO TE WHĀNAU KI TE KURA

The school family liaison officer works closely with families of students who are having difficulty attending school on a regular basis.

The school also has access to the expertise of a variety of outside agencies when needed.



SCHOOL EXPECTATIONS NGĀ WAWENGA Ō TE KURA

Students must meet school expectations while at school, in school uniform or on school associated activities. Consideration and respect for other people and their property is of the utmost importance.

The following should also be noted:

- students must meet uniform regulations (as detailed in the back of this publication)
- items that could be used as weapons are not to be brought to school
- damage to school property caused by carelessness or deliberate acts must be paid for by the person(s) responsible
- students are prohibited from using or possessing illegal substances
- all students sign an ICT contract before having access to our computer network
- verbal abuse, physical violence and bullying are not tolerated
- the school does not take responsibility for the loss or damage of personal items, eg, laptops, mobile phones, ear pods, etc.

ACTIVITIES/SPORTS NGĀ MAHI A RĒHIA/ HĀKINAKINA

Students are encouraged to participate in school activities outside the classroom. Opportunities to learn to play musical instruments are provided. Various clubs and cultural groups are available to join and there are regular inter-school competitions in a wide range of midweek and weekend sports. The school's eleven hectares are ideally suited for such activities.

SCHOOL UNIFORM KĀKAHU KURA

A school uniform applies to all students in years 9–13.

Parents/guardians have an important role in helping the school to maintain high standards in dress and appearance.

Where temporary difficulties exist, parents/guardians are asked to advise the school of the situation. Otherwise, students are expected to be in correct uniform and well-groomed. This ensures that students represent the school and themselves with pride.

There are no specific summer or winter uniform items. However, all uniform items must be worn correctly and for function rather than fashion.



