

# **Welcome to Cambridge High School**



## **2024 ENROLMENT ORIENTATION GUIDE**

# WELCOME TO CAMBRIDGE HIGH SCHOOL

A warm welcome is extended to every new student to Cambridge High School in 2024.

This booklet is intended to assist you with the settling in period and will hopefully help to make the transition to a new high school a pleasant and happy time for you. It contains important information for you, as well as your parents or caregivers, about your new school and the people who help to make it the excellent school it is.

You will find that you and your successes in a range of areas will matter to all our staff. You will be an important person at Cambridge High School, and our school culture encourages not only our students, but also our staff to embark upon a learning journey that allows them to reach their very best potential.

## YOUR SCHOOL CREST & MOTTO

The crest you see is our school emblem. You will find it on school jerseys, reports, magazines, team jerseys, school blazers and so on.



We have **four** 'cornerstones' which relate to the symbols in our crest, which has four quadrants.

**Learning** relates to the feather quill, symbol of learning and knowledge.

**Tradition** relates to the castle, symbol of lasting strength.

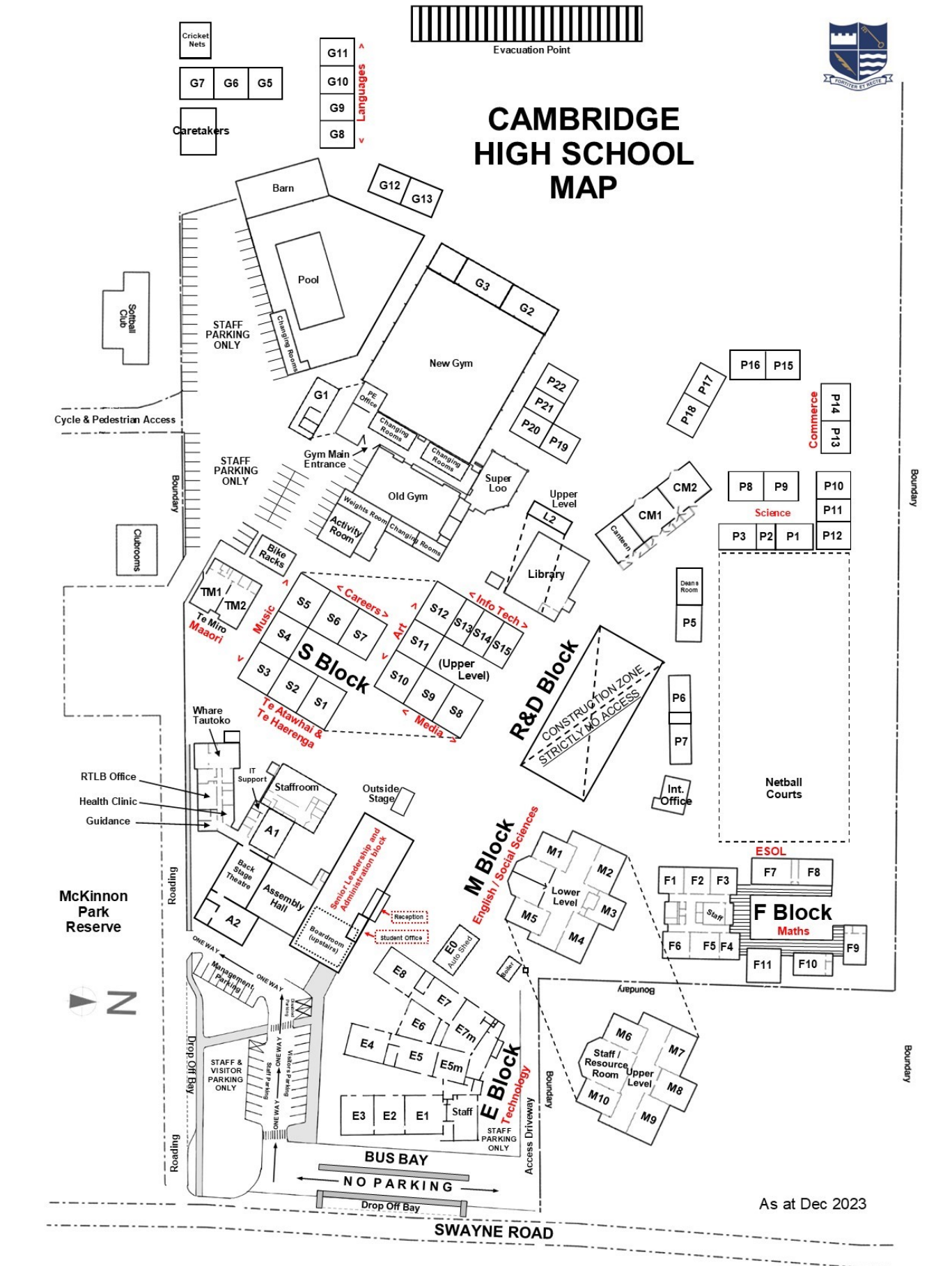
**Respect** relates to the key, the key of life.

**Quality Co-Education** relates to the symbol of the Waikato River, a dominant feature of our region, used to symbolise, through its journey to the sea, the journey of life, and life-long learning.

Our school motto is '**Fortiter et Recte**' as shown on our school crest. The Latin word 'Fortiter' means strength or courage and 'Recte' means integrity, right or moral standards. The motto means to be strong and to have the courage to do the right thing, important ideals of our school. The translation of the motto in Te Reo Maaori is '**Tuu Maaia Kia Tika**'.

Further information regarding the history of CHS can be found [here](#)

## SCHOOL MAP





# IMPORTANT DATES

## Term 1 – Thursday 1st February to Thursday 8th February

### Thursday 1st February

8.50 - 10.00

Year 9 / new students Orientation Day

Poowhiri for Year 9's, other levels and new staff

All new students and staff will meet at the front office of the school.

Rotation details will be shared on the day with the students.

10.00 - 11.15

Form Time & peer support activities, Year 9 photos as per rotation

11.15 - 11.30

interval

11.30 - 12.45

Form Time & peer support activities, Year 9 photos as per rotation

12.45 - 1.35

Core Class rotations \* Note there is no PE on this day.

1.35 - 2.10

Lunch

2.10 - 3.00

Core Class rotations \* Note there is no PE on this day.

3.00 - 3.15

Form Time (final check for the next day)

### Friday 2nd February

8.50 - 9.00

Full School Day—Day 5

Form Time - Year 10/11 with Timetable issues go to the Hall

Year 9 Assembly - New Gym

9.35 - 10.20

Period 2

10.20 - 11.00

Full School Assembly - New Gym

11.30 - 3.15

Periods 3-5 normal classes

**Bus Student meeting in the Hall at 2.50pm**

### Monday 5th February

Teacher Only Day

### Tuesday 6th February

Waitangi Day

### Wednesday 7th February

**Year 9 Cultural Day** (Parawhau, Pukeroro, Te Koopu Maania)/ **BYOD**

### Thursday 8th February

**Year 9 Cultural Day** (Horotiu, Te Koo Utu, Te Oko Horoi)/ **BYOD**



# CHS SENIOR LEADERSHIP TEAM & STAFF

These exceptional people are responsible for the running of the school. They look after all staff and all students and can also help you if you need it.



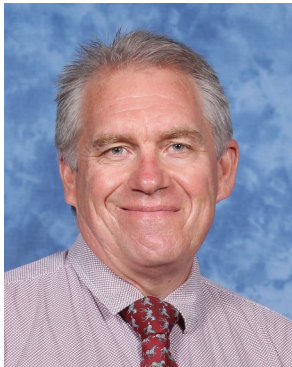
**Mr Thornton**  
Principal  
[principal@camhigh.school.nz](mailto:principal@camhigh.school.nz)



**Mrs Kraenzlin**  
Deputy Principal— Strengthening Culture  
[akn@camhigh.school.nz](mailto:akn@camhigh.school.nz)



**Mr Kuijpers**  
Assistant Principal— Strengthening Culture  
[ku@camhigh.school.nz](mailto:ku@camhigh.school.nz)



**Mrs McAvoy**  
Deputy Principal—Strengthening Us  
[pmy@camhigh.school.nz](mailto:pmy@camhigh.school.nz)



**Mrs McKinnon**  
Assistant Principal—Strengthening Us  
[mk@camhigh.school.nz](mailto:mk@camhigh.school.nz)



**Mrs Webb**  
Deputy Principal—Strengthening Learning  
[ce@camhigh.school.nz](mailto:ce@camhigh.school.nz)



**Mrs Barch**  
Assistant Principal—Strengthening Learning  
[jbh@camhigh.school.nz](mailto:jbh@camhigh.school.nz)

All staff can be emailed by using their teaching code followed by @camhigh.school.nz.

Click [here](#) for Cambridge High School staff list and contact list.

# THE DAILY TIMETABLE

Each day except Thursdays begins at 8:40 am and finishes at 3:15 pm. Thursdays starts at 8:50 am. Punctuality to classes is expected at all times and lateness will only be accepted with an appropriate note.

## BICYCLES

The bicycle stands are located beside the end of the bike track. The track entrance is opposite Grosvenor Street.

**All students are encouraged to have their own bike lock but the bicycle stands are locked during the day.**

Remember to be safe: do not ride on the footpath, know your road rules and ALWAYS wear your bike helmet.



## BUSES

Mr Stichbury is the teacher in charge of all matters relating to bus pupils. The bus loading area is situated by the main entrance to school off Swayne Road. Pupils must be prompt, line up in an orderly fashion and behave while on the bus. He can be contacted at [gs@camhigh.school.nz](mailto:gs@camhigh.school.nz)

**Students found to be behaving inappropriately on buses may be banned from using the service.**





## BYOD (BRING YOUR OWN DEVICE)

Cambridge High School is a Bring your own Device school. This means every student requires a laptop to bring to school each day for learning purposes in every year level. Ours is a “blended learning” approach where students work both digitally and more traditionally writing in books. We do not offer fully online courses. Digital technology and learning are part of each programme, providing the potential to enhance and increase engagement in learning, and help students learn important digital skills.

Each teacher will share many resources in their subject or class Teams. These can be accessed from home as well as within school. In many subjects, homework will be accessed and completed digitally. Subject or Class Teams will also be used by teachers to communicate with students, and for students to collaborate.

The school provides O365 free of charge to students.

There is a lot of information on the school website on digital learning and BYOD. In particular, parents and students should read carefully [\*\*\*BYOD FAQ for Parents\*\*\*](#). *This outlines the device specifications, our blended approach, and the responsibilities of students when using their devices. Students will also need to be sign and be familiar with the cyber-safety agreement (also found on the Cambridge High School website).*

The school has support in place if a family is unable to purchase a laptop outright. If you need further information, please email Mrs Webb, Deputy Principal, on [ce@camhigh.school.nz](mailto:ce@camhigh.school.nz) for details.

## CANTEEN



Mrs. Warmerdam and her team manage the School Canteen. The Canteen is situated behind the Library.

Be considerate and polite when asking for your order. Saying PLEASE and THANK YOU gets a pleasant response in return. You can buy the food you want at interval and lunchtime by lining up in a queue.

**KEEP YOUR SCHOOL TIDY.  
PLEASE DO NOT LITTER!!**

## CAREERS

Careers education is integrated into the curriculum and gives a rich and varied approach to learning about careers and pathways for students. School wide, we use an interactive computer programme called [Career Central](#), where students can complete individual Future Pathway assessments and explore a large job database.

There is variety of career information and advice available in the Pathways Department and from the Careers Advisor, Ms Judson.

## COMMUNICATIONS AND NOTICE BOARDS

CHS values good communication with our students, parents/caregivers and the community. You can help by making use of ALL of the following means of communications.

### SCHOOL WEBSITE

The [CHS Website](#) will be a live and dynamic site which stores up to date information and provides connections with our other communication channels. The CHS student media team will use it to share their stories and images of school life. CHS will use it to store documents relevant to prospective and existing staff and students. It will be a more formal and edited piece of communication.

### DAILY NOTICES

Teachers access these daily and they are read out during Form Time. They are also displayed on the notice boards, on the [CHS Website](#).

### COMING EVENTS

Our Coming Events page keeps you and your family informed of our upcoming events and student successes. The link to Coming Events is emailed home each Wednesday and available to view on the [CHS Website](#).

### EMAIL

This direct method will be the primary method of targeted communication with parents, staff and students.

### SCHOOL FACEBOOK

This will be used to share our more informal communication, promotion of upcoming events and to facilitate sporting and cultural groups. Other groups that include CHS students are likely to use the school name in their social media group. In this case the group must be closed. CHS will maintain a register of these groups and may require their closure if they could potentially harm the reputation of the school.

[Cambridge High School NZ](#)

### LOCAL MEDIA

This is important for maintaining our reputation and the understanding of CHS, particularly with the CHS community. We recognise that many of these community members will not actively seek information about CHS, but will remain informed through local media.



## FORM TEACHER

On most days at 10:40 to 11:00 am you will meet up with your Form Teacher and Form Class. At CHS we have Vertical Form Classes which means that throughout this part of the day you will be spending time with students from Year 9 through to Year 13. Each of the members of your Form Class will also be in the same House and you are likely to spend your entire time at CHS in this Form Class.

During this time you will take part in a variety of activities aimed to support you with your pastoral and academic well-being as well as engaging in House pursuits.

Your class will be identified by the 3-4 letters under your name on your Timetable. The last letter refers to your house. The first 2-3 letters refers to your Form Teacher.

Your Form Teacher's email contact will be teacher initials@camhigh.school.nz ( e.g. [prm@camhigh.school.nz](mailto:prm@camhigh.school.nz) )

***Remember your Form Teacher should always be your first contact with any queries or concerns. They, along with your House Dean and Assistant House Dean, are always there to help you in your new school.***

## WHAANAU FORM CLASS

The aim of the Whaanau Form Classes is for them to work within a framework of Te Ao Maaori to provide support and assistance for its students during their schooling at Cambridge High School. There is a total of six Whaanau Form Classes that operate across the six houses and have a strong connection and relationship with one another.

Matua Corbett, our Te Reo Maaori teacher overseas these Form Classes, his email is [cb@camhigh.school.nz](mailto:cb@camhigh.school.nz).



Students that choose to enter a Whaanau Form Class will go into the one associated with his/her house. Like the mainstream form classes, Whaanau Form classes also operate vertically (Year 9 to Year 13) and are facilitated by Cambridge High School staff.

Anyone can join a Whaanau Form Class so do ask if you are interested in being included in one.

## HOMEWORK

Homework serves an important role in developing good study and work habits in our high school students. Our knowledge of the "Science of Learning" shows that repetition, and reinforcement of skills and concepts, are important to mastery. Teachers post homework for each class in their Class Teams or on-line programmes like Education Perfect. This can be accessed by students from any computer with internet connection. In general, students can expect homework from each day's subject every night in the region of:

Year 9 - 40-60 minutes

Year 10 - 60 minutes

Senior School - 1 - 2 hours

## COMPUTER SYSTEMS TIPS

The following are helpful tips to using our school computer system:

- Log onto Office 365 using your email address and school password
- Log on a school PC using your username (not email address) and password. Any teacher can give you these details.
- Printing - For the first time usage, use the Kamar number on timetable and generate your own 4-digit pin when prompted (4 numbers, no letters). Input the 4-digit pin twice.
- All printing is done to Virtual BW and Virtual C printers. This means once sent to these printers you can release the job from any printer when logging in to that printer. There is also a link on the top of the school website for web print which means you can print from outside of school or on CHS Public wifi.
- WIFI - CHSBYOD is the SSID to log on for school student wifi access. Make sure the page has redirected to Google before using the wifi. You may need to set certificate to do not validate.
- [Kamar Portal](#) use logon credentials to view school progress, the students' timetable, etc. Parents and students have their own separate logins and passwords that are emailed or posted at the start of the year. This portal contains: Notices, Calendar, Details, Timetable, Attendance, NCEA Summary, Current Year Results, All Results, Groups, Pastoral, Awards, Reports, Fees, Profile, and Library.

## HEALTH AND SAFETY IN SCIENCE AND TECHNOLOGY CLASSROOMS

In line with the updated (2016) Health and Safety Act, all students are required to wear closed-in shoes when they are in Science Laboratories or in Technology Workshops (including the Food and Fabrics classrooms).

Students must bring a change of footwear to take part in lessons in these rooms, for their own safety. If students are not wearing closed toe shoes, they will either be asked to put on a pair of our hard toe boots or will not be allowed to take part in the lesson. If these school shoes are not a part of the school uniform they may only be worn for the Science and Technology lesson.

## **GUIDANCE COUNSELLING TEAM**

Guidance Counselling at Cambridge High School is set up to provide students with a safe and supportive environment in which students can speak about and address problem issues in their lives.

The three Guidance Counsellors are Mr Gleave [gl@camhigh.school.nz](mailto:gl@camhigh.school.nz) , Mrs Zara Tester [ztr@camhigh.school.nz](mailto:ztr@camhigh.school.nz)

Students can attend counselling in a variety of ways:

1. They can self-refer by email (as above) or by asking the Counsellors directly;
2. They can be referred directly by a member of the Senior Leadership Team, a House Dean or other members of the teaching staff;
3. The school nurse can ask them to speak with students, or;
4. Parents and Caregivers can also ask them to speak to their children.

The counselling team offices are located across the hall from the School Nurse. If you are unsure about how to arrange an appointment, ask at the student office.



**Marty Gleave**



**Zara Tester**

## **PASTORAL CARE**

When students face wellbeing challenges the pastoral care team at our school are there and available to assist. Provisions for assisting with stress, anxiety, physical and emotional health are available. These services are available by request from students, teachers and caregivers. Access is by way of an approach to our care team; House Dean or directly with the counsellors or the nurse.



## HOUSE SYSTEM

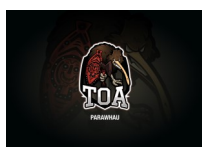
Cambridge High School has six 'Houses' named after significant local historical stories and landmarks. These names were gifted to the school by Mana Whenua and create a sense of connection to Cambridge that goes back many, many years.

They are **Horotiu** - HAWKS (Red), **Parawhau** - TOA (Black), **Pukeroro** - STINGRAYS (Grey/Silver), **Te Koopu Maania** - MANAIA (Green) **Te Koo Utu** - SHARKS (Blue) and **Te Oko Horoi** - TANIWHA (White). Each house has a House Dean, Assistant House Dean and Student Leaders (House Prefects and House Captains).

Cambridge High School is a community of learners and the House system aims to reflect these core values. Apart from the traditional swimming and athletic sports, there are a range of other house events throughout the year. These are designed to give all students a chance to compete, have fun and contribute to their House at a senior and junior level.

The aim of the House system is for all students to feel a sense of belonging to their House, school and community in a caring, sharing and challenging way. We encourage ALL STUDENTS to contribute to let the competition begin!

Click on the logos to access House page



## HOUSE DEAN AND ASSISTANT HOUSE DEAN

At CHS the House Deans and Assistant House Deans have a very important role. They are there to help you to achieve to the best of your ability. It is important that you learn who they are, and also respect them and the job that they do. Your House Deans and Assistant House Deans will try their best to get to know you as quickly as possible.

Your House Deans and Assistant House Deans are there to help you during your time at CHS so that you will have the support that you need in order to manage your own pastoral and academic welfare. Your House Deans and Assistant House Deans are likely to remain the same during your entire time at our school.

Your House Deans and Assistant House Deans will help you to feel a sense of belonging to your House. They, along with our student leaders will encourage you to participate in the numerous House activities that will be on offer throughout the year.

They can help answer your questions and can advise you on everything you would like to know while you are at high school.

House Deans are generally available at Form Time in the Deans Room, however you can also email them to make an appointment.

***Note: If you or your parents have any problems or queries contact should first be made with your Form Teacher.***

# HOUSE DEAN AND ASSISTANT HOUSE DEAN



## TE KOO UTU



## TE OKO HOROI



House Dean  
Tracy Perry  
[py@camhigh.school.nz](mailto:py@camhigh.school.nz)

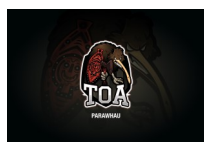


Assistant House Dean  
Martin Downey  
[md@camhigh.school.nz](mailto:md@camhigh.school.nz)

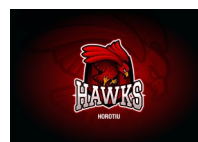


House Dean  
Braden Bryant  
[bbt@camhigh.school.nz](mailto:bbt@camhigh.school.nz)

Assistant House Dean  
Nick Perez



## PARAWHAU



## HOROTIU



House Dean  
Hunter-Laura Dennis  
[HDS@camhigh.school.nz](mailto:HDS@camhigh.school.nz)



Assistant House Dean  
Luke Lovegrove  
[lle@camhigh.school.nz](mailto:lle@camhigh.school.nz)



House Dean  
Jeremy Wright  
[jw@camhigh.school.nz](mailto:jw@camhigh.school.nz)



Assistant House Dean  
Carlin Linklater  
[clr@camhigh.school.nz](mailto:clr@camhigh.school.nz)



## TE KOOPU MAANIA



## PUKERORO



House Dean  
Jeff East  
[jfe@camhigh.school.nz](mailto:jfe@camhigh.school.nz)



Assistant House Dean  
Katy Cooper  
[cr@camhigh.school.nz](mailto:cr@camhigh.school.nz)









House Dean  
Alana Wells  
[aw@camhigh.school.nz](mailto:aw@camhigh.school.nz)



Assistant House Dean  
Vanessa Tupp  
[tu@camhigh.school.nz](mailto:tu@camhigh.school.nz)



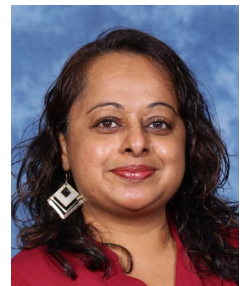
## 2024 HOUSE STRUCTURE

 TE KOO UTU	 PARAWHAU	 TE KOOPU MAANIA	 TE OKO HOROI	 HOROTIU	 PUKERORO
K	W	M	T	H	P
SLT Member (Yr 11) Joanna Bartch	SLT Member (Overall Pastoral) Amanda Kraenzlin	SLT Member (Yr 9) Marcel Kuijpers	SLT Member (Yr 10) Paul McAvoy	SLT Member (Yr 12) Carol Webb	SLT Member (Yr 13) Sandra McKinnon
House Dean Tracy Perry	House Dean Hunter-Laura Dennis	House Dean Jeff East	House Dean Braden Bryant	House Dean Jeremy Wright	House Dean Alana Wells
Assistant House Dean Marty Downey	Assistant House Dean Luke Lovegrove	Assistant House Dean Katy Cooper	Assistant House Dean Nick Perez	Assistant House Dean Carlin Linklater	Assistant House Dean Vanessa Tupp
Head Boy: Levi Lamb - Head Girl: Chiara Woodford - Deputy Head Boy: Brady Mitchell - Deputy Head Girl: Ally Smith - Board of Trustees Student Representative: Riley Mitchell					
House Prefects Ruby David Lucy Forrest	House Prefects Mirinae Kang Lochie Wood	House Prefects Caitlin Cotter Sahara Taane	House Prefects Hannah Gordon Madeleine Jago	House Prefects Rachel Waterton Liam Wells	House Prefects Sasha Sergiychuk Teegan Wright
House Captains Millie Balsom Anika Johannes Sylvie Keightley Caleb Seebeck	House Captains Ethan Bailey Eva Gilchrist Sophie Revell Kimiora Wynyard	House Captains Niamh Brennan Annabel Goodrich Piper Russell Tyla Wintle	House Captains Danielle D'Ath Kingston Harrop Isaac Mace Tegan O'Dwyer	House Captains Georgie Brown Malakai Eade Molly Harvey Saoirse Herewini	House Captains Eden Blair Jessica Pike Anne Ueckermann Alisha Yang

## INDUCTION DEAN (YEAR 8 ENROLMENT)

During your enrolment into CHS, you may have come across our Induction/ Year 8 Enrolment Dean Mrs Ram.

Mrs Ram is the person who you should contact if you have any questions regarding your initial transition into Year 9, including those in relation to getting involved in sport or extra-curricular activities. Her email address is [prm@camhigh.school.nz](mailto:prm@camhigh.school.nz)



## KAPAI AT CAMHIGH

If you see a student or teacher who is showing our school values, let them know you appreciate it. To do so, simply fill in the [online form](#). Students will receive an acknowledgement and a message via their email. Teachers will get a Kapai card sent to them and will go into a fortnightly prize draw.

## LOST PROPERTY

Lost property can be found at the Deans Office. Please remember to **NAME** your child's clothing.



## NON-UNIFORM DAYS

Clothes should be clean, modest and appropriate. Students should not wear any offensive or revealing or unsafe clothing.

## NURSE

The school has a full time Registered Nurse on site at all times. Two nurses share this role, Mrs Hendren and Mrs Gordon, who can generally be visited between the hours of 9:15 am and 3:15 pm. The nurse's office and sick bay are located in the Student Support building, opposite the Counsellors Offices.

Please note that it is expected that you bring a note from your teacher if you are visiting the nurse during class time.



Mrs Catherine Hendren

Mrs Silvana Smith

If you are feeling sick during the day, you must go to the School Nurse and she will make contact with your parent/caregiver if you need to go home ***You must not make your own arrangements to get picked up, as the school has a responsibility to know if you are attending school or are no longer on the school grounds.***

## PHYSIOTHERAPY

On site physio appointments are available. For further information on how to make bookings, please contact the school nurse.



**Cambridge High School  
Physiotherapy Clinic**

ACC appointments  
Monday - Friday  
@ Cambridge High School

**\$50 One off Term Fees for ACC**

Appointments can be made through the school nurse,  
by ringing Vigour Physiotherapy directly on 07 823 1506

Vigour Physiotherapy  
Level 1 48 Empire Street, Cambridge  
[www.vigourphysio.co.nz](http://www.vigourphysio.co.nz) : [admin@vigourphysio.co.nz](mailto:admin@vigourphysio.co.nz)

## LOCKERS

Student lockers are available on a first come first serve basis and students must provide their own lock. Lockers are cleared and reallocated at the end of each year. Student Office is available to assist students with lockers.

# LIBRARY

The library at Cambridge High School is a real hub of the school. It sits at the end of the park like quad and is home to hundreds of students who access the many facets the library offers.

Our school library fosters the discovery and enjoyment of knowledge. The inviting and accessible environment is open to all and it is a place where the lifelong love of reading and learning is nurtured.

The library is open from 8.00am until 5.30pm every school day. Our comprehensive Youth Fiction collection is modern and extensive. This is supported by an excellent collection of Graphic Novels, Non-Fiction, DVDs and Magazines.

Our library's goodness can all be found in our Library Home Page. It is here you can discover all we have, and you can manage your library journey independently. You can reserve and renew books, search for books and access our substantial free online web-based research centre that houses over 25 Encyclopaedia's and academic sources for our students for their online research discoveries. <https://aiscloud.nz/CMB09/#!dashboard>

We also host platforms for eBooks and Audio Books which our students have free access to. These titles can be viewed at this link <https://camhigh.wheelers.co/>.

Our Blog showcases our new books and gives reviews of the most recent books that are ready to go out into the library. This blog has had over 240,000 hits from around the world. It can be viewed here <http://camhigh.blogspot.com/>.

The student librarian team has 50 well trained members, with a senior leadership team who are guided by our student Head librarian. We welcome all new student librarians into this family as we serve the school together and enjoy termly social activities.

We are proud of our busy, modern, engaging library and its caring atmosphere that provides awesome learning support, a place of meaningful community and a love of reading for all our school members.



Glenys Bichan



Catherine Wilde

## PC4L (POSITIVE CULTURE FOR LEARNING)

Positive Culture for Learning is the CHS school-wide behaviour management approach. All students and staff play a part, and it is driven by our acronym of R.E.A.C.H and our five core values that it stands for:

**R**ealise your Potential (Me Moohio ki too pito mata)

**E**ngage with Purpose (Kia uu ki te Kaupapa)

**A**ct with Integrity (Mahia ki te tika me te pono)

**C**are of People and Places (Manaakitia ngaa taangata me ngaa wahi)


**H**ave Courage to Succeed (E riwha ai me niwha)

During their time at our school and through this program, students will be explicitly taught our expectations, consistently monitored and regularly acknowledged using one of our reward schemes. The CHS behaviour matrix can be viewed [here](#).

## R.E.A.C.H CERTIFICATES

At CHS we operate a reward programme that acknowledges students for the more substantial things they do at school. This system is accumulative throughout their time at school. The general aim is to recognize continuous or exceptionally high standards of behaviour, effort, academic, sporting, artistic or cultural performance.

Deans Award	= 5 Merits	Letter home, certificate
Bronze Award	= 3 Deans awards	Letter home, certificate, and reward
Silver Award	= Bronze + 3 Deans	Letter home, certificate, and voucher.
Gold Award	= Silver + 3 Deans	Letter home, certificate, and voucher.



### Cambridge High School

#### ARTS **R.E.A.C.H.** CERTIFICATE

Awarded to: \_\_\_\_\_

**FOR**

☐ **Reaching your Potential**  
Me moohio ki too pito mata

☐ **Acting with Integrity**  
Mahia ki te tika me te pono


☐ **Having Courage to Succeed**  
E riwha ai me niwha

☐ **Engaging with Purpose**  
Kia uu ki te kaupapa

☐ **Caring for People and Places**  
Manaakitia ngaa taangata me ngaa wahi

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_





## CHS BEHAVIOUR MATRIX

CAMBRIDGE HIGH SCHOOL BEHAVIOUR MATRIX

AT ALL TIMES	CLASS/TECH ROOMS	GYM/FIELDS /POOL	BREAK TIMES	FORMAL ASSEMBLIES	OUT OF SCHOOL	ONLINE
<b>Realise your Potential</b> <i>Me mochio ki too pito mata</i>	<b>We are:</b> - solution focused and seeking meaningful pathways forward - striving towards our goals - positively extending ourselves	<b>We are:</b> - actively seeking help when we need it - using a growth mindset - asking paatai for clarity - offering aawhina when others need it	<b>We are:</b> - trying all activities - stepping outside of our comfort zone - maintaining our hauora - pleasant	<b>We are:</b> - following tikanga - open to our successes being acknowledged	<b>We are:</b> - seeking a range of opportunities - willing to step outside of our comfort zone	<b>We are:</b> - aiming to be good digital citizens
<b>Engage with Purpose</b> <i>Kia uu ki te kaupapa</i>	<b>We are:</b> - punctual and prepared - reflecting and appropriately acting upon feedback - actively present - giving everything a go - resilient and we keep trying	<b>We are:</b> - prepared with appropriate clothing and equipment	<b>We are:</b> - courteous to everyone at all times	<b>We are:</b> - actively listening - respectful of the occasion	<b>We are:</b> - aware of expectations - taking responsible risks appropriate to the setting	<b>We are:</b> - using digital platforms to appropriately extend our knowledge
<b>Act with Integrity</b> <i>Mahia ki te tika me te pono</i>	<b>We are:</b> - compliant with school rules and routines - honest in our intentions and actions - endeavouring to do the right thing - accountable for our actions - proud of our personal presentation <ul style="list-style-type: none"> <li>correct uniform and appearance</li> <li>language</li> <li>respectful of the occasion</li> </ul>	<b>We are:</b> - displaying good sportsmanship - using self-control - accepting of referee decisions - respectful of all school facilities <ul style="list-style-type: none"> <li>library</li> <li>bathrooms</li> <li>classrooms and foyers</li> <li>canteen</li> <li>gym spaces and changing rooms</li> <li>gardens and trees.</li> </ul>	<b>We are:</b> - displaying appropriate attitude - ensuring we have our own money for the canteen - respectful of all school facilities <ul style="list-style-type: none"> <li>no phones</li> <li>heads up</li> <li>eye contact</li> </ul>	<b>We are:</b> - displaying our CHS PB4L values and representing our school with pride - willing to try our best	<b>We are:</b> - following the school's ICT expectations <ul style="list-style-type: none"> <li>communicating appropriately with others on all digital platforms</li> <li>devices are only out and used when appropriate</li> </ul>	<b>We are:</b> - following the school's ICT expectations <ul style="list-style-type: none"> <li>communicating appropriately with others on all digital platforms</li> <li>devices are only out and used when appropriate</li> </ul>
<b>Care for People and Places</b> <i>Manaakitia ngaa taangata me ngaa waahi</i>	<b>We are:</b> - inclusive and practising manaakitanga - actively demonstrating kaitiakitanga towards our school property, community and environment	<b>We are:</b> - respectful of others in all our interactions - supportive of other learners - using equipment for its intended purpose	<b>We are:</b> - taking our shoes off in the gym - using sports equipment for its intended purpose - showing tolerance	<b>We are:</b> - encouraging house spirit - supporting others' achievements - taking shoes off when in the gym	<b>We are:</b> - promoting our positive CHS PB4L behaviours in the community - aware of the environment	<b>We are:</b> - considerate of others when online.

**Have Courage to Succeed**  
*E riwha ai me niwha*

## **PEER TUTORING**

Cambridge High School offers a peer tutoring service to its students. Senior and more capable junior students offer their knowledge to those seeking assistance in any subject the school offers.

Peer tutoring is a paid position of \$15. Sessions being generally after school or during lunch times for 40 minutes.

The Peer Tutoring Organiser is Mr Lal who can be contacted at [dl@camhigh.school.nz](mailto:dl@camhigh.school.nz) for this service.

## **SPORT, ARTS AND CULTURAL**

Cambridge High School believes that every student should have the opportunity to fully develop their potential both in and outside the classroom. There are a huge number of sport, arts and cultural opportunities for every student, and we encourage everyone to take part. There is so much to be gained by being a part of something you enjoy, taking on new challenges and getting to know other students.

Sign-up for Sport, Arts and Cultural activities takes place in early Term 1. Keep an eye on your emails and the daily notices for more information on signing up!

### **ARTS AND CULTURE**

Cambridge High School has a rich and varied cultural life. Music groups include a Concert Band, Vox Ensemble, Guitar Ensemble, Chamber Groups, Senior and Junior Jazz and Rock Bands. There is limited tuition for students in a range of instruments which are free and given during school time by skilled teachers. Our musicians regularly perform for school occasions, community groups and at festivals.

Te Piringa Maaori O Tauiwī, the School Maaori Culture Group performs regularly representing the school with dignity and strength. Students can be involved in Dance Troupes in a range of styles, including Hip Hop, Jazz, Contemporary, Lyrical and Musical Theatre. Within these troupes there are opportunities for performing within inclusive teams across junior, senior and combined teams. There are also opportunities for leadership as choreographers, committee members and mentoring roles. Troupes work toward competitions with DanceNZmade and participate in a range of community performances and showcases throughout the year.

Drama activities include a Junior Production in 2023, Social and Competitive Theatresports, Shakespearean Club/ Competitions and Outdoor Theatre. We also offer a Junior Drama Club and the chance to work behind the scenes and learn the technical side of the theatre with our Backstage Theatre Crew. We have a busy performance calendar with senior level productions, showcase evenings, visiting theatre companies and workshops form around NZ.

## SPORT

Cambridge High School has a rich sporting history and we believe participating in sport activities is a great way for students to have fun, make friends, challenge themselves and improve fitness and well-being. We encourage all students to take advantage of the wide range of sport activities that are available to them at Cambridge High School. We also have links to a number of local clubs, so therefore if there are sports that we don't offer then we can support students in finding relevant information.

We have a group of skilled staff, parents and friends of the school who assist our students in our extra-curricular sport. Most sports incur varied fees which will be advertised in our Sports Booklet. These fees are invoiced to parent and caregivers.

Of course, for those who excel at sport there are significant competitive opportunities available through the school and various Waikato, North Island and NZ Interschool tournaments and events.

If you have any questions then please contact the team below via email or pop in and see us, our office is located in the main Admin Block, access is via the door opposite the staff room.

Jane Schilov – Team Leader – Sport and Arts – [jsv@camhigh.school.nz](mailto:jsv@camhigh.school.nz)

Hannah Glover – Arts Co-ordinator – [hgr@camhigh.school.nz](mailto:hgr@camhigh.school.nz)

Steve Rees-Jones – Sports Co-ordinator – [srs@camhigh.school.nz](mailto:srs@camhigh.school.nz)

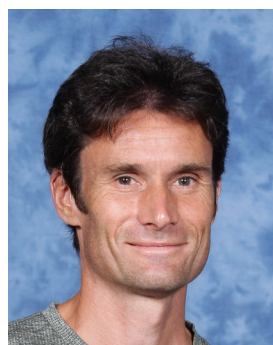
Frances Wilde – Sports and Facilities Administrator – [fwe@camhigh.school.nz](mailto:fwe@camhigh.school.nz)



**Jane Schilov**



**Hannah Glover**



**Steve Rees-Jones**



**Frances Wilde**

## **STUDENT ACCOUNTS AND STATIONERY REQUIREMENTS**

### **SCHOOL DONATIONS**

This year we have moved from a decile based funding model to the Equity Index and this has qualified CHS for the funded donations scheme. This means that for 2023 all school donations will be provided by the government.

We will still need to charge for some items throughout the year, in order to cover expenses for particular items or trips. In general items that are 'opt in', have take-home materials or are overnight trips will be billed to parents. For items that are a core part of the curriculum delivery, such as a day trip for learning or workbooks that are used as a part of the course delivery will be funded by the school.

If you are experiencing financial hardship, we encourage you to contact us and let us know. We are fortunate to enjoy the support of community organisations that are likely to be able to assist you financially.

### **FINANCIAL ARRANGEMENTS**

For anyone who needs financial assistance or information to set up a regular payment, speak to our Finance Manager, Mrs Kirsty Stannard.

Her office is located in the main corridor and her contact details are 827 5415 Extn 847 or [sta@camhigh.school.nz](mailto:sta@camhigh.school.nz).





## STUDENT ADMINISTRATION

The Student Office is located at the front of the school next to reception.

Mrs Holmes and Mrs Jacques are the people to see or call about absences or leaving school early with a note (see our school procedure later in this booklet), to pay your school fees and trips, to pick up information from or to help answer any of your student related questions.

Mr Rae is our IT Technician and can also help with any computer issues.

Mrs Watt and Mrs Buckley are located at the reception and can be contacted for enrolment and general enquires relating to Cambridge High School information.



Louise Holmes



Jo Jacques



Matthew Rae



Christine Watt



Hayley Buckley

## UNIFORM REQUIREMENTS

**SAS Sport are our official uniform suppliers and supply all CHS specific items.**

**For inquiries, go to [cambridgeshop@sas.co.nz](mailto:cambridgeshop@sas.co.nz) or call 0273420020.**

There is a retail shop open at 14 Wilson Street, Cambridge. Refer to CHS website for [shop hours](#).

Cambridge High School is a uniform school and students are required to wear their uniform neatly and completely.

**CHS and SAS are proud to announce that the Year 9 PE uniform (house shirt and shorts) are provided for free. If placing an order online please include PE uniform in your order but you are not required to pay for it. Alternatively, you can place your order in person in the uniform shop.**

***PLEASE NOTE: Cambridge High School support students choosing either uniform style, as long as they wear all of the uniform correctly and do not mix and match items.***

***The shorts and trousers are available in a female fit. As an example, this means a student could wear a polo shirt and female cut shorts as a part of the same style.***

**The school will take action when grooming and dress are unsatisfactory. Please note the following:**

- All shirts and blouses are designed to be worn out, not tucked in.
- The winter uniform is also the formal uniform, to be worn as required when representing the school and for formal school attire.

continued on the next page

- The winter uniform may be supported by a thermal layer. This layer must be discrete, worn beneath the shirt and as close as possible to the same colour as the shirt, plain and with no branding on the sleeves.
- All footwear is to be worn properly and kept tidy at all times.  
Sandals must be plain black or brown roman style sandals only. This means sandals must have a strap over the front of the foot and an ankle strap, have black or silver buckles only and be flat soled. It is not permitted to wear socks with sandals. Shoes must be black leather (or leather look) lace-up school shoes only (not boots, canvas, sports shoes, slip-ons, suede or patent, no raised heel).
- Scarves, headbands and hair ties may be worn but must be in the colour of the uniform (i.e. navy blue, black or white)
- School uniform jackets are available for purchase. On days where the rain is heavy, non-uniform rain jackets (navy blue or black) may be worn to and from school.
- Only approved CHS branded hats may be worn. Caps and beanies are available from Argyle, bucket hats are available for purchase at our school office.
- The only jewellery permitted is plain studs or sleepers (one per ear), a watch and a culturally significant item, such as a taonga. Other body piercings e.g nose or eyebrow, must be free of jewellery during the school day. Clear sleepers may be worn in place of jewellery.
- Boys are to be clean shaven.

## **Style A : Years 9 –12**

### **Summer Uniform**

- **CHS** navy walk shorts—male fit, approved length and size
- **CHS** navy polo shirt with school crest
- **CHS** navy jersey with school crest
- Optional **CHS** jacket with school crest
- Appropriate sandals OR black leather lace up shoes worn.
- **CHS** mid - calf navy socks with blue - white bands

## **Style B : Years 9 –12**

### **Summer Uniform**

- **CHS** shorts—female fit or **CHS** tartan skirt
- **CHS** white short sleeved blouse with school crest
- **CHS** navy jersey with school crest
- Appropriate sandals OR black leather lace up shoes worn with white ankle socks

## **Style A : Years 9 –12**

### **Winter Uniform**

- **CHS** navy walk shorts as above or **CHS** navy school trousers male fit
- **CHS** navy polo shirt with school crest
- **CHS** navy jersey with school crest
- Optional **CHS** jacket with school crest
- Belt must be plain black leather only.
- Black leather lace up shoes.
- **CHS** mid- calf navy socks with blue - white bands ONLY

## **Style B : Years 9 –12**

### **Winter Uniform**

- **CHS** tartan skirt or **CHS** navy school trousers—female fit
- **CHS** white short sleeved blouse with school crest
- **CHS** navy jersey with school crest
- Optional **CHS** jacket with school crest
- Navy or black pantyhose
- Black leather lace up shoes

**Take Note: Incorrect footwear is not acceptable**

**Students with incorrect footwear may receive a phone call home.**

## **Physical Education and Sports**

- All students must change for Physical Education.
- **All Year 9 PE uniform (shirt and shorts) are provided for free. You must order online but you are not charged for it.**
- CHS PE shorts and CHS PE shirt
- White sole or sports shoes which will not mark the floor should be purchased from normal retail shops. Track suit pants, plain navy blue or 3/4 leggings may be worn during the cooler weather.

## **Style A : Years 13**

### **Summer Uniform**

- **CHS** navy shorts or **CHS** navy trousers - male fit
- **CHS** year 13 chambray short sleeved shirt with school crest
- **CHS** grey jersey with school crest
- Optional **CHS** jacket with school crest
- Appropriate sandals OR black leather lace up shoes worn.
- **CHS** mid - calf navy socks with white bands ONLY

## **Style B : Years 13**

### **Summer Uniform**

- **CHS** shorts or long navy skirt
- **CHS** year 13 white short sleeved blouse with school crest
- **CHS** grey jersey with school crest
- Appropriate sandals OR black leather lace up shoes worn with white ankle socks.

## Style A : Years 13

### Winter Uniform

- **CHS** navy school trousers .
- **CHS** year 13 chambray short sleeved shirt with school crest .
- **CHS** school tie .

*(optional for winter but must be worn when formal uniform is required.)*

- **CHS** grey jersey with school crest.
- Optional **CHS** jacket with school crest.
- Black leather lace up shoes.
- **CHS** mid-calf navy socks with blue - white bands ONLY.

## Style B : Years 13

### Winter Uniform

- **CHS** long navy skirt or **CHS** navy school trousers—female fit.
- **CHS** white short sleeved blouse with school crest.
- **CHS** school tie.

*(optional for winter but must be worn when formal uniform is required)*

- **CHS** grey jersey with school crest.
- Optional **CHS** jacket with school crest.
- Black leather lace up shoes with navy or black pantyhose.

### Formal Uniform

The winter uniform is also the formal uniform. Formal uniform is to be worn on assembly days, other occasions and days designated by the Principal. Formal uniform must also be worn with the CHS tie.



**Whaowhia te kete maatauranga  
- ia raa, ia raa.**

*Fill the basket of knowledge -  
everyday.*