



**TE KARETI O WETERE**

***STUDENT EXPECTATIONS***

## WESLEY COLLEGE SPECIAL CHARACTER

### Vision

Wesley College is a Christian, multi-ethnic, multi-faith, socially diverse boarding and day school affiliated with the Methodist Church of New Zealand, Te Haahi Weteriana o Aotearoa. Wesley College was established to provide education with a Special Character.

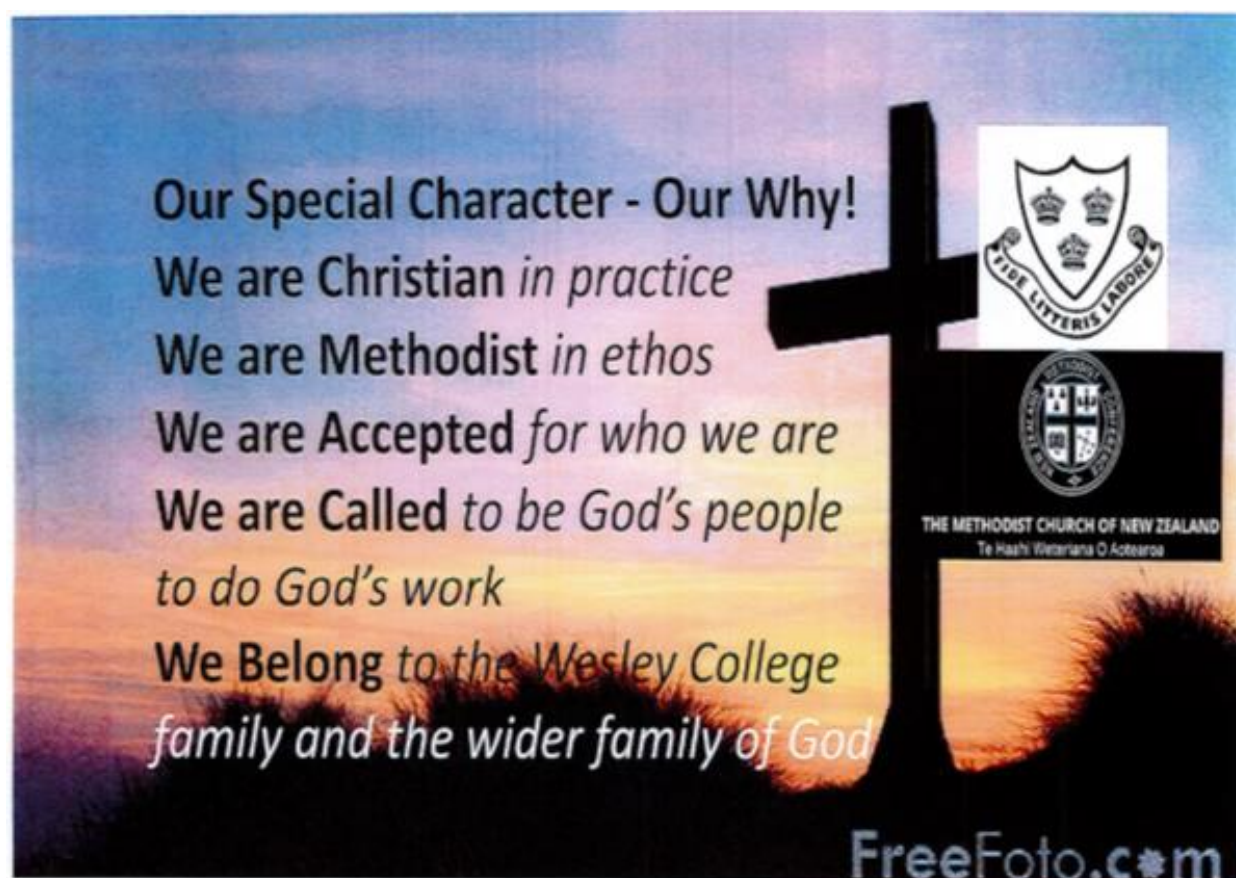
Wesley College has special obligations to provide education for students of Māori descent, Pacific Island descent, Orphans and otherwise disadvantaged students.

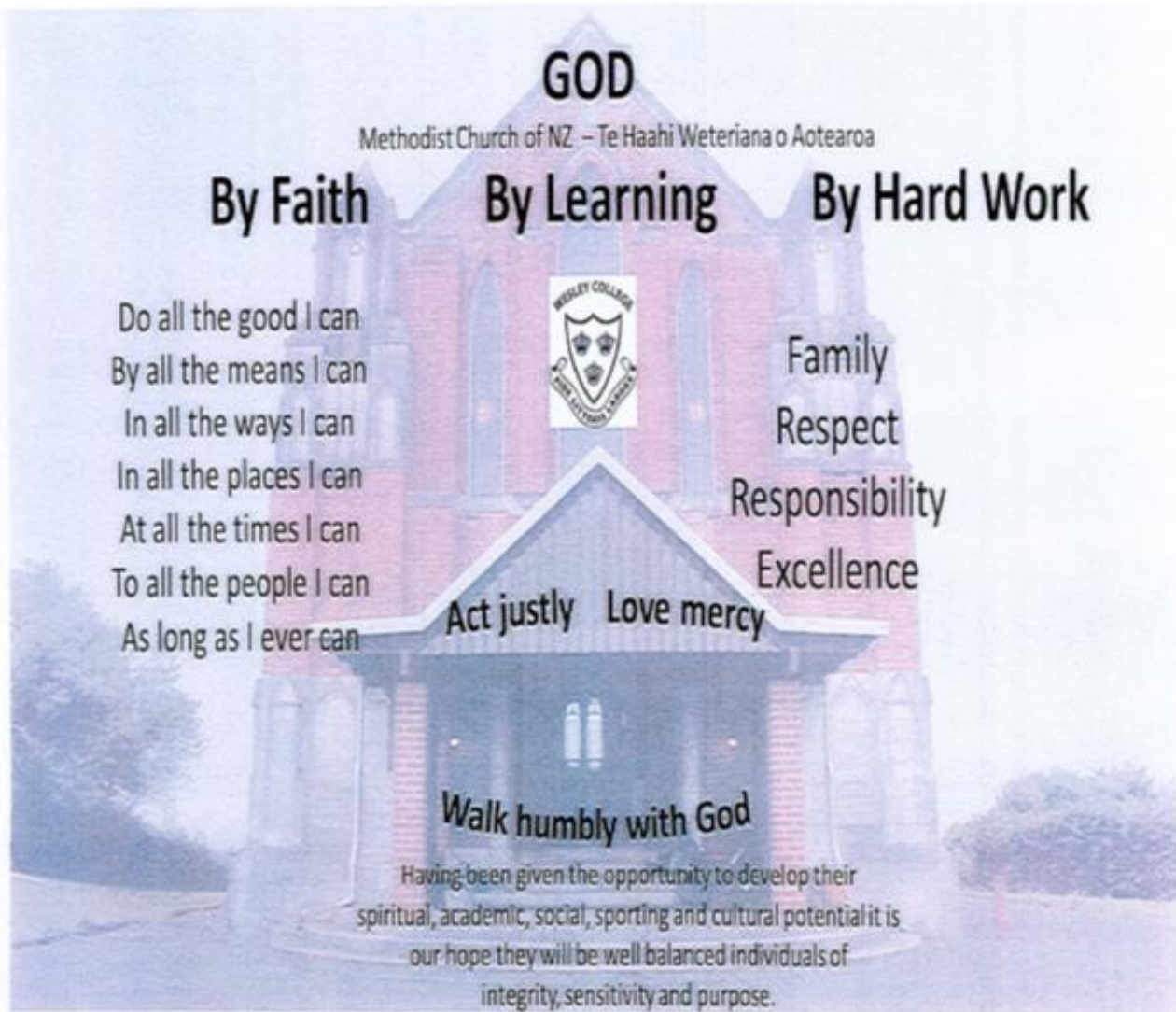
### Mission Statement

Wesley College endeavours to provide its students, with the opportunity to excel in the spiritual, academic, sporting and cultural aspects of their lives. Having achieved this aim, Wesley graduates will go on to contribute to the wider community as balanced individuals of faith, integrity, sensitivity and purpose.

### THE SPECIAL CHARACTER IN THE DAILY LIFE OF WESLEY COLLEGE –

The influence of the ethos of contemporary New Zealand Methodism





## **Curriculum**

Wesley College affirms that every student in school will have the best possible learning opportunity.

This involves the provision of a balanced curriculum, which enables all learners to acquire existing knowledge and skills while at the same time developing capabilities to create knowledge and practise new skills.

Basic skills will be learned. Physical and aesthetic abilities will be enhanced. Realistic personal standards of achievement will be set. Scholarship will be valued and encouraged at every level. Every student will be aware of the dual cultural heritage of New Zealand and the multi-cultural nature of our society.

## **Equity**

Wesley College affirms that equity objectives will underpin all activities in the school.

Wesley College will ensure that this school's policies and practices seek to achieve equitable outcomes for students of both sexes, for rural and urban students; for students from all religious, ethnic, cultural, social, family and class backgrounds, and for all students irrespective of their ability or disability.

### **Aspects of equity**

Equal Educational Opportunity: The aim will be to ensure equal opportunity for all students to participate in and succeed in the full range of school activities.

The school will adopt policies and practices that identify and cater for the individual needs of each student in the school. These will affect the School's curriculum and how the school distributes resources.

They will include programmes that redress existing inequities and address the current and future needs of students, particularly.

- Maori
- Pacific Island
- Other ethnic groups
- Women and girls
- Students with disabilities
- Students with other special learning needs

### **Treaty of Waitangi**

The Methodist Church of New Zealand - Te Haahi Weteriana o Aotearoa is a Treaty-based Church that expresses its governance in a bi-cultural, power-sharing partnership between Te Taha Maori and Tauwiwi.

Wesley College has an obligation and a commitment to develop policies and practices which reflect New Zealand's dual cultural heritage. Wesley College is committed to Ka Hikitia

### **Pasifika Achievement**

The Board of Trustees is committed to the Pasifika Education Plan and raising the achievement of Pasifika students.

### **Community**

Wesley College is proud of the diverse communities it represents and believes that a balanced and inclusive approach to working with and for the community results in a just experience for all. Our Methodist special character is at the forefront of all we do.

## **School Motto**

The school motto embraces the core values for Wesley College.

The motto, “Fide Litteris Labore” translates as By Faith, By Learning, By Hard work. That is, the Christian faith, learning and academic attainment, as well as hard work contributes to our core values.

## **Kairangi Values**

Every decision relating to curriculum and every interaction that takes place at Wesley College reflects the values of the individuals involved and the collective values of the institution. Our daily Kairangi values are **Family, Respect, Responsibility, Excellence**. They are woven into the fabric of school life.

## **Strategic Themes**

In this plan there are five (5) themes or visions where Goals for yearly annual plans are identified and targets with associated expected outcomes set. These targets will identify the outcomes necessary for the College to deliver its mission and vision for the students in its care.

The 5 strands are:

1. Special Character, Student Services and Pastoral Care
2. Shared, effective Team Vision
3. Students and their Learning
4. Staff Effectiveness
5. Property, Personnel and Financial Resources



## Profile of a Wesley College Graduate 2019-2023 (Developed by staff and students)

Qualified

Good Manners

Adaptable

Relationship  
skills

Resilient

Self-Motivated

Respectful

Confident

Leader



## VISION

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## MISSION

Wesley College endeavours to provide its students with the opportunity to excel in the academic, spiritual, sporting and cultural aspects of their lives. Having achieved this Wesley graduates will go on to contribute to the wider community as balanced individuals of faith, integrity, sensitivity and purpose.

## KAIRANGI VALUES

FAMILY

RESPECT

RESPONSIBILITY

EXCELLENCE

## STRATEGIC THEMES

Vision 1: Special Character, Student Service & Pastoral Care


Vision 2: Shared, effective team vision

Vision 3: Students and their Learning

Vision 4: Staff Effectiveness

Vision 5: Property

**KAIRANGI:** school-wide expectations matrix 24-7: To act justly, love mercy and walk humbly with God by faith, by learning, by hard work.

	ALL SETTINGS	CHAPEL	CLASSROOM	WALKWAYS AND CORRIDOORS	GROUNDS AND QUAD
 <p><b>RESPECT</b>  <b>Mark 12 :30-31</b>  <i>Love God with all your <b>heart and soul and mind and strength.</b></i>  <i>Love your neighbour.</i></p>	<p>Use polite and appropriate language.                      Be considerate towards other people and their property</p>	<p>Show reverence for God.                      -You are entering a place of worship                      Arrive on time                      Enter quietly &amp; stand quietly</p>	<p>Listen to the person speaking.                      Take care of furniture, equipment and books.</p>	<p>Allow people to walk through.</p>	<p>Look after the school environment.</p>
<p><b>RESPONSIBILITY</b>  <b>Micah 6:8</b>  <i>And what does the Lord require of you? To act justly, to love mercy and to walk humbly with God.</i></p>	<p>Follow instructions.                      Dress in the correct uniform.                      Be in the right place and the right time.</p>	<p>Sit quietly.                      Have your Bible                      Turn phones and iPods off and put them away</p>	<p>Arrive on time with the correct equipment                      Complete set tasks to the best of your ability.                      [Note] There are subject specific guidelines.</p>	<p>Move around quietly without disturbing other classes.                      Put rubbish in bins</p>	<p>Put rubbish in bins.                      Be quiet around the classrooms.                      Use outside areas appropriately.</p>
<p><b>FAMILY I Corinthians 13</b>  <i>Love never gives up. Love cares more for others than for self, doesn't want what it doesn't have. Love doesn't strut, isn't big headed, doesn't force itself on others and isn't always "me,first," Doesn't fly off the handle, keep score or revel when others grovel, Takes pleasure in the flowering of truth, puts up with anything and trusts God always. Always looks for the best, never looks back, always keeps going.</i></p>	<p>Care for one another.                      Treat others how you would like to be treated.</p>	<p>Sing with pride and as one.                      Positively support one another's achievements.</p>	<p>Care for other people and their property.                      Help one another to learn</p>	<p>Welcome people to Wesley.                      Welcome people to Wesley.</p>	<p>Welcome people to Wesley.                      Welcome people to Wesley.</p>
<p><b>EXCELLENCE</b> <b>Philippians 4:8</b>  <i>Finally, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.</i></p>	<p>Take ownership of your learning.                      Take advantage of all opportunities.                      Do all the good you can all the time.</p>	<p>Demonstrate Christian faith and Methodist ethos.                      -be a good character                      -support others                      -be inclusive                      - express equality</p>	<p>Be ready to learn.                      Have a positive attitude.                      Achieve best result possible.</p>	<p>Take care of all your surroundings.                      Keep your school tidy</p>	<p>Take care of all your surroundings.                      Keep your school tidy</p>





**RESPECT**

**Mark 12 :30-31**

*Love God with all your heart and soul and mind and strength.  
Love your neighbour.*

**RESPONSIBILITY**

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**FAMILY I Corinthians 13**

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	BUS	DINING ROOM	OFFICE	FIELD TRIPS EOTC	LIBRARY
	<p>Be polite and patient when waiting for the bus and when on the bus.</p> <p>Thank the bus driver.</p>	<p>Be polite, patient and be respectful.</p> <p>Use correct manners and language.</p>	<p>Be polite to office staff</p> <p>Wait patiently for your turn.</p>	<p>Listen carefully to those responsible for you.</p> <p>Leave only footprints; take only photographs.</p>	<p>Handle resources and books carefully.</p> <p>Work quietly.</p> <p>Keep tables and chairs neat and tidy</p>
	<p>Get to the bus on time.</p> <p>Take all belongings with you.</p> <p>Pay bus driver or have your HOP card ready.</p> <p>Take your rubbish with you.</p>	<p>Queue quietly and patiently.</p> <p>Clear away dishes and wash hands.</p> <p>Clean your eating area</p>	<p>Use the office only when you need it.</p>	<p>Bring all the correct gear.</p> <p>Be a school ambassador.</p> <p>Get permission to attend trips</p>	<p>Listen to the librarian's suggestions.</p> <p>Put resources you've used back into the correct place.</p> <p>Check out books in the right manner.</p> <p>Return books when due</p>
	<p>Treat all on bus as you want to be treated.</p> <p>Care for you surroundings.</p>	<p>Say grace.</p> <p>Thanking those who serve you.</p> <p>Leave your table clean for others to use</p>	<p>Thank those who help you.</p>	<p>Look after one another when off site.</p>	<p>Appreciate that it is a quiet learning space for you and others.</p> <p>-talk quietly when asking questions or helping others</p>
	<p>Represent your school in the best way possible.</p> <p>-correct uniform</p> <p>-help others</p> <p>-offer your seat to adults and children</p>	<p>Be orderly and polite when getting food.</p> <p>Clean up and help others share dining room duties</p>	<p>Go at appropriate times.</p> <p>Line up in orderly manner.</p>	<p>Represent your school in the best way possible.</p>	<p>Use the library to promote your learning.</p> <p>-work in silence</p> <p>-read in silence</p>



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	TOILETS	DORMITORY	LAUNDRY	HEALTH CLINIC
	<p>Look after the facilities and equipment.</p> <p>Be considerate of others privacy.</p> <p>Use the toilets during breaks.</p> <p>Use supplies and equipment appropriately.</p> <p>Get permission to go during class time if needed.</p>	<p>Use polite and appropriate language.</p> <p>Be considerate towards other people and their property</p> <p>Keep area clean</p> <p>Follow instructions.</p> <p>Dress in the correct uniform.</p> <p>Be in the right place at the right time.</p> <p>Look after your property</p>	<p>Be polite, patient and wait your turn.</p> <p>Use correct manners and language.</p> <p>Queue quietly and patiently.</p> <p>Make sure the items you are given are yours.</p> <p>Ensure that you label your clothing.</p>	<p>Be polite, patient and wait your turn.</p> <p>Use correct manners and language.</p> <p>Follow instructions.</p> <p>Attend all appointments.</p> <p>Take your medication as instructed.</p>
	<p>Leave bathroom in a clean state for others to use.</p> <p>Put used hand towels and paper in the bin.</p> <p>Flush toilet after use</p> <p>Use good hygiene.</p> <p>Wash hands after use</p>	<p>Care for one another.</p> <p>Treat others how you would like to be treated.</p> <p>Look after other people's property</p> <p>Help other families and friends that visit</p> <p>Take ownership of your learning.</p> <p>Take advantage of all positive opportunities.</p> <p>-get involved</p> <p>-try your best</p> <p>Do all the good you can all the time.</p>	<p>Thank those who serve you.</p> <p>Thank those who help you.</p> <p>Support others that are not feeling well.</p> <p>Go at appropriate times</p> <p>Use good hygiene</p>	

## **COLLEGE RULES**

- College rules exist in the interest of all pupils, staff and families. The rules allow the college staff to carry out their duties effectively and for students to receive the maximum benefit from their learning environment. When Parents / Caregivers enrol a student agreement is made that the student is subject to the rules and regulations of the College. Thank you for reinforcing this and supporting good management and discipline in this way.

## **CODE OF CONDUCT**

- The college has a code of conduct that supports effective teaching and learning. Students are expected to be ready to learn, courteous and co-operative.

## **STUDENT EXPECTATIONS**

### **Students meet our expectations by:**

- Being ready to learn
- Attending Chapel in the morning.
- Attending Form Period and all set classes.
- No use of cell phones during school hours.
- Only leaving class with an authorised note.
- Personal appearance meeting high expectations as per uniform procedure Pg7.
- Showing respect to college staff and fellow students.
- Respecting school property.
- Respecting other people's property.
- Remaining within school boundaries.
- Observing the Smoke Free nature of the school.

## **CONSEQUENCES**

- If a student fails to comply with the college rules then the following consequences will apply.
- Based on the different situations presented to us there will be matters that can be dealt with by the Form teacher, Classroom teacher, HOD, Year Level Dean and Deputy Principal. The Principal will manage the final stage of action after all prior avenues have been exhausted.
- The school will deal with situations as they arise either as a classroom issue or a school wide issue. These are explained in the next series of notes.

## Procedure Flow Chart

Is Behaviour Minor or Major?

- Minor**
- Lateness (Class / hostel)
  - Putting others down
  - Inappropriate use of electronic device
  - Defiance
  - Inappropriate language
  - Not completing prep
  - No books/stationary/equipment

- Major**
- Truancy
  - Bullying
  - Fighting
  - Harming others/one's self
  - Vandalism
  - Alcohol/drug use
  - **Smoking\***
  - Theft
  - Damaging school property

Enter on KAMAR Pastoral

Use classroom /hostel management strategies

Ensure safety

Problem solve with student

**Smoking\***  
 1<sup>st</sup> offence: Verbal warning, phone call home  
 2<sup>nd</sup>: Written warning, inform parents may be fined  
 3<sup>rd</sup>: SLT/Principal stand-down/fine

Problem solve with student to find solution or move on

Determine consequence

Notify Year level Dean/hostel parent

Reinforce expectations

Notify parents/caregivers

No Record on KAMAR

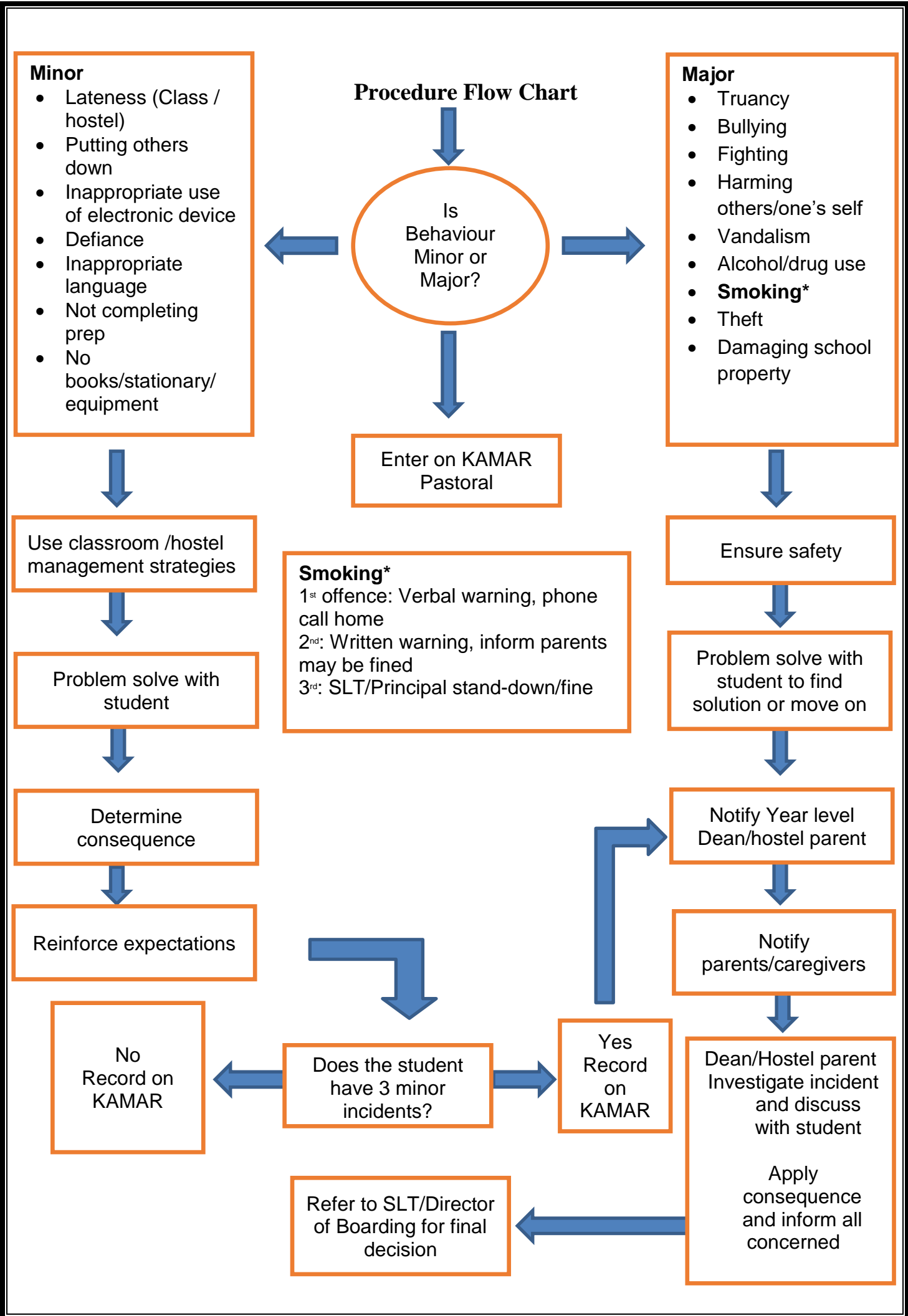
Does the student have 3 minor incidents?

Yes Record on KAMAR

Dean/Hostel parent Investigate incident and discuss with student

Refer to SLT/Director of Boarding for final decision

Apply consequence and inform all concerned



## CONSEQUENCES

### OPTIONS / SUGGESTIONS

CLASSROOM	HOD'S	DEANS	DP	PRINCIPAL OPTIONS	B.O.T. OPTIONS
<ul style="list-style-type: none"> <li>Restorative Chat</li> </ul>	Facilitate restorative chat with student, teacher, parents, caregiver, hostel parents			<ul style="list-style-type: none"> <li>Suspension Referred to the B.O.T as <u>last resort</u>.</li> </ul>	<ul style="list-style-type: none"> <li>Exclusion from school.</li> </ul>
<ul style="list-style-type: none"> <li>Contact parents, caregivers, hostel parents</li> </ul>				<ul style="list-style-type: none"> <li>Contact with family for support.</li> </ul>	<ul style="list-style-type: none"> <li>Suspension extended</li> </ul>
<ul style="list-style-type: none"> <li>Use withdrawal room and restorative reflection sheet</li> </ul>				<ul style="list-style-type: none"> <li>Stand down for a set period of days before returning. (conditions may apply)</li> </ul>	<ul style="list-style-type: none"> <li>Reinstate with conditions / no conditions.</li> </ul>
<ul style="list-style-type: none"> <li>Teacher detention</li> </ul>	HODs detention <b>Wednesday</b>	Deans detention <b>Friday</b>	Isolation		
<ul style="list-style-type: none"> <li>Contact pastoral team for support</li> </ul>		RTLB			
<ul style="list-style-type: none"> <li>Catch up time outside of class time</li> </ul>					
<b>RECORD ON KAMAR</b>					

## BACK INTO SCHOOL SYSTEM

### YEAR LEVEL DEANS 2019

- Year 9:** Mr Siosiu Pole  
**Year 10:** Mr Rob Short  
**Year 11:** Ms Lavinia Manoa  
**Year 12:** Mr David Faitala  
**Year 13:** Ms Ngatia Vaike

### AFTER SCHOOL DETENTION GUIDELINES

Dean's detentions are for more serious school indiscretions. If a Dean's detention is issued it is for 1 ½ hours afterschool on a Friday.

HOD detention are for minor incidents. If a HOD detention is issued it is for 1 hour afterschool on a Wednesday.

#### **Procedure**

The Dean/HOD enters a detention on KAMAR (no other staff member). Day students may be granted a day's grace so parents / caregivers can be informed of their delayed return home.

Students who fail to complete a HOD/Wednesday detention without a suitable reason will be put on a Friday detention. Failure to attend a Friday will result in a referral to the Deputy Principal and can lead to an internal stand down or community service.

#### **Activities that can be carried out at detention time are**

- : Write a letter to explain the reason why you are on detention
- : Picking up rubbish around the school
- : Cleaning off graffiti around the school
- : Cleaning school vans
- : Any school community service

### WITHDRAWAL ROOM

This option is made available to a teacher who has an issue with a student in the classroom. It enables the teacher to withdraw the student to an allocated room to complete a restorative reflection sheet. From this point a meeting is arranged by the HOD between the teacher and student to find a resolution. If a resolution cannot be met then the matter will be referred to the Deputy Principal to make an appropriate decision.

## **THE RESTORATIVE APPROACH**

Our approach to student behaviour management should primarily be an *educative* one. That is, the fundamental aim of our behaviour management philosophy and practice should be for students *to learn* to be responsible for themselves and their actions and to make genuine, positive contributions to their community. A Restorative approach sees conflict or wrong-doing firstly as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to seek to make amends in such a way as to strengthen the community bonds that may have been damaged. Further information can be found in the Restorative Practices hand out. There are 3 levels of restorative conversation- one on one, small group conference or school wide group conference. In the end the idea is to find a positive solution.

## **SUPPORT STAFF FOR STUDENTS**

- Within the college students have access to the Pastoral Team who can listen to any personal issues a student may wish to discuss.
  - The Pastoral Team is made up of the Guidance Counsellor, Chaplaincy team and Health Clinic.

## **ATTENDANCE**

- Students are expected to begin the College day on time.
  - Boarders will be released from their Dormitory at 8am to attend chapel / assembly.
  - Day students are expected to be at the college by the latest at 8.20am for morning roll check prior to chapel / assembly.
- Once students begin the college day they may not leave the college site unless permission has been sought and granted. This can be done by contacting the College Office or by the student presenting a signed note from a parent / caregiver or Hostel parent.

### **Student Vehicles (Day or Boarder)**

- Students who wish to drive themselves to college must seek permission from the Deputy Principal. Keys are to be handed in at the College or Hostel Office. They will be returned at the conclusion of the college day or date established with the Hostel. The driver must hold a licence and is not permitted to carry passengers without authorisation of all parents involved. One will need to fill out the vehicle request form before authorisation is given.

### **Absence Notification**

- Please ring the school office to notify of a student's absence. Alternatively a signed note from a parent is required to explain any absence from school if

contact has not been made by phone. The student should present the note to their Form teacher on the first day back at school following any absence.

- When a student has not arrived at school by the start of period 2 or an explanation received, a phone call will be made to advise the parents/caregivers that their child is not at school.
- Students who leave the college grounds during College hours sign out at the Office. They receive a slip indicating they have permission to be out of College and when they return they are expected to sign in at the Office.

### **Truancy Team**

- As a school we are working closely with community truancy teams and Police in Papakura and Pukekohe to make sure Day students and returning boarders are on the correct buses to get to school on time. If a student is found to be in either location after the last bus has departed or without sufficient reason then the Truancy team will take action.
- Students overseas leave during term time  
Parents must apply to the Principal for special leave for any travel overseas during term time prior to their child/ren leaving the country.

### **PERSONAL PROPERTY**

- The college will not be responsible for any loss of cell phones, electrical equipment, valuables or money.
  - Unfortunately petty theft does occur. Items brought to school are at the risk of the owner.

### **COLLEGE TIMES**

- The following is the school timetable for the day.
  - Monday to Friday school starts at 8.30am with chapel / assembly every morning. You have five periods which run through the day.
  - School ends at 3:20pm every day except on Wednesday when school finishes at 2.20pm.

### **SCHOOL UNIFORM PROCEDURE**

#### **INTRODUCTION**

- Under Nag 5 the Wesley College Board of Trustees (“the Board”) operates a School Uniform Policy which addresses expectation of a high standard of appearance
- Under that Policy the Board has set guidelines for the administration of the Policy



## **PROCEDURE:**

Wesley College has two sets of official uniform.

The No.1 school uniform is to be worn correctly to all special occasions as directed by staff eg:

- School functions home and away from school (sports tours, cultural and social visits).
- Chapel on the weekends

**[NOTE] A tupenu / ie faitaga can only be worn with No 1s during terms 1 or 4 ONLY.**

The daily school uniform is to be worn correctly at all times during the school day.

- Attendance at school
- Travelling to and from school

Wesley College is proud of its uniform and expects the No. 1 Uniform and the daily school uniform to be worn respectfully. School rules apply to both uniform sets.

The wearing of an incorrect uniform, or a mixture of school uniform, sports gear and civilian clothes, is not acceptable.

After school wear, particularly after a sports practice, students may either change into correct uniform, or go home in sports gear.

Students not in the correct uniform are required to have a note from home explaining the reason for the discrepancy. The note is to be handed to the Deputy Principal, Pastoral Discipline for approval no later than 9am on the day concerned.

All items of the uniform should be clearly labelled with the student's name and house.

## **STUDENT HAIR / PERSONAL GROOMING**

Students are expected to wear their hair styled in a reasonably conventional way.

- Hair must be kept tidy throughout the normal activities of a school day.
- Unnatural hair colours, or extreme colouring, streaks and patches of colour are not permitted.

- Girls' hair must not hang below the shoulders and must be clear of the face and eyes.
- Girls' long hair must be tied up or back.
- Plain hair ties/bands and clips in the colour of the students natural hair colour may be worn by girls to contain the hair.
- Boys' hair must be clear of the face and not below the top edge of the collar.
- Boys' may not wear their hair tied up or back in a ponytail (with the exception of traditional cultural or religious reasons as approved by the Principal)
- Shaved or extreme styles are not permitted.

### **Boys' Grooming**

Boys must be clean-shaven at all times.

### **Makeup**

- Students may not wear makeup of any kind.
- Nail polish, if worn, must be colourless.
- The use of sunblock is encouraged, especially for summer outdoor activities.
- Sunblock is available at the Health Clinic.

### **Jewellery**

Students may not wear chains or necklaces around the neck unless it is of significant cultural or religious value. Those items are to be tucked under the students shirt/blouse.

Girls with pierced ears may wear one matching pair of small plain silver or gold unobtrusive studs in the lower part of each earlobe. A wristwatch may be worn.

Boys are not permitted to wear jewellery other than a wristwatch.

### **Girls' Winter / Summer Skirts**

Girls' skirts are worn full length.

### **Shoes**

Shoes must be conventional black leather lace-up, black sandal with a back strap.

## PERIOD TIMETABLE

### DISTRIBUTION OF PERIODS:

1. Five, 1 hour periods
2. Form Period 15 minutes
3. Lunch at 12.30pm
4. One period after lunch
5. School finishes at 3.20
6. Every Wednesday is a short day

Mon-Fri	
Chapel	8:35-8:55
Form	8.55-9.10
Period 1	9.10-10.10
Period 2	10.10-11.10
Interval	11.10-11.30
Period 3	11.30-12.30
Period 4	12.30-1.30
Lunch	1.30-2.20
Period 5	2.20-3.20

Wednesday (ONLY)	
Chapel	8:35-8:55
Form	8.55-9.10
Period 1	9.10-10.10
Period 2	10.10-11.10
Interval	11.10-11.30
Period 3	11.30-12.30
Lunch	12.30-1.20
Period 4	1.20-2.20
Early Finish	