

GENERAL INFORMATION



Te Kura Tuarua o Horomaka
Hillmorton High School



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Note: Any prices quoted in this book are correct at time of publication.

Graduate Profile

The Hillmorton High School graduate is

Confident

Positive in their own identity

Strong self-belief

Motivated and reliable

Resourceful

Energetic, enterprising and entrepreneurial

Resilient

Display a strong sense of social justice, equity and equality

Display a strong moral courage; committed to doing the right thing

Connected

Able to relate well to others

Effective user of communication technology

Global citizen, globally aware

Connected and respectful of self, others and the environment

Actively involved

Actively participates and contributes in the community

Present and engaged

Accepting of responsibility for life and learning

Takes opportunities

Makes informed decisions

A lifelong learner

Loves learning

Creative thinker

Numerate and literate

Self-managing

Risk taker and manager of risk

Open minded

Adaptable

Active seeker, user and creator of knowledge

Future focussed (with a respect for the past)

Humility – learn, unlearn, learn again

Our Vision

With our communities, we nurture well-rounded and accomplished young people,
prepared and ready for life

Our Mission

Inspiring academic excellence, leadership and a love of learning

Our Values

Turangawaewae

Belonging
A place to stand

Whanaungatanga

Interconnectedness
Positive relationships

Ako

Learning
With and from each other

Mana

Respect
Strength of character

Our Goals

Accelerating progress in learning
Involving our communities
Developing our environment

Positive Behaviour for Learning at Hillmorton High School

Hillmorton High School is a Positive Behaviour for Learning (PB4L) school.

PB4L is built on the principles that positive behaviour can be learnt and that environments can be changed to support effective teaching and learning for every student. It also reflects the belief that school settings play a major role in fostering well-being and creating safe, healthy communities.

At Hillmorton High School, PB4L is a framework for identifying, teaching and promoting positive behaviour that leads to improved educational outcomes for all learners. We have established expected behaviours and we are currently teaching all students these through our @HHS PB4L lessons.

Our expected behaviours are based on our four school values:

<p style="text-align: center;">TURANGAWAEWAE <i>BELONGING - A PLACE TO STAND</i></p> <ul style="list-style-type: none"> • Follow signs and instructions • Keep everything graffiti, rubbish & gum free • Follow tikanga 	<p style="text-align: center;">WHANAUNGATANGA <i>INTERCONNECTEDNESS, POSITIVE RELATIONSHIPS</i></p> <ul style="list-style-type: none"> • Include & encourage others • Use polite & positive language • Respect our differences
<p style="text-align: center;">AKO <i>LEARNING WITH & FROM EACH OTHER</i></p> <ul style="list-style-type: none"> • Be in the right place at the right time • Be ready to learn • Persevere 	<p style="text-align: center;">MANA <i>RESPECT & PRIDE</i></p> <ul style="list-style-type: none"> • Wear the correct uniform with pride • Honour your commitments • Walk tall

Code of Conduct

Visitors are to report to the main office on arrival in accordance with New Zealand law.

1. Students are expected to act with common sense and courtesy to all other students, to staff, visitors, and to the general public outside the school.
2. Students at school, as in any public place, are subject to the laws of New Zealand and are protected against offenders. Committing actions such as these are against the law:
 - Saying or writing words which are obscene, threatening, abusive or insulting.
 - Physical or verbal abuse. Put-downs and bullying will not be tolerated.
 - Discriminating against another person on the grounds of their colour, disability, sex, sexual preference, race or nationality.
 - Theft or vandalism.
 - Forging documents or giving false information.
3. Attendance is compulsory, and students must be on time to class and to school.
 - Permission for leave should always be sought beforehand by written notes or appointment cards.
 - All other absences must be notified by a written note, email, Skool Loop or a phone call to the absence line.
 - Students must sign out at the Student Office if they leave during school hours.
 - If students become ill at school, they will report to the student sick bay. Office staff will contact the parents/caregivers before allowing them to go home.
4. Buildings and equipment are to be kept in the best possible condition.
 - Damage must be reported to the Student Office as soon as possible.
 - It is normal practice for students to pay for repairs if they have deliberately or carelessly damaged school property, e.g. kicking a ball through a window.
5. Classroom procedures are to assist the learning of students. The highest possible standards of behaviour and co-operation are always expected from students, e.g.
 - Follow instructions.
 - Bring appropriate equipment to class.
 - Pay attention and avoid interrupting.
 - Water is the only refreshment allowed in class. No eating.
 - Be on task.
6. **Out of Bounds areas:**
 - Specialist areas may not be entered without staff present, e.g. laboratories, workshops, horticulture area, hall (Stage area).
 - Some areas must not be entered unless students have business to be there, e.g. administration corridor, car parks, cycle stands, guidance office.
 - Students may not visit the shops at lunch or interval (Year 13 are exempt).
7. Taking illegal drugs, smoking or vaping, substance abuse and drinking of alcoholic liquor are forbidden when students are under the control of the school (see No. 13). Being present when these activities are taking place is also an offence.
8. In accordance with New Zealand law, smoking on the school grounds is illegal.

9. **Not permitted in any circumstances:**
Students may not bring cigarettes, e-cigarettes, vapes, alcohol, lighters, illegal drugs, items intended for substance abuse, fireworks, chewing gum, stereos, knives, offensive weapons or potentially dangerous items. Staff may confiscate these.
10. **Transport:**
Students are expected to use cycles and vehicles with care and to obey traffic rules and signs. Students on restricted drivers license must obey the law.
11. **Uniform and Appearance:**
The tidy wearing of correct uniform is a condition of attendance at Hillmorton High School.
12. **Health and Safety:**
Students are to conduct themselves in a safe manner at all times while under the school's jurisdiction.
13. **School trips and school occasions:**
Students are subject to school rules on school trips and camps, as they travel to and from school, while in school uniform and while representing the school.

General Information

Able, Gifted and Talented

We are committed to identifying gifts and talents of all students. A variety of opportunities exist for identified students. These include such things as ICAS, attendance at youth forums and attendance at workshops.

Absences

By law, the school is required to account for student absences. Parents are asked to inform the school office regarding any absences. If a student is absent, you may receive a text or telephone call from the school advising of their absence.

Ways you may contact the school are:

Tel: 03 338 5119 (Press 1 to leave a message on the Absence Line)

Email: absences@hillmorton.school.nz

App: Skool Loop

Acceptable reasons for absence:

- illness
- family bereavement
- injury
- dental/medical appointment
- emergency

For other absences such as holidays, family celebration, approval must be given by the Principal, in writing, in advance. Holidays are not a justified reason for absence. Information about absences can be found on the Ministry of Education website.

Accounts

The school receives funding in lieu of asking for donations from parents. This funding covers such things as day trips and materials used at school.

We still ask for a contribution towards the following:

- All overnight trips
- Take home components
- Voluntary activities
- Sports and cultural activities
- School Magazine

For a full list of what the school can ask for can be found [here](#).

Accounts are sent out once a term. We encourage parents/caregivers to take advantage of the **Automatic Payment** facility within the school. This allows costs to be spread across the year. (For example, a regular payment of \$5 per week is generally all that is required to clear most school expenses). If you wish to set up an automatic payment, please arrange this with your bank or by using on-line banking.

Eftpos is available in the Payment Office and is available for all payments relating to the students' school activities, except for school photographs. No cash can be withdrawn via Eftpos.

Cash payments can be made at the Payment Office. If using internet banking the details of the school account are:

Bank: Westpac Account: **03 0855 0333804 000**

Please ensure that your **child's name** is shown in the **reference field** which will show on our bank statement.

Assemblies

Assemblies are important events in the life of any school. At Year 7 and 8 hui ako (community time) are held at the beginning of the day two times a week. Middle School and Senior School also hold regular assemblies and once a term we have a Celebration Assembly to which parents are most welcome.

Attendance

Attendance at school is important to us at Hillmorton. Please work with us to ensure that your child is at school in class and on time, ready to learn.

Awards

Students are able to gain a number of awards at each level. In the Middle School we have Koru and Whāia te iti Kahurangi Awards. Senior students are able to gain Colours Awards.

Base Camp

Base Camp is the programme in Years & 7 8 where students are allocated a Base Camp Teacher and are in Base Camp for 17 hours. The focus here is Literacy, Numeracy and Inquiry.

BYOD (Bring Your Own Device)

Students are expected to bring their own internet capable devices to school.

At Hillmorton, in Years 7-10 our preferred device is a Chromebook. Wi-Fi is available throughout the school and students are provided with a logon.

We use Google Apps for Education. This, along with the teacher dashboard, allows staff to see what each student in their class is doing, to give students feedback, to send students work at their level. Students are able to work at their own pace on work suited to their needs.

We seek through technology to “connect, communicate, create and collaborate”.

Career Development

‘Career development’ assists all students to develop competency in self-awareness, exploring opportunities and decision making.

At Hillmorton High School there is a planned Career Development programme at every year level. Career education and guidance are essential components alongside curriculum learning which provides teaching and learning opportunities for developing the career management competencies.

Career education programmes for Year 7 & 8 students help students gain skills, understandings and experiences that form the basis of future successful career management. Career education at this level focuses on skill development and knowledge of self that leads to good decision making. At other levels the Career Development is focused on ensuring that students are prepared for that next step. This includes individual career counselling and a range of experiences externally to explore tertiary and vocational opportunities.

Canteen

We have a canteen that sells a variety of food to students at long and short breaks. Online orders may be available along with Eftpos payment.

Class Placement

Your child will be placed into the class that is best suited to their learning needs.

Computer Access

Each student will be issued with a unique network ID username and password which will allow them to log into the school network and the school Google site. It is vital that this information is kept confidential. Students are required to sign a Cybersafety and ICT Use Agreement on enrolment. Any breach of this agreement may result in loss of computer access.

Councils

At both Middle and Senior School there are Student Councils that provide valuable service and student voice.

Course Books

All course books are available for viewing on the school website.

Course Contribution

A number of subjects have associated fees for take home materials and overnight trips. You will be notified about these.

Daily Notices

Daily Notices are available for students outlining activities, events and opportunities. These can be viewed on screens around the school and these are available via the website.

Explore

In Years 7 and 8 students go out to 'Explore subjects' (Technology, Arts, Science, Physical Education and Languages) to explore possible areas of passion. Google Classroom – a learning platform used.

Guidance

Students at Hillmorton are supported and able to access Guidance and a range of other support services. Appointments are necessary (refer "Supporting Students and their families).

Learning at Home

It is an expectation that each student at Hillmorton High School completes home learning regularly. Hapara – a learning platform is used.

Lateness

The school values punctuality. Please support your child to be at school on time. You will be notified of lateness. Students need to sign in at the Student Office if they are late before attending class.

Leadership

We have a service leadership model at Hillmorton. Students at all levels are provided with leadership development opportunities.

Learning Conferences

Learning Conferences are held regularly for Years 7 and 8. Booking a conference is able to be done electronically. The school uses www.schoolinterviews.co.nz. You will be advised via a notice as to dates for conferences.

At other levels, there are Report Evenings where we welcome the opportunity to discuss with you your child's progress. Parents are encouraged to bring their child to these to discuss progress and achievement.

Learning Assistance

Students are tested and where necessary, appropriate support is put in place, e.g. English Language Learning, Literacy and Numeracy.

Learning Outside the Classroom

Opportunities exist within the learning programme for trips, activity days and camps. There are costs associated with overnight camps, but assistance is available upon request to the Principal.

Leaving School During the Day

Before leaving school for an appointment, students must sign out at the Student Office and present a signed note from a parent or caregiver. No student in Years 7-12 should leave the school grounds except with a pass.

Library

The Library is open during school hours for student study and after school. Parents are also welcome to use our Library, internet and computer facilities.

Opening Hours: Monday 9.10 am – 4.45 pm Tuesday – Friday 8.45 am – 4.45 pm

Lockers

Because students move around the school during the school day, some lockers are available for hire for storage of books and personal gear. Details of hire will be given at the start of the new school year. Students will need to provide a padlock - a substantial padlock that uses a key is preferable. There is a cost for hire for the year of \$10.00.

Lost Property

Any lost property can be notified in the Daily Notices. Found items can be checked at the Student Office.

Medical

In cases of illness or accident, students must report to the Sick Bay. If a doctor is needed, or if a student should go home, every effort will be made to contact the family before decisions are made.

If a student requires medication during the school day, arrangements must be made with the Head of Year and the Main Office. Arrangements need to be made with the office for the administration of any medication which is to be given during the day.

Middle School

Middle School at Hillmorton refers to Years 7 – 10. We have a thriving Middle School. With each year level there are Heads of Year who are directly responsible for the daily operation of the year level with a focus in particular on academic matters and attendance.

Music Tuition

There are opportunities offered on a regular basis with visiting performers and teachers. Instrumental and vocal tuition is available from well-qualified visiting teachers under the Itinerant Music Scheme. Tuition is available in flute, guitar, drums, keyboard, brass, bass guitar, clarinet, saxophone, and voice. This tuition is free of charge and there are a limited number of instruments available for hire. Contact the Head of Music.

Parent Portal

Hillmorton High School uses a parent portal which will allow you to access information regarding your student such as:

- their timetable, their attendance, their school reports, a record of payments and fees
- information about Careers Counselling, school notices and calendar of events

For senior students, the portal also enables you to access NCEA results once an assessment has been moderated.

Each parent receives a unique login and password for each of their students. The portal can be accessed via the internet, our school website or via a free smartphone app meaning you have access to all of your student's information, including real-time attendance data, anywhere.

Personal Property

All items of personal property are required to be clearly named. Any electronic items are brought to school at the student's own risk. Any inappropriate use may result in confiscation. Confiscated items may be collected by a parent or claimed at the end of the term.

Reports

Reporting to parents on progress is a requirement for schools.

Restorative Justice

The discipline system reflects the school's mission, strategic goals and values. Restorative practices allow for students to take greater responsibility for their own self-discipline and has at its core the restoring of positive relationships and the valuing of a sense of community.

School Organisation

The school is organised into a Middle School, Years 7-10 and a Senior School, Years 11-13. With each year level there is a Head of Year who is directly responsible for the daily operation of the year level with a focus in particular on academic matters.

See Saw

This is a learning platform used primarily in Years 7-8. Parents are able to view and comment on student work.

Skool Loop

This is a free app which you can use to report your child's absence, view the school calendar and check school notices.

Stationery

Students will be given a list of requirements. We expect all students to have purchased the necessary stationery, prior to arrival at school so that they can start classes as soon as school begins. Lists are available on the school website.

Student Support

We have a Student Support Centre where students with various learning needs are tested and provided with individual learning plans tailored to suit their needs. Students needing support to manage such things as behavior or anxiety are also supported here with tailored programmes.

Supporting Students and their Families

Students and families have access to the following support:

- Public Health Nurse
- 24/7 Youth Workers
- School Guidance Team
- Student Support Centre
- Pasifika Trust Workers
- Resource Teachers of Learning & Behaviour

Textbooks

Textbooks are issued on loan to students at no charge. Some subjects may advise students to purchase a workbook. Students may be levied for damage beyond reasonable wear and tear.

Timetable

See page 15

Travel

Students arriving by bicycle or scooter:

- All students must wear a helmet and lock their cycle/scooter and helmet
- Cycle/Scooter stands are available at the Upland Road entrance

Parent Transport:

- Students need to be dropped in the 5-minute loading zone on Tankerville Road
- Please **do not** drive into school to drop off students

Uniform

See pages 22 -25 in this booklet. The wearing of correct uniform at all times is important to us. If for some reason a student is unable to wear a uniform item at a particular time, a note is required from home and a temporary uniform pass can be issued by their Head of Year.

Upland

Upland is our specialist programme for those students with multiple disabilities. It is a state-of-the-art facility where students are supported by many specialists such as physiotherapists, speech therapists and occupational therapists. Each student has an individual education plan.

Website

Our school website contains a great deal of information about the school. The address is www.hillmorton.school.nz

Whānau Groups

Each student is placed in a Whānau Group. Whānau Groups meet a number of times per week. There are Middle School and Senior Whānau Groups. Parents are encouraged to contact their child's Whānau Kaiako regarding matters such as attendance.

Whānau Houses

There are four Whānau houses – Air/Tawhirimatea, Earth/Papatūānuku, Fire/Mahuika and Water/Tangaroa. Upon enrolment, students are allocated a Whānau house. They will remain in this Whānau house throughout their time at Hillmorton.

Student Timetable

(current at time of printing)

	Monday	Tuesday	Wednesday	Thursday	Friday
P1	9:25 am 10:20 am	9:00 am 9:55 am	9:00 am 9:55 am	9:00 am 9:55 am	9:00 am 10:00 am
P2	10:20 am 11:15 am	9:55 am 10:50 am	9:55 am 10:50 am	9:55 am 10:50 am	10:00am 11:00 am
Whānau Time		10:50 am 25 minutes Whānau 11:15 am		10:50 am 25 minutes Whānau 11:15 am	
----- SHORT BREAK 20 MINS FRIDAY 30 MINS -----					
P3	11:35 am 12:30 pm	11:35 am 12:30 pm	11:10 am 12:05 pm	11:35 am 12:30 pm	11:35 am 12:30 pm
P4	12:30 pm 1:25 pm	12:30 pm 1:25 pm	12:05 pm 1:00 pm	12:30 pm 1:25 pm	12:30 pm 1:25 pm
----- LONG BREAK 40 MINS (WED 35 MINS) -----					
P5	2:05 pm 3:00 pm	2:05 pm Sport Y7 & 8 3:00ā pm	1:35 pm 2:30 pm Sport (Y9 – 13)	2:05 pm 3:00 pm	2:05 pm 3:00 pm

- Individual timetables will be issued to students at the beginning of the school year
- There will also be Middle/Senior School Assemblies, Whānau House Assemblies and Year level Assemblies.
- Year 7 and 8 are involved in Hagley Sports Competition on Tuesday afternoons (during school time).
- On Wednesday, as there is inter-school sports competition for Years 9-13, school finishes at 2.30pm.

Co-curricular Activities

Hillmorton High School offers students a wide range of co-curricular activities, providing the opportunity for students to be involved in the wider life of the school.

Tiger Sport

There are a large number of sporting activities ranging from traditional team sports through to opportunities for students to excel in their individual pursuits. Many students are participating at club, provincial and national level in their chosen sport. A number of staff are accomplished sports people – some at international level.

Sport is supported by a Sports Co-Ordinator and a Director of Sport. There are a large number of coaches, managers, umpires, parents, community and supporters involved each week. There is a cost to play sport as all sports require payment to cover costs of transport to games, registration for inter-school competitions and sports uniform maintenance. **It is therefore expected that students hand in a permission form signed by a parent/caregiver and their sports fee, BEFORE they play. This is a voluntary activity and not covered by the MOE donation programme.**

At Years 7 and 8, students have the opportunity to be involved in sport on a Tuesday at Hagley and in other local sports initiatives.

Year 9-13 sport is held on Wednesday after school (Volleyball on a Monday, Basketball on Tuesdays/Fridays)

Here is a list of sports which *may* be offered:

Annual Events	Year 7 and 8 Summer Sports *	Winter Sports *
Athletics	Cricket	Basketball
Swimming	Softball	Hockey
Cross Country	Touch	Netball
	Volleyball	Rugby League
		Rugby Union
		Soccer
	Year 9-13	
Athletics	Archery	Archery
Swimming	Lawn Bowls	Badminton
Triathlon	Cricket	Basketball
Cross Country	Disability Sports	Cycling
Equestrian	Dragon Boating	Disability Sports
Gymnastics	Indoor netball	Hockey
Road Race	Indoor Soccer	Indoor Soccer
	Softball	Kiorahi
	Summer Hockey	Netball
	Surfing	Rugby League
	Tennis	Rugby Union
	Touch	Soccer
	Volleyball	Squash
		Table Tennis

NOTE:
The provision of these sports may vary from what is stated

*minimum number required to run these events

Performing and Visual Arts

The Arts are extremely well-served. Students are able to select from a wide range of activities in Art, Music, Dance, Drama and Cultural Groups.

Music

There are opportunities offered on a regular basis with visiting performers and teachers, and instrumental and vocal tuition is available from well-qualified visiting teachers under the Itinerant Music Scheme.

Tuition is available in:

* Flute	* Drums	* Voice	* Clarinet & Saxophone	* Violin/Viola
* Guitar	* Keyboard	* Brass	* Bass Guitar	

This tuition is free of charge and there is a limited number of instruments available for hire. Please contact the Head of Music for further information.

There are opportunities to be involved in choir, jazz ensembles (Middle/Senior) and bands, (depending on student numbers). Students have the opportunity to participate in national and local events such as, Smokefree Rockquest, Christchurch Secondary Schools' Orchestral Festival, the Primary Schools' Music Festival and the Cultural Festival. We regularly have the opportunity to be involved in enrichment activities.

Dance

As well as being able to be studied as part of a course, there is the possibility to undertake dance as a co-curricular activity. There are numerous performing opportunities. We regularly are part of the Royal New Zealand Ballet's Education Programme. There may be an auditioned dance group with associated costs.

Drama

We have always enjoyed a strong and visible presence at Hillmorton with many former students subsequently going on to enjoy success at such tertiary providers as Hagley Theatre Company and Toi Whakaari. Many opportunities are available at all levels and Theatresports is also an area where students have enjoyed being involved. Year 7 and 8 students enjoy this as part of their learning programme.

Cultural Groups

Hillmorton offers students opportunities to be involved in Kapahaka and Pasifika Cultural Group. Year 7 and 8 students often perform at events such as Primary Schools' Cultural Festival and at school events such as Cushion Concert. We regularly participate in the Spacpac, Polyfest.

Showquest

This is a popular event that showcases the performing arts. This occurs in Term 1 and part of Term 2.

Service & Recognition

Students in Year 7 -10 have service and leadership opportunities as part of:

Middle School Council	Environment Committee
Library	House Committees
Sports Council	Guides / Open Night assistance

Students in Years 11-13 have leadership opportunities as part of:

Senior Council	House Leaders
Peer Support Leaders	Middle/Senior School Council
House Committees	Sports Committee
Environment Committees	Library

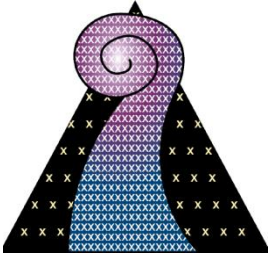
Individuals at any level who experience achievement in Sport, the Arts or in Cultural Groups are able to be recognised at Prize Giving with Colours Awards, Whāia te iti Kahurangi or Koru Awards. These awards can also be gained for service and leadership in Sport, and Arts and Culture.

ACADEMIC and SERVICE AWARDS

"Personal Best – Nothing Less"

At all levels of the school, there are awards that students are able to work towards. We are a PB4L school and these awards fit in with this framework.

YEAR 7 AND 8 STUDENTS - KORU AWARDS



Koru Awards

There are *two* types of these awards:

Academic and Service

With each, there are three levels of achievement:

Bronze
Silver
Gold

1. Koru Award - Academic

One of the goals that we have here at Hillmorton is 'accelerating progress in learning'. These awards are given to students who have given their best in their schoolwork. Students get signatures from their teachers.

Signatures from teachers are gained for:

- An excellent standard of a final piece of work.
- A significant improvement in class.
- A significant involvement in and contribution to class.
- A consistent term of solid class work.
- Consistent completion of work/homework to a high standard.

A signature card is not given for attendance or punctuality. A signature is given to a student who is, in the opinion of the teacher, giving their "Personal Best – Nothing Less". These can be digital cards.

What students need to do to get an Academic Award?

For the Award at each level:

- BRONZE 3 stickers are required in 3 different subjects
- SILVER 5 stickers are required in 4 different subjects
- GOLD 7 stickers are required in 5 different subjects

At each level for each award, there is a badge and a certificate awarded.

The Awards are presented at school assemblies.

2. Koru Award - Service

Another of our goals at Hillmorton is to "Develop leadership and independence". The Junior Service Koru Awards are awarded to students who give service and are making a contribution to the wider life of the school.

Again, signatures are to be attained from staff and can be gained for service such as – librarians, Council representatives, Open Night Guides, Open Night participation, peer mediators, leadership within a group and many other tasks completed around the school.

What students need to do to get a Service Award?

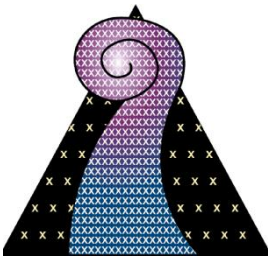
Signatures required are:

- BRONZE 5 signatures are required
- SILVER 5 further signatures are required
- GOLD 5 further signatures are required

At each level for each award there is a badge and certificate awarded.

Mokopiki, mokokake ki te akitu

"Strive, strive for the summit"



Like climbing a lofty mountain, we need determination and commitment to achieve our goals. We also need clarity, direction and meaning to our lives. We need to have knowledge of our identity.

ACADEMIC and SERVICE AWARDS

"Personal Best – Nothing Less"

At all levels of the school, there are awards that students can work towards.

YEAR 9 and 10 - Whāia te iti Kahurangi Awards



There are **two** types of these awards:

Academic and Service

With each, there are three levels of achievement:

Bronze
Silver
Gold

1. Whāia te iti Kahurangi Award - Academic

One of the goals that we have here at Hillmorton is "The rigorous pursuit of academic success." These awards are given to students who have given their best in their schoolwork. You need to get signatures from your teachers.

Signatures from teachers are gained for:

- An excellent standard of a final piece of work.
- A significant improvement in class.
- A significant involvement in and contribution to class.
- A consistent term of solid class work.
- Consistent completion of work/homework to a high standard.

A signature card is not given for attendance or punctuality. A signature is given to a student who is, in the opinion of the teacher, giving their "Personal Best – Nothing Less".

When you have **FIVE SIGNATURE CARDS** in a subject, you need to take your signature cards and collate them on your record sheet. When you have gained enough signatures, take them to your Head of Year. They will give you a sticker, countersign and record the award level gained.

What you need to do to get an Academic Award

For the Award at each level:

- BRONZE 3 stickers are required in 3 different subjects
- SILVER 5 stickers are required in 4 different subjects
- GOLD 7 stickers are required in 5 different subjects

At each level for each award, there is a badge and a certificate awarded.

The Awards are presented at the end of year Merit Assemblies.

2. Whāia te iti Kahurangi Award - Service

Another of our goals at Hillmorton is to “Develop leadership and independence”. Service Awards are awarded to students who give service and are contributing to the wider life of the school.

Again, signatures are to be attained from staff and can be gained for service such as – librarians, Council representatives, Open Night Guides, Open Night participation, coaching, leadership within a group and many other tasks completed around the school.

What you need to do to get a Service Award

Signatures required are:

- BRONZE 5 signatures are required
- SILVER 5 further signatures are required
- GOLD 5 further signatures are required

At each level for each award there is a badge and certificate awarded.

Senior Students – Year 11-13

Colours Awards

At the senior level, there are Colours Awards in the following categories:

- Academic
- Sports
- Arts and Culture
- Service

Specific details will be provided to Seniors by Heads of Year.

“Whāia te iti kahurangi, ki te tuohu koe me he maunga teitei”

***Seek the treasure that you value most dearly, if you bow your head,
let it be to a lofty mountain.***

Uniform Code

The tidy wearing of correct uniform, or respecting the Year 13 Dress Code, are conditions of attendance at Hillmorton High School.

General – Uniform

- Full correct uniform is to be worn to, from and at school; when students are identifiable as Hillmorton High School students in a public place or at a function where the wearing of school uniform is required.
- If a student is unable to wear full, correct uniform, a note from parents/caregivers must be received by the appropriate Deputy Principal/Head of Year. Generally, the school will supply uniform items on a short-term basis if necessary. A temporary uniform permit may be available.
- Non-uniform items may be confiscated by staff and be returned to parents/caregivers.
- Hats are not to be worn inside (plain blue beanie, cap or bucket hat).
- No non-regulation shirts are permissible, and any garments worn under the white shirt should not be visible with the exception of a white T-shirt or white thermal, which may only show at neckline.
- All uniform items should be clearly and securely named, with owner's name and initials.

General – Appearance

- Hair should be clean, well-groomed, clear of the face, and tied back if necessary. There are to be no extreme styles or hair of unnatural hair colours.
- Students are to be clean shaven.
- No jewellery may be worn with uniform. The exceptions are the wearing of:
 - Small, discreet and appropriate studs may be worn. A maximum of 2 per ear.
 - A single-strand, discreet, fine chain around the neck, which is, in the opinion of Senior Management, acceptable.
 - Approved taonga or approved items of religious or spiritual significance, worn around the neck, which, in the opinion of Senior Leadership, are acceptable.
 - One approved Whānau House wrist band.
- No objects, including studs and rings, can be worn in externally visible body piercing. This includes nose, lips, chin and eyebrow studs or rings, which are considered inappropriate in the school environment at any time. (The exceptions – see above)
- Tattoos are to be covered.
- In Years 7-11, no eye makeup, lipstick or nail polish to be worn. In Years 12-13, makeup that is light, discreet and appropriate as for the work environment may be worn.
- The school reserves the right to determine whether a student's general appearance is unacceptable and not in compliance with the school uniform and dress codes

Uniform

Shirt	White 'polo' style knit top (short sleeve) or regulation Hillmorton High School white long-sleeved shirt (to be worn tucked in, open neck or with tie).
Over blouse	Regulation Hillmorton High School white over blouse.
Shorts	Regulation Hillmorton High School navy shorts.
Trousers	Regulation Hillmorton High School black trousers.
Kilt	Regulation Hillmorton High School kilt. As a guide, length with shoes on – 20cm from the ground, or an A4 sheet (landscape).
Skirt	Regulation Hillmorton High School navy skirt. As a guide, the length should be on the knee or just above.
Socks	Regulation Hillmorton High School black/navy socks or tights (with kilt) Regulation Hillmorton High School grey socks (with shorts) Regulation Hillmorton High School white knee-length/ankle socks (with skirt/shorts)
Shoes	Black leather plain shoes. Lace-up or slip-on, T-Bar or single strap shoes. Sports shoes are not acceptable.
Knitwear	Regulation Hillmorton High School red V-neck cardigan or jersey.

Physical Education (Compulsory)

Top	Regulation Red P.E T-Shirt.
Shorts	Regulation Hillmorton High School Navy P.E shorts.

Outer Wear

The following items only are to be worn:

Jacket	Regulation waterproof, fleece lined Hillmorton High School jacket.
Blazer (Optional)	Regulation Hillmorton High School navy blazer. To be worn with tie, kilt or trousers and long-sleeved, white formal shirt.

Accessories (Optional)

The following items may also be worn:

Sunhats/Bucket hat Cap/Beanie	Plain navy (<i>non-monogram</i>)
Scarf	Plain navy or black.
Gloves	Navy or black.
Tie	Regulation Hillmorton High School red tie.

Uniform Suppliers

Uniform is to be purchased from either of these suppliers:

Mainland Uniforms
189 Peterborough Street
Tel 03 377 6771
www.mainlanduniforms.co.nz

NZ Uniforms
455 Blenheim Road
Tel 03 595 5766
www.nzuniforms.com

Year 13 Dress Code

Year 13 students are permitted to wear non-uniform clothing. This practice seeks to recognize the transition to the world of work *or* study.

At this level, the school respects individual difference and taste but Year 13 students need to be mindful of the leadership role they have in the wider school.

1. Student dress must be appropriate for a work or school environment, and always clean and tidy. The following are not considered suitable: singlets, inappropriate messages and slogans on any garments, ripped or holed clothing. Brief or skimpy clothes are not acceptable. Adequate coverage is expected.
2. Footwear is always required to be worn. Jandals are not acceptable footwear. For health and safety reasons covered footwear is required in specialist classrooms.
3. Hats are not to be worn inside.
4. Jewellery is acceptable if it is discreet and appropriate for a more formal work environment.
5. Body piercing, which is externally visible, is considered inappropriate in the school environment. Nose, lip, chin and eyebrow rings/studs are not to be worn.
6. Tattoos are to be covered.
7. Hair should be clean, well-groomed, clear of the face, and tied back if necessary. Any hair tie worn should be appropriate to school. There are to be no extreme styles or hair of unnatural hair colours.
8. Students are to be clean shaven.
9. Students may wear make-up if it is light, discreet and appropriate as for work environment.
10. Sports uniform is for sport teams only and is not to be worn throughout the ordinary school day.

Students unable to meet these dress code requirements have the alternative of school uniform.