



# Ākonga Handbook 2024

## Section 1: Kotahitanga

### Daily Committal

As a Christian school, one of our greatest privileges is being able to practise our faith in different ways.

To acknowledge the importance of God in our lives, each school day will begin with a “committal” which might be singing, praying or devotions.

This will take place in our classes, as a whole school or within our teams. Your kaiako will share this schedule with you.

### Guiding Principles

Christian living is expressed in respect for others, respect for the possessions of others, loyalty to one another and above all, loyalty to God.

- Respect for others includes honesty, kindness, consideration, and caring for others, and towards those who are weaker, younger, quieter, or less able.
- Respect for possessions of others means articles will not be interfered with, damaged, or borrowed without the owner’s permission.
- Loyalty to God and obedience to His will means that there will be a dedication to work towards what is worthy and pleasing to Him

### Playground Manner

#### Campus Wide Rules

- All after school care students go to the reception as soon as the bell rings.
- Keep clear of gardens so no plants will be spoiled.
- No riding of bikes/scooters/skateboards in the school grounds. Students put their helmets on and wheel their bike/scooter/skateboard out of the grounds before riding home.
- No sweets or gum is permitted at school.
- On wet-days, sensible behaviour is expected in the classrooms. No digital devices are to be used. Tidy up carefully at the end of the break. Listen and obey your wet-day monitors.
- Playground should be cleared by 3.30pm. Students waiting for their parents, sit on the steps by the hall to wait for their parents. No ball games in this area please.
- Students are not allowed to retrieve balls without permission, etc. from the car park or roof. Report the missing ball, etc. to the duty teacher for retrieval.
- Students are not permitted in classrooms at interval or lunchtime unless with a teacher. Students are not permitted in classrooms at interval or lunchtime unless with a teacher.
- Students may be in the hall only under ADULT supervision.



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- Students must stay within the fenced-off boundary limit at all times. Jumping over the fence to retrieve a ball is not allowed.
- Walking only around the school.

## Junior Years rules

- All uneaten lunches must be taken home and rubbish put in bins. Students must be seated whenever they are eating.
- Balls are to be used only on the court and not near classrooms or on the playground.
- In Terms 1 and 4, students must wear a hat. The hat is to be worn correctly and should be a royal blue bucket hat for Y1 - 6. No hat, No play. Any student not wearing a hat must stay under the shade of the veranda.
- The playground can be used by all students, but care must be taken to respect each other's safety, especially on the roundabout.

## Middle Years rules

- Balls are to be used only on the court and not near classrooms or on the playground. No kicking balls in the quad.
- All uneaten lunches must be taken home and rubbish put in bins. Students must be seated whenever they are eating.
- In Terms 1 and 4, students must wear a cap. The cap is to be worn correctly and should be an Elim school cap for Y7 - 10. No cap, No play. Any student not wearing a cap must stay in a shaded area.
- Valuable items, toys, dangerous items, and large sums of money are not to be brought to school. These items should never be left in classrooms or school bags. The school cannot be held responsible for lost or stolen property. Students' devices should be stored in the classrooms during break time.

## Section 2: Behaviour & Conduct

### Absences

Ask your parent or caregiver to fill in the absence webform on the school website

### Accidents

If you have an accident (physical or otherwise), please report it to the duty teacher or the office.

### Appointments

Students need to be signed out at the office by a parent/caregiver. Please remember to sign in on return. The appointment should be communicated by your parents to the school office ahead of time.

### Before & After School

#### Before School

- There is no supervision at school until 8:15am.
- Early students are to wait outside the front doors until 8.15am, when the Duty Staff member will usher them to the playground, after students place their bags underneath the covered walkway.
- Students will be dismissed by the duty teacher to their classrooms at 8.30am
- All students who arrive between 8.15am and 8.30am must go straight to the playground. If you arrive after 8.30am you may go straight to your classroom
- On a wet day, you will meet in the library for some quiet reading or learning.
- For Health and Safety reasons, the school grounds must be vacated by both parents and students by 3.15pm.

Please access information via our website for after-school care. In every other instance:

- At the end of the day, students are expected to:
  - promptly make their way home.
  - be off-site by 3.15pm.
  - push bikes, scooters, etc. out of the school grounds before riding home.

### Behaviour Management

Our behaviour management plan acknowledges students who conduct themselves appropriately and in line with our values. Duty Teachers will be on the lookout for students who are doing the right thing to award them tokens towards their whare. Teachers in classrooms will also award whare points to those who are behaving appropriately and attempting to do their best.

The logo for Elim Christian College Henderson features a stylized green bird-like icon above the text. The text is arranged in two lines: "Elim Christian College" in a blue serif font, and "Henderson" in a larger, bold blue serif font below it.

# Elim Christian College Henderson

Our behaviour management plan also addresses inappropriate behaviour. The kaiako and leadership will work with ākonga and whanau to address these behaviours in a restorative manner, holding firm boundaries and following a robust system.

## Cybersafety

Elim Christian College Henderson is committed to providing a digital and online environment that is physically and emotionally safe, inclusive, and free from racism, discrimination, and bullying.

Our digital technology policies and procedures apply to every member of the school community using digital technology, including staff, students, parents/caregivers, volunteers, contractors, visitors, and the board.

At Elim Christian College Henderson, we maintain a safe and responsible digital environment by:

- setting and sharing clear requirements and expectations about acceptable and unacceptable digital use
- ensuring that members of the school community commit to these guidelines by signing the appropriate use agreement outlining requirements and expectations
- reviewing these digital technology use agreements annually
- educating students about the digital world, including understanding privacy and copyright laws, staying safe online, and protecting digital devices
- encouraging our students to be confident, capable, and competent in their use of digital technology by supporting them to:
  - develop digital literacy skills
  - be aware of digital technology challenges and manage them effectively
  - demonstrate honesty, integrity, and ethical behaviour in their use of digital technology in line with digital citizenship
  - using helpful resources (e.g. Netsafe) and supporting staff training and professional development
  - encouraging students and staff to continue practising positive digital technology behaviours when not at the school.

## Emergency Evacuations

Each term a trial evacuation is held. Staff and students follow well-documented instructions based on best practice models. Following each trial, a review is held.

## Illnesses

Get a note from your teacher and go to the office. A buddy may be provided to walk you there.



## Lateness

All students arriving after 8:40am must sign in at the office using the electronic tablet provided. You will be given a 'pass' from an office administrator to give to your teacher.

## Lost Property

Check lost property with your teacher or senior management. Lost property will be located outside the Tari - Tohorā (senior management office).

## Lunches

Throughout the year, we will establish "Subway Friday" whereby students will have the opportunity to enjoy Subway sandwiches during lunchtime.

## MuftiDays

We expect that students will dress appropriately and sensibly for all mufti days.

- No bare midriffs showing (open waistlines).
- No coloured hair.
- Inappropriate dress on mufti days can result in students being asked to return home to correct the clothing choice.
- No item of clothing should have inappropriate slogans or images.
- No piercings.

## Out of Bounds

There are several areas which are out of bounds at Elim Henderson. Failure to follow these will result in consequences in line with our behaviour management plan:

- No hiding in or behind gardens and plants
- Do not enter any closed door, unless instructed to do so
- Do not climb up any stairwells in the main courtyard
  - Stairwell access to Rūma - Tūi and Rūma - Takahē can only be accessed by students of those classrooms
- Do not go passed a 'no entry sign'

## Sick Bay

The sick bay is located by our main office. Please see an office administrator prior to entering here.

## Uniform Guidelines

### Fashion Accessories:

- Students are not permitted to wear jewellery other than one small, plain stud or sleeper in each ear lobe (for girls) and a watch (girls and boys). Rings, necklaces, bracelets, wristbands and sunglasses are not to be worn. No exceptions.
- No makeup in any form is permitted at any time, at any college event. No nail polish is to be worn. False or extended finger nails are not permitted.
- Body piercing (nose, eyebrows, tongues, etc.) and tattoos are not permitted.

### Hair:

- Hair must never be presented or worn outlandishly or in a style or look that will draw attention to the wearer.
- Hair must be the student's natural colour. It must not be coloured, highlighted or streaked at any time or for any reason while attending school. Fringes may not cover students' eyes.
- For girls whose hair reaches the collar, it must be tied up and off the face at all times – this includes to and from school. Hair tie colours are royal blue, black or white only. A black claw clip may also be worn in a neat and professional manner. However, these cannot be worn for PE - a hair tie must be used.
- Hair for boys must not reach the collar and must be off the face at all times. If it is tied up a single black hair tie is permitted.
- Neither girls nor boys are permitted to have their hair in a dread-lock style or have their head shaven. No students are permitted to have hair patterns shaved into their hair.
- No exemptions for hair irregularities will be given to students returning from a special event or holiday.



# Elim Christian College Henderson

## Girls

- Black drill skort
- Elim logo royal blue short-sleeve polo shirt
- Black tights (Term 2 and 3 only)

## Boys

- Black drill shorts
- Elim logo royal blue short-sleeve polo shirt

## Girls and Boys

- Black unisex track pants with reinforced knees (may only be worn in Term 2 and 3)
- Long sleeve polo shirt (may only be worn in Term 2 and 3)
- Elim logo royal blue polar fleece - half zip only (no full zip polar fleece)
- Plain royal blue bucket hat (Hats are compulsory in Term 1 and 4 - students without a hat will be required to stay under the shade)
- Black knee-length socks only, to be worn with closed-in shoes (no short socks)
- Please note that no t-shirts or undergarments must show around the neck or below blouses or shirts.

## Physical Education

- Regulation P.E. uniform shirt and shorts is compulsory for all Year 5 & 6 students, and for all Year 4 students who are representing the school in a sports team.

## Shoes

- Black polishable, lace-up shoes with no trim of any colour. Year 0-4 students may wear shoes with buckles or velcro instead of laces. May be worn all year round.
- No sneakers, canvas or street shoes.
- Black sandals of any style with back strap. (No trim of any other colour). May only be worn in Term 1 and 4.
- Jandals and high heels are not allowed.





*Elim Christian College*  
*Henderson*  
Section 3: Learning

## Bell Times

8:40am - 9:00am: Committal, Roll and Notices

9:00am - 10:30am: Classes commence

10:30am - 10:50am: Morning Tea

10:50am - 12:00pm: Class continues

12:00pm - 12:45pm: Lunch

12:45pm - 1:45pm: Class continues

1:45pm - 2:00pm: Afternoon recess

2:00pm - 3:00pm: Class continues



## BYOD

The use of IT devices such as iPods, iPads, digital translators, laptops and mobile phones are now being actively integrated into learning activities.

Between school hours devices may only be used for planned educational activities. Any device found being used for other purposes will be confiscated (this includes break times). Students may retrieve their phones from the team leader or management office. For those who continually misuse their phone may be required to surrender their device at the beginning of each day for a specified number of days.

Students may approach the campus office to phone out. Such requests will be decided on a case-by-case basis. On a school trip, the teacher in charge will make it clear before the trip of what the boundaries around the use of mobile devices are.

The school is not responsible for the loss or damage of personal devices. Each student takes responsibility for their own device. The sharing of devices is not encouraged.

Students and families are required to sign a student internet user agreement before using devices at school.

## Home Learning

Home Learning will be provided each week involving the following activities:

- Bible verse
- Reading
- Spelling (Tima Ngahere)
- Mathematics

Home Learning will be tailored to the year level with appropriate instruction to support learning at school.