



**Huntley School**  
MARTON, NEW ZEALAND



*“Huntley School is a leader in education and produces students who excel.  
We prepare your child for the adventure of life”.*

# GENERAL INFORMATION 2016/17

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# STAFF & SCHOOL

## Senior Management



### **Mr Samuel Edwards – Headmaster**

As Headmaster, I have a clear belief of preparing our students for the adventure of life. Every student will have the opportunity to reach their potential academically, physically, socially, culturally and spiritually. I believe that the years spent at preparatory school are the most important ones in a student's education and development. The skills that are learned, the habits that are formed, the values and standards that are absorbed, stay with our students not only through their time at Huntley but also into adult life as well. Huntley has a long established boarding tradition. It is this immersion in our boarding school environment that gives Huntley its x-factor. At Huntley, we aim to instil within students a desire to strive for success, to face challenges head on, to expect high standards and to give their best in every endeavour.

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### **Mr Gareth Wood – Deputy Headmaster**

As Deputy Headmaster, Gareth is the staff member to call if you have any pastoral concerns. Gareth is the master in charge of the dormitories. He is also teaching Year 6GW and coaches Triathlon, Cycling and the Colts Rugby team.

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### **Miss Barbara Pratt – Senior Teacher**

Barbara has been at the School for a number of years and is currently teaching a Year 8 class. As Senior Teacher, Barbara has responsibility for Girls' Welfare, Mathematics and Art. She also coaches the 1<sup>st</sup> XI Hockey and Junior Softball. Barbara is also a Duty Master.

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## Class Teachers



### **Mrs Trish Shand – Year 8TS**

Trish is the Head of English and also teaches the Year 8 top stream for English and Social Studies. All staff and students benefit from her expertise in this area. Trish has a long association with Huntley having had three sons and a husband through the School.



**Mr Nathanael Sextus – Year 8NS**

Nathanael teaches English, Mathematics and Social Studies to 8NS. He coaches the 2<sup>nd</sup> XI Hockey in winter months and the 3<sup>rd</sup> XI Cricket in the summer months. He is also a Duty Master.

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**Miss Barbara Pratt – Year 8BP**

Barbara has been at the School for a number of years and is currently teaching a Year 8 class. As Senior Teacher, Barbara has responsibility for Girls' Welfare, Mathematics and Art. She also coaches the 1<sup>st</sup> XI Hockey and Junior Softball. Barbara is also a Duty Master.

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**Mrs Anne Gardiner-Taylor – Year 7AG**

Anne teaches the Year 7 top stream class and Health across the school.

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**Mr Shaun Lewis – Year 7SL**

Shaun is a Year 7 teacher and a Duty Master. He is responsible for B Ladder Tennis in the summer and coaches Junior Hockey in the winter. Shaun is in charge of Cross Country and Clubs which run in the winter terms. He is our resident photographer and is also our Ipad expert, bringing new ideas to the classroom with technology.

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**Mr Andrew Reynolds-Rowe – Year 6/7AR**

Andrew teaches a composite Year 6/7 class. He is our Director of Sport and teaches English and Mathematics to 67AR. He coaches the 1<sup>st</sup> XV Rugby team in the winter and Junior Cricket in the summer. He is also a Duty Master.



**Mr Gareth Wood – Year 6GW**

As Deputy Headmaster , Gareth is the staff member to call is you have any pastoral concerns. Gareth is the master in charge of the dormitories. He is also teaching Year 6GW and coaches Triathlon, Cycling and the Colts Rugby team.

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**Mr Dave Leary – Year 3/4/5DL**

Dave is teaching 3/4/5DL and is a Duty Master. He is in charge of the Orchard, coaches the A Ladder Tennis in the summer and the 2<sup>nd</sup> XV Rugby team in the winter. He looks after all stationery needs of the children.

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**Science**



**Mr Anton Buys**

Anton teaches Science to all levels. He has overall responsibility for Cricket in the summer and coaches the 1<sup>st</sup> XI. He also coaches the 1<sup>st</sup> XI Football in the winter terms. Anton is also a Duty Master.

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**Music / School Chaplain**



**Mrs Alison Stewart**

Alison is the Music Director and School Chaplain. Alison is the person for parents to contact in relation to anything musical. She also teaches Languages, Social Studies and Religious Education. Alison is a Duty Manager.

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**Woodwork**



**Mr David Calkin**

David is our Woodwork teacher and has many years experience in the building trade. He has been at Huntley for over 25 years.

## Learning Support



### **Ms Rebecca Scully**

Rebecca is in charge of Learning Support. An experienced teacher, Rebecca co-ordinates the Granny Reading Programme.

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## International Student Co-Ordinator



### **Mrs Laurine Stantiall**

Laurine is our International Student Co-ordinator and looks after the welfare of our International Students. She teaches English as a second language and organises their leave weekends and holidays. Contact Laurine if you are interested in hosting an International Student on a Weekend Leave.

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## Library



### **Mrs Jill Richardson**

Jill is the Librarian and also organises the Book Week we have annually. She makes sure our Library has the best books for our students. Jill organises teams of students to enter the Kid's Lit Quiz each year.

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## School Secretary and Headmaster's Personal Assistant



### **Mrs Dawn Lister**

Dawn is the friendly voice that greets parents when they phone the school. Dawn is the school Secretary and the Headmaster's Personal Assistant. Please contact Dawn in regards to your child's enrolment.

## Bursar



### **Mrs Maureen Wigglesworth**

Maureen is the school Bursar and Board of Trustees Secretary. She is the person you will need to contact with regards to:

- Finance
  - Health & Safety
  - Bus Services
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## Boarding Supervisor



### **Mrs Nadene Jongen**

Nadene is the Boarding Supervisor responsible for the day to day running of the Dormitories. Nadene is your first point of contact for any boarding related matters including Leave.

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## Boarding Staff

**Rochelle Smallbone, Cathy Signal, Joh Bellamore & Christine Penn**

Are Boarding Staff working within the Dormitories under the guidance of the Boarding Supervisor.

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## Catering Manager



### **Paul Green**

Paul is our Catering Manager. If your child has any dietary requirements please contact Paul in the kitchen.

## Other Staff your child will have contact with:

International Student Co-ordinator: Mrs L. Stantiall

Tutors:	Miss L. Guest (Lucie), Mr R. Cottrell (Rufus)
Boarding Staff:	Mrs N. Jongen (Nadene), Mrs. R. Smallbone (Rochelle) Mrs C. Signal (Cathy), Mrs J. Bellamore (Joh), Mrs C. Penn (Christine)
Bursar:	Mrs M. Wigglesworth (Maureen)
School Secretary:	Mrs D. Lister (Dawn)
Chef/Caterer:	Mr P. Green (Paul)
Housekeeper:	Mrs C. Ford (Catherine)
Gardener:	Mrs A. Hanegraaf (Alison)
Grounds/Maintenance:	N.R. Batt (Neville)

## Telephones:

All Enquiries/Secretary/Boarding Staff	06 327 8049
Fax	06 327 8047
Mr S.H.F. Edwards' mobile (Headmaster)	027 327 8049
Mr G. Wood's mobile (Deputy Headmaster)	027 488 7350
Miss B.J. Pratt's mobile (Senior Teacher)	027 418 4722
Mrs A.J. Stewart's mobile (Music/Choir)	021 298 3143

**All other staff are available on 06 327 8049.**

## Board of Trustees

**Chairperson:** Ms B. Michalska, Wanganui, Diocesan Rep

Mrs N. Crowley	Palmerston North	PFH Rep
Ms. F. Wallace	Wanganui	PFH Rep
C. Duncan	Huntermville	PFH Rep
Mrs A. Wilkshire	Feilding	Diocesan Rep
P. McLean	Marton	Old Boys' Rep
D. Coleman	Marton	Old Boys' Rep
S. Trotter	Marton	Old Boys' Rep



## Huntley School – a very brief history

A boys' school was founded in Marton in 1896, under the joint Headmastership of Messrs Charles Mather and Basil Wilson, to prepare boys for entrance to the Wanganui Collegiate School. Accordingly, in 1899 it was given the name, the Marton Preparatory School. The school occupied various buildings until 1900 when it moved into the original two storeyed, wooden building on the present site. Mr Wilson died in 1902, but Mr Mather continued as Headmaster, renaming the school Huntley School after Huntley Hall which was his home in England. He retired in 1919. By this time the roll was in the seventies and the original building had been greatly extended.

The school continued to be owned by its successive headmasters, viz:- Messrs Strombom, Sherriff and Rix-Trott, until a Trust Board was established in 1954 to purchase and run the school, with Noel Rix-Trott continuing as Headmaster. The formation and financing of the Trust Board was due mainly to the efforts of a small group of very dedicated Old Boys of the school.



## **Parents and Friends of Huntley School Charitable Trust**

All parents become members of the Parents and Friends of Huntley School Charitable Trust. The Trust holds its Annual General Meeting early in the First Term each year and the Committee meets at least once a term. A small annual membership fee is charged to incidental accounts annually. Although the first meeting of the Huntley School Parents' Association was held in 1934, the Association was reconstituted during the 1970's and a set of Rules drawn up. Since that time the Association has played a very active part in School affairs. Here is an outline of the Trust's activities:

- (a) To promote and advance the continued development and welfare of Huntley School.
- (b) To promote and encourage projects for the improvement of the School.
- (c) Without restricting the scope of the foregoing, to provide financial assistance for educational courses, clothing, books, equipment, use of facilities and other appropriate assistance to pupils at the School.
- (d) To raise funds to carry out projects for the benefit of the School, Pupils, Parents, and Staff.
- (e) To represent the interests of both Parents and Pupils to the Board of Trustees, Staff or any authority on questions relating to the welfare of the School.
- (f) To provide by election three representatives to the Board of Trustees.
- (g) To foster social contact and co-operation of effort among all persons desirous of furthering the welfare of Huntley School.

### **2016 Officers**

**Chairperson:** *Mrs Trudy Spence-Jones - 06 328 9868*

**Secretary:** *Mrs Anna O'Leary - 06 342 6678*

**Treasurer:** *Ms Nicola Ross - 06 358 4227*

### **Huntley School Old Boys' Association**

The Old Boys' Association was formed in 1946 and is an Incorporated Society. Most students become Life Members of the Association when they leave School, upon payment of a subscription and this allows the School to maintain contact with them. The objects of the Association are, of course, very similar to those of the Parents' and Friends' Association and, as noted in the Brief History, the Old Boys have played a large part in establishing and maintaining Huntley in its present form.

**Huntley School Old Boys' and Old Girls' Association President:**

**Paul McLean – Telephone 06 327 5425**

## Classes

There are currently 8 classes in the School from Year 3 to Year 8.

<b>Class</b>		<b>Form Teacher</b>
3/4/5DL	(Year 3/4/5)	Mr Leary
6GW	(Year 6)	Mr Wood
6/7AR	(Year 6/7)	Mr Reynolds-Rowe
7SL	(Year 7)	Mr Lewis
7AG	(Year 7)	Mrs Gardiner-Taylor
8BP	(Year 8)	Miss Pratt
8NS	(Year 8)	Mr Sextus
8TS	(Year 8)	Mrs Shand

## Science

Mr Buys                                      Science to all year groups.

## Music and Religious Education

Mrs Stewart                                  Music to all classes  
Spanish to Year 8 and French to Year 7  
Social Studies to 6GW and 3/4/5DL  
Religious Education to all classes

## Learning Assistance

Ms Scully                                      Support teaching (individual and small groups)  
for those students who require extra assistance.

## International Students

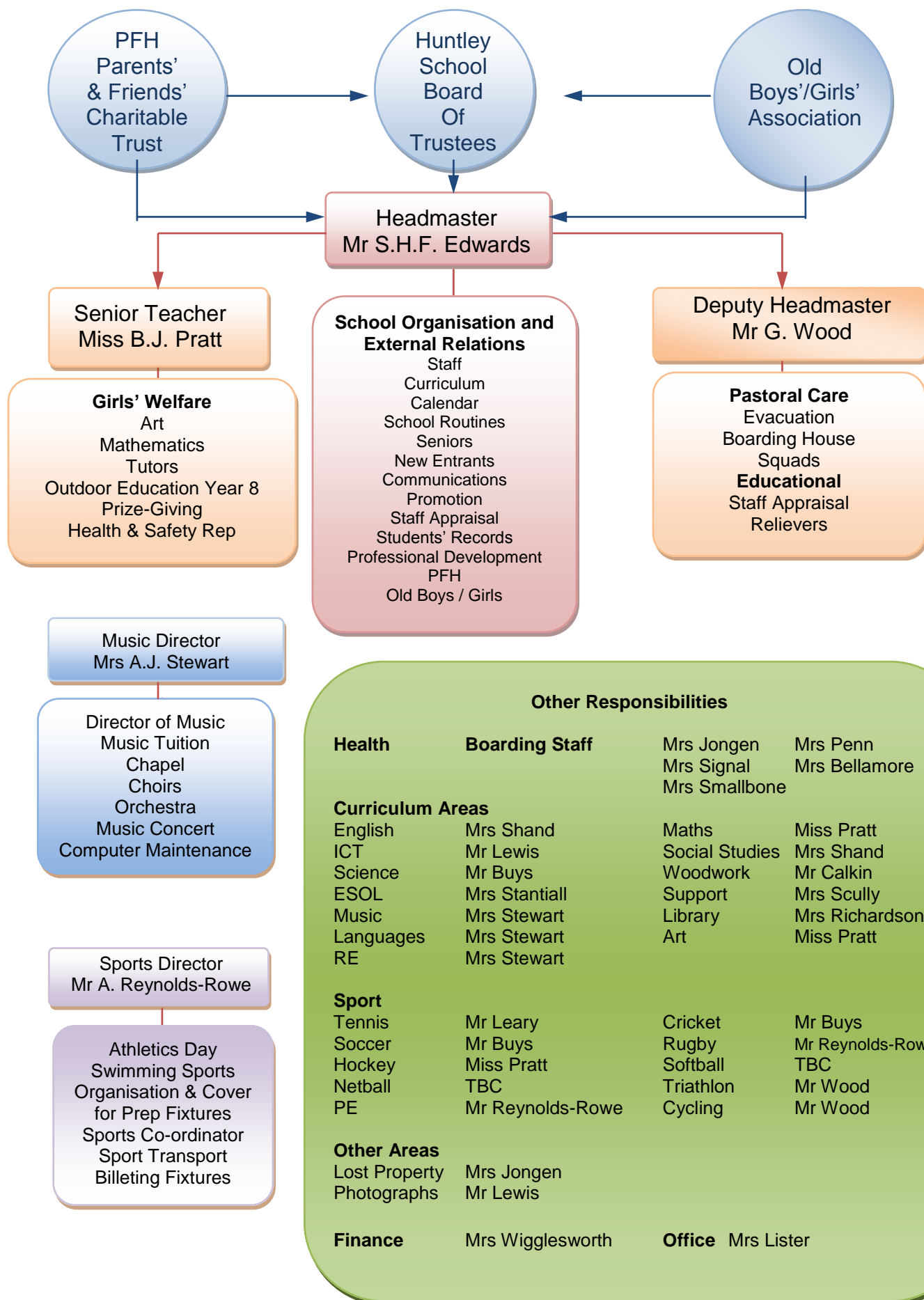
Mrs Stantiall                                  ESOL for the International Students

## Music and Religious Education

Mrs Stewart                                  Music to all year groups  
Religious Education to all year groups

In addition there are part time teachers who specialise in Instrumental Music.

## Staff Responsibilities



# Pastoral Care at Huntley

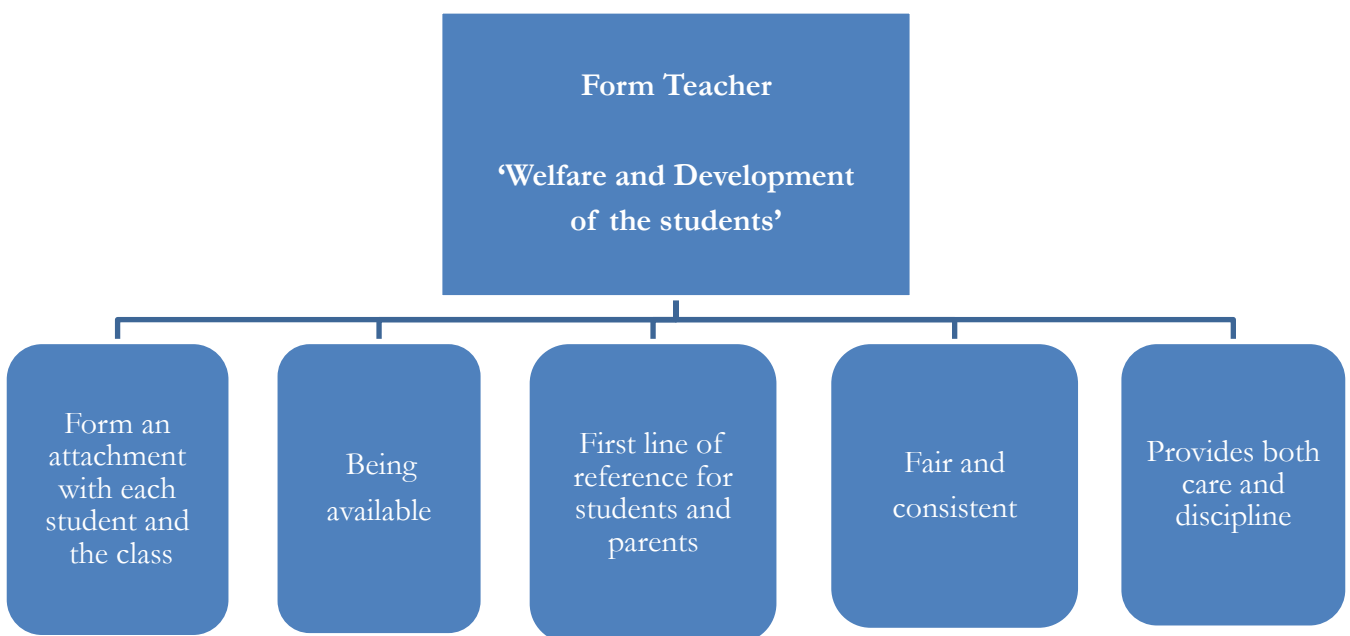
Our commitment to the development of the whole child

## Role of Form Teacher at Huntley

The Form Teachers are at the heart of the pastoral care arrangements of Huntley. They are usually the first line of reference for students and parents who have any concerns whatsoever about any aspect of their time at school. Day students are fully involved in this system. Students need someone to whom they can go with confidence in times of need, knowing that the Form Teacher is a trusted teacher and counsellor. All students should be cared for by their Form Teacher to their advantage; the Form Teacher accepts considerable responsibility for his or her students' welfare and development here at Huntley.

It is incumbent on the Form Teacher to know his or her students well through conversation with them and by discussion about them with their parents and other staff involved in their education and pastoral care. It is of vital importance that the Form Teacher has as close an understanding as possible of the student and their personality; he or she must always have the students' best interests at heart. He or she must be a good listener and prepared to give the student the benefit of the doubt when appropriate. He or she should always be an advocate for his or her students.

Below shows the role of the Form Teacher at Huntley.



## Daily Routine

6:50 am	Rising Bell
7:15 am	Reading Prep and Music Practices
7:40 am	Breakfast
8:00 am	Choir practice
8:15 am	Day Students are expected at School by this time
8:20 am	Assembly (Tuesday)
8:35 am	Chapel
8:45 am	School starts. Periods 1/2
9:55 am	Break - Morning Tea
10:20 am	Classes resume Periods 3/4/5/6
12:45 pm	Bell for Lunch
1:55 pm	Classes resume. Periods 7/8
3:10 pm	Classes finish
3:35 pm	Sports start
4:45 pm	Bus Students report for tick off
5:00 pm	Bus Students and Day Students depart
5:10 pm	Squad jobs
5:30 pm	Tea
7:15 pm	Prep (6.45 pm in the Winter Terms)
8:50 pm	Lights out. (8.15 pm in the Winter Term)

School Assembly is held at 8:20 am on Tuesday.

Congregational Practice is held at 8:35 am on Wednesday.

Squad Meetings are held at 8.20 am on Monday.

Senior Meetings are held as required.

Chapel is held at 8.35 am on Monday, Thursday and Friday

Summer – Terms One and Four

Winter – Terms Two and Three

## Awards

### Honos Awards (Huntley Values)

**Honos Awards** will reinforce the values and beliefs espoused in the philosophy of Huntley. Honos Awards seek to help the students to develop and clarify their own values and beliefs, and to respect and be sensitive to the rights of individuals, families, or groups who hold values and attitudes different to their own. These values include kindness, honesty, respect, service, tolerance, G.D.P., enthusiasm and responsibility. They will also assist them to examine the context and implications of their own values and those of others, and the values on which the Huntley structures are based.

The Honos Award system is simply based upon a system of levels. The first level is green and when a student gains 6 positive points on that colour they advances to the next level (blue) and so on through red to gold.

### New Zealand Curriculum Values

Our existing Huntley Values compliment the New Zealand Curriculum Values:

Huntley Values	New Zealand Curriculum Values
Service	Community and Participation
Kindness	Equity
Respect	Respect
Tolerance	Diversity
G.D.P.	Excellence
Honesty	Integrity
Enthusiasm	Innovation, Inquiry, Curiosity
Responsibility	Ecological Sustainability



The Shield stands for **Righteousness**;  
The Cross for **Sacrifice**;  
The Sword for those who served in the Great War - **the Fight for Right**.  
The Wreath in memory of the Old Boys and Masters  
who made the Supreme Sacrifice - **Service for Others**.

THE MOTTO, '**HONOS PER ARDUA**',  
**Honour through Toil**,  
means that Honour, in the sight of God,  
is gained by hard work and service for others.

## Leadership Structure in the School



### Head Boy/Head Girl and Deputy Head Boy/Deputy Head Girl

Appointed at Prize-Giving. Badges are ceremonially handed over by the current year's Head and Deputy Head Boy and Girl.

#### Responsibilities:

- To set a good example around the School. (Showing the Huntley Values).
- To liaise with the Headmaster on a weekly basis.
- To help organise the Squad Seniors, posting duty lists etc on a notice board.
- To aid the Matrons in the dormitories.
- To liaise closely with the School Council.
- Other miscellaneous duties as directed by Headmaster.



### Gold Badges (Squad Leaders)

- Squad leaders to be Year 8's.

#### Responsibilities

- To set a good example around the School. (Showing the Huntley Values).
- Help with prep supervision.
- To help supervise line ups.
- Supervise a table in the Dining Room.
- Inform the duty staff of students who misbehave, so that the matter can be dealt with immediately or followed up at a later stage.
- Responsible for all bells.
- Act as a Senior in their cubicle in the dormitories.
- Other miscellaneous duties as directed by staff.



### Red Badge (Squad Seniors)

- As many students as deserve the opportunity to be appointed, although generally no more than 18.
- At least three boarders per squad for the dormitories (if able). Students will be moved between Squads to even numbers up.
- Appointed at the start of the year, more to be appointed during the year.

#### Responsibilities

- To set a good example around the School.
- To organise and run the squad as a team in consultation with the Squad Master and Gold Badge. Including squad jobs, and daily duties.
- Dormitories – at least one Red Badge would be responsible for each cubicle (Mather - one Senior in each room). The Red Badge would be responsible for the tidiness, behaviour, etc. within the bay. Beds would be checked by the Red Badge, but not stripped, and students should not leave the dormitory until dismissed by the Red Badge to go to inspection. Liaise very closely with Squad Master over students not meeting these requirements.
- Inform the duty staff of students who misbehave, so that the matter can be dealt with immediately or followed up at a later stage.
- One Squad Senior per table in dining room.
- Other miscellaneous duties as directed by Squad Master or Matrons.



## Staff Responsibilities in regard to Seniors

Training and support of all Seniors must be ongoing for them to be effective within the School.

- Training of Head Boy/Girl and Deputy Head Boy/Girl will rest with the Headmaster.
- Training and support for Seniors is the overall responsibility of the Deputy Headmaster. In certain areas e.g. Head Librarian, the teacher in charge will supervise the training in the sphere.

The day-to-day organisation of the Squad Seniors will be the responsibility of the Squad Masters.



## Black Badges

Any student considered for a black badge should uphold Huntley Values and show service to the School. They may or may not have any direct leadership role as a Black Badge and are not considered to have the same authority as Gold and Red Badges. The Black Badge is seen more as a service badge with some leadership attachments.



## Star Badges

The Huntley Star Badge is in recognition of the student who displays Huntley Values and is generally a good citizen around the school. It is possible for a Star Badge to progress to a Black, Red or Gold Badge. However the Star Badge should NOT be seen as an automatic start to that progression. A student can move to being a badge without receiving a Star Badge. In essence, a Star Badge reflects citizenship, but not necessarily Leadership. As such, a Star Badge has no direct responsibilities. Student from all year groups can qualify for a Star Badge, but generally they will be in Year 7 or above and have been in the school at least three terms.

## School Colours

### Cultural/Academic Red Bar



#### *Chapel Choir Colours (Surplice/red bar)*

Awarded to the student who has sung in the Chapel Choir on ten Sunday or special services and has completed the Junior Singer's training booklet.

#### *Music Colours / Tall Poppies Speech (red bar)*

Awarded to the student who has passed two examinations whilst at Huntley one of which must be at Grade 2 level or above or awarded by the Headmaster for excellence.

#### *Academic Colours (red bar)*

Will be awarded after consultation between syndicate teachers and the Headmaster. Generally they will be awarded to Years 7 and 8 students whose results reflect outstanding ability. Occasionally a student may be awarded colours for outstanding performances in one subject area. e.g. a student may do exceptionally well in the Otago Maths Problem Solving Competition, the University of NSW Maths Competition, Mathex and in their Mathematics examinations.

#### *Public Speaking /Drama /Art Colours (red bar)*

Will be awarded after consultation between the teachers in charge of these activities and the Headmaster. The awards will be based on excellence in that activity.

## Sporting Colours



### ***1st XV Rugby Colours (black bar)***

Awarded to a student who has been selected to play in four prep matches.



### ***1st XI Soccer Colours (black bar)***

Awarded to a student who has been selected to play in four prep matches.



### ***1st XI Hockey Colours (black bar)***

Awarded to a student who has been selected to play in four prep matches.



### ***1st XI Cricket Colours (cap and black bar)***

Awarded to a student who has been selected to play in three prep matches and one match for either the Pickhandle or Gordon Hare



### ***1st Tennis VIII Tennis Colours (black bar)***

Awarded to a student who has been selected to play in four prep matches.



### ***1st IX Softball Colours (black bar)***

Awarded to a student who has played in one prep game and five Saturday morning competition games.



### ***Athletics, Swimming, Cross-Country Colours (badge / black bar)***

Awarded to a student who has won a junior, intermediate or senior championship, runner up to the senior championship, or at the discretion of the Headmaster.

## Headmaster's Colours (Colours Tie and Badge)



Awarded to a student by the Headmaster for outstanding ability and consistent performances either within or outside the School. As a general rule outside Headmaster's colours are awarded for being at the top of a chosen sport or cultural event and/or a representative of New Zealand. A Headmaster's Colour sets the highest standard in attitude, effort, and achievement reflecting the Huntley Values. A student will not be awarded Headmaster's Colours, even if they have performed at an outstanding level, if their general behaviour around the School does not reflect Huntley Values.

**If a Headmaster's Colour is gained, the reflecting of Huntley Values must be maintained. Failure to do so may result in the Colour/s being forfeited. When a student is awarded their Headmaster's Colours he/she hands back their school colour badge as a Headmaster's Colour supercedes a school colour.**



## Honos Award Badges

The Huntley Honos Award Badge is designed to lift the profile of those students who regularly display 'Huntley Values'. Each week students are given positives from staff for displaying 'Huntley Values'; an example of this may fit into any of the following criteria. i.e. picking up litter around school, being helpful and supportive towards another student or member of staff, being enthusiastic by simply saying good morning with a smile on their face. Students strive towards finishing their Gold Level for the term's Honos Board, this is achieved through earning positives and is an end of term award. Students can also earn a Huntley Honos Badge on a weekly basis.

Every student in the school has the opportunity to earn a '**Huntley Honos Award Badge**' each week. The criteria is simple really. No demerits and lots of positives. There is no set amount of

positives to earn the Honos Award; the cut off will vary each week, depending on how many positives have been given out for that week. However, there will be at least 5 – 15 students in Years 4 – 6, 5 – 15 students in Year 7, and 5 – 15 students in Year 8 who will be awarded the Honos Award each week. Students will wear these badges on their red jerseys or ‘Bests’ if wearing them, from Monday to Fridays. The Honos Award Badge is awarded at Assembly each week and then the students will be asked to hand in their badges on the Friday. The process will then start again on the next Monday. The students enjoy earning and wearing a **‘Huntley Honos Award Badge’** and is an award they strive for each week.

## Prizes

Students are awarded prizes at the end of the school year. They reward service in a particular area, achievement, or consistent effort. Class prizes are awarded as per classroom awards. Special Prizes are also awarded (criteria stated in the School Magazine).

## Birthday Tables

Birthday Tables are available to resident **Boarders ONLY**.

- Birthday Tables will only be allowed when the signed table plan is taken to the kitchen to action. 10 people per table only (including the birthday person).  
Signed off by Mr Buys.  
48 hours notice must be given for a Birthday Table.  
Available Monday to Friday only.
- Day Students may be invited to attend the Birthday Table but this must be Highlighted on the signed Birthday Table plan as follows
  - (a) Meal only
  - (b) Staying overnight
- Parents wishing to provide a cake themselves are asked to ensure it is a ten portion cake with no extra sweets decorating the outside or inside of the cake. Please do not supply drinks or sweets. The Kitchen can supply a birthday cake for your child if you wish. The Kitchen also provides the Birthday Table with juice and lollies. We try to keep the intake of food colouring to a minimum.
- Students who are not in Year 8 can only have a maximum of 2 Year 8’s at their table.

## Bikes

Students are encouraged to bring bikes to school and leave them in our bike shed. They are stored undercover and with easy access to the bike track. With the bike the child must have a safety approved **bike helmet**, they can also bring a **combination safety lock** which can be used to ensure the bike and helmet is not used by other students. Day Students can also use the bike shed. Day students riding to school require **full lights and reflective gear**. These are compulsory in winter. We also recommend that Day Students have a **combination safety lock** as bikes could be removed even if the gate is locked. Mr Wood is responsible for all concerns to do with bikes.

## Chapel

At the centre of School life is the Chapel, where services are held on most days. Students attend Morning Prayer at 8:35am on Monday, Thursday and Friday, and a Morning or Evening Service where students are not on exeat.

**Parents are asked to check the Calendar for Service times.**

**STUDENTS IN THE CHOIRS ARE EXPECTED BACK AT SCHOOL AT 6.15PM, IN TIME FOR EVENING SERVICES.**

All students are required to attend two Sunday Chapel Services each term.

All students sit together and wear Best Uniform to the Chapel Service.

All students will assemble by the bell 5 minutes before the Service starts.

At Huntley, we follow the custom of the Diocese of Wellington, of admitting students to Holy Communion after due preparation. Classes for Baptism & Admission to Holy Communion and Confirmation, normally for students of Year 8, are held in the Second and Third Terms. The Chapel Choirs sing at all Services. Regular practices for the Chapel Choirs are held during the week, and all choristers are expected to make a real commitment to their Choir. Auditions for choristers are held at the beginning of each year. Practices for the Year Group and Junior Choirs take place during the week.

## **Checkpoint Testing**

Year 7 and 8 students have “Checkpoint” Testing in Terms 2 and 4. This testing is set under exam conditions and is called “Checkpoint” because they are formative tests rather than summative. Basically they are designed as a tool for teachers to check where their students are at throughout the year. It also gives teachers another assessment tool to form their overall teacher judgement of how your child is progressing. This is a move away from our summative examinations of the past, which had limited value, and a move towards allowing us to work towards a standard or learning goal we have set for your child.

The full written reports at the end of term will take into account testing, class work and application of students throughout the whole half year to date. They should highlight strengths and areas that need further development.

Students sit these checkpoints under exam conditions as this is one of the strengths of Huntley in preparing them for their secondary schools. Teachers will be going through these checkpoints with your child so that they can see where they need to improve as well. This is part of helping students identify and work on their own individual strengths and weaknesses.

## **Clothing**

Please ensure that everything brought to School is **very clearly named**.

## **Clubs**

There are many club activities held on a Thursday afternoon during Winter Terms.

## **Deodorants**

Roll on or stick variety only. (Aerosols are not acceptable.)

## **Dogs**

We would prefer dogs not to be brought into the School, but if you must, they should at all times be on a leash. Please bring 'pooper scooper' just in case!

## **Dormitories**

Parents and families are asked to keep out of the dormitories at Weekend Leaves unless visiting Matron. Students are protective of their privacy when changing!

## **Electronic Devices**

Electronic games and listening devices must be kept in the staffroom. The school will not accept responsibility for damage to or loss of any electronic games or listening devices. Please ensure that items are **clearly named**. If a student brings inappropriate or x-rated games or apps to school, he/she will lose them permanently.

## **E-mail**

Each student will have his own Huntley Email under Google Mail. Their initials will be used and their surname. John James Smith's email will be [j.j.smith@huntley.school.nz](mailto:j.j.smith@huntley.school.nz).

## Food

**The only extra food students are allowed is two jars of spread. (Not honey, marmite, milk colouring, milo etc. - these are provided by the school.) Dried fruit is not allowed.** Parents are very welcome to bring a small treat for their child and **a couple of** friends when they visit the School but please do not bring food for any other students. Please do not 'over feed' your child, the school food is great! Please ensure that all food is consumed before your child leaves the car. A student found with sweets after a visit will be punished. Students are to attend all School meals.

## Fruit

A daily supply of fruit is offered through the School.

## Games/Toys

The school will not accept responsibility for damage to or loss of any games or toys.

## Godparent/Godchild

A Godparent/Godchild programme operates whereby a Year 8 student acts as a mentor for a younger student. This programme is of vital importance to new students as at the beginning of their time at Huntley they are not familiar with routines etc.

## Haircuts

### Boys

Students will have their hair cut by the School hairdresser if required. If parents do not wish their child's hair to be cut at School they must ensure that the boys' hair is off the collar with no undercuts, stripes or steps. Short back and sides are to be blended, not undercut, and no shorter than a number 2 cut.

When straightened fringes need to be above the eyebrows.

### Girls

Girls' hair must be tied back if shoulder length or longer and be of an acceptable style. Plain black or red headbands are acceptable for girls but accessories such as butterfly clips, scrunchies, hair extensions/pieces are not permitted.

Any form of mousse, mud, colour, or other styling agents are not acceptable. Any student with dyed or coloured hair will be given a haircut or removed from the School until the hair is back to its normal colour. Mr Buys is in charge of haircuts.

## Health

All new students are required to have the Huntley pre-entry Medical Form completed by their family doctor prior to their arrival at the school. **Please ensure that Tetanus inoculations are up to date. We must be informed of the date of the last inoculation.**

All new students are required to have the Huntley Consent for Health Care Form completed and signed by a Parent/Guardian prior to arrival at the school.

The Boarding Supervisor will oversee the running of the dormitory block and the health of the students is their responsibility. They will work in conjunction with the Deputy Headmaster who is in charge of the overall Pastoral Care of the students. A Boarding Staff member will be available to all students at all times.

**All medication is handled by the Boarding Supervisor and Boarding Staff. All medications must have an accompanying Doctor's letter to be administered.**

If there is any major concern in regard to a student's health, parents will be contacted. If a student is sick in bed, or is the victim of an accident, parents will be informed by telephone.

A school Doctor is available to all students for any medical concerns or emergencies. Students will be accompanied to the Doctor by the Boarding Supervisor or Boarding Staff member. Parents will be informed by telephone if their child has seen the doctor.

A medical report is sent out at the end of every term. All students must return to school at the beginning of each term with a completed and signed Health Certificate which indicates whether or not their child has received any medication or suffered illness. It is imperative that the school is informed if a student is in contact with any infectious illnesses during the school holidays or over a weekend leave. **If in doubt please phone the Boarding Supervisor.**

<b>ILLNESS</b>	<b>RECOMMENDED RECOVERY TIME</b>
Vomiting	Until 48 hours after last vomit
Diarrhoea	Until 48 hours after last runny bowel motion
Conjunctivitis	Until eye discharge has ceased
Measles	For at least 4 days after onset of rash
Whooping Cough	For 5 days after antibiotic treatment commenced
Mumps	For 9 days or until swelling has gone
Chicken Pox	For 7 days from the onset of the rash/Scabs are dry
School Sores	Until 24 hours after antibiotic have started
Streptococcal Throat	For 24 hours from commencement of treatment

### **Dental Treatment**

All students attend the Marton School Dental Clinic unless other arrangements are made with the Health Department. This can be arranged through the School.

### **Doctor's / Dentist's / Specialist's Appointments**

If a student requires specialised treatment, parents are requested to arrange an appointment in the school holidays if possible. If that is not possible please arrange an afternoon appointment, but not on a Thursday.

### **Insurance**

Parents are asked to check their insurance policies regarding loss or theft of their child's gear while at Huntley. The School takes all care but no responsibility for children's possessions.

### **International Students**

On leave weekends students will usually go home with another Huntley student or to their New Zealand guardian's home. During the school holidays International Students, who do not go home, or who do not go to stay with a New Zealand guardian, will be placed in a homestay for the holidays. This is usually with several other Huntley students, each of whom hosts the International Student for about one week or perhaps longer. Where Huntley families are unable to host a student he/she may be placed in a homestay with another family connected with Huntley School. This is arranged well in advance and parents are notified by email where their child is staying and given contact details. Further information regarding International Students, ESOL lessons and application, registration and enrolment procedures can be found on the school's website or an information pack can be obtained by contacting the office.

## Jewellery

Personal jewellery in any form is not acceptable. This includes rings, bracelets, necklaces etc. Students are encouraged to have a watch which must be engraved with their name. Ethnic necklaces require special dispensation from the Headmaster. Girls may wear one small silver stud in each ear.

## Leave Procedures

**If leave is required please contact Mrs Jongen via email – [leave@huntley.school.nz](mailto:leave@huntley.school.nz), by the Wednesday before the leave is required, telling her what day and time your child will be picked up and dropped off.**

Leave will only be granted under the following criteria:

1. It fits into the general or discretionary leave situations.
2. It does not interrupt the running and patterns of a seven day a week boarding school.
3. It does not clash with existing classroom, cultural, and/or sporting arrangements.
4. All School commitments have been met.
5. If Saturday sport is cancelled or there is a bye in the competition Year 7 and 8 students will be expected in School for training. Training will commence at 8:45 am and they will be free to leave after 10:30 am (unless other arrangements have been made by the coach).
6. A day student may have boarding students to visit on a Saturday afternoon, after sport, returning by 8.00 pm, or Sunday after Chapel, or from 9.00 am if there is no morning Chapel Service, returning by 6.30 pm (after tea).  
Both groups of parents must give their written consent. The leave request must come through the day student's parents, not the student themselves. This counts as a Flexi Weekend Leave.

## Start of Year

**All new boarding students must spend the first two weeks at School with no contact.**

It is very important for all boarders to have this period of adjustment to boarding.

## Year 3-6 Leave

**Boarders** Year 3-6 students may have leave every Friday after sport until Sunday at 6.30 pm (after tea), 7.30 pm if there is no Chapel or 8.00 am Monday morning. Many parents decide to leave their children in on Friday night if they are playing sport on Saturday as this saves two trips. The request for this leave must be in by the preceding Wednesday so that the kitchen staff are able to plan for the weekend menus and sports coaches are notified of any changes. If a student is in a competitive Saturday sports team they must come back and fulfil their sporting commitments.

**Day Students Year 3 – 6.** If your child is in a competitive sports team they are expected to play sport for the school on Saturday mornings. If however they are not selected for a competitive team they can choose to come in. (Most choose to come in and participate in tee-ball or tennis practise and ladder challenges).

## Year 7-8 Leave

**Boarders** Year 7-8 boarders may take leave after sport on Saturdays. They can return on Sunday nights in time for chapel at 6:30pm or 7:30pm if there is no chapel that night or on Monday by 8.15am. **Day Students** are expected to be here every Saturday morning for sporting commitments.

**Parents are reminded that Huntley is a seven day boarding school and students are not to leave the school grounds. Leave will not be granted for a visit to the local shop or to 'go for a drive'.**

Please see "Visiting".

**Special Leave – Written/e mail request is required.** (Telephone request is acceptable but a txt message is not).

Secondary School Interviews

Doctor/Dental appointments

Weddings, funerals or serious illnesses

Special sports arrangements

**Flexi Weekend Leave – Written/email request is required**

Year 7 and 8 students are allowed two leaves per term. They may have leave on Saturday after sport until 6.30 pm (after tea), 7.30 pm if there is no Chapel Sunday. The request for this leave must be in by the preceding Wednesday so that the kitchen staff are able to plan for the weekend menus. This leave is to be used for family events that can be planned in advance. Students in the Chapel Choir, who wish to take a leave that will mean being absent from a Morning Service, or another engagement that the Choir has, must get permission to be absent from Mrs Stewart. Students will not be allowed further leave unless special unforeseen circumstance arise that are beyond their control eg a death or illness in the family. Students playing in sporting representative sides do not count this as an official flexi leave. (They still have their two flexi leaves to choose from.) When on sport leave Boarders must come back to School straight after their match / event / tournament. This is not an opportunity to go on leave for the entire weekend.

### **Pupil Arriving Back Late from Leave**

If a pupil (student) is late back from Leave the following procedure is followed:

First, all leave is taken with the student's parents or family friend arranged and consented in writing through Mr Wood. A student is deemed overdue for leave when not arriving back at school at the arranged time. There will be a consequence if students are late back from Leave without good reason.

### **Lost Property**

Lost property is given out after breakfast each morning. If an item is lost the Duty Master must be informed as soon as possible. Parents are asked to contact **Mrs Jongen** if gear is missing.

**Please note that when gear is not named it is very difficult to identify the owner.**

**All mufti should also be named.**

**The School cannot be expected to assume responsibility and undertake major**

**searches when unnamed gear is lost at School.**



## Meals

Breakfast	Cereal, fruit, toast and milk. Cooked breakfast twice a week.
Morning Tea	All students are given morning tea.
Lunch	Invariably something cooked or a salad. Ample bread and fruit is always served.
Afternoon Tea	Sandwiches or fruit
Tea	A full cooked dinner including dessert.

Students are expected to eat full meals including vegetables unless a "small" is requested. Special diets can be catered for. Please contact the Catering Manager, Paul Green, via email on [kitchen@huntley.school.nz](mailto:kitchen@huntley.school.nz). If a student cannot eat a particular food, written confirmation of this is required. Not "liking" something is not negotiable. Pupils on special diets should have a note from their Doctor outlining the condition and dietary requirement.

## Messages

Messages by phone, fax, or delivery can be left at the office and they will be passed on to your child.

## Money

Items bought from the School shop will be charged to the incidentals' account. Students' spending is monitored very carefully and items purchased are necessities only. Students should be told that they can only buy necessary items from the School shop (stationery, stamps etc.). Foodstuffs are not sold. Students occasionally arrive at School, following Leave Weekends, with quite substantial sums of money in their pockets. Substantial amounts of money are not required. Please do not give students money to bring to School.

Similarly, relatives sometimes send money to School as birthday gifts for students and it would be appreciated if relatives could be encouraged to send money to the home address.

## Music

Music teachers come to Huntley to provide individual tuition in most musical instruments. Lessons are given during School hours, day students do their practice at home and boarders are allocated practice times. A term's notice must be given in writing to Mrs Stewart if a student wishes to withdraw from Music Tuition. The Music Concert, a highlight of the year, is held in the Fourth Term. Year Group Music Concerts take place during the year. **All inquiries in regards to Music must be referred to Mrs Stewart – [a.stewart@xtra.co.nz](mailto:a.stewart@xtra.co.nz).**

## Communication

The Headmaster sends out e-newsletters every Tuesday afternoon. These are to keep parents fully informed of important events or occasions, additional fixtures, and with occasional comments on school life and our expectations of students.

A full written newsletter is posted out once per term.

Huntley School has a Facebook page.

Huntley School has an app that can be downloaded from any smartphone.

**It is essential that parents READ communications carefully.**

## Oral Assessments

Oral Assessments are held early in the Third Term. Guidance is given by the class teachers for the students' preparation, which is completed in the holiday break. A Speech New Zealand representative assesses each 'presentation' during Oral Assessment Week.

## **Outdoor Education**

The School offers a broad Outdoor Education programme which involves students at every level. Parents wishing to help with this programme are asked to make their offer in writing to Miss Pratt.

## **Parent Interviews**

Parent Interviews are held twice a year (First Term/Third Term). These appointments can be made via the following website – [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz). Parents are always welcome to discuss their child's progress by making an appointment with the Headmaster or the Form Teacher. **Distant parents are not expected to attend these interviews**, and are asked to arrange a suitable occasion when they are visiting the School.

## **Positive and Demerit Points**

Students can gain positive points for displaying Huntley Values. These points go towards the Honos Points earned throughout the term. The Huntley Values are Kindness, Honesty, Respect, Service, Tolerance, Guts Determination and Pride, Enthusiasm, Responsibility.

Students can gain demerit points for various misdemeanours around the School. These are given by the staff and are displayed on the wall in the corridor of the main block. Two demerits are given for more serious misdemeanours and are called a 'B', and a 'D' for major misdemeanours equals four demerits.

If a student accumulates two or more demerit points in a week he/she will have to do a "Demerits" detention which occurs on Tuesday afternoons. "Demerits" take priority over other activities. The system is designed to make a student think about their actions. All demerits are recorded in a demerit book so we can trace repeating offenders and rectify behaviour problems. If a student gets 6 or more demerits in a week an email will be sent to parents and the student will have to wear their greys during the weekend and other various jobs will be set.

## **Public Speaking**

Public Speaking competitions are held early in the Fourth Term, across three age groups: Senior - Year 8, Intermediate - Year 7, and Junior - Years 5/6. Years 3 and 4 have their own in class competition. All students prepare speeches during the holiday period and speeches are heard by the class teachers with the best few from each class going forward to a semi-final competition. A panel of staff judges the finals.

## **Reports**

The academic year at Huntley is in two halves. Full reports are written at the end of Terms Two and Four. The Reports reflect upon a student's performance in either the First or Second Half Year, as the case may be.

## **Classroom Effort Reports**

These are written eight times a year and are a reflection of a student's effort in class. Parents are sent these reports throughout the year to enable them to check on their child's progress.

## **Second Hand Clothing**

A second hand clothing department is run by Gracie's Menswear, the school's uniform supplier, 59 – 63 Fergusson Street, Feilding. Ph: 06 323 6354.

## **Skateboards/Scooters**

Skateboards and scooters are allowed during the Winter Terms only (Terms 2 & 3).

**Sport - Check for weekend draws on our School App under the tab ‘Sport’.**

**Cancellations** are on **More FM 92.2** for most codes, an alert is sent out via the School app, and some posts are made on the School Facebook page.

If sport is cancelled students are still expected at school until 11.00am unless they are Year 5 and below.

Each Saturday teams travel by bus to Wanganui, Palmerston North and various other locations or remain at Huntley to play in the local competitions usually beginning at 8.30 am or 9.00 am.

If students are off games or sport they must get an “Off Sport” card from Matron.

Parents are welcome to watch these matches although transportation is not required unless requested. Please do not supply food for students, as the School provides a morning snack. Students must travel to and from sport with their team. Some teams may have to run a rotation system of playing on a Saturday depending on player numbers.

All students are expected to play for Huntley sports teams. Year 3/4/5 students will be expected to play for Huntley teams only if selected. It is usual for students to rotate between teams. Staff will choose their top team for prep matches and reserves may not necessarily get a game.

**Sport priority:** It should be noted that playing for Huntley takes priority over representative team events, especially if this is a prep match. Where possible we will try and accommodate representative teams but not at the cost of our own programme.

**Athletics** Students run in “graded races”. The Athletic Sports take place during Term Four. All students will run in at least two events.  
Senior - Year 8 students  
Intermediate - Year 7 student  
Junior - Year 3/4/5/6 students

**Badminton** Played as a minor sport in Term Two and taught in PE classes. Championship competitions are held in the Third Term.

#### **Cricket (Terms 1/4)**

Teams play grade cricket in the Wanganui competition in Wanganui or at Huntley. Prep School / other matches as per the Term Calendar.

#### **Cross-Country (Term 2)**

Students run in Junior, Intermediate and Senior races. The School Championships will be held in the second term. An inter-school team competes in September/October in Rangitikei and Wanganui.

**Cycling** Road cycling is offered as a sport at Huntley. Students ride on a Monday afternoon during Terms 1, 2, 3 and 4, and also on Thursday afternoons during Terms 2 and 3.

**Golf** Coaching with a golf professional is available on Monday afternoon.

#### **Hockey (Terms 2/3)**

1st XI, 2nd XI, Junior Hockey in Palmerston North and Marton. Prep School / other matches as per Term Calendar.

#### **Netball (Terms 2/3)**

Senior A & B Netball in Marton. Organisation for this will be determined by numbers. Prep School / other matches as per Term Calendar.

### **Rugby (Terms 2/3)**

1st XV, 2nd XV, Colts Rugby in Wanganui. Grade rugby is played in the Wanganui competition. Prep School / other matches as per Term Calendar.

### **Soccer (Terms 2/3)**

1st XI, 2nd XI, Junior Football in Levin, Palmerston North and Marton. Prep School / other matches as per Term Calendar.

### **Softball (Terms 1/4)**

Softball teams are entered into the Palmerston North Under 13 Saturday morning competition played at Colquhoun Park. Games start at 9.00 am or 10.30 am and go for 1 hour 30 minutes maximum. Students travel together in the bus, but depending on numbers, from time to time parents are asked to assist.

### **Triathlon (Terms 1/4)**

Triathletes train throughout the week and race on weekends.

### **Swimming**

The swimming pool is solar heated, and is used from some time in November until Easter. Swimming Sports take place in February/March. There are individual age group championship events and many other consolation races. All students will swim in at least two events unless they are non-swimmers. Age groups as in Athletics. Swimming coaching is available in Marton on Monday and Tuesday afternoons. An inter-school team competes in Wanganui.

**Table Tennis** Played as a minor sport in Term Three and taught in PE classes. Championship competitions are held in the Third Term.

### **Tennis (Seven Courts)**

Mr Kurt McNamara, a professional coach from Feilding, conducts lessons during Terms One and Four. He also runs a winter development programme during Terms 2 & 3. School Championship competitions are held in the Fourth Term for any student who wants to enter.

Teams: Five to seven tennis teams play in the Manawatu Junior Interclub competition held in the First and Fourth Terms, and an internal competition runs every Saturday morning.

### **Triathlon**

This Huntley School event is held during Term One and all students participate. Inter-school events also take place for those students who make the school teams.

## **Squads**

Each boarder at Huntley is placed in one of five squads named after the first five Headmasters at Huntley: **Mather, Wilson, Rix-Trott, Strombom, Sherriff**. These are called "Duty Squads". Each day student is placed in one of four Squads. These are called "Sports Squads". Sherriff is not a sport squad as it is now the Girls' Dorm.

### **Squad Competition**

The squads are under the leadership of a Squad Leader, Seniors and a Squad Master. Each squad is responsible for one duty day each week, and every fifth weekend. The squads are awarded points for daily squad jobs and behaviour in the dormitory. The winning Squad receives the Squad Shield. The Squad that wins it most during the year is awarded the J.H. Allan Shield. The squads are organised for practical purposes, although some fun competitive activities do occur such as at Athletic Sports, Swimming Sports, Cross Country, Science Challenge and the Winter Sport Shield.

## **Sports Squads**

The squads are organised for practical purposes into four Squads for competitions. Sherriff Squad is the girls' squad and they are distributed amongst the boys' squads for competition outside the dormitory competition.

## **School Council**

The council consists of 8 members, one elected from each class. The School Council meets at least twice a term. Classes are required to hold class meetings to provide input for discussion and debate within the Council.

## **Sweets**

**Students must not be supplied with sweets or other food. We try to ensure their diet is healthy! Students are given tuck on a Saturday night to eat while watching a movie. Staff often provide sweets to students who have behaved well or accomplished something special. Parents who knowingly let their children bring sweets into the School cause their child to get a 'D'. Don't do it!**

## **Telephone**

It is recommended that parents obtain an 'at home 0800 number' or a calling card with pin number to enable their child to dial home directly. The only cards which will work with our particular telephone system are 0800, 0150, 0125 or 0124. (Telecom service 123).

Year 3/4/5/6 find it near impossible to operate a phone card. Please get them an 0800 number.

If parents are telephoning their child, they **MUST** call between

7.40 am - 8.10 am or

5.30 pm - 6.00 pm

8.15 am – 8.45 am on Sundays

Phone calls should be approximately three minutes to ensure other parents can get through.

If calls are received at other times, only messages can be taken.

<b>CELL PHONES ARE NOT ALLOWED IN THE SCHOOL</b>
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unless under exceptional circumstances.
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## **Term Calendars**

These are sent to parents at the start of each term and outline all major functions, leave days etc. for that particular term.

## **Travel Arrangements**

Parents make travel arrangements for the beginning and the end of terms. The school will arrange transport to and from the Palmerston North airport for students travelling by plane. All passports and travel information must be handed to Mrs Jongen.

## **Uniforms**

Students are encouraged to take pride in their School uniform and to wear it well. Winter shorts for the boys must be worn above the knees. We expect all items to be in good repair, the correct size and clearly named.

### **Summer Uniform – Terms 1 and 4**

Boys: aertex shirt, summer shorts, black sandals.

Girls: aertex shirt, grey skort, black sandals.

### **Winter Uniform – Terms 2 and 3**

Boys: winter shorts/longs Y8, grey shirt, red jersey, black lace-up shoes and socks.

Girls: grey skirt, grey shirt, red jersey, black tights and lace-up shoes.

NB - Girls must wear regulation round collared shirts in winter and with best uniform.

### **Best Uniform**

On special days the best uniform is worn: white shirt/blouse, blazer, tie, winter shorts/skirt, and socks/tights and black lace-up shoes.

### **Valuables**

Students must give any valuables and money to Mrs Jongen for safe keeping. Please leave all expensive toys and articles of value at home.

### **Visiting**

Parents, friends or relatives are asked, when visiting the School, to visit at times when a student is not occupied. Brief visits are acceptable, after lunch (1:30 pm) and prior to tea (5:15 pm). After School matches, Saturday afternoons or after Chapel on a Sunday would be the best times. Monday and Tuesday afternoons are also a good time to visit.

**For security reasons all students must inform the Duty Master  
before receiving visitors.**

Parents are very welcome to bring a small treat for their child and **a couple of** friends when they visit the School but please do not bring food for other students. Please do not 'over feed' your child, the school food is great! Please ensure that all food is consumed before your child leaves the car. A student found with sweets after a visit will be punished. Students are to attend all school meals.

Students will not be taken from a class, practice, or match to receive a visitor, unless there are exceptional circumstances. eg. unexpected overseas visitor.

Parents are very welcome to come to watch their child take part in games and other activities, but if the School is playing 'away', students are asked not to accept food or drink and students must travel back to the School on the transport provided by the School.

### **Website - [www.huntley.school.nz](http://www.huntley.school.nz)**

The School's website contains up to date information for current parents on the school year, including a Term Calendar, term dates and newsletters. We also have a Facebook page.

### **Information for Day Students**

If parents are unsure of what is happening at School please feel free to look at the notice boards in the main school corridor. All information is to be found here regarding internal organisation. If you have any queries do not hesitate to contact the School office – 06 327 8049.

#### **Weekdays**

8.15 am: All Day Students are expected at School by this time.  
5.00 pm Day students may leave School.

Some School events may require students to stay later. The students will be informed of these, e.g. Music Concert the students stay for tea and attend the Concert. If a Day Student is on a birthday table he/she will be ready to go home at 6.30 pm.

Weekend Leave commences at 3.30 pm and holiday times are given in the Term Calendar.

## **Saturday**

Day Students are expected by 8.15 am, unless told by the Coach to arrive earlier or later for early or late games. They should arrive at least 15 minutes prior to the departure time. Day students leave after sport if not required for school events. They may depart after sport straight from where they played if prior arrangements have been made.

Year 3, 4 and 5 day students are not required to be at school unless they are selected for a School team. Students arrive in mufti and get changed into sports uniform at school. They then leave sports uniforms at School and go home in mufti.

## **Cancellations**

If **Saturday sport** is ever cancelled:

1. All Year 6 and below do not have to come in.
2. All Year 7 and above come in as normal (8:15am) and participate in games in the Gymnasium or sport practice. They can be picked up at 11:30am.

**Cancellations** are on **More FM 92.2** for most codes, an alert is sent out via the School app, and some posts are made on the School Facebook page.

## **Chapel Day Student Service**

These are held once a term and all day students and their parents are expected to attend.

## **Clothing**

Clothing requirements are shown in the clothing list and it is important that all items are clearly named. Day students must wear red jerseys to and from School. In summer, day students may come to School in their sandals. In winter they should wear their black lace-up shoes. All students are expected to keep their shoes clean. Best uniform is worn on formal occasions such as Sunday Chapel, away prep school fixtures, major school trips and when specified on a Friday of Weekend Leave.

## **Sports Gear**

Please note that day students require all the gear that is on the list. It should be properly named and brought in to School at the start of each term. The laundering of sports gear (not track suits) is carried out by the School and should be left at School.

## **Day Students Staying in the Boarding House**

Day students are very welcome to stay in the boarding house overnight, for several days or for longer periods if parents are going away on a trip, for example. There is a nominal charge of **\$46 per night** for this service and we think that would compare very favourably with the cost of a baby sitter. Please contact Mr Wood if you wish for your child to stay in the boarding house.

## **Absences**

If a day student is absent from school his/her parents should notify the school by telephone between 8.00 am and 8.30 am or via the School app. A day student will not be excused from physical activity (including swimming) unless they have a written note from home explaining the reason for their non-participation. This should be sent to the Matron so she can complete an "Off Sport" card.

## **Prep**

Day students are expected to do their prep at home each night.

Years 3/4	20 minutes
Years 5/6	30 minutes
Years 7/8	One hour

If a student has finished all their allocated work then they should read for the rest of the time.

### **Bicycles**

Day students may ride to School but helmets and reflector belts are a compulsory part of the uniform. Bicycles are to be carefully checked and must have lights. Bicycles will be kept in the bike shed. (They need a combination lock).

### **Money**

Under no circumstances are the day students to bring money to the School. They may not purchase anything for the boarders, nor may they bring any items from home. Day students may not post letters for the boarders.

### **Haircuts**

Day students may have their hair cut by their own hairdresser or are welcome to have it cut when the hairdresser comes to School.

### **Lost Property**

To be collected from beside the bell on arrival at school. If parents are concerned about a lost article, please contact Mrs Jongen.

### **Leaving School**

All bus students depart from 5.00pm all year round. Pick up and drop off point is in front of main office entrance.

### **Day Student Buses**

We currently offer a bus service from the following areas: Feilding, Palmerston North and Wanganui.

### **Leave for appointments during the School day refer to General Leave page 19.**

Day students leaving School during the day must sign in/out in the log at the front office with Mrs Lister.