



TE KARETI O WETERE

**EXPECTATIONS & INFORMATION
FOR STUDENTS AND WHAANAU
2024**

WESLEY COLLEGE – WHO ARE WE

Vision

‘Tōku manaaki tōku toiora, Tōku toiora tōku manaaki
When service is my wellbeing, my wellbeing is served’

Mission Statement

By Faith - Whakapono
By Learning - Ako
By Hard Work - Puku Mahi

The Methodist ethos - our Rangatahi are prepared to lead positive change wherever they are.

BY FAITH	BY LEARNING	BY HARD WORK
We are Methodist.	We are committed to providing the best teaching and learning.	Through hard work and service, we will develop staff and student leadership.
Christian values shape our College culture.	Matarauka Māori will be at the forefront of our endeavour.	The College will provide an inspirational learning environment for students.

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

Our Special Character

Simply stated:

- We are Christian in practice
- We are Methodist in ethos
- We are Accepted for who we are
- We are Called to be God’s people to do God’s work
- We Belong to the Wesley College Family and the wider family of God.

Treaty of Waitangi

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

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

Pasifika Achievement

The Board of Trustees is committed to the Action Plan for Pasifika Education 2020 -2030 and raising the achievement of Pasifika students.

Equity

Wesley College will ensure that this school’s policies and practices seek to achieve equitable outcomes for all students. We will ensure equal opportunity for all students to participate in and succeed in the full range of school activities. In addition, the college will adopt policies and practices that identify and cater for the individual needs of each student in the school.

Community

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

School Motto

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

A Safeguarding Culture

Wesley College is committed to creating a “Safe Environment” and to ensure the well-being of everyone under Wesley College’s care. Therefore, Wesley College has a zero-tolerance stance on child abuse and neglect as part of our commitment to a holistic approach to Safeguarding. We take all reasonable steps to ensure the welfare and well-being of rangatahi is our priority.

Wesley College is committed to providing designated safeguarding staff and to operating above legislative requirements by leading safeguarding and child protection best practices in all our undertakings. This year we have appointed a **Safeguarding Officer** who will work alongside our staff, students and families to ensure Wesley College is a safe and secure environment where all our young people can thrive.

Our Safeguarding Officer is **Mr Eddie Lepou**. You can contact him at elepou@wesley.school.nz

Kairangi Values

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

Students who demonstrate our Kairangi Values are awarded Kairangi Points. These points are accumulated over their time at the College and allow students to earn Kairangi badges.

Bronze	300 points	Silver	550 points	Gold	800 points
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Profile of a Wesley College Graduate 2024-2028

(Developed by staff and students)



We are currently in the process of refreshing our profile of a Wesley College Graduate. Staff, student and whaanau will be consulted over what this should look like during Term 1, 2024.

STUDENT SUPPORT AND WELLBEING

What is Wellbeing?

The Mental Health Foundation describes **wellbeing** as people feeling good and doing well, most of the time. It doesn't mean that there are no tough times or that we don't experience any mental illness or distress. Those can be part of life.

It means we have the tools, support and environments we need to be ourselves and to build and sustain lives worth living.

Wellbeing Models

The following information is taken from the Mental Health Foundation.

<https://mentalhealth.org.nz/what-is-wellbeing>

Te Whare Tapa Whā



In Te Ao Maori, there is a holistic view of health and wellbeing, known as hauora.

Te Whare Tapa Whā was developed by Sir Mason Durie in 1984. The model describes health and wellbeing as a wharenuī/meeting house with four walls.

Each wall represents an aspect of wellbeing. Our connection with the whenua/land forms the foundation.

When all these things are in balance, we thrive. When one or more of these is out of balance our wellbeing is impacted.

Five Ways to Wellbeing

The Five Ways to Wellbeing were created as a result of the New Economics Foundation's (NEF) Foresight Project on Mental Capital and Wellbeing research report.

NEF conducted a review of the most up-to-date evidence and found that building five actions into **day to day** lives is important for the wellbeing of individuals, families, communities and organisations.

You can introduce any of these actions into your life, any time, and you will begin to **feel the benefits**.



Student Support Services

Every student at Wesley College has a Learning Coach. Their role is to support the students' academic progress, social development, and general wellbeing. They are also the first point of contact for all whaanau / caregivers with concerns regarding any aspects of a student's school life. If there are concerns regarding boarding, the hostel should be the first point of contact, but you may also wish to notify the Learning Coach.

The Learning Coaches are lead and supported by our experienced team of Deans. We have two deans for our junior school and two deans for our senior school. In addition, we have an Achievement and Transition Dean who will work across the year levels tracking student achievement and ensuring smooth transitions between learning phases.

Deans 2024

Year 9 - 10

Junior Dean	Mr Birkbeck	juniordeans@wesley.school.nz
Junior Dean	Ms. Tapaleao	

Years 11-13

Senior Dean	Ms. Ah-Sam	seniordeans@wesley.school.nz
Senior Dean	Mrs Pole	

Achievement & Transition Dean	Ms. Vaike	ngatiav@wesley.school.nz
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Online Safety

Whilst the internet is a wonderful tool, there are also risks and the potential for harm because of inappropriate or risky digital communications. Social media can pose a significant risk to young people.

It is important to remember that once digital content is shared, you no longer have control of that content. A picture or video shared with a friend can be copied and shared again and again. It can be found as part of your digital footprint for years to come, including by potential employers.

Furthermore, the Harmful Digital Communications Act 2015 makes it a criminal offence to share a digital communication that causes harm. A person or organisation convicted of causing harm by posting a digital communication or posting an intimate visual recording could be imprisoned for up to 2 years or fined up to \$50,000. Young people aged 14-16 will be dealt with through the Youth Justice system.

If you are concerned about your child's online safety, NETSAFE has lots of useful resources:

<https://netsafe.org.nz/advice/parenting/>

You can also seek advice or report harmful digital communications.

Call **0508 NETSAFE (0508 638 723)**

Make a report to netsafe.org.nz

Email help@netsafe.org.nz

Digital Communications include:

- Emails
- Text messages
- Voice mail messages
- Social media content (e.g., blogs, posts, comments, images and video)
- Content on messaging and communication apps (e.g., WhatsApp, Messenger)
- Content on image and video sharing apps (e.g., Snapchat, YouTube)
- Posts on community online forums (or chatrooms)

There are also links between excessive use of devices and social media and poor mental health.

Toku ara ako (TAAs)

The TAAs are a tool we use to engage students, whānau and Wesley staff in the learning journey via the School Bridge platform. Access to this is via the portal on the school website <https://www.wesley.school.nz/> The TAA is a living document where you will find important information such as attendance data, subject information, learning progress, Kairangi Points and career pathways. You will also be able to engage with College staff via the notes and messaging functions.

Support for students

- In addition to the Learning Coaches and Deans, students have access to a dedicated Pastoral Team who can listen and provide support.
 - The Pastoral Team is made up of the Chaplaincy Team (including our Pou Manaaki), Guidance Counsellor, Social Worker, Learning Support and the Health Clinic.
 - Students may also choose to approach another member of staff who they feel they can trust.
 - The school also utilises STYMIE as a tool for supporting the safeguarding of our students.

STYMIE

Stymie is an anonymous reporting tool that enables students to get help for themselves, their peers or their community. It can be used to report **all** forms of harm from bullying / cyberbullying, illegal activity, concern for mental or physical wellbeing, damage to property, to family violence.

All notifications are made via www.stymie.co.nz and any internet-enabled device can be used to make a notification.

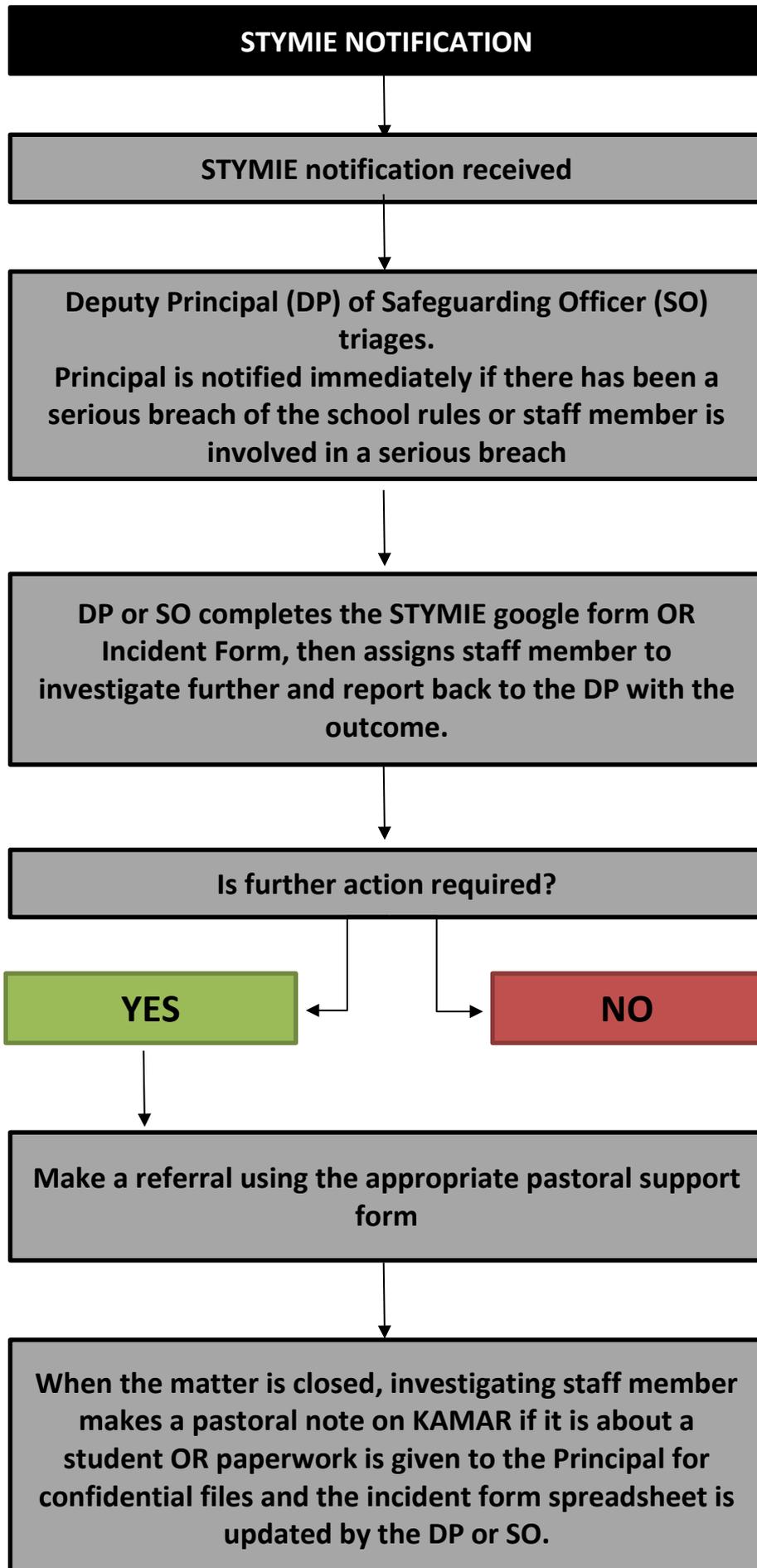
Stymie provides an encrypted, anonymous notification that is delivered within seconds to the pastoral team. On receipt, the Stymie is triaged by the Pastoral Team and is then assigned to a staff member for further action. The notification provides the option to include screenshots or images that support the notification.

Stymie empowers bystanders and people who are being harmed to take action.

Being able to anonymously report, empowers students to speak up. Wesley College is creating an environment where harm can be minimised, and effective action can be maximised.



STYMIE PROCEDURE



WESLEY COLLEGE KAIRANGI EXPECTATIONS

Our Kairangi Expectations exist in the interest of all pupils, staff and families. They allow the college staff to carry out their duties effectively and for students to receive the maximum benefit from their learning environment. When Parents / Caregivers enrol a student, an agreement is made that the student is subject to the Kairangi Expectations and regulations of the College. Each year, all students are required to sign a pledge committing to upholding our values. Thank you for reinforcing this and supporting positive behaviour for learning and a safe and supportive environment for our whole Wesley College whānau.

Code of Conduct

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

Student Expectations

Students meet our expectations by living our Kairangi Values including:

- Showing respect to others.
- Being ready to learn
- Attending Chapel in the morning.
- Attending Academic Mentoring and all timetabled classes.
- No use of cell phones during Chapel or in lessons unless directed by a teacher.
- Only leaving class with an authorised note.
- Personal appearance meeting high expectations as per uniform procedure.
- Respecting school property.
- Respecting other people's property.
- Remaining within school boundaries.
- Observing the Smoke and Vape Free nature of the school.

Consequences

If a student fails to comply with the college expectations, then the following consequences will apply.

- Based on the different situations presented to us there will be matters that can be dealt with by the Learning Coach, Classroom teacher, HoD, Deans and Deputy Principal. The Principal will manage the final stage of action after all prior avenues have been exhausted.
- The school will deal with situations as they arise either as a classroom issue or a school wide issue. These are explained in the next series of notes.

Kairangi Procedure Flow Chart



- Minor**
- Lateness
 - Disruptive behaviour
 - Defiance
 - Disrespect
 - Inappropriate language
 - Inappropriate use of technology
 - Lack of equipment
 - Not attempting to engage with learning

- Major**
- Repeated minor
 - Truancy
 - Harassment/ Bullying
 - Altercation/ Fighting
 - Theft
 - Damaging property
 - **Smoking/Vaping***
 - Extortion
 - Abusive language
 - Inappropriate location
 - Defiance/disrespect
 - Alcohol/ drugs
 - Continued disobedience
 - Use/ possession of a weapon

Smoking/Vaping*

1st offence: Deans Community Service. Referral to Health Clinic, phone call home, record on KAMAR

2nd offence: SLT Community Service. Written warning: inform whaanau / caregivers and notify them of sanction for 3rd offence (Dean)

3rd offence: Internal stand-down

Step 1

Use classroom management /pastoral care strategies.

Hold a restorative Kairangi conversation (use the card for prompts).

Record on KAMAR

Ensure safety of all concerned

Step 2

Hold a classroom teacher reflection time. Complete the 'By Faith, By Learning, By Hard Work Reflection Sheet'.

Problem solve with Student/ Learning Coach/ HoD/ Hostel/ Whaanau.

Negotiate a way forward.

Record on KAMAR.

Engage additional support e.g., Referral to Learning Support or Health Clinic

Resolution strategies agreed with student, whaanau/ hostel and recorded on KAMAR

Issue is unresolved

Complete Behaviour Referral Form on Staff Hub.

Does the student have 3 of the same entries in a term or is a pattern of behaviour emerging?

Dean notifies whaanau/ caregivers and investigates incident/ wellbeing concern.

Apply resolution E.g., Dean's Community Service, Internal Stand-down.

Record on KAMAR

If Major Level 2, refer to SLT.

Refer to Deans. Complete Behaviour Referral Form on Staff Hub

RESOLVED

NO

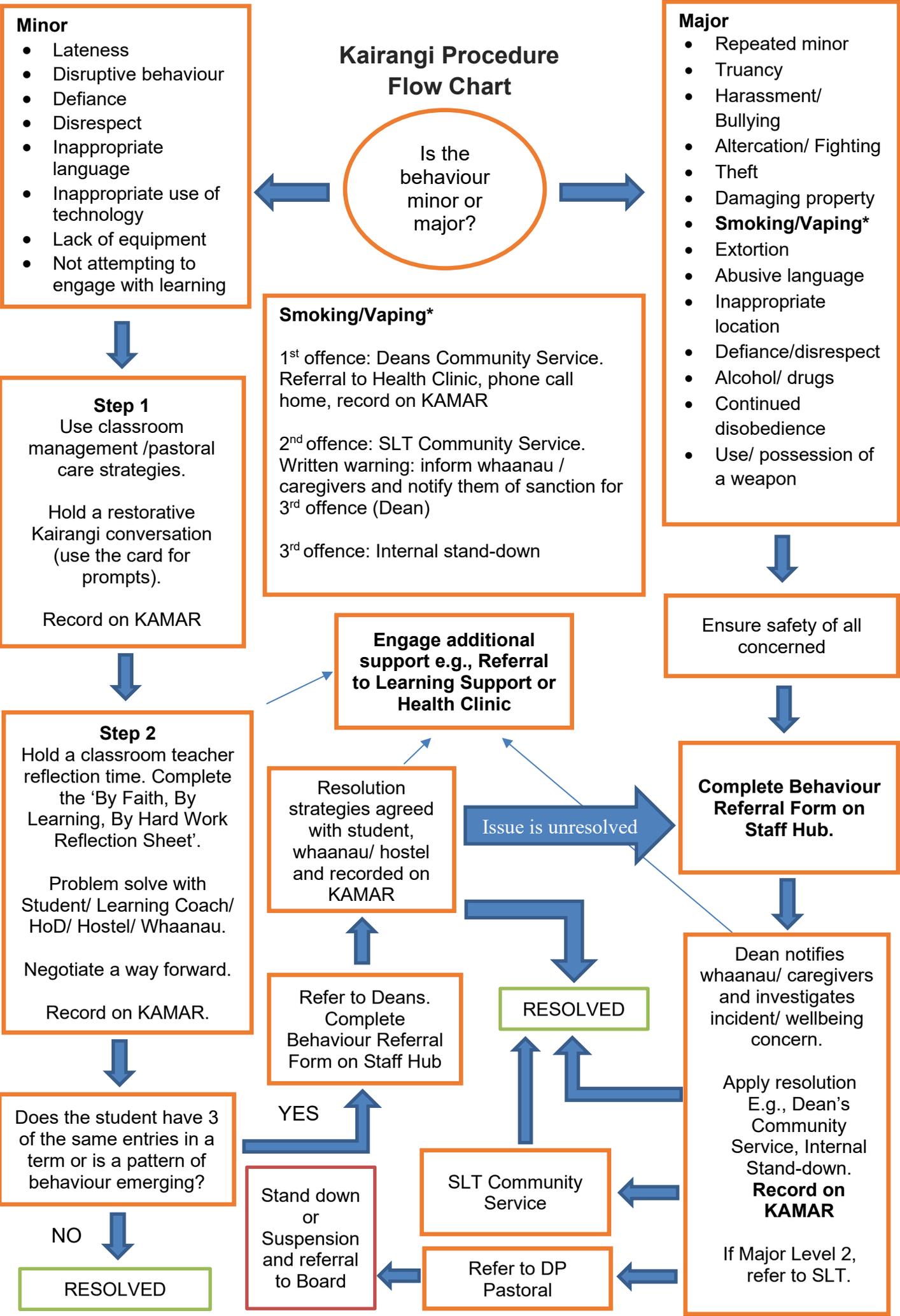
RESOLVED

YES

Stand down or Suspension and referral to Board

SLT Community Service

Refer to DP Pastoral



KAMAR Entries

All incidents or concerns are recorded in KAMAR for data purposes and student tracking. This helps us to identify students who are at risk and require additional support. The Dean will step-in after three incidents.

‘KAIRANGI TIME’ Guidelines

Kairangi Time is an opportunity for staff and students to engage in kōrero about what it means to live by our Kairangi Values whilst undertaking an activity that benefits the students or the community.

There are four levels of Kairangi Time:

Level	Staff	Assigned By	Duration (minutes)
Level 1	Classroom teacher or Learning Coach	Classroom teacher or Learning Coach	20 – 30
Level 2	HoD or Dean	HoD or Dean	30 - 45
Level 3	Junior / Senior Dean	Junior / Senior Dean	60
Level 4	SLT	SLT	60 (Fridays)

Dean and HoD ‘Kairangi Time’ will be used if students have had three entries into KAMAR. If it is subject specific, the Dean will liaise with the HOD to decide what action will be taken.

Students allocated Kairangi Time because of their actions will be entered on KAMAR and whānau / hostels notified. **Day students will be given 24 hours’ notice so whaanau / caregivers can be informed of their delayed return home.**

Students who fail to complete ‘Kairangi Time’ after one reminder will result in a referral up the levels and can lead to an internal stand down or community service. Whaanau will be notified.

Activities that can be carried out during Kairangi Time are:

- Write a letter to explain the reason why you are there
- Picking/or sweeping up rubbish around the school
- Cleaning off graffiti around the school
- Cleaning school vans
- Kitchen duties
- Clean school Chapel

The Restorative Approach

Our approach to student behaviour management should primarily be an *educative* one. That is, the fundamental aim of our behaviour management philosophy and practice should be for students to *learn* to be responsible for themselves and their actions and to make genuine, positive contributions to their community. A Restorative approach sees conflict or wrongdoing firstly as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to seek to make amends in such a way as to strengthen the community bonds that may have been

damaged. Further information can be found in the Restorative Practices hand out. There are 3 levels of restorative conversation- one on one, small group conference or school wide group conference. In the end the idea is to find a positive solution.

ATTENDANCE

If students are to reach their full potential it is absolutely crucial they are at school every day. They cannot be absent without good reason. Good reasons include sickness or urgent family matters such the funeral of a close family member.

Urgent or exceptional requests for leave of absence during term time should be made to the Principal, Dr. Evans (admin@wesley.school.nz or 09 2370224)

%	Per 2 weeks	Per term	Year	Total lessons missed (hours)	Total lessons missed (per subject)
100					
95	½ day 	2 ½ days 	2 weeks 	50 hours 	10hrs (2 days) 
90	1 day 	1 week 	1 month 	100 hours 	20 hrs (4 days) 
80	2 days 	2 weeks 	2 months 	200 hours 	40 hrs (almost 2 weeks) 
70	3 days 	3 weeks 	3 months 	300 hours 	60 hours 
50	5 days 	5 weeks 	5 months 	500 hours 	100 hrs (3 ½ weeks) 

We consider good attendance to be over 95% but that still equates to 50 hours of learning time missed over the year, so the closer we can get to 100% the better.

- Students are expected to begin the College day on time.
 - Boarders will be released from their Dormitory at 7.30am for breakfast and then to attend chapel.
 - Day students are expected to be at the college by the latest at 8.20am prior to chapel / assembly.
- Once students begin the college day, they may not leave the college site unless permission has been sought and granted. This can be done by contacting the College Office or by the student presenting a signed note from a parent / caregiver or Hostel parent.

Absence Notification

- Please ring the school office to notify of a student's absence or register the absence on SchoolPoint. If this is not possible, a signed note from a parent is required to explain any absence from school if contact has not been made by phone. This should be handed into the Office.

- Students arriving after 9 a.m. must sign in at the Office.
- When a student has not arrived at school by the start of period 2, or an explanation received, a phone call/email will be made to advise the parents/caregivers that their child is not at school.
- Students who leave the college grounds during school hours must sign out at the Office. They receive a slip indicating they have permission to be out of College and when they return, they are expected to sign in at the Office.

Truancy Team

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

Out of Bounds

During the school day, students are expected to remain inside the area shown in the below map. This is to allow safe and effective supervision of students.



Cameras

Cameras are positioned around the school campus and buildings. This is for the safety of all members of our community. Students must not touch, move or cover the cameras.

Student Vehicles (Day or Boarder)

- Day students who want to drive their cars to school must apply for an approval permit from Mrs Christine Pereira, the Deputy Principal. Day students are to hand their car keys into the office daily. Keys will be returned at the conclusion of the school day.
- Boarders who want to drive their car to school must apply for an approval permit from Mr Chris Field, the Hostel Duty Manager. Boarders are to hand their car keys to their hostel parents. Keys will be returned at an agreed date established with the Hostel.

Students must have the appropriate driver's licence; they are not permitted to carry other students in their vehicles.

NOTE: Students who do not have an approval permit may have their car clamped.

Personal Property

- The College will not be responsible for any loss of cell phones, electrical equipment, valuables or money. Any items brought to school are at their owner's risk.

COLLEGE TIMES

- Monday to Friday school starts at 8.20am with chapel / assembly. This is part of our Special Character and is compulsory.

We operate a 6-day timetable structure and three 90-minute blocks. Academic Mentoring takes place three times a week. On a Wednesday we have a later start for students. Day students are welcome to join boarders in the Dining Hall for breakfast on a Wednesday.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.35 am	CHAPEL	CHAPEL	STAFF PD	CHAPEL	CHAPEL
9.00 am	LEVELS	AM TIME	CHAPEL	AM TIME	AM TIME
9.30 am	BLOCK 1	BLOCK 1	BLOCK 1	BLOCK 1	BLOCK 1
11.00 am	INTERVAL	INTERVAL	INTERVAL	INTERVAL	INTERVAL
11.30 am	BLOCK 2	BLOCK 2	BLOCK 2	BLOCK 2	BLOCK 2
1.00 pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.45 pm	BLOCK 3	BLOCK 3	BLOCK 3	BLOCK 3	BLOCK 3
3.15 PM	SCHOOL ENDS				

Parents are asked NOT to contact their children directly during the school day. If you need to reach your child, please contact the school office. If your child is unwell, they are to go to the health clinic who will contact families if deemed necessary.

SCHOOL UNIFORM

- The school uniform is set by the Wesley College School Board. The School Uniform Policy sets the expectation of a high standard of appearance and reflects the history and tradition of our school.
- Wesley College has two sets of official uniform which are to be worn correctly.

The Daily School Uniform – boys

- Wesley polo shirt
- Wesley black shorts
- Wesley long black trousers with black socks and black shoes
- Wesley tupenu / ie faitaga worn with roman sandals
- Wesley vest or jersey

The Daily School Uniform - Girls

- Blue school blouse
- Black skirt (worn full length)
- Wesley jersey
- Black shoes or roman sandals

The correct No. 1 uniform is to be worn on special occasions as well as to and from school for boarders.

The No. 1 Uniform - Boys

- Long pair of black dress trousers
- A tupenu / ie faitaga may be worn instead of trousers with Roman sandals
- A white long-sleeved shirt and school tie
- Black socks and conventional black lace-up shoes
- Wesley blazer
- Wesley jersey or vest.

The No. 1 Uniform - Girls

- A long black skirt (to be worn full length)
- A Wesley white blouse
- Wesley jersey
- Wesley blazer
- Black knee-high socks or tights/conventional
- Black lace-up shoes

Uniform Notes

- No caps/hats or beanies are to be worn
- School jackets are not part of the No.1 uniform.
- All clothing and footwear must be labelled with the student's code name.
- T-shirts are not to be visible underneath the school uniform.
- After school, particularly after a sports practice, students may either change into correct uniform, or go home in sports gear.

Student Hair / Personal Grooming

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

- Hair must be kept tidy throughout the normal activities of a school day.
- Unnatural hair colours, or extreme colouring, streaks and patches of colour are not permitted.
- Girls' hair must not hang below the shoulders and must be clear of the face and eyes. Long hair must be tied up or back. Plain hair ties/bands and clips in the colour of the student's natural hair colour may be worn by girls to contain the hair.
- Boys' hair must be short, be clear of the face and not be below the top edge of the collar.
- Boys' may not wear their hair tied up or back in a ponytail (with the exception of traditional, cultural or religious reasons as approved by the Principal)
- Shaved or extreme styles are not permitted.
- No corn braids, rats tails or horse tails.
- Boys' must be clean-shaven at all times.
- Students may not wear makeup of any kind; this includes false eyelashes.
- Nail polish, if worn, must be colourless.

The use of sunblock is encouraged, especially for summer outdoor activities. Sunblock is available at the Health Clinic for sporting events.

Jewellery

Students may not wear chains or necklaces around the neck and ankles unless it is of significant cultural or religious value. Those items tucked under the student's shirt/blouse. No body or facial piercings allowed.

Girls with pierced ears may wear one matching pair of small plain silver or gold unobtrusive studs in the lower part of each earlobe. A wristwatch may be worn. Boys are not permitted to wear jewellery other than a wristwatch.

Students not in the correct uniform are required to have a note from home explaining the reason for the discrepancy and when the student will have the correct uniform. The note is to be handed to the Hostel parent or to the School Office before 9 am and a uniform pass will be issued.

Students not meeting personal grooming standards may be sent home.

Chewing Gum

The chewing of gum is not permitted at school.

CONCERNS AND COMPLAINTS

We are always striving to improve the educational experience for our students and whaanau/families and we value your feedback.

If you have a concern about any aspect of our school, your child's academic progress or wellbeing, you are encouraged to approach your child's Learning Coach, Dean or Hostel Staff in the first instance. If you are not happy with the outcome, or your concern is of a serious nature, you may wish to raise a complaint.

If you wish to raise a concern or lodge a complaint, the easiest way is to complete our online concern and complaint form which can be found using the link on the Complaints and Feedback page on our website <https://www.wesley.school.nz/contact/concerns-complaints>

Alternatively, you can call us on 09 2370224, email us at admin@wesley.school.nz or pop into reception to see us during school hours. **Our Complaints Officer is Deputy Principal, Charlotte Saunders.**

Our process

Once we have received your complaint we will:

- Take immediate action if there is a risk of harm to a child or young person.
- Acknowledge all complaints within 7 days of receipt.
- Identify the appropriate person to manage your complaint. This person will be identified as your contact person. You can tell us if you wish to have a different contact person.
- We may ask you to provide more information to help us understand the complaint.
- If your complaint involves a member of staff, we will contact them and ask them to comment and provide any relevant information. We will keep your name and contact details confidential during this process.
- Keep you informed throughout the stages of the complaint and handling process.
- Investigate the complaint and advise you of the outcome.

What if I'm not satisfied with the outcome?

Please let us know that you are dissatisfied and we will assign your complaint to another staff member for review.

Contact: admin@wesley.school.nz OR post to **Complaints, PO Box 58, Pukekohe, Auckland, New Zealand 2340.**

	BUS	DINING ROOM	OFFICE	FIELD TRIPS EOTC	LIBRARY
RESPECT Mark 12 :30-31 <i>Love God with all your heart and soul and mind and strength.</i> <i>Love your neighbour.</i>	Be polite and patient when waiting for the bus and when on the bus. Thank the bus driver.	Be polite, patient and clean your area. Use correct manners and language.	Be polite to office staff Wait patiently for your turn.	Listen carefully to those responsible for you. Leave only footprints; take only photographs.	Handle resources and books carefully. Work quietly. Keep tables and chairs neat and tidy.
RESPONSIBILITY Micah 6:8 <i>And what does the Lord require of you? To act justly, to love mercy and to walk humbly with God.</i>	Get to the bus on time. Take all belongings with you. Pay bus driver or HOP card ready. Leave no rubbish on the bus.	Queue quietly and patiently. Clear away dishes and wash hands. Clean your eating area.	Use the office only when you need it.	Bring all the correct gear. Be a school ambassador. Get permission to attend trips	Listen to the librarian's suggestions. Put resources you've used back into the correct place. Check out books in the right manner. Return books when due.
FAMILY I Corinthians 13 <i>Love never gives up. Love cares more for others than for self, doesn't want what it doesn't have. Love doesn't strut, isn't big headed, doesn't force itself on others and Isn't always "me first," Doesn't fly off the handle, keep score or revel when others grovel, Takes pleasure in the flowering of truth, puts up with anything and trusts God always. Always looks for the best, never looks back, always keeps going.</i>	Treat all on bus as you want to be treated. Care for you surroundings.	Say grace. Thanking those who serve you. Leave your table clean for others to use	Thank those who help you.	Look after one another when off site.	Appreciate that it is a quite learning space for you and others. -talk quietly when asking questions or helping others.
EXCELLENCE Philippians 4:8 <i>Finally, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.</i>	Represent your school in the best way possible. -correct uniform -help others -offer your seat to adults and children	Be orderly and polite when getting food. Clean up and help others share dining room duties	Go at appropriate times. Line up in orderly manner.	Represent your school in the best way possible.	Use the library to promote your learning. -work in silence -read in silence

	TOILETS	DORMITORY	LAUNDRY	HEALTH CLINIC
RESPECT Mark 12 :30-31 <i>Love God with all your heart and soul and mind and strength.</i> <i>Love your neighbour.</i>	Look after the facilities and equipment. Be considerate of others privacy.	Use polite and appropriate language. Be considerate towards other people and their property Keep area clean.	Be polite, patient and wait your turn. Use correct manners and language.	Be polite, patient and wait your turn. Use correct manners and language.
RESPONSIBILITY Micah 6:8 <i>And what does the Lord require of you? To act justly, to love mercy and to walk humbly with God.</i>	Use the toilets only during breaks. Use supplies and equipment appropriately. Get permission to go during class time if needed.	Follow instructions. Dress in the correct uniform. Be in the right place and the right time. Look after your property.	Queue quietly and patiently. Make sure the items you are given are yours. Ensure that you label your clothing.	Follow instructions. Attend all appointments. Take your medication as instructed.
FAMILY I Corinthians 13 <i>Love never gives up. Love cares more for others than for self, doesn't want what it doesn't have. Love doesn't strut, isn't big headed, doesn't force itself on others and Isn't always "me first," Doesn't fly off the handle, keep score or revel when others grovel, Takes pleasure in the flowering of truth, puts up with anything and trusts God always. Always looks for the best, never looks back, always keeps going.</i>	Leave bathroom in a clean state for others to use. Put used hand towels and paper in the bin. Flush toilet after use.	Care for one another. Treat others how you would like to be treated. Look after other people's property. Help other families and friends that visit.	Thank those who serve you.	Thank those who help you. Support others that are not feeling well.
EXCELLENCE Philippians 4:8 <i>Finally, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.</i>	Use good hygiene. Wash hands after use.	Take ownership of your learning. Take advantage of all positive opportunities. -get involved -try your best Do all the good you can all the time.	Ensure all your items are marked with your code.	Go at appropriate times. Use good hygiene.