

SOUTHLAND BOYS' HIGH SCHOOL
HANDBOOK 2024

Welcome

It is always a pleasure to welcome new whānau to Southland Boys' High School.

Southland Boys' High School sits deeply within the Southland community and is committed to producing the quality of young man that Southland, New Zealand and the world needs to lead it into the future. The curriculum here is based on being connected and contextual and looks to show the young men, under our staff's guidance, the number of opportunities that are open to them in their future. As a school, we are committed to adapting to the modern world without losing the traditional.



Sport and cultural activities sit with academics and provide the essential balance of life for our young men during their time here. They have multiple opportunities to explore and can be exposed to the highest levels of competition available. Moreover, the comradery gained from competition and house activities will stay with them into their adulthood.

We encourage them to be involved in a variety of activities so that they can grow into young men who will contribute positively to their future communities.

We look forward to welcoming you to our community.

Simon Coe
Rector



School Board

Founded in 1881, Southland Boys' High School is a place where tradition and a strong sense of belonging connect our students to the past whilst ensuring they are ready for their future - not for school but for life we are learning!

We are proud to be a boys' school that is focused on understanding the needs of boys as they transition into young men during their time with us. We develop programmes that recognise and provide for different learning and pastoral care needs, and our students are supported by a team of highly skilled educators and support staff that work very hard to administer the assistance and care needed. Our staff are exceptional role models and provide opportunities for all boys in academics, cultural and sporting pursuits.

The Board is dedicated in its service to school and community and work extremely hard to ensure we provide a learning environment that has high expectations of staff and students alike. We are particularly focused on building stronger relationships with whānau, as we know how important strong family networks are to the success of our young men.

Southland Boys' students are a brotherhood and form lifelong friendships that carry them through their time at school and into adult life - as can be attested by Old Boys' who live both locally and all around the world.

We look forward to welcoming you.

Ems Smaill and Chami Abeysinghe, Co-Chair

2023 Members of the School Board

Rector	Simon Coe
Board	Emma Smaill (Co-Chair) Chami Abeysinghe (Co-Chair) Janine Hopcroft Melissa Kean Kieran Middleton
Staff Representative	Shaun Fitzgibbon
Student Representative	Nick Brown
Secretary	Janine Loader

If you wish to write to the School Board either email at BoT@sbhs.school.nz or by mail:

- The Secretary
Southland Boys' High School, School Board
P O Box 1543
Invercargill 9840

School Board Elections are held every three years for the five parent representatives on the Board. The Board is the governing body of the school and it is important that it fairly represents the community it serves.

School Board meetings are held in the School Staffroom. These are public meetings and you are welcome to attend.



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Absences – School Bridge

We encourage families to use **School Bridge** (app), this is an excellent platform for attendance, permission slips, payments, timetable etc. Alternatively, we have an absence line to record up-to-date information when your son is absent or late for school. Phone before 9:00am on any day your son is absent by telephoning 211 3003 extension 810 and answering the pre-recorded questions, which include your son's name, Tutor Group, reason for absence, length of absence, name of person phoning in. This facility is available at any time, day or night, so you need not wait until office hours to phone in. As soon as we have the period one absences we check off those that are explained, and phone or text you with any queries. Other options include emailing the school on attendance@sbhs.school.nz.

Accounts and Payment Information

Payment Options

- Payment of fees at the start of the year, and additional costs to be paid as they occur.
- Set up a school [direct credit] account, paying a set amount weekly or fortnightly. Information regarding setting up an account can be obtained from our Student Accounts Administrator in the School Office (03) 211 3003 extension 838.

Approximate Costs for Standard Activities : Years 7 and 8 (subject to change)

Item	Additional Information	Approximate Cost
School Donation	Tax deductible, voluntary payment to support co-curricular activities (not funded by the Government) such as library books, sports equipment, and prizes. Families with more than one child at SBHS pay \$165.00 per family.	\$100.00
PTA Donation	Tax deductible, voluntary payment to support the PTA to provide equipment / services to the school.	per family \$15.00
Southlandian	School magazine (end of year)	\$15.00
ID Cards	Issued to each student, each year	\$8.00
Borland Camp	Year 7 – Term 1	\$226.00
Deep Cove Camp	Year 8 – Term 3	\$348.00
Year 8	Additional materials	\$45.00
Year 8 Food Technology	Ingredients	\$60.00
Year 7 Technology	Materials	\$45.00



Approximate Costs for Activities : Years 9 to 13 (subject to change)

Item	Additional Information	Approximate Cost
School Donation	Tax deductible, voluntary payment to support co-curricular activities (not funded by the Government) such as library books, sports equipment and prizes. Families with more than one child at SBHS pay \$165.00 per family.	\$100.00
PTA contribution	Tax deductible, voluntary payment to support the PTA to provide equipment / services to the school.	per family \$15.00
Southlandian	School magazine (end of year)	\$15.00
ID Cards	Issued to each student, each year	\$8.00
Technology	Additional non funded materials	\$115 - \$310 Year Level Dependant
Catering	Additional non funded materials	\$120 - \$240 Year Level Dependant
Outdoor Education	Additional non funded costs	\$100 - \$850 Year Level Dependant
Physical Education	No camps included	\$30 - \$95 Year Level Dependant

Bus Transport

Bus transport to Southland Boys' High School is provided by Go Bus (03) 218 7108. Please contact them for details of bus routes, pick up and drop off times, etc. Payment arrangements are made with the company concerned.

Canteen

The school canteen is open at 8:15am for breakfast and at interval and lunchtime. EFTPOS is available in the Main Office and the Canteen. We do not give out cash. The following is an example of some of the items that are available at the Canteen.

Drinks (* Breakfast Only)

Hot Chocolate* Pump Water [plain & flavoured] Flavoured Milk

Food (* Breakfast Only)

English Muffins *	Hot Cakes *	Croissants*	Hash Browns*	Pizza
Hot Subs	Spaghetti Buns	Paninis	Salads	Cakes
Filled Rolls	Toasted Doorsteps	Burgers	Sandwiches	Hot Wraps
Filled Turkish Breads	Cheese Rolls	Sushi (on Thursday's)		

Hot 'Meal of the Week' (advertised on the Canteen Board) - e.g., Nachos, Potato Bake, Butter Chicken, Soup, Devilled Sausages



Careers Education

Year 7 - 9 students are offered general information in class about careers. Guest speakers talk to the Year 9 - 13 school through the assembly programme and people from different careers offer liaison visits to the school. The Careers' team also assists with the writing of curriculum vitae for any boys who are interested in part-time work. For the senior students, the school offers the opportunity to go to tertiary open days and attend liaison visits. The Careers' Advisor is Mr Chris Marsh.

Co-Curricular Activities

Cultural Activities	Sports (a selection of what is offered)
Itinerant Music Lessons Inter-house Competitions: <ul style="list-style-type: none"> ▪ Haka ▪ Waiata ▪ Various Sports Productions with SGHS: <ul style="list-style-type: none"> ▪ Senior ▪ Junior Speech Competitions Kapa Haka Polyfest Socials with SGHS Market Days (Catering) Choir Interschools Year 7/8: <ul style="list-style-type: none"> ▪ Balmacewen Intermediate Year 9-13: <ul style="list-style-type: none"> ▪ King's High School ▪ Otago Boys' High School ▪ Shirley Boys' High School ▪ Waitaki Boys' High School 	Athletics Badminton Basketball Bowls Canoe Polo Cricket Cross Country Cycling Football Golf Hockey Kayaking Orienteering Rowing Rugby Rugby League Skiing Softball Squash Table Tennis Tennis Touch Rugby Volleyball Water polo

Conduct

We expect the boys to follow the school rules, which are based on our Values - Perseverance, Respect, Responsibility, Honesty, Compassion and Service. We expect good behaviour, punctuality and tidiness of appearance both in and out of the school grounds. Boys are expected to be good citizens, upholding both our values and the law of the land. SBHS will take all lawful, necessary measures to ensure that its staff and students work in a drug and alcohol-free environment.



Curriculum Overview

Year 7 and 8 – Year 7 and 8 students are placed in mixed ability classes, with teachers who have strengths in the teaching of reading, spoken language, writing and numeracy, and who can use information technology to enhance learning.

Our key focus is numeracy and literacy. We strongly believe that these skills will prepare students to adequately access the curriculum in their senior NCEA studies.

Year 9 and 10 – The second stage of the secondary experience happens in Years 9 and 10. Here our focus shifts to more direct assistance learning. Our boys are placed into mixed ability class hubs – one class with 5 core subject teachers, who work together to ensure the group and each individual are supported to excel. The teachers then focus on preparing not only classes, but individual students for NCEA.

Year 11, 12 and 13 – The senior years represent the culmination of their secondary school experience, where they can pool the knowledge and talents they have crafted with us and use it to find meaningful direction for their lives after graduation.

Southland Boys' High School has a fine history of achievement in Level 1, 2 and 3 NCEA, and when it is your turn, we will ensure that you are given the best opportunity to succeed.

Extension and Acceleration Opportunities

Students have the opportunity to be involved in a range of activities including:

- KidsLit Quiz, Chess Club, Science Fair, Social Science Fair, Australian Exams, ICAS – Australian Competitions in English, Maths and Science, SMAC Maths, Speech Competitions, BP Technology Challenge, Art Competitions, Robotics, Photography Club, and other opportunities as they arise.

Deans

The Deans at Southland Boys' High School provide the necessary pastoral and academic support for all students in the respective year levels for which they are responsible. Their role is fundamental to student achievement. Their key tasks are communication with students, parents, staff and homeroom teachers and liaising with senior management when necessary. Deans have a genuine working relationship with students in their year level. Each House Dean's role is to provide a strong disciplinary, pastoral and academic support system for your son.

Enrolment

The process and timeline for enrolment is agreed by the Invercargill Secondary and Primary Schools and published on our Facebook page. Enrolments open on the Tuesday of Term 2 and acceptance letters will be emailed to families in accordance with the enrolment scheme.

As part of the enrolment process, we hold new entrant interviews with all families. This is a great opportunity for us to get to know your son and for you to meet our staff.



Family Holidays / Special Leave

All requests for special leave should be made in writing to the Associate Rector.

- Wherever possible, you should always arrange family holidays during school holidays.
- Students get generous time away from school and do not need extra days attached to long weekends.
- If your son has a good record of attendance and is up to date with schoolwork, permission is more likely to be granted.
- We expect such requests to be the exception, rather than the norm.
- Teachers may set work to be done during the holiday. Make it clear to your son that the time will be set aside each day for this work to be done.

Getting to Know the Staff

Some important initial contacts:

Role	Name	Phone	Email
Y7 Syndicate Leader	Jaron Drozdak	(03) 211 3003 extn. 404	jaron.drozdak@sbhs.school.nz
Y8 Syndicate Leader	Nikki Boyce	(03) 211 3003 extn. 420	nikki.boyce@sbhs.school.nz
Coldstream Dean	Shaun Fitzgibbon	(03) 211 3003 extn. 806	shaun.fitzgibbon@sbhs.school.nz
Deaker Dean	Kiri Hogan	(03) 211 3003 extn. 806	kiri.hogan@sbhs.school.nz
Grant Dean	Robyn Welsh	(03) 211 3003 extn. 806	robyn.welsh@sbhs.school.nz
Pearce Dean	Kim Mortimer	(03) 211 3003 extn. 806	kim.mortimer@sbhs.school.nz
Uttley Dean	Chris McIlwrick	(03) 211 3003 extn. 806	chris.mcilwrick@sbhs.school.nz
Guidance	Kaaren Wilkes	(03) 211 3003 extn. 869	kaaren.wilkes@sbhs.school.nz
Main Office/Receptionist	Lynn Williams	(03) 211 3003 extn. 800	lynn.williams@sbhs.school.nz
Attendance Officer	Jennie Staples	(03) 211 3003 extn. 810	attendance@sbhs.school.nz
Office Admin/First Aid	Trudy Beck	(03) 211 3003 extn 838	trudy.beck@sbhs.school.nz
Bursar	Mandy Steininger	(03) 211 3003 extn 830	mandy.steininger@sbhs.school.nz
Accounts Assistant	Jennie Lee	(03) 211 3003 extn. 838	jennie.lee@sbhs.school.nz
Rector's PA	Janine Loader	(03) 211 3003 extn 867	janine.loader@sbhs.school.nz
Sports' Director	Peter Skelt	(03) 211 3003 extn. 841	peter.skelt@sbhs.school.nz
Sports' Co-ordinator	Nicola Mills	(03) 211 3003 extn. 841	sports@sbhs.school.nz
Coldstream Hostel Matron	Sue Mills	(03) 218 6013	sue.mills@sbhs.school.nz
Coldstream Hostel PA/Marketing	Lucy Parkhill	(03) 218 6013	lucy.parkhill@sbhs.school.nz
School Board (Co-Chairs)	Chami Abeysinghe Ems Smaill	(03) 211 3003 extn. 867	BoT@sbhs.school.nz
Rector (Principal)	Simon Coe	(03) 211 3003 extn. 867	simon.coe@sbhs.school.nz
Associate Rector	Ray Laurenson	(03) 211 3003 extn. 813	ray.laurenson@sbhs.school.nz
Deputy Principal	Leon Dunn	(03) 211 3003 extn. 826	leon.dunn@sbhs.school.nz
Deputy Principal	Andrea Mulligan	(03) 211 3003 extn. 805	andrea.mulligan@sbhs.school.nz



Guidance Counsellor

The School Guidance Counsellor is available to the students, staff, caregivers and whānau in the school community.

The School Guidance Counsellor role includes:

- Helping clients to explore their difficulties and concerns, and to develop their capabilities and resilience.
- Fostering conditions in which a client can grow and develop as a person.
- Offering leadership and sharing expertise in promoting positive relationships.
- Promoting awareness of and respect for difference.
- Advocating for those who are disempowered.

House Groups

Belonging to a House is an important feature of our school. It is like belonging to a family. Every boy is encouraged to take part in sporting and cultural house competitions. The boys learn that their contribution helps make their House successful. House groups encourage students to learn about leadership and working as part of a team.

The school is divided into five House Groups, each named for an historical aspect of the school. The houses are Coldstream, Deaker, Grant, Pearce and Uttley. Each new student is assigned to a House Group [families, past and present, are placed in the same House]. The Houses compete each year for the Uttley Cup. House competitions include Sports Day [entry, chant, banner and participation] and Cultural Competitions involving haka, waiata and singing.

Keeping In Touch With You

The KAMAR Parent Portal

At SBHS, our student management system is KAMAR. You can access information about your son's learning on the Parent Portal, along with the daily notices and full school calendar. You will be given log on information when your son starts at school.

School Bridge

We encourage families to download this app. Features include attendance, permission slips, payments and timetable. Login details are the same as Kamar.

Engagement Reporting

Each week your son's teacher will record his engagement data. This is available to you on the Parent Portal.

Criteria for Engagement Reporting:

- Being prepared for work e.g., with correct books, stationery
- Completing set tasks or activities in class
- Participating in class discussion or group work
- Making a satisfactory attempt to complete homework/assignments



What the Grades mean:

- 4 **Consistently** meets expectations for all criteria = fully engaged
- 3 **Often** meets expectations for criteria = engaged
- 2 **Sometimes** meets expectations for only some of the criteria = limited engagement
- 1 **Rarely** meet expectations for **any** of the criteria = disengaged

Print and Social Media

The SBHS Newsletter is published regularly. It is emailed to parents and uploaded to the School website.

The SBHS Website www.sbhs.school.nz, Facebook page and Instagram are other points of contact for the school.

Medication

Parents should inform the school in writing about any medication that their son is taking. Any medication will be stored in the locked cabinet in the school office. A medication register is kept which includes name of medication, dosage and schedule for taking. All Medical information is required on the enrolment form.

Messages for Students

We will pass on urgent messages to students during school times, but we do ask for your co-operation in avoiding reminders about appointments and other personal messages. We can cope with occasional forgotten lunch or gear and can contact your son if you phone before 9:00am. Please try to avoid phoning during interval (11:10am - 11:25am) or lunchtime (1:35pm – 2:15pm). We appreciate your tolerance and co-operation. **Please do NOT ring or text your son during class time.**

Mission Statement

Vision Statement: SBHS is a place where young men learn to think for themselves, define their role and acquire the tools required for the road ahead.

Motto: Non Scholae sed vitae Discimus (Not for School but for Life we are Learning)

Parent / Teacher Association (PTA)

The Southland Boys' High School PTA [Parent Teacher Association] meet monthly in the Staffroom. They support the school in a range of ways, providing extra equipment and sponsorship for the students and for activities that are not funded by the government. The PTA also provide an important connection between the school and whānau at Open Day, Sports' Day and New Entrants' Day, meeting and greeting parents and students at these events. New members are always welcome. See the Newsletter or website for details or contact the President, Fiona Smith (Attention PTA: sbhspta1@gmail.com).



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Personal Grooming

Hair

- Hair must be natural in appearance. Unnatural colours and/or multi-coloured hair is unacceptable.
- Hair length must be appropriate for school – off the collar and out of the eyes.
- Extreme hairstyles are not acceptable. These include shaven, mohawk, tails, steps, dreads or other extreme fashion styles.
- Faces must be clean-shaven. Beards, moustaches, sideburns are not acceptable.

Jewellery

The ONLY jewellery that is permitted is:

- A wristwatch.
- One pair (one for each ear) of small, plain (gold or silver), discreet keepers for pierced ears. Stretchers are not permitted. Other visible piercings are not permitted.

Tattoos

- Tattoos that are visible in either the Junior or Senior dress uniform, are not permitted.

Refusal to follow these school rules and regulations will be seen as continual disobedience.

Phone Policy

Phones will not be permitted in classrooms at any time. Students will be allowed to bring phones to school and will have access to them before and after school, during internal and lunchtimes, and for some of their tutor classes. If the phone is confiscated, these are to be collected from the main office, by a parent/caregiver. If you need to contact your son urgently during class time, please contact the office.

Property

Boys are responsible for the safety of all their property. All property should be clearly and permanently named so it can be returned to students. Un-named property is held in the Gym office. If it is unclaimed at the end of the term it is donated to the Salvation Army. Money or other small valuables may be left temporarily at the school office. Students require a padlock for their scooters or bikes.

Reporting to Parents

Real time reporting is available at any time on the Student and Parent Portal, as grades are entered by subject teachers.

Year 7 - 10

Subject reports are uploaded to the Student and Parent Portal during the year. You will be advised by email when these will be available.

Year 11 – 13

NCEA Internal Progress Tracking Reports are also made available via the Student and Parent Portal. You will be notified by email as these are updated.



Parent / Student / Teacher Subject Interviews

At SBHS we believe that education is a partnership between the home, the school and the student.

At Year 7 and 8 we hold Academic Counselling meetings, which are a three-way discussion between whānau / parents, students and teachers to discuss current progress and to set new learning goals. These happen twice a year. Your meeting will be 15 minutes long.

Parent / student / teacher subject interviews for all Years 9 to 13 occur twice a year. These are 5 minutes long. Bookings are made via School Bridge and information on how to book will be emailed.

Stationery

A list of stationery required at the beginning of the year is available from the school office or on the school website <http://www.sbhs.school.nz>.

School Hours

Boys are expected to be in the school by 8:40am. **Lessons begin at 8:45am**. Lunchtime is 1:35pm – 2:15pm. School ends at 3:10pm.

On Friday's lunchtime is 1.15pm – 1:55pm and school ends at 2.50pm.

School Year

All arrangements for the opening of the school year will be published on the school website <http://www.sbhs.school.nz>, and Facebook Page at the end of January.

Telephone

There is a phone at the office that students may use for emergencies only.

Tutor Groups

Year 7 and 8 boys are part of a homeroom. From Year 9 onwards, each student is placed in a vertical House Tutor Group.

Tutors

The Academic Tutor is the teacher responsible for the Tutor Group. The Tutor is a key person monitoring your son's welfare and progress. The Tutor is the first point of contact for parents requiring information about their son.

Whānau / Caregiver Information

If there are any changes to your personal emergency contact information i.e., address, telephone number, cell phone, email etc. please phone 211 3003 extension 801, as soon as possible. Please notify us of any changes during the year.



Uniform

Having observed fashions and trends for many years we know that fashion is fickle and our business is learning, not mediating between various factions as what is and isn't fashionable. We will not spend valuable time determining whether one hairstyle is more acceptable than another. Hairstyle regulations are described in "Personal Grooming".

Our uniform options are straight forward, suited to our climate and reasonably priced. No child will be denied a full uniform because of cost. We use a discretionary fund to support families in need.

Wearing of the Uniform

- Wearing the school uniform correctly is a school requirement. Students are to wear the uniform when walking to and from school and through-out the school day, except at PE when they wear their PE gear.
- Shirts are to be tucked in, cuffs buttoned or sleeves neatly rolled up.
- White shirts – top button done up [please purchase shirts by neck size so that this can happen].
- The school jacket is the only jacket that is permitted. This includes when students are walking to and from school.
- Team jerseys, track tops, hoodies are not part of the dress uniform and are not to be worn at school or when walking to and from school.
- Year 12 and 13 students are to wear the Number One uniform [blazer, white shirt, tie, grey trousers, black leather dress shoes].

All boys **must** wear school uniform. Parents are asked to see that all items are **named** and kept in good order at all times so that the students may take pride in their appearance. Most new uniform items are available from the school and some items from H & J Smith.

Standard School Uniform (Compulsory Years 7 – 10)

- Navy blue cotton or flannel shirt
- Navy blue SBHS pullover or SBHS vest
- Navy serge shorts or le Faitaga
- Navy blue SBHS socks
- Black leather lace up dress shoes with non-marking soles
- SBHS school jacket (**No other jacket is permitted**)
- SBHS scarf (optional)
- Navy blue beanie (optional)
- NZ Standards Approved cycle helmet

Year 11

The wearing of the senior uniform is a privilege. Year 11 students may wear either Junior or Senior dress uniform. If they wish to wear the Senior uniform, they must demonstrate that they can respect the privilege.



Dress Uniform (Years 11, 12 and 13)

- White shirt
- School tie
- Charcoal grey SBHS school trousers or le Faitaga
- SBHS school blazer (compulsory at Year 12 and 13 for all Senior students who go on interschool events)
- SBHS school vest, black leather dress (school) shoes with non-marking soles
- Navy blue or charcoal grey socks (Year 11 – 13 boys may continue to wear **either** the Junior uniform **or** the Senior dress uniform, but not a combination of both)

PE Uniform (Years 7 – 10 Compulsory)

- SBHS PE top and SBHS PE shorts
- Gym Shoes - Non marking soles

This uniform is for PE, not classroom or street wear. Please order from the school in advance to ensure your son has his in time.



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SBHS Year 7-10 Uniform

French navy jersey	
French navy shirt	
French navy shorts *	\$30.00 - \$60.00
Le faitaga (optional) *	\$55.00
School Vest *	\$85.00
School Socks *	\$13.00
Black leather school shoes (non-marking soles)	

SBHS Year 7-10 HPW Uniform

PE Top *	\$45.00
PE Shorts *	\$45.00
Rugby, Hockey & Football Socks *	\$15.00
Own socks	
Own gym shoes (non-marking soles)	

SBHS Year 11-13 Uniform

Royal Blue Blazer	
White Dress Shirt	
Grey Dress Trousers *	\$30.00
Le faitaga (optional) *	\$55.00
School Vest *	\$85.00
Tie *	\$21.00
Dress Socks (black/navy)	
Black leather school shoes (non-marking soles)	

SBHS Year 7-13 Outer Uniform

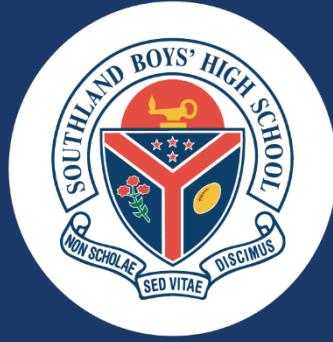
School Jacket *	\$95.00
School Cap *	\$30.00
School Scarf *	\$30.00
Beanie (black or blue – optional)	

*** Available from SBHS Uniform shop**

All other items **apart** from the school jacket and PE Uniform are available at H & J Smith (please contact them for prices).

The school uniform shop is open between 8:30am – 3.30pm daily or other times by prior arrangement by phoning 03 211-3003. All regulation school uniform is available from H & J Smith Invercargill.





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mail@sbhs.school.nz

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www.sbhs.school.nz