

Parent Handbook 2017

A PARENTS' GUIDE TO HEREWORTH

Hereworth School Handbook

This annual handbook is designed to help parents new to the school with any questions on the day-to-day running of our busy school. It provides general information about the school, its rules, school systems and procedures. It will answer many of your questions and guide you in the right direction to answer any others you may still have. The handbook is loaded to our website approximately October each year, and remains until updated the following year.

The next section illustrates the school organisation and who is responsible for each area. The information following is listed alphabetically for your convenience.

Non Nobis Solum - Not For Ourselves Alone

Hereworth School
PO Box 8074
Te Mata Rd
Havelock North
Hawke's Bay
New Zealand 4130

General Enquiries	06 877 8138
Free Phone	0800 444 244
Facsimile	06 877 8190

Headmaster	
Mr Steve Fiet	steve@hereworth.school.nz
Deputy Head (Pastoral)	
Mrs Kate Field	kate@hereworth.school.nz
Deputy Head (Curriculum & Learning)	
Mrs Deb Richardson	deb@hereworth.school.nz
Boarding Master	
Mr Ian Scott	ian@hereworth.school.nz
Matron	06 873 8282 027 451 2182 matron@hereworth.school.nz
Email	office@hereworth.school.nz
Web	www.hereworth.school.nz

OUR VISION

Lead and innovate as the reference point for boys' education

MISSION STATEMENT

Preparing each boy to achieve his very best in the five cornerstones of academic, sporting, spiritual, cultural and social development

OUR VALUES

Caring, Committee, Proactive, Principled, Time-Honoured

'DESIGNED FOR BOYS' STATEMENT

We have never wavered from our focus on developing, motivating and educating boys. We have always believed that boys require specific motivation and challenges to help them succeed in being the very best they can be. Today this is proving to be more relevant than ever.

From the gender mix of our teachers to the size of our classes, from the size of our sports field to the style of our boarding facilities, everything about Hereworth is designed to enhance the learning, living and social skills of boys from the hugely important ages of 5 through to 13. At the very heart of our philosophy is our focus on setting boys up for life by teaching them self-esteem, self-discipline and respect for themselves and others. This is all achieved in a dynamic environment that is active, stimulating, healthy, exciting, rewarding, positively competitive and fun.

That is why Hereworth is truly and proudly 'designed for boys'.

THE SCHOOL

Hereworth is an Anglican school catering for both day and boarding pupils, offering weekly as well as full-time boarding facilities, for boys from Years 0 - 8.

Hereworth was founded in 1927 by the amalgamation of Heretaunga School (Hastings/Havelock North) and Hurworth School (Wanganui) and has flourished ever since. The two schools merged and Hereworth was opened on 15th February 1927, with a roll of 90 boys. The first Headmaster was H. E. Sturge, who came across from Hurworth.

Hereworth remains a school for young boys that aims to set them up during their formative years to ensure they have the tools to take with them on their journey into adulthood.

Hereworth is a member of the Independent Schools' Council of New Zealand.

The school is governed by a Board of Trustees, whose members can be found on the school website. The Board meets several times a year during term time.

STRUCTURE

Our school caters for students from Year 0 to Year 8.

Each class has a teacher who is responsible for curricular planning and the teaching of core subjects.

Each syndicate engages in team teaching in order to offer more expertise and variety to its students. Annual planning takes place as a team to ensure that each syndicate is covering similar work. Specialist staff teach art, music, hauora, languages, speech and drama, library, religious education and technology, and science is taught by a lead teacher in each syndicate.

Class teachers are also responsible for the pastoral needs of the children in their care.

SCHOOL ORGANISATION

Headmaster	S P Fiet
Deputy Heads:	Mrs K Field, Mrs D Richardson
Teachers :	
Mrs K Field	
Mrs D Richardson	
Mr N Lorentz	
Mr P Unwin	
Mrs G Unger	
Mr D Ball	
Mr N McCorkell	
Mr I Scott	
Mrs M Small	
Ms T Westcott	
Mr H Twinn	
Mrs V Crozier	
Specialist Staff	
Art & Technology	Miss M Munro
Hauora (P.E/Health)	Mr T Hill
Music and Drama	Mrs J Stevens
Learning Support Teacher	Mrs E Sutherland
Languages	Mrs P Kasper
Librarian	Mrs S Apperley
Chaplain	Rev'd R Carey
Finance & Operations Manager	Mrs P Bicknell
Executive Assistant	Mrs L Lee
Marketing Coordinator	Mrs N Pentelow
Accounts Administrator	Mrs J Simister
Receptionist	Mrs K Watson
Foundation Coordinator	
Sport	L Doull
I.T.	S Feltoe
Catering	Mrs S Bradleigh
Doctor	Dr B Stride
Grounds	Planet Turf (R Murray)
Maintenance	L Bernstone
Tutors	Two per year
Matron	Mrs P Hutchins
Matron - part time	Mrs V Morrison
Boarding Master	Mr I Scott
Uniform Shop	uniform@hereworth.school.nz

Desired End Product Model

Our programmes are designed to produce Hereworth leavers who are confident, connected, actively involved and lifelong learners with sound Christian and moral values, boys who display the following characteristics:

Confident: A boy who looks forward to coming to school each day; is prepared to take calculated risks; is able to negotiate school activities competently and with understanding; displays resilience to a range of challenges wears appropriate uniform (correctly and with pride); understands the place of both success and failure in the learning process; and interacts and expresses themselves confidently, appropriately, politely and positively, in a variety of situations.

Connected: A boy who is critical, creative and a reflective thinker; possesses effective interpersonal and relationship skills; is able to assimilate relevant information effectively and focus on the task at hand; enjoys participating in rich and diverse learning experiences; and is confident in selecting and using a range of learning tools to meet individual learning needs.

Lifelong learners: A boy who enjoys the learning process; has as a minimum, age-appropriate literacy and numeracy mastery and a basic grasp of key understandings/skills across core learning areas is motivated to take advantage of the many opportunities the school, local, national and global communities have to offer; has an understanding of and commitment to being an effective learner; accepts feedback and self-reflects to direct their own thinking/learning to improve personal development/understanding; and continually challenges their 'Personal Best' achievements.

Actively involved: A boy who is prepared to give everything a go and work outside his comfort zone; perseveres, displaying a determined approach to the challenges of education/learning offered at Hereworth; has a sense of wonder, awe, curiosity and mystery; engages with a sense of persistence, purpose and direction; and is able to collaborate effectively on tasks with others when the need arises.

Sound Christian and moral values: A boy who identifies and respects the place a Christian faith has in people's lives; appreciates the role other faiths may have in people's lives; is awarded the opportunity to develop their own faith and/or spiritual identity; understands the difference between right and wrong and the consequence of their actions for themselves and others (and has the courage to stand up for this); is creative, questioning and imaginative within a broad framework that recognises the importance of experience, personal values and respect for the beliefs of others; and is able to recognise, respect and celebrate spiritual and cultural diversity.

Absences

Parents must telephone the school by 8.30am for Years 4–8 and by 9.00am for Years 0–3 (Ph: 06 877 8138) . You can also email office@hereworth.school.nz or the class teacher as a preferred method, or go to our website to notify us if your son is absent. Teachers need to be notified if your son has an appointment that requires him to leave the school grounds or be late for school. If a boy is late he must report to the office. All unexplained absences will be followed up with a phone call. Extended leave may only be granted by the Headmaster following written request (email is fine).

Accounts

Fees and disbursements are payable by direct debit from your nominated bank account to the Hereworth School Trust Board bank account on or around the 20th of each month. Tuition fees are charged at the end of each month, over a 10-month period.

All additional costs incurred outside the classroom will be disbursed to your monthly account; for example, additional stationery, badges, boarders' tuck, class camps and visits, dancing lessons, farewell gifts and donations, boarders' medical expenses, parents' association fee, bus fares, photos, visiting performers, sports trips.

Assembly

A full school assembly is held once per week (this time is subject to change) and is run by the Year 8 boys. These assemblies follow a similar routine each week and begin with singing the National Anthem. The Headmaster then announces 'Boys for Praise', awarding prizes and making presentations to deserving boys, and gives an update on happenings around the school. On occasion we will have guest speakers, perhaps Old Boys who are back in the area, or an item from class groups or music groups. There are other assemblies held throughout the school term and these are listed on the term calendar. We welcome parents and extended families to any and all of these assemblies.

Assessment

Your son's academic progress is constantly monitored by his teacher. Examinations are held once or twice yearly, dependent upon the year level of the student.

Full school reports are sent home to all parents at the end of terms two and four. Individual interviews are held twice yearly where progress is also relayed to parents. If you have any concerns about your son's progress, teachers should be contacted at any stage during the year.

Attendance

Arrivals

All boys Years 0–3 are required to be at school by 8.50am (for 9am start).

All boys Years 4–8 are required to be at school by 8.00am.

On arrival at school, Years 1–3 are to go to their classrooms and get ready for the day ahead while Years 4–8 go direct to their lockers with their gear, then to their classrooms ready for the day to begin at 8.00am

Departures

The school day ends at 3.00pm and on Mondays, Wednesdays and Thursdays, all boys Years 4–8 are required to participate in compulsory sport practice. Boys can leave school from 4.20pm.

There is no sport practice on Tuesdays and Fridays and all boys (except for those with choir practice on Tuesdays) are to be picked up at 3.00pm.

Awards

Merit Points (Certificates)

Years 4–8 boys work towards gaining their Honours and Double Honours throughout the year. Merit points are awarded by staff members and recorded in boys' diaries. Honours are awarded when a boy earns 200 merit points and Double Honours when they earn 500 merit points. This system is a Hereworth tradition and has been in place for many years. It is designed to encourage each boy to reach his own potential and always give his best, both in work and attitude, when at Hereworth.

Colours Badges

'1st and Full Colours' badges are awarded on a set criteria basis. Colours are awarded across a broad range of areas of school life, and year groups.

Student Leadership Badges

Student leadership badges are awarded for leadership positions throughout the school such as prefects, librarians, house captains etc.

Hereworth Badges

Hereworth School badges are available for purchase at the office. Boys like to swap these with other visiting schools during exchanges at home or away.

Behaviour Expectations

A high level of manners, courtesy, respect and responsibility towards both adults and peers both at school and in the community is expected at all times. We encourage all our boys to be good citizens by being confident and courteous, community spirited and spiritually aware.

Bullying and/or harassment is not tolerated and behaviour of this type will be dealt with immediately and appropriately. Please see our school website for policies regarding Anti-Bullying and Complaints. Uniform regulations are to be adhered to at all times.

Boys are encouraged to be responsible for the consequences of their actions and behaviour and are encouraged to celebrate their peers' successes as well as their own.

While at School

- Politeness and courtesy is expected at all times.
- You must greet each other and staff on first sight in the morning.
- When introduced to someone, you are expected to shake their hand and look them in the eye.
- You must be punctual – when the first bell rings, stop what you are doing and go to assembly/class/meal. On the second bell, you should be where you need to be waiting quietly.
- Walk around school quietly so you don't disturb others around you who are learning.
- Complete your school work as requested and to the best of your ability.
- Ensure you take your prep home and complete it every night.
- You must comply with the uniform standards at all times.
- Care and respect should be shown for school property and resources at all times.

Ensure you leave all areas of the school as you found them and always remember to act appropriately for that particular area; for example, quietly in the library and chapel, 'vigorously' on the sports field.

Bikes & Scooters

Boys are welcome to bike or scooter to school. We trust they know all the road rules and abide by them as we have a high volume of traffic around drop-off and pick-up times. Bikes and scooters must be locked in the bike area above the tennis courts/junior playground. Neither bikes nor scooters may be ridden in the school grounds during school time.

Billeting

Families are asked to help with billeting visiting prep school children when we have sports exchanges. It is for one or two nights depending on the distance travelled by the visitors.

Billets arrive at school at 5.30pm approximately and you then host for the evening and return them to school the next morning with your son. Parents of (closer) boarders who billet take their own son home as well. A programme is printed and issued as soon as the billeting list is completed. Where possible, billets are matched up with boys of opposing teams so that they can enjoy each other's company before facing them on the field the next day. You don't have to be in a sports team to billet – we welcome and appreciate all offers.

Boarding

This section is covered fully in the Boarding handbook.

Boarding Experience

All Year 7 and 8 boys are expected to complete a two-week (including the middle weekend) boarding experience each year. This is to be booked through Matron and you will be notified of availability throughout the year.

Boarding - Casual

This is offered to all day boys from Years 4–8 and on a case-by-case basis for Years 1–3. This is available during the week and weekends, during term time. A nominal fee is charged and this is added to your disbursement account. Please phone or email Matron direct to book.

Buses

There are daily bus services available from Hastings, Taradale and Napier. This is arranged and charged by the school and with parents' permission.

Boys travelling by bus must be dressed in correct school uniform and conduct themselves properly at all times. As they are representing Hereworth, manners, politeness and courtesy towards other travelers must be remembered at all times.

BYOD

Boys from Year 4-8 are able to 'bring your (their) own device' to school for use within their class programme. Chromebooks are the selected BYOD. Any other teaching aid/tool must be discussed with the teaching staff prior. A BYOD permission slip must be returned to the office prior to bringing the device to school. Please see the information in your folder for purchase details.

Calendar

At the beginning of each term you will receive a term calendar, which will also be available on our website. The calendar details the weekly events for that term and also highlights other events that are outside the norm. Events are subject to change but we do endeavour to keep that to a minimum.

N.B. These dates are subject to change.

Camps

Each year all boys will attend a camp. (Camps are usually held in term one but this can be weather dependent). The camp programmes are designed to encourage boys to develop self-confidence and awareness while experiencing a wide range of activities. The locations of these camps change but they are all fairly local. More information will be available on the school website and in letters/emails sent home at the time.

Carol Services

Every year we hold two carol services at St. Luke's Church, Havelock North, for both the local and school community in the last week of the school year. This is one of the special occasions of the school year and all boys are required to attend the school service at St. Luke's.

Chapel

The St. James Chapel is a very special place at Hereworth. It was built on the Knob (1958–60) and was gifted to the school by the H. B. Williams family, in memory of J. N. Williams, an old boy who was killed in action in 1942 while serving in the RNZAF.

Boys attend chapel as per their school syndicate and congregate as a whole school once a week.

Families are always welcome to join us for these services although at times seating can be limited. Boys from Year 5 upwards are also required to attend two Sunday services each term (one for Year 4 boys). These services are between 30 and 40 minutes in duration, with service dates and times outlined in the term calendars. Family members are encouraged to attend as worship is family oriented. If your son is unable to complete the required services per term, please email the chaplain the reasons behind this. It is expected the student will make up the services missed the next term.

Boys also participate in weekly religious education lessons in the classroom.

Chess

Boys are able to join the Chess Club, which meets one lunchtime each week. Some form classes also have a specialist chess tutor visit once a week. Hereworth competes in the local interschool chess competitions, both in team and individual events.

Choir

The choir is an integral part of the Hereworth school community. Auditions are held at the commencement of each school year. A Head Chorister and Deputy Head Chorister are duly appointed. As a member of St. James Chapel Choir, boys are expected to attend weekly choir practices on a Tuesday afternoon and two Sunday chapel services a term. Throughout the school year, the choir is often called upon to perform at events held in the local community, for example, The Kids' Sing, entertaining at the Havelock North Community Centre and local retirement villages. A choral camp is held early in term four in preparation for carol services at the end of school year. A biennial tour is also held where the choir travels away to perform in another city. The choir performs at the two carol services held at St. Luke's Church, Havelock North, in December each year.

Communications

We aim to involve parents in their boys' learning as much as possible and keep the door open for parents questions and feedback at all times.

Teachers are best contacted by email and will respond to you when they have a break in their teaching time, or at the end of the school day. The Deputy Head and Headmaster are available to speak with you and can be contacted by email, or by calling the office to make an appointment for face-to-face time.

Class newsletters are emailed out with updates from teachers on a regular basis.

Parents will receive regular communications from the school. 'The Week Ahead' is sent every Thursday via email containing all the details of the weekend sport fixtures and of the following week's activity at the school.

'Hereworth Highlights' is a termly newsletter, packed with information and photographs about the boys' activity during the term as well as pieces on teaching and learning, staff and the whole school community.

Like our Facebook page 'Hereworth School' for frequent postings on happenings and the school and celebrations of the boys' successes.

Our school app will alert you to notices, urgent messages and provide calendar reminders throughout the year. Details will be sent out prior to Term 1 starting.

Community Service

The Hereworth School motto is *Non Nobis Solum*, which translated means Not for Ourselves Alone. Boys from throughout the school take a number of opportunities each year to undertake services in the local community to help or support others.

Cyber Safety

The signed (by student and parent/guardians) school Internet/cyber safety policies apply at all times.

Daily Schedule

Year 1–3	Commence 9am
Year 4–8	Commence 8.00am
8.00am–10.10am	Classes
10.10am–10.30am	MORNING TEA
10.30am–12.00pm	Classes
12.00pm–1.00pm	LUNCH
1.00pm–3.00pm	Classes
3.00pm–3.15pm	AFTERNOON TEA
3.15pm – 4.15pm	Sports Practices (see below) **

** Years 4–8 (compulsory Mon, Wed and Thu throughout the year, Years 0–3 (optional) varies Mon and/or Wed depending if summer or winter terms. During terms two and three, boys Year 4 and upwards shower after sports practice before going home.

All boys finish school at 3pm on Tuesday and Friday, unless they have a commitment, i.e. choir. Weekly boarders can be collected from 3pm on Friday or Saturday morning before/after sports.

Dancing

Ballroom dancing lessons are compulsory for senior boys in Years 7 and 8 prior to the annual school formal dance. They occur during class P.E. time. Boys are required to attend the dance and must wear dress trousers (not jeans/cargos), black formal shoes, shirt and a tie.

Digital Strategy Goals

Twenty-first-century students, pedagogy and technologies are to be partnered together in the learning environment at Hereworth School.

All students will be given access, and the opportunity to enquire, create, connect, disseminate, resolve, reflect, work together and share through a range of technologies and applications. The Intentional collaboration between boys and learning tools will enhance learning on many levels, and in many areas.

In 2016 we made the move to using Chrome Books as the device of choice for us as a school, and therefore for your son. As a school that utilises the Google platform, it makes sense to have a device that seamlessly integrates with the features available to our staff and students. The cost of the Chrome Books is extremely competitive relative to competing devices, and their capabilities. It also adds to the ability of Hereworth boys to be able to transition to secondary school effectively, with many colleges using Chrome Books as well.

Dining Room

Morning/afternoon tea and lunch are provided for all boys. There are plenty of healthy options available for the boys and we ensure they get a well-balanced meal that includes a hot selection as well as salads, etc. The boys sit together in the dining hall for lunch and are supervised by staff members.

Emergencies

As part of your enrolment pack you will be asked to provide us with emergency contact names and numbers. In case of an emergency at school (for example, fire, earthquake or any other emergency), there is a clear set of procedures we follow. Boys are to assemble at the tennis courts and await further instruction. No boys are to be collected without permission from a staff member.

Foundation

The Hereworth Foundation was established in 1962 to raise a capital fund to protect and preserve the financial independence of Hereworth. The trust deed records that the settlers "are desirous of assisting towards the cost of maintenance of the school and of its education standards and of ensuring to the school some annual financial assistance to those ends".

The Foundation investment portfolio is an independent body and is managed by an investment committee that receives professional investment advice regularly.

The Hereworth Endowment Trust is an Incorporated Educational Trust registered under the Charitable Trusts Act 1957.

Founders' Day

Founders' Day is celebrated each year in early August. Everyone is welcome at the annual Founders' Day celebrations.

Founders' Room

The Founders' Room is one of the school's main meeting rooms. It is used to host the school community and visitors. It is also often used as a meeting area for the boys, staff and the Board. It has been restored by Mrs Railene Mabin and now displays the proud history of our school going right back to when Heretaunga and Hurworth started. There is much school memorabilia on display in the Founders' Room.

Haircuts

All boys are expected to take great pride in their appearance and hair is to be cut reasonably short and be neat and tidy at all times. Hair must be cut above the ears and off the collar, and no hair is to hang over boys' eyes. Hair should be natural colour and No. 1 or No. 2 cuts are unacceptable.

Hereworth Old Boys' Association (H.O.B.A.)

The Old Boy's Association was established in 1948 and has more than 4,000 Old Boys on record since 1927, when Hereworth started. Where possible the school endeavours to maintain contact with all past students and encourages them to attend events and functions on a regular basis. A number of Old Boys' events are held throughout the year in different regions and at school. The Old Boys' support annual scholarships and bursaries, provide financial assistance with projects within the school and are actively involved in the school's governance through Board of Trustee representatives.

All boys become a member of the Old Boys' Association upon leaving and will receive regular communication.

History

Hereworth has a proud history and more detail can be found on the school website or in the Three Schools book, which is available for purchase at the Office.

House System

The house system has been in place for many years and is an integral part of the boys' school life. Every boy is put into a house on their first day at Hereworth and they earn points for their house through sporting and academic competitions.

The house system allows boys to meet others from different year groups and allows for a healthy level of inter-house competition within the school.

Named after past masters and staff members, the houses are:

Elder (red)

Grant (blue)

Reeve (green)

Rickard (yellow)

If there is a family connection to a particular house then your son will be put into that house where possible, and brothers will be placed in the same house, unless requested otherwise.

Each house is led by two captains, Year 8 boys who are elected by their house peers each year.

They are supported by members of staff within those houses.

The boys work hard to earn points for their house through merit points, inter-house competitions and events. The House Shield is presented to the winning house at the end of each week, with the overall winner being presented with the Top House Trophy at the end-of-year prize-giving.

Insurance

Would you please note the school's insurance does not cover boys' equipment, clothing or bedding. Parents are urged to check that these items are covered privately.

Languages

All boys from Years 1–8 receive second language teaching and cultural information, as part of their classroom programme/specialist teacher.

Leadership – Prefects and Squads

Boys are given leadership responsibilities throughout their time at school. We have a Head Boy, two Deputy Head Boys and a Head Chorister, plus prefects. There are also leadership roles available in many different areas of the school – librarians, house captains, squad leaders, dorm leaders, ICT and art managers, junior mentors and other similar leadership and service roles.

The Head Boy and Deputy Head Boys are supported by prefects, who are chosen by staff at the Year 8 level as excellent role models for the rest of the school. All boys in Year 8 have leadership opportunities throughout their final year.

The 'squad' system was inaugurated in 1927 when Mr H. E. Sturge took over as Headmaster of Hereworth. They are small and personal 'house' units in a big school and encourage boys from different year groups to socialise. All boys belong to a squad (both boarders and day boys are integrated) and they eat in the dining room, do chores and compete in a weekly competition in their squads. The aim of a squad is to:

- a) foster the spirit of "getting on together" and
- b) develop the qualities of leadership and responsibility.

Squad composition is changed every term and squad leaders and No. 2s are appointed to give many Year 8 boys responsibility throughout the year.

Library

The library is one of the hubs of the school and is situated at the bottom of the stairwell in the Wiremu (main) building. All boys visit the library as part of their class programme and are encouraged to visit in their own time. There is a large collection of fiction and non-fiction resources and the library is administered by a full-time librarian, who is assisted by a group of librarians. Books are issued for two weeks and the library is closed the week leading up to school holidays. Boys are asked to respect the library and always leave it as they found it.

Lost Property

Lost property is an ongoing concern. Please ensure all items of clothing are well named. All unnamed or unclaimed lost property is stored in the big cupboard under the stairs in the Boarding House.

Matron

We always have a Matron permanently on duty. They are overseen by our Boarding Master.

Medical Matters

Medical forms are sent out to all new parents in the school introductory package. These forms need to be returned before your son's first day of school. Please ensure these are filled in accurately. All schools need to keep an immunisation register for enrolled children. If you have a copy of your immunisation certificate, please include it with your forms. If your son is not immunised, please make sure you note this on the medical form.

If a boy is unwell or injured during the school day, he will be taken to Matron in sick bay. If he is not well enough to be at school, Matron will contact the boy's parents. If a boy requires urgent medical treatment, the school will arrange for him to be taken to the school medical officer (in Havelock North) or to the hospital. The boy's parents will be advised. If he remains in sick bay, he is taken care of by Matron.

Any boy taking medication is required to leave it with Matron for her to administer.

We have our own School Medical Officer who attends the boarders at 8am Mon–Thu as required. He also conducts a full medical for new boarders.

All boys receive an annual dental check-up at the local dental clinic (sited at Havelock North Intermediate) unless alternative arrangements are made with your own dentist.

Boys are tested for hearing and vision in Year 1 and Year 7 and also at the teachers' discretion.

In the event there are any concerns as a result of the tests, the nurse will contact parents directly.

If your son has an allergy, it is your responsibility to advise us so we can record it on his file.

If your boy is clearly unwell – please keep him at home. If he has had vomiting or diarrhea, we ask that you keep him home for a period of at least 24 hours after the last bout. If he has an infectious disease or communicable condition (for example; chicken pox, conjunctivitis, head lice, impetigo (school sores), influenza, measles, mumps, rubella or slapped cheek), we ask that you keep him at home until the condition is no longer infectious or transferrable.

Mobile Phones

Mobile phones are not permitted to be used during the school day. Any boy who uses his phone during school time will have it confiscated and held for a period of time. Mobile phones may be used after school to arrange pick-up times although a telephone is available for the boys to use for emergencies in the office.

Money

It is unnecessary for boys to have money at school as any extras will be added to your monthly account.

Boys are not permitted to buy, sell or trade any items at school.

Music Tuition

We have individual music tutors available for the following musical instruments/abilities:

Piano	Flute	Singing
Clarinet	Violin	Bagpipes
Classical Guitar	Drums	Keyboard
Saxophone	Bass	

Instrumental tuition is optional and boys must have their own instrument and be willing to practice regularly. Years 1–3 have lessons before or after school hours. Years 4–8 boys have lessons rostered during the school day. Lessons are timetabled to ensure boys do not miss the same class subject each week.

Fees are payable direct to the tutor concerned each term. If for any reason you wish to stop your son's lessons, one term's notice must be given in writing.

Any enquiries regarding music should be directed to the Director of Performing Arts.

Twice yearly we have a performance assembly, where all boys perform short pieces they have learnt throughout the year in conjunction with other class pieces and some speech and drama items.

Office Hours

The school office is open Monday to Friday, 8am–4.30pm. The office staff will assist both boys and their families however they can. If parents need to leave a message for their son, this will be emailed to the class teacher to pass on. Please try and keep messages to a minimum and before lunchtime.

All office enquiries should be directed to:

Office telephone:	877 8138
Office facsimile:	877 8190
Office email:	office@hereworth.school.nz

Hereworth Parents' Association (H.P.A.)

The Hereworth Parents' Association provides strong and active support for the school by means of fund-raising, uniform shop and social events. The funds raised by the Association are used for various projects around the school that will benefit the boys. The school uses the H.P.A. to gain parent views on new initiatives and daily school functions. There is a small annual subscription for parents or guardians of pupils that is charged to the boy's disbursement account in four instalments.

The AGM is held prior to the annual school swimming sports in February and this is where the officers and committee members are elected. Thereafter there is usually one meeting per term, unless a special event is being coordinated.

Parent class representatives from each year group liaise with the Parents' Association and help to organise social functions to allow parents to meet and funds to be raised. The Parents' Association has three seats on the Board of Trustees, each for a term of three years.

It is a very positive and active group of parents and supporters of our school that provides invaluable help and reassurance.

Please see the school website or call the office for more information.

This is a very effective way that you can contribute to the school and we encourage you to become involved.

Parent Directory

This document is published annually during term one and distributed via email to all parents.

Unless the office is notified all families will be listed in the publication but address and home phone number only. No email addresses will be published as we value your privacy.

We ask that you do not use this directory for any business benefits.

Parent Interviews

The first parent-teacher interview will take place early in the first term. You will book your interview time with your son's teacher. These bookings are made online.

The interview itself takes place in your son's classroom and the class teacher will explain in detail relevant aspects of your son's programme and provide information on his overall achievements. It is important for you to take the time to meet with your son's teacher at this early stage.

Subsequent interviews take place later in the year, usually at the end of term two. Dates will be published in the term calendar.

Parents are welcome at any time to discuss their son's education, progress and development.

Should you have any concerns about your son's progress or other matters, the initial conversation should be with your son's class teacher or the syndicate leader of that year group or department.

Parking – Drop-off Zone

Safety is our utmost concern at the beginning and end of the school day. We have a one-way traffic system and ask you to keep your speed to the limit of 20 km/h or under. Parking is available at the front of the junior classrooms. Please do not double-park as children are hard to see when they dart between traffic.

Photography

Throughout the year, official photos are taken of individuals, classes, sports teams, prefects, leavers, the whole school, librarians etc. Order forms are sent home with your son, where you can purchase photos directly via the Photolife website.

All of these photos are also enclosed within our yearly school magazine.

Possessions

All books, bags, clothing, sports gear and other gear of a personal nature must be clearly labelled with the owner's name. Please remind your son to take care of his possessions as they are his responsibility. Lost property is put in the white cupboard under the stairs in the Boarding House, named clothing is returned to the owner. At the end of the term any unclaimed items will be given to the Uniform Shop, donated to a charity or disposed of.

Prep (Homework)

All boys have prep, ranging from half an hour to an hour per night depending on what year level he is. Class teachers will advise their prep expectations to you. Some classes have a blog or Internet-based communication for prep instead of being written in books. If on a given night your son has too much prep, make a note for the teacher and if he has too little he can spend the remainder of the time reading or on times tables.

Religious Education

The teaching of Christian values and Anglican liturgy is a vital aspect of school life. Year 4–8 boys attend a brief chapel services and Christian values are reinforced daily in the school environment where the Hereworth motto, *Non Nobis Solum* – Not For Ourselves Alone, is the guiding principle. Boys have a religious education class with our Chaplain on a regular basis. These lessons follow a simple curriculum developed specially for Anglican schools to give our boys a good spiritual base.

Reports

School reports are provided twice a year. These are full reports and cover your son's work, progress and attitude; comments are made from individual class teachers, specialist teachers and the Headmaster.

Scholarships

There are a number of scholarships available for boys in Years 6 and 7. Information is available from the office. Scholarship testing takes place during term three each year for scholarships to be taken up the following year.

School Magazine

The official school magazine is distributed every year, for the prior year. This is a great account of what took place throughout the year and includes photographs, reports and stories from staff and boys alike. Every boy who was at school during that year will receive a free copy of the magazine.

School Motto

The School motto is *Non Nobis Solum*, in translation, Not For Ourselves Alone.

School Song

All boys learn the school song, which is sung at assemblies and other appropriate occasions.

School Haka

All boys learn the school haka, which is performed at prep rugby matches and other appropriate occasions.

School Productions

Biennially the Year 7 and 8 boys perform the school production – this is normally the last week in term three and is a stunning performance. The show is open to the public for three or four performances over the week.

Junior boys have an end-of-year play.

Smoking

Our school is smoke free and we ask everyone to respect this.

Speech & Drama

We have a strong speech and drama department with a specialist teacher running the class programme for every boy.

We encourage our boys to read and speak confidently in public and this is seen through oral english and speech competitions, reading in chapel as well as speaking to the whole school in assembly.

The subjects covered are poetry, prepared speaking, impromptu speaking, reading aloud, miming, improvisation, prepared drama extracts and the theory of voice production.

If your son would like to do more, we do have external speech and drama tutors available. These lessons take place at school and are optional for boys in Years 6–8.

Sport

Sport is a major part of school life at Hereworth. Physical Education is compulsory for boys in Years 0–8, it is also expected for all boys to participate in the school athletics, swimming and Sandy Lane (cross-country). Sport is part of the curriculum and the daily class programmes and all boys are encouraged to participate. This helps to encourage sportsmanship, to play by the rules, to be a good winner or loser and to keep active.

There is also sport after school on Mondays, Wednesdays and Thursdays for boys in Years 4–8 – Summer is Cricket, Softball, Tennis and Winter is Football, Hockey, Rugby. Boys will often compete in other sports codes as a school/social team.

All boys in Years 4 - 8 are expected to compete in a Hereworth sports team, in both summer and winter, and are required to represent Hereworth on Saturday mornings in the local competitions (this is voluntary for Years 1–3 where applicable). Only if Hereworth cannot field a team in the schools nominated summer/winter sports code chosen by your son (i.e. younger rugby grades), then your son is able to play for a club for that season. All boys must play for Hereworth if there is a team/grade at their level. Sports practice is held three afternoons per week – Mon/Wed/Thurs – and club players must attend at least two of the weekly sports practices and may go to their club practice on the other night if it clashes with a school sports practice.

Boys in Years 1 - 3 sport is optional.

Term one and four (Summer). Cricket, Boys have an opportunity to play Friday after school or Saturday morning "Kiwi Cricket". Participation in a team is "skill level dependent". Boys who do not make a Friday night or Saturday morning team do cricket skills on a Monday and Wednesday during sport practice time, 3.15 pm to 4.00 pm.

Term two and three. (Winter). Rugby, Boys can opt to play rugby for their local rugby club as Hereworth are unable to cater for rugby boys of this age. All rugby club boys join in with the Hereworth rugby boys on a Monday and Wednesday at sport practice time.

Football, Boys who choose not to play rugby will be placed in a junior football team to play games on a Saturday morning. These boys will practice on a Monday and Wednesday at sport practice time.

Hockey, Available to year 3 boys and above. Junior hockey is played on a Saturday morning and boys practice on a Monday and Wednesday at sport practice time.

Sport Assembly and Draws

Sport assemblies are held weekly and all sports results are shared with the school.

Sports draws are published in 'The Week Ahead' and are available on Thursday evening. This can be found on the school website as well.

Off Sport

Boys who are off sport must have a note from home or be checked by Matron (boarders). After school, all boys who are off sport are to report to the off sports classroom to be supervised. Pick up is still at 4pm, these boys do not go home early.

Prep Matches

We have regular traditional fixtures against other independent prep schools and these often require a trip away as the games are played during the week. Boys will be billeted overnight by the host school and this is reciprocated when we host another school at Hereworth. Gifts are given to the billeting families and these are provided by the school and charged to your disbursement account, approximately \$7.

Sandy Lane

This is the cross-country event that has been part of the school's history since Hurworth and Heretaunga schools merged to become Hereworth in 1927. Sandy Lane was the cross-country course run at Hurworth, in Wanganui, prior to this. Sandy Lane is always held on the last day of term three.

Swimming Sports

Hereworth has its own outdoor swimming pool, which is open during terms one and four and all boys are expected to swim as part of their physical education programme.

Swimming Sports are held during term one.

Swimming lessons are part of the weekly class programme for Years 0–3 and take place at Hilton Brown Swimming Pool year round.

Years 4–8 boys have swimming in the warmer months in the school pool. Extra swimming lessons are available for those boys requiring them at an extra cost (number dependant) . Boys are transported to and from the lessons as a group.

Stationery

A stationery pack is issued at no extra cost at the beginning of the year to each boy, some junior classes have bulk class packs for use instead. Any stationery should be named clearly. Additional stationery required at the discretion of the class teachers will be charged to your disbursement account. Replacement of lost stationery is the boy's responsibility.

Swimming Pool

The pool can only be used if a teacher or staff member is supervising the area. This area is out of bounds at any other time.

Syndicates

The school is referred to in class groupings – Years 1-3 Years 4-6 and Years 7/8. The Specialist Teachers include staff in the areas of art, music, technology, religious education, science and hauora (phys-ed, health). Each class grouping has a teacher leader.

Technology

The design and technology department is housed in the Iazard Building. Boys from Years 5–8 receive specialist technology teaching, with full participation commencing in Year 6. Subjects are on a term-by-term basis, covering hard materials, soft materials, food technology and media studies.

Telephone/Email

Parents can call the office directly on 877 8138 or email to office@hereworth.school.nz. Staff all have their own email addresses and all addresses follow the same pattern: first name@hereworth.school.nz; for example, sara@hereworth.school.nz.

Boys are not encouraged to use the telephone but if it is an emergency then they can ask at the office to call home.

Traffic – One-Way System, Pick-Up and Drop-Off

The school operates a one-way system and entry is from Hillsbrook Place (off Te Mata Road).

Boys are to be dropped off at the back of the school by the junior classrooms. Boys wait in that area for collection. If any boy has not been picked up they are to report to either Matron, the teacher on duty or the Headmaster.

The exit point for school is out via Hereworth Grove, which leads to Simla Avenue.

Buses to Hastings, Taradale and Napier depart from school at 4.40pm Monday to Thursday and 3.15pm on Friday.

Please observe the cycle lane and speed limit (20 km/h) along the school driveway.

Uniform

It is expected that all boys should wear their uniform with pride, as it identifies them as Hereworth students in the community and our school's reputation is enhanced by how our students conduct themselves when in uniform. Boys' uniforms are expected to be tidy and clean at all times and every piece of school clothing should be named clearly. Boys are required to carry a comb on their person. Boys should always have their tie on and shirt tucked in when in uniform outside of school. In the winter months, they should also be wearing their blazer.

Uniform Shop

The school uniform can be purchased through our Uniform Shop and Thomson's Suits, Hastings. The Uniform Shop's hours are on a Wednesday during term time. These are always noted on the termly calendar.

There is a separate uniform guide detailing what items of uniform are needed for each time of year.

Sports Uniform

All boys are required to have a P.E. kit and then each individual sports have their own code/team uniform.

For classroom sport, boys are required to wear black shorts and their house (Elder, Grant, Rickard or Reeve) polo, white socks and sneakers. In winter, they are required to wear black shorts, Hereworth practice jersey (Years 4–8) and Hereworth winter sports socks with sneakers. School tracksuits are available for the cooler months.

Summer Uniform

The summer uniform is worn in terms one and four and consists of a Hereworth jersey, grey shirt, tie, grey shorts and black sandals. Boys must wear their tie to and from school.

Whites

Whites is the term used to describe the full 'dress' uniform: blazer, white long-sleeved shirt, tie, grey shorts, grey winter long socks and black lace-up shoes.

Whites (Year 3 upwards) are worn on special occasions; i.e. church services and Sunday chapel services, school photographs, boarding students returning each term, and if stated on the term calendar.

Winter Uniform

The winter uniform is worn in terms two and three and consists of a blazer (Year 3 upwards), tie, grey shirt, grey shorts, long grey Hereworth socks, Hereworth jersey and black lace-up shoes. Garters are required to hold up socks. Boys must travel to and from school with their tie and blazer on.

Use of Hereworth Facilities

Our facilities are available for hire both by members of our school community and by others in the community. The boarding house, chapel, dining room, hall and kitchen can all be hired. Contact the office for more information.

All school children using the school facilities after hours must be accompanied by an adult.

Visitors to School

All visitors are to report to the office, where they will be asked to sign the register.

Website

Hereworth has a very informative website that is updated regularly and provides details about all areas of the school, www.hereworth.school.nz.

This should be your first point of call for all information and updates, for newsletters and weekly memos as well as for upcoming events.



Frequently Asked Questions

Billeting

If my son goes away on an overnight sports trip where will he stay?

We have reciprocal arrangements with other prep schools where their parents billet our boys and we do the same when they visit here. We arrange transport (buses) for these trips and boys are expected to travel with the team. All boys are billeted with a host family, this is part of the whole experience. The school will provide your son with a small thank you gift to give to the host family and the cost will be added to your account. The cost of these trips are generally the bus and the gift and will be added to your disbursement account.

Boarding

Can my son stay at school overnight?

All day boys in Years 4–8 are able to utilise the boarding house during the week or weekend. Casual boarding is offered, with only a small charge per night. Younger boys may board if boarding staff deem this to be appropriate. Book direct with Matron.

Buses

Do you have school buses?

Yes, we have three buses from Napier, Taradale and Hastings. They arrive at school at 8am and depart at 4.40pm Mon–Thurs and 3.15pm on Friday.

Chapel

How many Sunday chapels does my son have to attend?

Boys from Years 5–8 must attend two Sunday chapels per term (one for Year 4 boys). They may choose which ones suit their family requirements best. If unable to complete the required services per term, please email the chaplain the reasons behind this. It is expected the student will make up the services missed the next term.

Choir

Can my son join the choir?

All boys Year 5 upwards audition for the choir each year. Boys are then chosen from these auditions at the discretion of the Director of Performing Arts

Communication

How do I keep up to date with what's happening at the school each week?

Every Thursday you will be emailed home The Week Ahead. This provides a breakdown of the next week, including Saturday sports fixtures. These are also placed on our website.

How can I contact staff/a teacher if I have a query?

All staff have an email account and can be contacted directly through this or to set up an appointment time. Alternatively you can contact the office.

Education Review Office

Is the school reviewed by the Education Review Office?

Every three years we receive a visit from the Education Review Office (ERO). The report is a public document. The latest report can be viewed on the school website or ERO website.

Meals

Is food provided at school?

Yes, all food/drinks are provided at school and the cost is part of your tuition fees. This includes morning/afternoon tea and lunch. If your son has special requirements (i.e. coeliac, gluten-free), our kitchen can usually cater for this.

Sickness

If my son is sick and not coming to school, how do I let the school know?

Call the school office on 877 8138, there is an answer machine to leave messages on if the office is not open, or email the office or your son's teacher – office@hereworth.school.nz or (teacher first name)@hereworth.school.nz.

If my son becomes unwell during the day, what is the procedure?

If a boy becomes unwell or is injured during the day, he is taken to Matron in sick bay. If he needs to go home, Matron will contact you.

Sport

What time does school finish and what nights are sports practices?

Years 1–3 finish at 3pm with Mon and Wed sports practices until 4.00pm (not compulsory, season dependent).

Years 4–8 finish at 4.15pm Mon/Wed/Thurs after sports (compulsory). Boys also shower after sport during terms two and three so pick-up is usually closer to 4.30pm during these winter terms. Otherwise they finish at 3pm on Tues and Fri.

If it's a wet day can I pick my son up early if a sports day?

Yes if he is in Years 0–3.

No if he is in Years 4–8. These boys return to class and are free to go after 4pm, they do not ever go home early on a wet day.

If my son is off sport due to injury, can he come home at 3pm?

Yes if he is in Years 0–3.

No if he is in Years 4–8. All off sport boys go to the off sport teacher and are free to go after 4pm.

Does my son have to play Saturday sport for the school?

Yes he does from Year 4 upwards (earlier years are optional). If you are going to be away, permission must be given by the coach of his team and early notification is essential.

Notes



Notes



HEREWORTH SCHOOL

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