



2024 Parents & Caregivers' Guide

Key dates
for 2024

Our school
structure

Getting ready
for high school



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Key Dates

Term Dates 2024

Term One:

Tuesday 30 January – Friday 12 April

Monday 29 January	Auckland Anniversary Day (school closed)
Tuesday 6 February	Waitangi Day (school closed)
Friday 29 March	Good Friday (school closed)
Monday 1 April	Easter Monday (school closed)
Tuesday 2 April	Easter Tuesday (school closed)
Thursday 25 April	ANZAC Day (in Term One break)

Term Two:

Monday 29 April – Friday 5 July

Monday 3 June	King's Birthday (school closed)
Friday 28 June	Matariki (school closed)

Term Three:

Monday 22 July – Friday 27 September

Term Four:

Monday 14 October – Wednesday 11 December

Monday 28 October	Labour Day (school closed)
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Important Dates in Term One

Monday 15 January	School Office opens
Monday 29 January	Auckland Anniversary (school closed)
Tuesday 30 January	Years 10, 11, 12, 13 at school
Wednesday 31 January	Year 9 students Orientation Day
Thursday 1 February	First day of teaching (full school)
Tuesday 6 February	Waitangi Day (school closed)
Wednesday 7 February	ID and class photos
Thursday 8 February	ID and class photos
Thursday 15 February	Swimming Sports (competitors only)
Wednesday 21 February	Y9 new entrants information evening
Friday 1 March	Athletics Day (whole school)
Monday 18 March	Summer Tournament Week
Friday 12 April	Term ends



Before school starts

Welcome

Welcome to WGHS. We hope your daughter has a wonderful first year with us. This guide will help you prepare her for high school.

Website

Our website is a great place for information. Visit www.westlakegirls.school.nz and then use the 'hamburger' on the right-hand side to navigate your way around.

Before school starts

Before your daughter starts, we recommend you purchase stationery only for her core subjects - English, Maths, Science, Social Studies and PE Health. You'll find a list of items on our website under Curriculum and Learning/Course Information and Selections 2024. On your daughter's first day she will receive her timetable and have her option subject choices confirmed. Stationery for these subjects can then be purchased.

Special deals on BYO devices are available by clicking the ICT/E-Learning button Under Student Services on the website.

Uniform

The following Westlake Uniform items are compulsory:

- Skirt or trousers
- Blouse (Junior/Senior)
- Blazer (Junior/Senior)
- Black winter jacket
- Footwear (either shoes and socks, or sandals)
- PE shorts
- House t-shirt

All other items including hats, scarves, jerseys, ties and track pants are optional. You can purchase uniform items online from our website under Starting at Westlake/School Uniform Webshop, or you can go into the Uniform Group's store at Unit 10, 54 View Road, Wairau Valley. Refer to the Uniform Group's store website (wghs.uniformgroup.co.nz/page/contact-us.aspx) for opening hours. Please note you will need to log in if you wish to purchase online.

During term time, the Parents Forum also run a Second-Hand Uniform Shop where you can purchase uniform items. You will receive an email when school begins with opening hours and location for Term One.



First day and beyond

Getting to and from school on the first day

School buses will be running from Wednesday 31 January 2024. You can find a list of bus routes on our website under Quicklinks on the Homepage. Many of the public buses stop at Smales Farm, right next to our school gate.

If you are dropping your daughter at school by car, we recommend using one of the surrounding streets as a drop-off point. Smales Farm does not allow parking for school drop off/collection and issues infringement tickets.

There are bike racks between B and C Blocks for those cycling to school. Please ensure your daughter has a lock for her bike.

The school gates are closed from 3-3:30 p.m. each day for the safety of our students, so you will be unable to enter the school grounds to collect your daughter. We recommend arranging a drop-off and collection point in one of the surrounding streets.

Year 9 students - first day

When

Year 9 students in 2024 start on Wednesday, 31 January. It will be a full day from 9 a.m. to 3.15 p.m., and an orientation day for the Year 9s only. It is not an late start like other Wednesdays.

Where

Meet in the courtyard beside the Event Centre at 9 a.m. Once in the gates, Year 13 Prefects will direct Year 9 students to the Event Centre area. You will find a school map in this guide.

What

During the assembly, students will be welcomed, divided into Form Classes, and will then go to their classroom with their Form Teacher and classmates. There they will receive their school diary, timetable, be guided to connect their device to the school system, be given their student email address (which is a key way we contact our students) and be provided with the school rules and regulations. There

will also be an opportunity for students to get to know each other in their class, and they will be taken on a guided tour for bathrooms, lockers, canteen, library, Office, Health Centre, places to eat lunch, and classroom blocks. They will also be shown how to use the library, including topping up printing cards.

Lockers

Once your daughter has her timetable, she will be able to go to the Payments Office and purchase the use of a locker for the year (\$60). Please note that a locker near her Form Class may not be the best option if her classes are mostly in another part of the school. Staff in the Payments Office, will be able to assign her the most appropriate locker based on her timetable. She should place her lock on the locker as soon as practicable. Either combination or key locks are suitable. She will also require a padlock for her PE locker during PE class.

What to wear

Students should be in correct uniform, including skirt, trousers or culottes, blouse, and sandals or shoes/socks. See Uniform in this guide for more information.

What to bring

Students will not need to bring their full range of stationery for their first day at high school. However, they should bring:

- School bag
- Refill paper
- Pen
- Laptop computer
- A lock (for the locker)
- Lunch/morning tea
- Water bottle

The canteen will be open for lunch purchases. Your daughter will not be permitted to leave the school grounds until the day finishes at 3 p.m.

The first day for Year 10-13 students is Tuesday, 30 January and will be released at approximately 11.30 a.m. They do not need to attend school on Wednesday 31 January. Thursday 1 February will be a Timetable Day 4 (see below) and the first day of classes for all students. All students should go to their Form Class at 8.50 a.m.

TERM ONE					TERM TWO					TERM THREE					TERM FOUR														
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F										
1a	1b	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7a	7b	8a	8b	9a	9b	10a	10b	11a	11b	12a	12b	13a	13b				
29 Jan	30 Jan	31 Jan	01 Feb	02 Feb	05 Feb	06 Feb	07 Feb	08 Feb	09 Feb	12 Feb	13 Feb	14 Feb	15 Feb	16 Feb	19 Feb	20 Feb	21 Feb	22 Feb	23 Feb	26 Feb	27 Feb	28 Feb	29 Feb	01 Mar	04 Mar	05 Mar	06 Mar	07 Mar	08 Mar
1a	1b	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7a	7b	8a	8b	9a	9b	10a	10b	11a	11b	12a	12b	13a	13b				
1a	1b	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7a	7b	8a	8b	9a	9b	10a	10b	11a	11b	12a	12b	13a	13b				

(V2 2 Oct 2023)

You can find this timetable near the back of this guide.

Period	Monday Day 1 Day 6	Tuesday Day 2 Day 7	Wednesday Day 3 Day 8	Thursday Day 4 Day 9	Friday Day 5 Day 10
Start of school warning bell	8.45am	8.45am	9.30am	8.45am	8.45am
Form Time/Assembly	8.50am - 9.10am	8.50am - 9.10am	Late start Form Time	8.50am - 9.10am	8.50am - 9.10am
ONE	9.10am - 10.10am	9.10am - 10.10am	9.35am - 9.55am	9.10am - 10.10am	9.10am - 10.10am
TWO	10.10am - 11.05am	10.10am - 11.05am	9.55am - 10.55am	10.10am - 11.05am	10.10am - 11.05am
Interval	11.05am - 11.25am	11.05am - 11.25am	10.55am - 11.15am	11.05am - 11.25am	11.05am - 11.25am
THREE	11.30am - 12.25pm	11.30am - 12.25pm	11.20am - 12.20pm	11.30am - 12.25pm	11.30am - 12.25pm
Lunch	12.25pm - 1.15pm	12.25pm - 1.15pm	12.20pm - 1.10pm	12.25pm - 1.15pm	12.25pm - 1.15pm
FOUR	1.20pm - 2.15pm	1.20pm - 2.15pm	1.15pm - 2.15pm	1.20pm - 2.15pm	1.20pm - 2.15pm
FIVE	2.15pm - 3.15pm	2.15pm - 3.15pm	2.15pm - 3.15pm	2.15pm - 3.15pm	2.15pm - 3.15pm

About the school system

Here are a few helpful things to know about how our school runs.

Student ID Cards

All students are required to have an ID card, which will be issued after form and ID photos are taken on 7 and 8 February. Cards cost \$7. Photos and payment will be taken on the day of form photos. New students joining after 8 February will have their photo taken at the school office. The ID card allows access to the school library and printers and is a means of identification for students travelling on buses. If a card is lost or stolen, it should be reported to the school office.

Attendance

Absence: Parents or caregivers should contact the school in the morning by emailing attendance@westlakegirls.school.nz AND your daughter's Form Teacher, remembering to give the reason for absence.

Alternatively you can call 489 4169 to talk to the Attendance Officer or press one to leave a message. Medical certificates are required for an absence of three days or longer, or if a student is unable to sit an NCEA internal assessment or examination.

Lateness: Students must bring an explanatory note and give it to the Attendance Officer upon arrival in the main reception at the Gernhoefer Admin Centre. Alternatively email the Attendance Officer and your daughter's Form Teacher.

Leaving during the day: Parents should email attendance@westlakegirls.school.nz with details of why the student needs to leave school. The student must collect a form from the Attendance Officer at reception before signing out.

Going away on holiday: If there is a planned family holiday or your daughter needs to take time away from school for three days or longer, she must see her House Dean with a letter from a parent/caregiver to get a Leave Form. That form must then be filled out, signed by a parent/caregiver and returned to her Dean before the leave date.

Sickness: If your daughter becomes sick at school, she will be sent to the School Health Centre and you will be notified if she needs to be sent home. It's important your daughter sees a Nurse at the Health Centre before she calls you for collection.

Uniform

Uniform items can be purchased online or in person through the Uniform Group, which has a store at Unit 10, 54 View Road, Wairau Valley. There is also a parent-run second-hand shop at the school. For more information please visit our website and click "About us/School uniform". Please ensure all uniform items are named.

PE Uniform includes House shirt, PE shorts and PE sport socks (Sports tracksuit is optional).

Robust black lace-up shoes must be worn in Terms two and three and must be of a similar style to those sold through the Uniform Shop. Jandals, fabric shoes, or boots are not permitted. Sandals may be worn in Terms one and four. These must have a back strap which must be worn done up. Safety at school is an important issue, particularly in Technology and Science classes. Only regulation closed-in shoes can be worn during these classes.

Students who have pierced ears may wear up to two sets of solid/plain gold or silver studs or sleepers (two in each ear). Diamante and dress earrings of any design are not acceptable. No other jewellery is permitted, except a watch. Permission to wear necklaces of cultural significance may only be given after written requests from the parent or caregiver to the Principal. Once received, with clear reasons for the request, a decision will be made and parents contacted. If acceptable, the student will be issued a uniform pass from the Deans. No make-up or finger nail polish is permitted, and hair must be well groomed and off the face. Ribbons or ties must be black. Only hair colours in the natural human hair range are acceptable. No facial piercings.



Blazers

Blazers are compulsory for assemblies, school trips, ID photos and formal occasions. Blazers should be worn as the first choice for an extra layer. Jerseys may be worn under the blazer. House assembly days are:

- Monday - Pupuke
- Tuesday - Wairau
- Wednesday - Akoranga
- Thursday - Hauraki
- Friday - Onewa

Westlake Network

Every student has an individual account on the Westlake Network. Here students can create and save files, print documents, and access email and the internet for school use.

Her personal username is her school ID number, and her Form Teacher will give her a password in the first week of school.

Who's Who

You'll find a list of staff on the website, under Starting at Westlake/staff contacts, including the House Deans.

Board of Trustees

Our School Board comprises of:

Presiding Member - Joy Bradfield
Deputy Presiding Member - Kim Tay
Principal - Jane Stanley
Member - Russell Clements
Member - Victoria Mahan
Member - Sunny Patel
Member Steve Kolose
Teacher Member - Anna Cooper
Student Representative - Jappan Kaur
Board Secretary - Marie McKerrow

The Board is the governing body of our school and is responsible for setting policies by which our school is controlled and managed. Meetings are held in Feb, April, May, July, Aug, Sept, Nov and Dec. For a list of dates see our website under Community/Board of Trustees.

Parents' Forum

Our Parents' Forum is a group of parents who volunteer their time at Westlake Girls, and is led by Barbara Scholten. Primarily the group runs the Second-Hand Uniform Shop and organises events. If you are keen to get involved, email Barbara at barbarascholten@xtra.co.nz.

Supplementary Curriculum Resources

Along with stationery and uniform costs, there are also Supplementary Curriculum Resources costs associated with your daughter's study.

A list of costs can be found on our website under Curriculum and Learning/Course Information and Selections/Documents and Links. The list includes a student diary and Auckland Secondary School Heads Association Levy. You can pay online through the website by clicking the Online Payments button.

If you have concerns over making the payment, please contact one of our Learning Enhancement team under Explore Westlake/Student/Welfare/Learning Enhancement.

School donation

Our parents help provide a quality education for our students by giving a voluntary contribution. The donations are used to give your daughter opportunities beyond what is funded by the government, because we know they will make a real difference to her success:

- Employing more than 20 additional teachers and teacher aides so we can offer a wide range of subject choices and smaller classes.
- Updating and maintaining IT equipment, such as audio-visual gear, projectors and state-of-the-art computers.
- Technology equipment for areas such as music, sports and performing arts.
- Resources to support learning.
- Subsidising curriculum trips to the community, including teacher relief costs. These are an important way for students to connect their classroom learning to the workplace, and create opportunities for future career paths.
- Extra coaching and tuition costs for sports and music.

The school donation for 2024 is \$585 per student, or \$780 for families with two or more students at WGHS. The quickest method of payment is through the parent portal, which can be accessed from the school website. The school issues the tax donation certificates on request, so please do not hesitate to contact us after 1 April and we can email this to you.

Payments can also be made directly into the school bank account 03-0275-0045494-00 or at the Payments Office, which is open from 8 a.m. to 3.15 p.m.

Things to note:

- Your annual donation can be a one-off payment, you can pay instalments weekly (\$11.25 single students/\$15 two or more students), fortnightly (\$22.50/\$30), monthly (\$48.75/\$65) or per term (136.25/\$182.50) via internet banking.
- While a full donation provides more opportunities for our students, we appreciate a partial donation if there are financial constraints within your family. Every bit helps.
- You can claim one third of your full or partial donation as a tax credit
- A donation of more than \$100 enables your daughter to receive a free Year Book at the end of the year.
- Value option of \$780 for families with two students or more at WGHS.
- If you have any questions please don't hesitate to email accounts@westlakegirls.school.nz or call Shona Nolan on 489 4169.

Your daughter benefits from the contributions of current parents and those of previous parents. Each generation "pays it forward" to support the high standard of teaching and facilities that benefit every student. We invite you to join us in continuing to create a culture and a school where every student can thrive.

The classroom system

Your daughter will remain in the same Form Class and House for her entire time at Westlake Girls High School. Her subject classes, however, will have a mix of students from across the same Year level (unless she is part of the STEAM Programme in which case she will stay with the same group for all her core subjects). This is a great way for her to meet new people and make friends across a wide section of the school.

Homework, assessment and exams

At Year 9 and 10, students will receive an average one to one and a half hours homework each week night. Your daughter will have units of work that are assessed by tests and assignments during the year, and end-of-year exams in late November that will be marked by her subject teacher, based on a strict set of criteria standards determined by the school.

At the end of the year your daughter will receive either Achieved, Merit or Excellence for each subject - similar to our Senior School assessments, however she will not receive NCEA credits. If you have concerns over assessment or testing, please contact your daughter's House Dean or subject teacher.

Parent-teacher interviews

There will be two parent-teacher interview evenings in Term One; Wednesday 27 March, 4-7p.m and Thursday 4 April, 4-7p.m. You will be able to book appointments through the Parent Portal, and details will be provided with your daughter's report, which you will receive through the Portal. Teachers will be in classrooms right across the school, so please allow time to walk between buildings when making your bookings.

Support

We understand the jump from intermediate to high school can be a big one, and we have a dedicated team to support our students during their studies. First point of contact for any small issues will be your daughter's Form Teacher, and there are also two Deans who oversee her House.

Our Learning Enhancement Department consists of a team of trained counsellors who students can talk to, and there is also a Learning Support team if they need a little more assistance to achieve their academic goals. Parents are also able to make appointments with our counsellors to discuss their daughter. To make an appointment, contact one of the counsellors:

Alison Burke - aburke@westlakegirls.school.nz
Fleur Piper - fpiper@westlakegirls.school.nz
Linda Clouston - lclouston@westlakegirls.school.nz
Charlotte Anderson - canderson@westlakegirls.school.nz
Miriam Robinson - mrobinson@westlakegirls.school.nz

Students can book an appointment by:

- Using the Request Counselling form in the sidebar menu of the Westlake Girls School App.
- Email our counsellors directly.
- Completing a counselling request form in the counselling offices area in the administration building.
- Visiting counsellors before school, at interval or at lunchtime to book an appointment.

Our Health Centre is located in the Gernhoefer Admin Centre and is staffed every day from 8.30 a.m. to 3.30 p.m. by a registered nurse. If your daughter has a chronic illness, condition or injury, contact one of the nurses so we ensure the right people know.

Ashia Ismail-Singer (Senior Nurse)
Sally McGhee

Both can be reached by emailing hnurse@westlakegirls.school.nz or by calling 489 4169 Ext 759

When your daughter is getting close to leaving high school, our Careers Department will be able to guide her to take her next steps.

You will find details about our Careers Team on our website under Explore Westlake/Student Welfare/Learning Enhancement.





What is STEAM?

The STEAM enrichment programme is a two-year programme, followed by ESTEAM for seniors, which offers Year 9 and 10 students an integrated approach to learning. This Science, Technology, Engineering, Arts and Mathematics curriculum provides a pathway to deep learning that strengthens links between subjects, providing opportunities through project-based learning for students to become lifelong learners, leaders and changemakers of the future.

In 2021, we launched ESTEAM, where we promote partnerships with businesses and industries to help bridge the youth skills gap. This programme extends the STEAM pathway beyond Junior School. ESTEAM has the addition of Entrepreneurship, supported by our STEAM Power-ED initiative to enable us to establish new partnerships between WGHS and industry and incorporate work experience into the programme.

The STEAM programme aims at developing global competencies such as critical thinking, collaboration, communication, character, creativity and citizenship. Science and Mathematics will be enriched with projects linking the two disciplines whilst English and Social Studies will strengthen written, oral and digital literacy, global appreciation and critical thinking. Integrated into STEAM are robotics, coding electronics, 3D printing design and virtual reality.

During the second year of the programme, our STEAM students are encouraged to be innovative and creative as they work alongside a mentor to identify a community project and implement an innovative technological solution. Students present their project to the community, including industry, at the end of the year at the STEAM Innovation Expo.

Tutoring

Departments offer free tutoring in all of our core subjects during lunchtimes throughout the year. The times and dates for these will be notified in the Daily Notices (see Keeping in Touch). There is no need to book.

We also offer the Smart Swans tutoring programme. Year 12 and 13 students who have a high academic record volunteer their time to tutor younger students. It can be in any subject and usually begins around the middle of the first term. In the Daily Notices, students will be asked to sign up if they would like tutoring. They are then buddied up with an appropriate Smart Swan, and the pair arranges to meet – usually after school or at lunchtime. When and how long the tutoring continues is up to the students.

Streaming

We do not have a streamed system for Year 9 students. Students who perform at a high level in Year 9 may be invited to enter an enrichment or extension class in Year 10.

English, Maths, Science (Extension Class)
Socials Studies (Enrichment Class)

If your daughter is being considered for one or more of these classes, you will receive an email before the end of the year. If you're interested to know what sort of level your daughter needs to achieve in Year 9 to be considered for an Extension/Enrichment class in Year 10, talk to her subject teacher at our Teacher Parent Interview Evening in Term 1.

Subject choices for Year 10

You will receive an email during Term 4 notifying you of when subject choices will be available, including instructions on how to make selections. Your daughter will find out on her first day in Year 10 which subject choices she has received. Generally most students receive their first choice. Subject choices for 2025 can only be changed until early December 2024.

Graduate Profile:

- Global citizens
- Resilient and innovative problem solvers
- Engage with community issues
- Changemakers of the future
- Collaborate on a shared purpose
- Communicate effectively
- Use emerging technologies in a meaningful way
- Adaptable and committed to learning as life-long learners

A non-STEAM student:
English
Social Studies
Mathematics
Science
PE and Health

A STEAM student:
English
Social Studies
Mathematics
Science
PE and Health

Year 9 options
Language options
Art options
Technology options

Year 9 options
Language options
Art options
Robotics and Papertronics

Year 10 options
3 options

Year 10 options
FutureTech and Kinetic Sculptures (ART)
Community project
1 Further option

How does NCEA work?

NCEA is recognised by universities and employers both nationally and internationally as an academic pathway designed to challenge and extend students of all abilities and in all learning areas.

There are three levels of NCEA which are usually attained by students in specific year levels, starting with Level 1 in Year 11, Level 2 in Year 12 and finishing with Level 3 in Year 13. University Entrance is also attained in Year 13 via an NCEA pathway. Students are assessed by a combination of assignments which are internally marked to strict guidelines by the school's teachers, and by portfolios and examinations which are externally marked.

Each level can simply be Achieved, or endorsed with either Merit or Excellence which denotes a higher quality of work. In addition to the overall level endorsement, individual courses can also be endorsed with Merit or Excellence, acknowledging students who have performed exceptionally well in that subject.

High-achieving students can elect to sit Scholarship exams, which provide recognition and monetary rewards for top performing students in the country. Students wishing to continue their studies at university in New Zealand must meet the minimum requirements for University Entrance (UE):

- NCEA Level 3
- Approved subjects: 14 credits in each of three approved subjects at Level 3
- Literacy requirement: 10 credits at Level 2 or above, made up of 5 credits in reading and 5 credits in writing
- Numeracy requirement: 10 credits obtained by sitting the NCEA Numeracy Co-requisite assessment (usually in either Year 10 or Year 11).

For more information on University Entrance, please see NZQA's website: www.nzqa.govt.nz/ncea

Cell phones

Cell phones are specifically included in the Westlake Girls High School "Cybersafety Use Agreement for Students" as Privately-Owned ICT and thus all provisions of the agreement apply to the appropriate use of cell phones at our school. Cell phones are expected to be on silent and out of sight during class time. If students use their phones during class time without the permission of the teacher, they will be asked to put the phone away and given a warning. Students who repeatedly offend will be referred to the Deans. This protocol will also apply to the inappropriate use of ipods, cameras and any other similar technologies.

Bullying

If your daughter is being bullied, she should approach her Form Teacher, House Dean, Learning Enhancement Team or any staff member. Bullying is not tolerated at WGHS. If you have concerns about your daughter's welfare – for any reason – you can contact her Form Teacher, House Dean, or a member of the Learning Enhancement Team who offer free and confidential counselling.

Detention

Detentions are given for a range of reasons, including uniform violations, and are held either over a lunchtime, or after school for the more serious offences. Lunchtime detentions are to be completed on the day given. After school detentions are held on Tuesday and Thursday between 3.30-4.15 p.m. Your daughter will be given at least 24 hours' notice of an after school detention and it takes precedence over other activities, including after-school employment. Our detention policy is on our website under About Westlake/Policies.

Lost property

All property that is labelled will be returned. Any unlabelled items will be held in the Admin Building and students should check in with the School Office.



Clubs and making friends

A great way to get connected and make friends at high school is to join a club. We have more than 40 on offer including philosophy, writing, kapa haka, debating, astronomy and dance.

We will have Clubs Promo assemblies at the beginning of the year and a clubs 'taster' afternoon so that everyone has the opportunity to try the clubs/groups that most interest them.

What happens at lunchtime?

Lunchtime can be a little daunting at the start, but there are lots of places around school to meet friends. Our school canteen is open at morning tea and lunchtimes, offering a range of food items that can be paid for by cash or Eftpos. Sports equipment can be borrowed from the Sports Department.

Tuakana

Each House has a group of Year 13 student leaders called Tuakana, who are there purely to help our Year 9s settle into high school. They will organise form time activities to help students get to know each other, and are available to assist with any queries Year 9s have. They can even help students get to class if they are lost. The Tuakana students assigned to your daughter's form class will be a good point of contact in the early days while she finds her way around.

Google Classrooms

Google Classrooms is a key way of sharing information with classes. Students are given codes for each subject so they can access particular Google classrooms, and there is also a Year 9 Google Classroom where information for all Year 9s is uploaded. During the 2021 lockdown, Google Classrooms was our primary way of teaching.



Keeping in touch with what's happening

We love communicating with the parents and caregivers of our students. There's so much that happens in the life of our school, and we want to make sure you have your finger on the pulse!

Te Reo o Te Roto: The Language of the Lake

You'll receive our web-based newsletter by email every second Friday during term time, starting on 9 February 2024.

Emails

From time to time you'll receive emails from the school over various matters. It will come from **westlakegirls@westlakegirls.school.nz**. Please do not hit reply as the address is for outgoing email and not checked regularly. If you have a general query, email office@westlakegirls.school.nz or contact a Dean or teacher.

App

The Westlake Girls app is the best way to find out what's happening in the Daily Notices, the school calendar, and Te Reo o Te Roto. That is where we announce sports trials, club sign-ups, mufti days and other upcoming information. It's your portal for:

- Key school contacts and absentee link
- The Parent Portal, Daily Notices, the school calendar and Te Reo o Te Roto.
- Term dates, maps and important school updates.
- Sports information and other useful links.

You'll find it in the App Store under Westlake Girls High School

Website

Our school website is updated regularly and is a great source of news and information including our curriculum, extra-curricular activities, examination timetables, upcoming events and contact details. www.westlakegirls.school.nz

Facebook and Instagram

We have several Facebook pages officially associated with the school, including some student-run pages. These are where we post photos, celebrate success, publicise events and activities, and share some of the interesting things that are happening around our school. Our primary Westlake Girls page is designed to be interactive – we want you to Like us!

www.facebook.com/Westlakegirls
www.facebook.com/WestlakeGirlsHighSchoolAlumni
www.facebook.com/WGHSLibrary
Instagram: [westlakegirls_official](https://www.instagram.com/westlakegirls_official)

Parent Portal

www.westlakegirls.school.nz/Portal. Daily notices are available here and it is where you will receive your daughter's reports.

Student email

Your daughter will be assigned a school email address at the beginning of the year. This is the main way the school will contact her, so it's a good idea to get in the habit of checking emails first thing in the morning.

Key contacts

Website: www.westlakegirls.school.nz
Attendance: attendance@westlakegirls.school.nz
Nurse: hnurse@westlakegirls.school.nz
General Enquiries: office@westlakegirls.school.nz
Staff contacts: www.westlakegirls.school.nz/staff-contacts

House Deans

Akoranga: Katie Pearson / Ashley Longstaff
Hauraki: Louise Clouston / Tayla Boyd
Onewa: Kate Lawrence / Courtenay See
Pupuke: Rachel Carson / Hi Sung Son
Wairau: Danielle Johnson / Elaine Xu

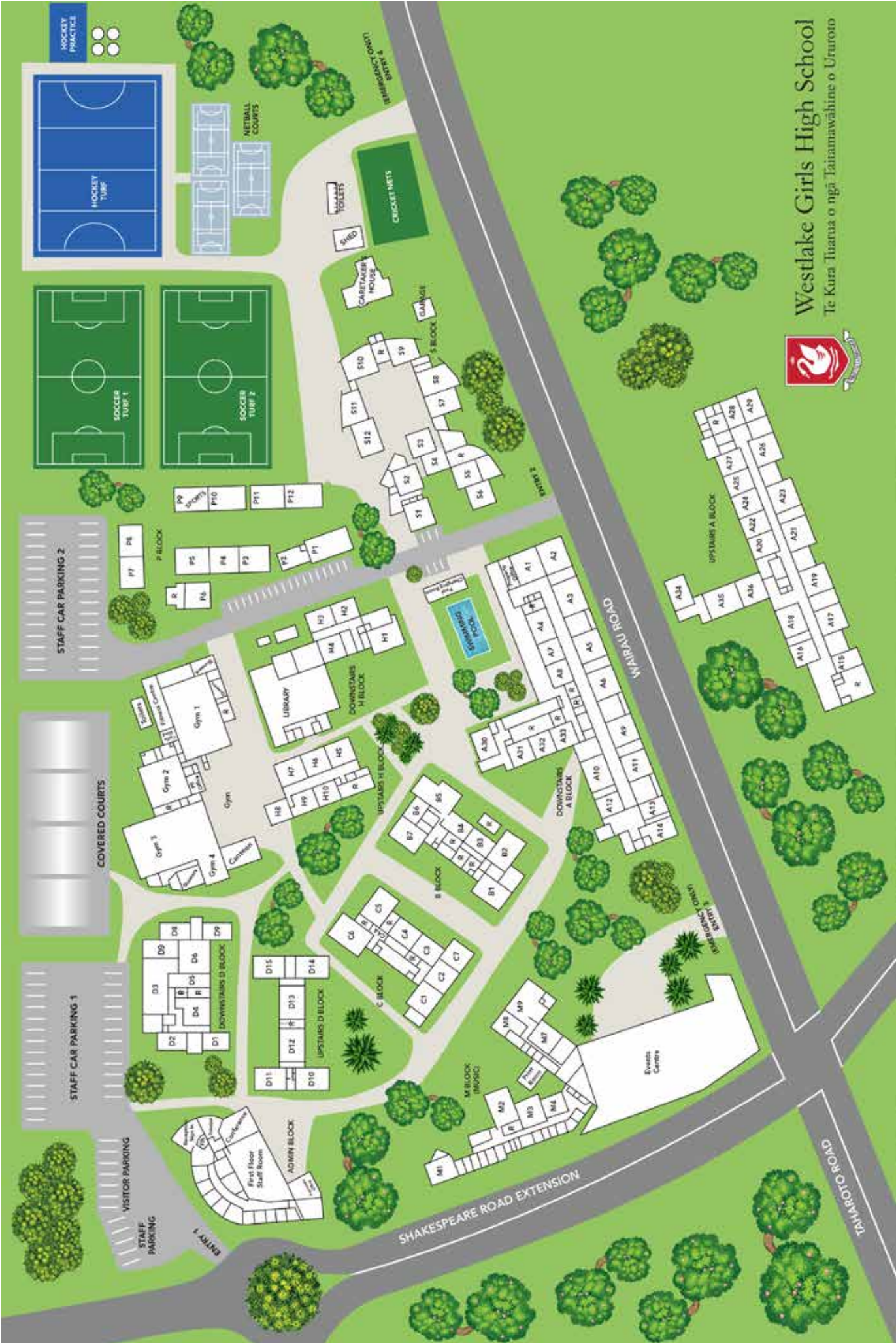


WESTLAKE GIRLS' HIGH SCHOOL - DAYS, DATES & TIMETABLE DAY NUMBERS 2024

TERM ONE							TERM TWO							TERM THREE							TERM FOUR						
M	T	W	Th	F			M	T	W	Th	F			M	T	W	Th	F			M	T	W	Th	F		
WK 1a	29 Jan Anniv. Day	30 Jan Y10, 11, 12 & 13 in	31 Jan Y9 in (+Y13 leaders)	01 Feb	02 Feb		WK 1b	29 Apr	30 Apr	01 May	02 May	03 May		WK 1b	22 Jul	23 Jul	24 Jul	25 Jul	26 Jul		WK 1b	14 Oct	15 Oct	16 Oct	17 Oct	18 Oct	
WK 2b	05 Feb	06 Feb Wait. Day	07 Feb	08 Feb	09 Feb		WK 2a	06 May	07 May	08 May	09 May	10 May		WK 2a	29 Jul	30 Jul	31 Jul	01 Aug	02 Aug		WK 2a	21 Oct	22 Oct	23 Oct	24 Oct	25 Oct	
WK 3a	12 Feb	13 Feb	14 Feb	15 Feb	16 Feb		WK 3b	13 May	14 May	15 May	16 May	17 May		WK 3b	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug		WK 3b	28 Oct Labour Day	29 Oct	30 Oct	31 Oct	01 Nov	
WK 4b	19 Feb	20 Feb	21 Feb	22 Feb	23 Feb		WK 4a	20 May	21 May	22 May	23 May	24 May		WK 4a	12 Aug	13 Aug	14 Aug	15 Aug	16 Aug		WK 4a	04 Nov	05 Nov	06 Nov	07 Nov	08 Nov	
WK 5a	26 Feb	27 Feb	28 Feb	29 Feb	01 Mar		WK 5b	27 May	28 May	29 May	30 May	31 May		WK 5b	19 Aug	20 Aug	21 Aug	22 Aug	23 Aug		WK 5b	11 Nov	12 Nov	13 Nov	14 Nov	15 Nov	
WK 6b	04 Mar	05 Mar	06 Mar	07 Mar	08 Mar		WK 6a	03 Jun Kings Birthday	04 Jun	05 Jun	06 Jun	07 Jun		WK 6a	26 Aug	27 Aug	28 Aug	29 Aug	30 Aug		WK 6a	18 Nov	19 Nov	20 Nov	21 Nov	22 Nov	
WK 7a	11 Mar	12 Mar	13 Mar	14 Mar	15 Mar		WK 7b	10 Jun	11 Jun	12 Jun	13 Jun	14 Jun		WK 7b	02 Sep	03 Sep	04 Sep	05 Sep	06 Sep TOD		WK 7b	25 Nov	26 Nov	27 Nov	28 Nov	29 Nov	
WK 8b	18 Mar	19 Mar	20 Mar	21 Mar	22 Mar		WK 8a	17 Jun	18 Jun	19 Jun	20 Jun	21 Jun		WK 8a	09 Sep	10 Sep	11 Sep	12 Sep	13 Sep		WK 8a	02 Dec	03 Dec	04 Dec	05 Dec	06 Dec	
WK 9a	25 Mar	26 Mar	27 Mar	28 Mar	29 Mar Good Friday		WK 9b	24 Jun	25 Jun	26 Jun	27 Jun	28 Jun Matariki		WK 9b	16 Sep	17 Sep	18 Sep	19 Sep	20 Sep		WK 9b	09 Dec	10 Dec	11 Dec			
WK 10b	01 Apr Easter Monday	02 Apr Easter Tuesday	03 Apr	04 Apr	05 Apr		WK 10a	01 Jul	02 Jul	03 Jul	04 Jul	05 Jul		WK 10a	23 Sep	24 Sep	25 Sep	26 Sep	27 Sep								
WK 11a	08 Apr	09 Apr	10 Apr	11 Apr	12 Apr																						

Departments and other important places

Building	Departments
Administration	Principal, Main Office, SLT, Deans, Attendance Officer, Nurse, International Department, Conference Room, Staffroom, Accounts, Payroll, Property Manager, Counsellors
Extension of M Block	Reprographics, ESOL, Spanish
A Block (New)	Art Department, Social Sciences Department, Business Studies, Science Department
A Block (Old)	Business Studies Department, Languages
B Block	Golden Swan Cafe and Hospitality facilities, Media Studies, Tech Support, English
C Block	Mathematics
D Block	Mathematics Department, Fabric Technology, Graphic Design and Hard Materials Departments
G Block	Physical Education and Health Department, Gyms, Sports Department
H Block	English Department, Drama
Library	Library, Reading Room
M Block	Music Department, Careers
S Block	Science Department, Social Sciences, English
P Block (prefabs)	Māori Studies Department, Health/PE, Languages Department, English, ESOL



Westlake Girls High School
 Te Kura Tiarua o nga Taatamawahine o Ururoto