



2025 Parents & Caregivers' Guide



Key dates
for 2025

Our school
structure

Getting ready
for high school



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Key Dates

Disclaimer: Please note that due to circumstances beyond our control, dates on our school calendar may sometimes change. We urge you to double-check with us before making decisions based on the dates listed here.

Term Dates 2025

Term One:

Tuesday, 28 January – Friday 11 April

Monday, 27 January	Auckland Anniversary Day (school closed)
Tuesday, 6 February	Waitangi Day (school closed)
Friday, 18 April	Good Friday (in Term One break)
Monday, 21 April	Easter Monday (in Term One break)
Friday, 25 April	ANZAC Day (in Term One break)

Term Two:

Monday, 28 April – Friday, 27 June

Monday, 2 June	King's Birthday (school closed)
Friday, 20 June	Matariki (school closed)

Term Three:

Monday, 14 July – Friday, 19 September

Term Four:

Monday, 6 October – Friday, 5 December

Monday, 27 October	Labour Day (school closed)
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Important Dates in Term One

Thursday, 23 January	School Office opens
Monday, 27 January	Auckland Anniversary (school closed)
Tuesday, 28 January	Years 10, 11, 12, 13 at school (not Y9s). All students will be released at approximately 11:30 am. School buses have not be requested to operate this day. (Year 13 student leaders must remain at school on Tuesday, 28 January until 3:00 pm)
Wednesday, 29 January	Year 9 students & Year 13 Tuākana students - Orientation Day
Thursday, 30 January	First day of teaching (full school)
Thursday, 6 February	Waitangi Day (school closed)
Friday, 7 February	Students' Online Learning from Home Day (no students in school)
Monday, 17 February & 18 February	ID and class photos
Wednesday, 19 February	Year 9 New Parent's Information Evening
Friday, 21 February	Athletics Day (whole school)
Thursday, 27 February	Tabloid Sports (Year 9 Only)
Monday, 24 - Friday, 28 March	Summer Tournament Week
Thursday, 3 April	Swimming Sports (competitors only)
Saturday, 5 April	Polyfest
Friday, 11 April	Term ends (Cross Country Year 9 only)



Before school starts

Haere mai

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 contains extensive information. Visit www.westlakegirls.school.nz.

Stationery

Before school starts, only buy stationery for core subjects - English, Maths, Science, Social Studies, and PE/Health. You'll find a list of items on our website under Student Life>Practical Information>Stationery. On your daughter's first day, she will receive her timetable and have her option subject choices confirmed. You can then buy stationery for these subjects.

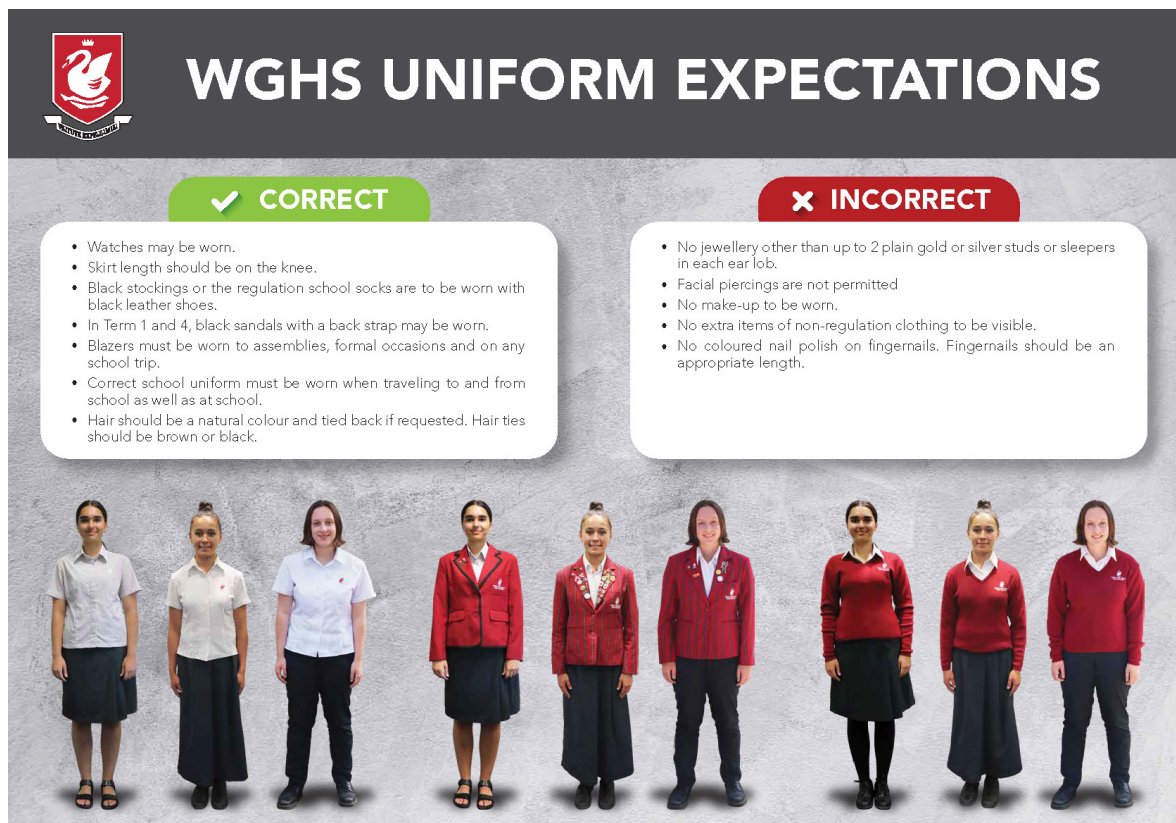
BYOD

Information about the technical specifications to check for when buying a device is on our Digital Device page on the website. Student Life>Practical Information> Digital Devices.

Uniform

You will find all the details you need on the Uniform page on our website (Student Life>Practical Information>Uniform/ Webshop), including a poster detailing expectations about shoes.

This page also has information about buying and selling second-hand uniforms at the PTA's shop during the term. The Second Hand Uniform Shop is open every Friday lunchtime 12.25pm - 1.15pm during term time. The shop is located in B8 behind B Block.



The poster features the school crest on the left and the title 'WGHS UNIFORM EXPECTATIONS' in large white letters on a dark grey background. Below the title are two columns of information. The left column is headed '✓ CORRECT' and lists seven bullet points regarding acceptable uniform items. The right column is headed '✗ INCORRECT' and lists five bullet points regarding prohibited items. At the bottom, a row of nine photographs shows girls in various uniform combinations, illustrating both correct and incorrect examples.

WGHS UNIFORM EXPECTATIONS

✓ CORRECT

- Watches may be worn.
- Skirt length should be on the knee.
- Black stockings or the regulation school socks are to be worn with black leather shoes.
- In Term 1 and 4, black sandals with a back strap may be worn.
- Blazers must be worn to assemblies, formal occasions and on any school trip.
- Correct school uniform must be worn when traveling to and from school as well as at school.
- Hair should be a natural colour and tied back if requested. Hair ties should be brown or black.

✗ INCORRECT

- No jewellery other than up to 2 plain gold or silver studs or sleepers in each ear lob.
- Facial piercings are not permitted
- No make-up to be worn.
- No extra items of non-regulation clothing to be visible.
- No coloured nail polish on fingernails. Fingernails should be an appropriate length.

First Day

Getting to and from school on the first day

Historically, school buses operate from Auckland Anniversary onwards, and there is a list of bus routes on our website under Student Life>Practical Information>Bus Timetables. However, we advise students to check the AT website at www.at.govt.nz/bus-train-ferry/timetables/school-timetables for up-to-date bus information.

Many of the public buses stop at Smales Farm, next to our school gate. Smales Farm does not allow parking for school drop off/collection and issues infringement tickets. Please organise a safe drop-off/collection point in the surrounding streets.

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

Gates closed

We close the school gates daily from 3-3.30 pm for the safety of our students. You will be unable to enter (or exit) the school grounds at this time.

Year 9 students - first day (also Y13 student leaders)

When

Wednesday, 29 January. Full day from 9:00 am to 3:00 pm (Note - NOT a late start like other Wednesdays).

Where

Meet in the courtyard beside the Event Centre at 9:00 am. Y13 prefects will direct students to the Event Centre area. There is a school map in this guide.

What

Activities will include Form Class assemblies, receiving timetables, guided tours (for bathrooms, lockers, canteen, library, Office, Health Centre, places to eat lunch, and classroom blocks), and an introduction to school facilities and systems, such as topping up printing cards. There will also be an opportunity for students to get to know each other in their classes.

Lockers

Once your daughter has her timetable, she can visit the Office to purchase a locker for the year (\$60). You can also pay online; see the website. Student Life>Practical Information>Payments>Lockers.

Office staff will help assign a locker best suited to your daughter's timetable. She should secure her locker with a padlock (combination or key) as soon as possible.

What to wear

From the first day of school, students must be in the correct uniform, including skirt, trousers or culottes and blouse, and sandals or shoes/socks.

What to bring

- School bag, basic stationery only (refill paper, pen), laptop, locker padlock if applicable, morning tea and lunch, and a water bottle.

Your daughter will not be allowed to leave the school grounds until the day finishes at 3:00 pm.

Start dates - all year levels

- The first day for Y9 students (and Y13 student leaders) is Wednesday, 29 January, 9:00 am - 3.15 pm.
- The first day for Y10-13 students is Tuesday, 28 January (no Y9s). This includes all NEW students in Y10, 11, 12 and 13. Students will be released at approximately 11.30 a.m. Y10-13 students do not need to attend school on Wednesday, 29 January, unless they are Tuākana.
- On Tuesday, 28 January 2025, students new to Westlake Girls at Years 10, 11, 12 and 13 must go to the covered area in the quad outside the Event Centre at 9.00 am. They will be welcomed and taken to their 2025 form class.
- The first day of classes with all year levels present will be Thursday, 30 January. This will be a Timetable Day 4 (see below) All students should go to their Form Class at 8.50 a.m.

The canteen will NOT be open on 28 or 29 January. It WILL be open on 30 January.

WESTLAKE GIRLS' HIGH SCHOOL - DAYS, DATES & TIMETABLE DAY NUMBERS 2025																							
TERM ONE (106 half days)					TERM TWO (86 half days)					TERM THREE (100 half days)					TERM FOUR (88 half days)								
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F				
WK 1a	27 Jan	28 Jan	29 Jan	30 Jan	31 Jan	WK 1b	28 Apr	29 Apr	30 Apr	01 May	02 May	WK 1a	14 Jul	15 Jul	16 Jul	17 Jul	18 Jul	WK 1a	26 Oct	27 Oct	28 Oct	29 Oct	30 Oct
1a	27 Jan	28 Jan	29 Jan	30 Jan	31 Jan	1b	28 Apr	29 Apr	30 Apr	01 May	02 May	1a	14 Jul	15 Jul	16 Jul	17 Jul	18 Jul	1a	26 Oct	27 Oct	28 Oct	29 Oct	30 Oct
2a	03 Feb	04 Feb	05 Feb	06 Feb	07 Feb	2a	05 May	06 May	07 May	08 May	09 May	2a	21 Jul	22 Jul	23 Jul	24 Jul	25 Jul	2a	01 Oct	02 Oct	03 Oct	04 Oct	05 Oct
3a	10 Feb	11 Feb	12 Feb	13 Feb	14 Feb	3a	12 May	13 May	14 May	15 May	16 May	3a	28 Jul	29 Jul	30 Jul	31 Jul	01 Aug	3a	08 Oct	09 Oct	10 Oct	11 Oct	12 Oct
4a	17 Feb	18 Feb	19 Feb	20 Feb	21 Feb	4a	19 May	20 May	21 May	22 May	23 May	4a	04 Aug	05 Aug	06 Aug	07 Aug	08 Aug	4a	15 Oct	16 Oct	17 Oct	18 Oct	19 Oct
5a	24 Feb	25 Feb	26 Feb	27 Feb	28 Feb	5a	26 May	27 May	28 May	29 May	30 May	5a	11 Aug	12 Aug	13 Aug	14 Aug	15 Aug	5a	22 Oct	23 Oct	24 Oct	25 Oct	26 Oct
6a	03 Mar	04 Mar	05 Mar	06 Mar	07 Mar	6a	02 Jun	03 Jun	04 Jun	05 Jun	06 Jun	6a	18 Aug	19 Aug	20 Aug	21 Aug	22 Aug	6a	29 Oct	30 Oct	31 Oct	01 Nov	02 Nov
7a	10 Mar	11 Mar	12 Mar	13 Mar	14 Mar	7a	09 Jun	10 Jun	11 Jun	12 Jun	13 Jun	7a	25 Aug	26 Aug	27 Aug	28 Aug	29 Aug	7a	05 Nov	06 Nov	07 Nov	08 Nov	09 Nov
8a	17 Mar	18 Mar	19 Mar	20 Mar	21 Mar	8a	16 Jun	17 Jun	18 Jun	19 Jun	20 Jun	8a	01 Sep	02 Sep	03 Sep	04 Sep	05 Sep	8a	12 Nov	13 Nov	14 Nov	15 Nov	16 Nov
9a	24 Mar	25 Mar	26 Mar	27 Mar	28 Mar	9a	23 Jun	24 Jun	25 Jun	26 Jun	27 Jun	9a	08 Sep	09 Sep	10 Sep	11 Sep	12 Sep	9a	19 Nov	20 Nov	21 Nov	22 Nov	23 Nov
10a	31 Mar	01 Apr	02 Apr	03 Apr	04 Apr	10a	30 Jun	01 Jul	02 Jul	03 Jul	04 Jul	10a	15 Sep	16 Sep	17 Sep	18 Sep	19 Sep	10a	26 Nov	27 Nov	28 Nov	29 Nov	30 Nov
11a	07 Apr	08 Apr	09 Apr	10 Apr	11 Apr																		

(V2 4-November 2024)

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

About the school system



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

Student ID Cards

Student ID cards cost \$8 and are essential for all students for library access and bus identification. After school photos on 17 and 18 February, form teachers issue ID cards to all students who have paid for them. No payment = no ID card. You can pay for these through the SchoolBridge portal or at the Office.

New students joining after 18 February will have their photo taken at the Office. Please report lost or stolen cards to the Office.

Attendance

If a student is sick or needs to be absent from school

It is a Ministry requirement to have an emailed explanation of a student's absence so that the correct attendance code can be assigned.



As Parents/Caregivers, you must contact the school in the morning if the student is absent, stating the reason for her absence. Please email attendance@westlakegirls.school.nz AND the student's form teacher, giving the reason for the absence with her name, student ID and Form Class. If you are unable to email, a written note on the student's return to school is expected. Alternatively, you can call 489 4169 and press 1 to leave a message. You can also report a student's absence on the SchoolBridge App under 'report an absence'.

Please see the Attendance page on the website (Student Life>Practical Information>Absences) for full details about our processes for lateness, absence during the day, and what constitutes justifiable and non-justifiable leave.

Mobile Phones

In accordance with the law, students must keep phones turned off and in school bags during school hours unless there is a valid, authorised reason for exemption, such as a medical condition or when asked to use a phone by a staff member.

Students using unauthorised mobile phones will have their phones temporarily confiscated. Repeat offending will lead to more serious consequences. See the Digital Devices page on the website (**Student Life>Practical Information> Digital Devices**) for more details and to read our mobile phone policy.

Payments

We have several options available for making payments – through the SchoolBridge Portal, at the Office, (open from 8:00 am. to 3.00 pm Mon-Fri) or by direct payment to the school bank account 03-0275-0045494-00. ALWAYS include your daughter's name and ID number in the reference.

SchoolBridge is our preferred payment option. Log in using your username and password. Click on the Payments tab.

Important – Extracurricular Activities. Please note that extracurricular sporting activities require registration via Clipboard and then payment via our normal channels. You will find Clipboard on the SchoolBridge Portal.

Contact our accounts team with any statement or payment queries: accounts@westlakegirls.school.nz



Westlake Network

Every student has an individual account on the Westlake Network. Students can create and save files, print documents, and access email and the internet for school use. In January, before your daughter begins at Westlake, we will email you her email address and password as well as instructions to create a Google account from home. On her first day, we will run an 'IT Boot Camp' session to support students and resolve any technical issues she might encounter.

Who's Who

We have a full list of staff on the website, under About>Staff Contacts, including the House Deans.

School Board

The Board is the governing body of our school and is responsible for setting policies by which our school is controlled and managed. Eight meetings are held annually. These meeting dates will be available on our website from early in 2025 under About>Board.

Our School Board comprises of:

Presiding Member – Victoria Mahan
Deputy Presiding Member – Sunny Patel
Principal - Jane Stanley
Co-opted Member - Russell Clements
Co-opted Member - Stephen Kolose
Jason Britten – Member
Sujata Giri – Member
Anna Cooper – Teacher Member
Nicole Lao – Student Member

PTA

The PTA (Parent Teacher Association) is a group of parents who volunteer their time at Westlake Girls, led by Tracey Smith. Primarily, they run the Second-Hand Uniform Shop and organise events. If you are keen to get involved, they would love your help! Email Tracey at secondhanduniform@westlakegirls.school.nz.

ASSHA Levy & Subject Contributions

Along with stationery and uniform costs, families also pay the levy for the Auckland Secondary School Heads Association (ASSHA) and learning resource costs associated with their daughter's study.

Each subject usually has a subject contribution attached to it. These contributions cover payment of some or all the following: student workbooks, photocopying and resources used to support student learning in that subject.

See the Payments section of this guide for how to pay. If you have concerns about making the payment, please get in touch with one of our accounts team.

School donation

Our parents help provide a quality education for our students by donating to the school. We use these contributions to give your daughter opportunities beyond what the government funds, which will make a real difference to her success. This money helps with:

- Employing additional teachers and teacher aides to 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 2025 is \$625 per student, or \$820 for families with two or more students at WGHS. The quickest method of payment is through the SchoolBridge portal, which can be accessed from the school website. For other ways to pay, see the Payments section in this guide.

The school issues the tax donation certificates on request. Feel free to contact us after 1 April and we can email this to you.

Things to note:

- Your annual donation can be a one-off payment, weekly instalments (\$12.02 single students/\$15.77 two or more students), fortnightly (\$24.04/\$31.54), monthly (\$52.09/\$68.34) or per term (156.25/\$205) 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 Yearbook at the end of the year.
- Value option of \$820 for families with two students at WGHS. Note: the donation is capped at \$820 per year. Families with three or more students at WGHS do not pay extra.

If you have any questions, please don't hesitate to email accounts@westlakegirls.school.nz or call 489 4169 x 739 or 737.

Your daughter benefits from the contributions of current and previous parents. Each generation 'pays it forward' to support the high standard of teaching, facilities, and opportunities we offer at our school. We invite you to help us to continue to be a school where every student can thrive.

The classroom system

Your daughter will stay in the same Form Class and House for her entire time at Westlake Girls High School. However, her subject classes 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 cross-section of the school.

Homework, assessment and exams

In Years 9 and 10, students will receive an average of one to one and a half hours of homework each weeknight. Your daughter will have tests and assignments during the year and end-of-year exams in late November. Her subject teacher will mark these 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, 26 March, 4-7 pm and Thursday, 3 April, 4-7 pm. You will be able to book appointments through the SchoolBridge portal. You will receive details with your daughter's report, which you will access through SchoolBridge. Teachers will be in classrooms all over the school, so please allow time to walk between buildings when making your bookings.

Support

Counselling

We understand that the move from intermediate to high school is a significant one, and we have a dedicated team to support our students. The first point of contact for minor issues is your child's Form Teacher or one of the two Deans who oversee each House.

Our Counselling Department consists of trained counsellors who support our students. Parents are welcome to contact our counsellors to discuss any concerns they may have for their child. To do so, contact one of the counsellors listed.

Alison Burke (HoD) - aburke@westlakegirls.school.nz
Fleur Piper - fpiper@westlakegirls.school.nz
Linda Clouston - lclouston@westlakegirls.school.nz
Kate Lawrence - klawrence@westlakegirls.school.nz
Frances Farmer - ffarmer@westlakegirls.school.nz
Racheal Wallis - rwallis@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 SchoolBridge portal.
- Emailing our counsellors directly.
- Completing a counselling request form. This can be found on the table in the counselling waiting area in the administration building.
- Visiting counsellors before school, at interval or at lunchtime to book an appointment.

Health Centre

Our Health Centre is in the Gernhoefer Admin Centre and is staffed daily from 8.30 am to 3.30 pm by a registered nurse. If your daughter has a chronic illness, condition, or injury, contact one of the nurses so they can ensure the right people know.

Ashia Ismail-Singer (Senior Nurse)
Sally McGhee

You can reach both nurses by emailing hnurse@westlakegirls.school.nz or by calling 489 4169 Ext 759.

Careers Department

From Year 9, we introduce students to diverse career possibilities through a comprehensive programme supported by our alumni network and industry connections. We help students explore future pathways, connect with tertiary providers, and prepare for job opportunities and university applications, including scholarships and overseas study. Annual events such as the Year 13 Tertiary Night, Careers Expo, and 'Career Bites' lunchtime sessions with guest speakers complement tailored support like CV preparation, interview skills, and specialised programmes for Maori (KATTI) and Pasifika (PILOT) students.

You can see more about our Careers department on the website (Student Life>Academic> Careers Support).





What is STEAM?

The STEAM enrichment programme is a two-year initiative for Year 9 and 10 students, integrating science, technology, engineering, arts, and mathematics to foster deep learning, critical thinking, and leadership skills through project-based learning.

The programme transitions into ESTEM for seniors, launched in 2021, which adds Entrepreneurship and industry partnerships through the STEAM Power-ED initiative, providing work experience and bridging the youth skills gap. The programme develops global competencies like collaboration, communication, creativity, and citizenship while enriching science and mathematics with integrated projects and enhancing literacy through English and social studies. Technologies like robotics, coding, 3D printing, and virtual reality are embedded in learning.

In the second year, students collaborate with mentors to develop community-focused projects, culminating in the annual STEAM Innovation Expo, where they present their solutions to industry and the wider community. For more information, see our website (Student Life>STEAM).

Tutoring

Departments offer free tutoring in all core subjects during lunchtimes. The times and dates 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 with a high academic record volunteer their time to tutor younger students. This can be in any subject and usually begins around the middle of Term One. We will buddy students who would like tutoring with an appropriate Smart Swan. Meetings are generally after school or lunchtime and continue for as long as the students want.

Streaming

- We do not stream Year 9 students. We may invite high-performing students in Year 9 to enter an enrichment or extension class in Year 10.
- English, Maths, Science (Extension Class)
- Social Studies (Enrichment Class)

We will email you before the end of the year if we are considering your daughter for one or more of these classes. If you would like to know the 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 One.

Subject choices for Year 10

During Term Four, you will receive an email notifying you of when subject choices will be available, including instructions on making 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. Students wanting to make subject changes for the following year must do so by early December.

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

Year 9 options
Language options
Art options
Technology options

Year 10 options
Three options

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

Year 9 options
Language options
Art options
Robotics and Papertronics

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

How does NCEA work?

The **New Zealand Curriculum** applies to all school students, regardless of gender, ethnicity, belief, ability, background, or location. It encompasses eight essential learning areas:

- English
- The Arts
- Health and Physical Education
- Languages
- Mathematics and Statistics
- Science
- Social Sciences
- Technology

The **National Certificate of Educational Achievement (NCEA)** is New Zealand's senior secondary school qualification, introduced in 2002.

NCEA Level 1 at WGHS

From 2024, WGHS no longer offers the full Level 1 NCEA qualification in Year 11. This decision was made after extensive consultation and curriculum redesign.

When changes to NCEA were proposed, we surveyed Year 12 and 13 students. Their feedback highlighted both the value and challenges of Level 1:

- Success at Level 1 boosted confidence and provided valuable experience with NCEA exams.
- Common challenges in Year 11 included time management, study skills, and understanding assessment language.
- Students appreciated how Level 1 prepared them for Level 2.
- However, they felt that excessive assessments caused stress during busy periods.

In response, we reduced assessments in Year 11 and refocused courses on essential knowledge and skills.

What This Means for Students

- **Flexible NCEA Integration:** Level 1 assessments are included in some Year 10 courses, and Level 2 in some Year 11 courses, ensuring appropriate and meaningful learning.
- **Literacy and Numeracy Prioritisation:** Year 11 focuses on meeting NCEA's Literacy and Numeracy requirements while building foundations for Levels 2 and 3.
- **Future-Ready Programmes:** Our redesigned courses equip students for tertiary education, vocational training, or the workforce.

For more information, see the NCEA page on our website, www.westlakegirls.school.nz/student-life/academic/ncea.

Bullying

We have a zero-tolerance approach to bullying at WGHS. Every student has the right to feel that they belong in our school community and to feel safe.

We understand that students may be hesitant to bring bullying to the school's attention, fearing that naming perpetrators may have negative consequences for them. However, at WGHS, our approach is supportive, proactive, sensitive, and confidential. We are committed to working with students and families to address concerns promptly and effectively, fostering a culture of kindness and mutual respect within our school.

If your child is experiencing any form of bullying at school or online, they should approach their Form Teacher, House Dean, the counselling team, or any staff member. If you have any concerns about your child's welfare, please contact their Form Teacher or House Dean to discuss the matter. If you wish to have a confidential conversation concerning counselling for your teen, please contact the HoD Counselling.

Detention

We give detentions for various reasons, including uniform violations. They occur at lunchtime or after school for more serious offences. Lunchtime detentions must be completed on the day given. After-school detentions occur on Tuesday and Thursday between 3.30-4.15 pm. Your daughter will have at least 24 hours' notice of an after-school detention. Detentions take precedence over other activities, including after-school employment. You can request our detention policy by emailing mmckerrow@westlakegirls.school.nz.

Lost property

All property that is labelled will be returned. The Office will hold any unlabelled items.

Clubs and making friends

A great way to connect and make friends at high school is to join a club. We offer a vast number of clubs, including philosophy, writing, kapa haka, debating, anime and dance. We hold Clubs Promo assemblies at the beginning of the year and a clubs 'taster' afternoon so that everyone can try the clubs/groups that interest them.



What happens at lunchtime?

Lunchtime can feel a little daunting at the start, but there are lots of places around school to meet people, and students are always welcome in our library. 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.

Tuākana

Each House has a group of Year 13 student leaders called Tuākana, whose role is to help the Year 9s settle into high school. They will help lost students get to class, organise form-time activities to help students get to know each other, and assist them with any queries. The kind and supportive Tuākana students assigned to your daughter's form class will be helpful for her in the early days while she finds her way around.

Google Classrooms

Google Classrooms is a crucial way of sharing information with classes. Students receive codes for each subject so they can access specific Google classrooms. 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.

Communicating With Us

We deeply value the relationship we share with the parents and caregivers of our students. We also place significant importance on the well-being of our busy, dedicated staff. Your news, feedback, questions, and insights are always welcomed and appreciated.

Here are a few helpful tips to ensure your comments or questions reach the right person quickly and efficiently.

Email protocol

You are welcome to email staff members between 6:00 am and 6:00 pm, Monday-Friday. However, if you are emailing outside these hours, please use 'delay send' to ensure your email arrives within this timeframe. Staff will not answer enquiries outside these hours. Similarly, staff will not reply to emails during weekends or holidays.

Please allow **at least 48 hours** during the school week for a reply.

Face-to-face meetings with staff members

If you would like to make an appointment with your child's teacher, dean, or a member of the Senior Leadership Team, please request one by emailing the relevant person. If you don't have the email address you need, email the Office at office@westlakegirls.school.nz with your request. Please allow plenty of advance notice to arrange a mutually convenient time for the meeting.

Out of respect for people's time, we do not allow unscheduled meetings with our staff, so please only come to school to meet with staff if you have a confirmed booking.

Complaints process

We have a comprehensive process to ensure we address complaints in the most timely and appropriate manner possible. For details, please see our complaints policy on the website (About>School Board>Policies).



Staying Informed

We engage extensively with our students and update them via assemblies, form times, emails, social media, and more. However, experience has taught us they won't remember everything! When families talk to their daughters about what's going on (individually and on a wider scale, for the whole school), it helps everyone.

Newsletter. Te Reo o Te Roto: The Language of the Lake

You'll receive Te Reo o Te Roto by email every second Friday during term time. Please read this; it contains important information for students and their families. We love hearing about student successes outside school, too, so contact our Marketing & Communications Manager if you have stories about your daughter to share - Bridget Ellis-Pegler: bepegler@westlakegirls.school.nz.

Emails

You will periodically receive emails from the Office or our Marketing & Communications Manager about matters we particularly wish to highlight. Please read these communications, as they may include essential information for your daughter. Your daughter's teachers will also sometimes email you with class-specific information. It is extremely important that we have the correct contact details for you. If your contact details change, email office@westlakegirls.school.nz.

Student Email

Your daughter will receive her school email address at the beginning of the year. This is our primary means of contacting students, so she must check it frequently, including always checking first thing in the morning.

App

The Westlake Girls app is the best way to find out what's happening around the school. This is where we announce sports trials, club sign-ups, non-uniform days, and other upcoming information. It is your hub for:

- SchoolBridge Portal, Daily Notices, the school calendar, and Te Reo o Te Roto (newsletter).
- Key school contacts and link for reporting absences.
- 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.

SchoolBridge (portal)

View daily notices, reports, and other important information and make payments at <https://westlakegirls.bridge.school.nz/>

Website

Our website provides extensive information on school life, our curriculum, extra-curricular activities, events, academic resources, policies and more - www.westlakegirls.school.nz.

Social Media

We have numerous Facebook and Instagram pages associated with the school, including some student-run pages. Our primary pages are below.

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

Contact details

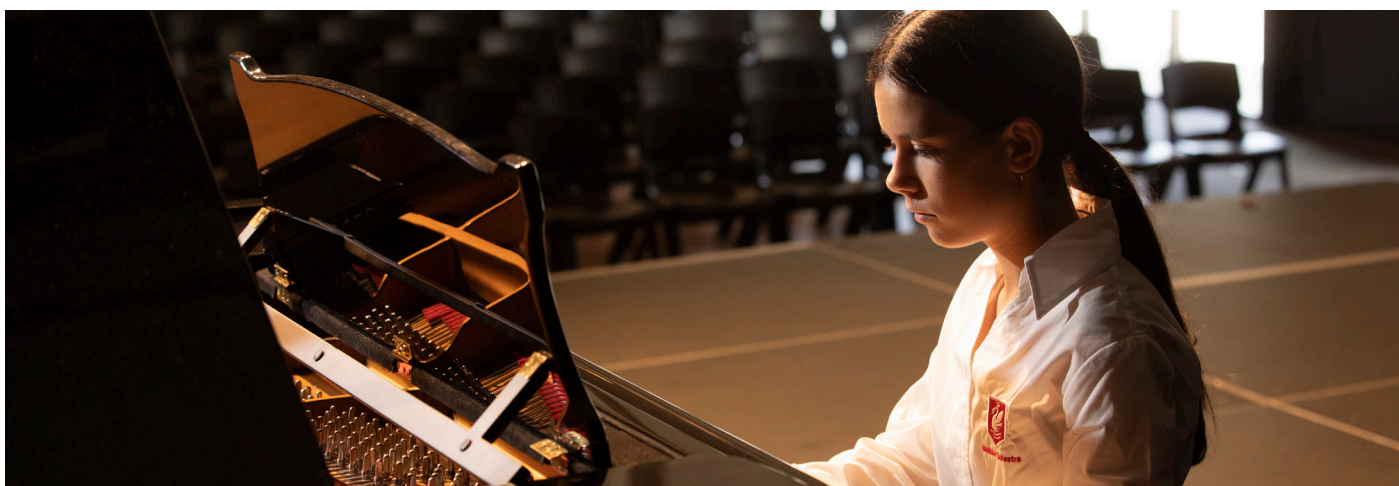
- Attendance: attendance@westlakegirls.school.nz
- Nurse: hnurse@westlakegirls.school.nz
- General Enquiries: office@westlakegirls.school.nz
- Staff contacts: www.westlakegirls.school.nz/about/staff-contacts
- Accounts: accounts@westlakegirls.school.nz
- Marketing & Communications Manager: bepegler@westlakegirls.school.nz

Deans

Katie Pearson – Akoranga Dean
Ashley Longstaff – Akoranga Dean
Toa Tanimo – Hauraki Dean
Louise Clouston – Hauraki Dean
Juliette Hedworth – Onewa Dean
Courtenay See – Onewa Dean
Hi Sung Son – Pupuke Dean
Grace Williams – Pupuke Dean
AJ Chapman – Wairau Dean
Danielle Johnson – Wairau Dean
Chantelle Wang – International Dean

Key Contacts

Staff contacts: www.westlakegirls.school.nz/staff-contacts

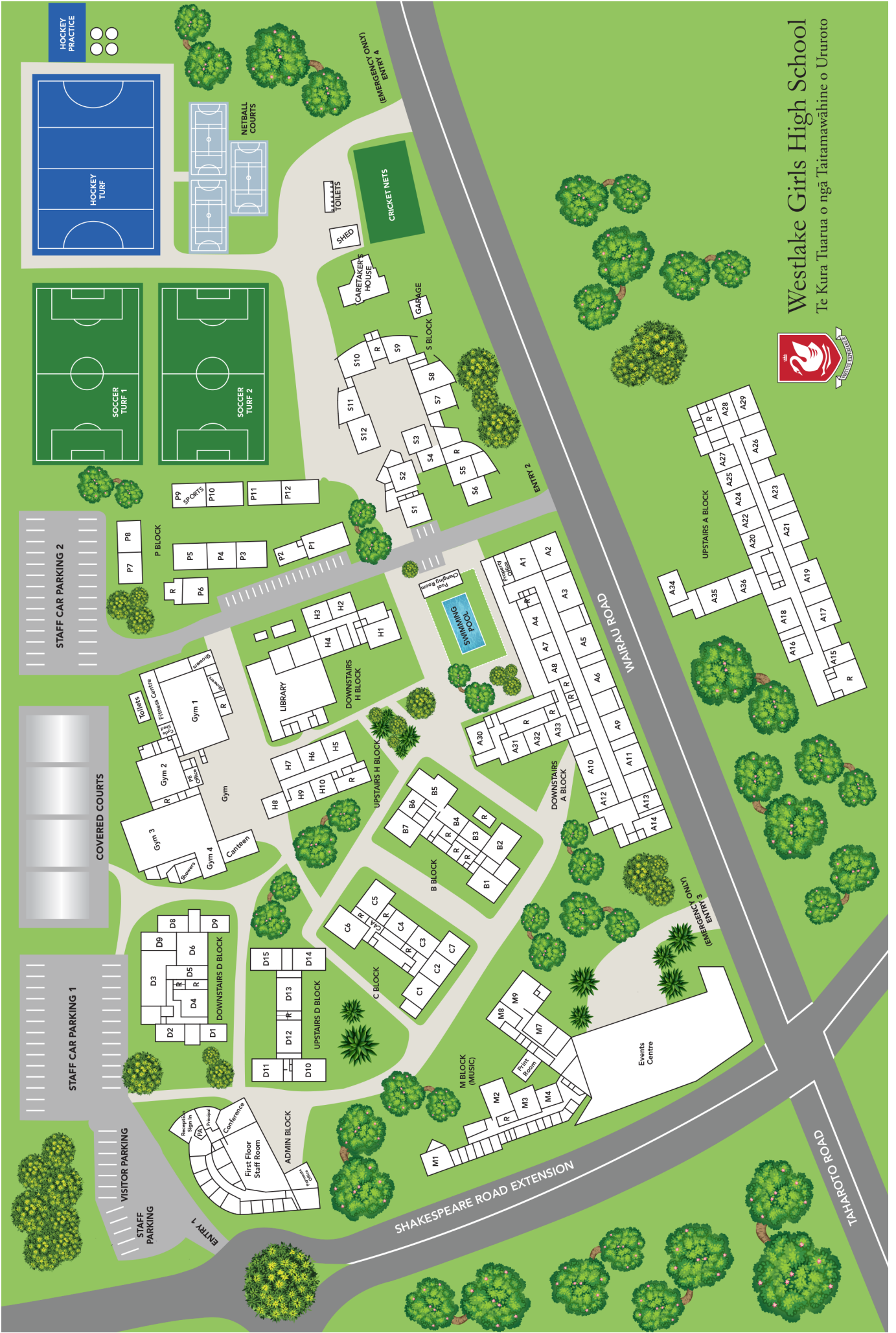


WESTLAKE GIRLS' HIGH SCHOOL - DAYS, DATES & TIMETABLE DAY NUMBERS 2025

TERM ONE (106 half days)							TERM TWO (86 half days)							TERM THREE (100 half days)							TERM FOUR (88 half days)						
M	T	W	Th	F			M	T	W	Th	F			M	T	W	Th	F			M	T	W	Th	F		
Wk 1a	27 Jan AK'd Anniv. Day	28 Jan Y10, 11, 12 & 13 in	29 Jan Y9 in (+Y13 leaders)	30 Jan	31 Jan		Wk 1b	28 Apr	29 Apr	30 Apr	01 May	02 May		Wk 1a	14 Jul	15 Jul	16 Jul	17 Jul	18 Jul		Wk 1a	06 Oct	07 Oct	08 Oct	09 Oct	10 Oct	
Wk 2b	03 Feb	04 Feb	05 Feb	06 Feb Wair. Day	07 Feb On-line day Day10		Wk 2a	05 May	06 May	07 May	08 May	09 May		Wk 2b	21 Jul	22 Jul	23 Jul	24 Jul	25 Jul		Wk 2b	13 Oct	14 Oct	15 Oct	16 Oct	17 Oct	
Wk 3a	10 Feb	11 Feb	12 Feb	13 Feb	14 Feb		Wk 3b	12 May	13 May	14 May	15 May	16 May		Wk 3a	28 Jul	29 Jul	30 Jul	31 Jul	01 Aug		Wk 3a	20 Oct	21 Oct	22 Oct	23 Oct	24 Oct	
Wk 4b	17 Feb	18 Feb	19 Feb	20 Feb	21 Feb		Wk 4a	19 May	20 May	21 May	22 May	23 May		Wk 4b	04 Aug	05 Aug	06 Aug	07 Aug	08 Aug		Wk 4b	27 Oct	28 Oct	29 Oct	30 Oct	31 Oct	
Wk 5a	24 Feb	25 Feb	26 Feb	27 Feb	28 Feb		Wk 5b	26 May	27 May	28 May	29 May	30 May		Wk 5a	11 Aug	12 Aug	13 Aug	14 Aug	15 Aug		Wk 5a	03 Nov	04 Nov	05 Nov	06 Nov	07 Nov	
Wk 6b	03 Mar	04 Mar	05 Mar	06 Mar	07 Mar		Wk 6a	02 Jun Kings Birthday	03 Jun	04 Jun	05 Jun	06 Jun		Wk 6b	18 Aug	19 Aug	20 Aug	21 Aug	22 Aug		Wk 6b	10 Nov	11 Nov	12 Nov	13 Nov	14 Nov	
Wk 7a	10 Mar	11 Mar	12 Mar	13 Mar	14 Mar		Wk 7b	09 Jun	10 Jun	11 Jun	12 Jun	13 Jun		Wk 7a	25 Aug	26 Aug	27 Aug	28 Aug	29 Aug		Wk 7a	17 Nov	18 Nov	19 Nov	20 Nov	21 Nov	
Wk 8b	17 Mar	18 Mar	19 Mar	20 Mar	21 Mar		Wk 8a	16 Jun	17 Jun	18 Jun	19 Jun	20 Jun		Wk 8b	01 Sep	02 Sep	03 Sep	04 Sep	05 Sep		Wk 8b	24 Nov	25 Nov	26 Nov	27 Nov	28 Nov	
Wk 9a	24 Mar	25 Mar	26 Mar	27 Mar	28 Mar		Wk 9b	23 Jun	24 Jun	25 Jun	26 Jun	27 Jun		Wk 9a	08 Sep	09 Sep	10 Sep	11 Sep	12 Sep		Wk 9a	01 Dec	02 Dec	03 Dec	04 Dec	05 Dec	
Wk 10b	31 Mar	01 Apr	02 Apr	03 Apr	04 Apr									Wk 10b	15 Sep	16 Sep	17 Sep	18 Sep	19 Sep								
Wk 11a	07 Apr	08 Apr	09 Apr	10 Apr	11 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
S Block	Science Department, Social Sciences, English
P Block (prefabs)	Māori Studies Department, Health/PE, Languages Department, English, ESOL, Careers



Westlake Girls High School
 Te Kura Tuarua o ngā Taitamawāhine o Ururoto

SHAKESPEARE ROAD EXTENSION

WAIKAU ROAD

TAKAROTO ROAD