

Est. 1916

SCOTS COLLEGE

PARENT  
HANDBOOK  
FOR THE  
SECONDARY SCHOOL



LEARNING. FOR LIFE.

## ABBREVIATIONS & ACRONYMS AT SCOTS COLLEGE (IF IN DOUBT, AASC)

<b>A</b>	Aitken House
<b>AR</b>	Art Room
<b>CAH</b>	Chapel Assembly Hall
<b>CC</b>	Careers Centre
<b>CPAC</b>	Creative and Performing Arts Centre (under construction)
<b>CR</b>	Computer Room
<b>CSC</b>	Covered Sports Centre (under construction)
<b>DofA (DoA)</b>	Director of Activities
<b>DoABD</b>	Director of Administration & Business Development
<b>DofS (DoS)</b>	Director of Studies
<b>DR</b>	Drama Room
<b>ESOL</b>	English for Speakers of Other Languages
<b>F</b>	Fergusson House
<b>G</b>	Glasgow House
<b>GSL</b>	General Science Lab
<b>GSR</b>	Gym Seminar Room
<b>HD</b>	House Dean
<b>HoD</b>	Head of Department
<b>HM</b>	Headmaster
<b>HoH</b>	Head of House (student)
<b>IB</b>	International Baccalaureate
<b>i/c</b>	In charge (of a subject)
<b>IC</b>	Information Centre
<b>LIB</b>	Library
<b>LSLT</b>	Lesley Shelly Lecture Theatre
<b>M</b>	MacKenzie House
<b>Mn</b>	Mawson House
<b>MR</b>	Music Room
<b>MYP</b>	Middle Years Programme
<b>NCEA</b>	National Certificate of Educational Achievement
<b>NZQA</b>	New Zealand Qualifications Authority
<b>P</b>	Plimmer House
<b>PPS</b>	Principal, Prep School
<b>PYP</b>	Primary Years Programme
<b>S</b>	Smith House
<b>SHD</b>	Senior House Dean
<b>SM</b>	Senior Master
<b>SSR (1)</b>	Sustained Silent Reading
<b>SSR (2)</b>	Senior Seminar Room
<b>U</b>	Uttley House
<b>YNZC</b>	Young New Zealanders' Challenge

# 1. FOREWORD

To the Parents

The aim of this booklet is to give you, the parents, some idea of the workings of the Secondary School of Scots College.

It gives details of how we manage the students, whether it be academic, pastoral or discipline. Hopefully it will help answer any questions you may have.

However if you still have questions then you are most welcome to contact the House Dean if your son is already enrolled at the College or the Director of Studies if you are still thinking about whether or not to send your son here.

Graeme Yule

Headmaster

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## 2. A BRIEF HISTORY OF THE COLLEGE

The College was founded as a Presbyterian Boys' College largely through the efforts of the Very Rev Dr James Gibb and the Hon J G W Aitken. It opened on 9 February 1916 at 53 Hobson Street Thorndon, where Queen Margaret College is now. In 1919 the College moved to its current site in Strathmore.

Scots College is a school which espouses the traditional values with a strong academic focus supported by the development of a boy's potential as a person in non-curricular areas. To assist with this development, the College believes in firm but fair discipline.

## 3. ERO REPORT

Every three years the Government requires the Education Review Office (ERO) to issue a report on every school in New Zealand.

ERO visited Scots College for three days in August 2007. They were complimentary about the College and in their report they said the following (the full report is available on the ERO website):

*Students are provided with a good standard of tuition. They know the routines, settle to work willingly, are motivated and on-task in class. Teachers have high expectations for learning. Students enjoy their experiences and are given multiple opportunities to build solid foundations for further education.*

*Students achieve very high results in national examinations. While most teaching is whole class, teachers are developing strategies to better meet the needs of different groups of students within the class and to provide a wide range of learning activities, including the use of ICT.*

*Students have access to a wide range of suitable materials to support skill development and promote understanding. Information and communications technologies (ICT) have increased in scope and in number. The provision and use of digital services is well monitored. The College has an extensive range of hardware and specialist software for student use in graphics, art and music.*

*Classrooms are well presented and appropriately furnished. Facilities are safe and well maintained.*

*The well-developed House system provides a framework for pastoral care and promotes student loyalty and leadership. Houses are central to the College's character and provide for the clear expression of its espoused values.*

# 4. MANAGEMENT STRUCTURE

## EXECUTIVE MANAGEMENT GROUP OF THE COLLEGE

Headmaster

Principal of the Prep School

Director of Studies/Deputy Headmaster

Director of Administration & Business Development

Human Resources Manager

ICT Manager

## SECONDARY SCHOOL MANAGEMENT GROUP AND STRUCTURE

Headmaster

Director of Studies/Deputy Headmaster  
Senior House Dean

Senior Master  
Director of Activities

### **IB Coordinators (MYP, Diploma)**

Chaplain

House Deans

Heads of Department

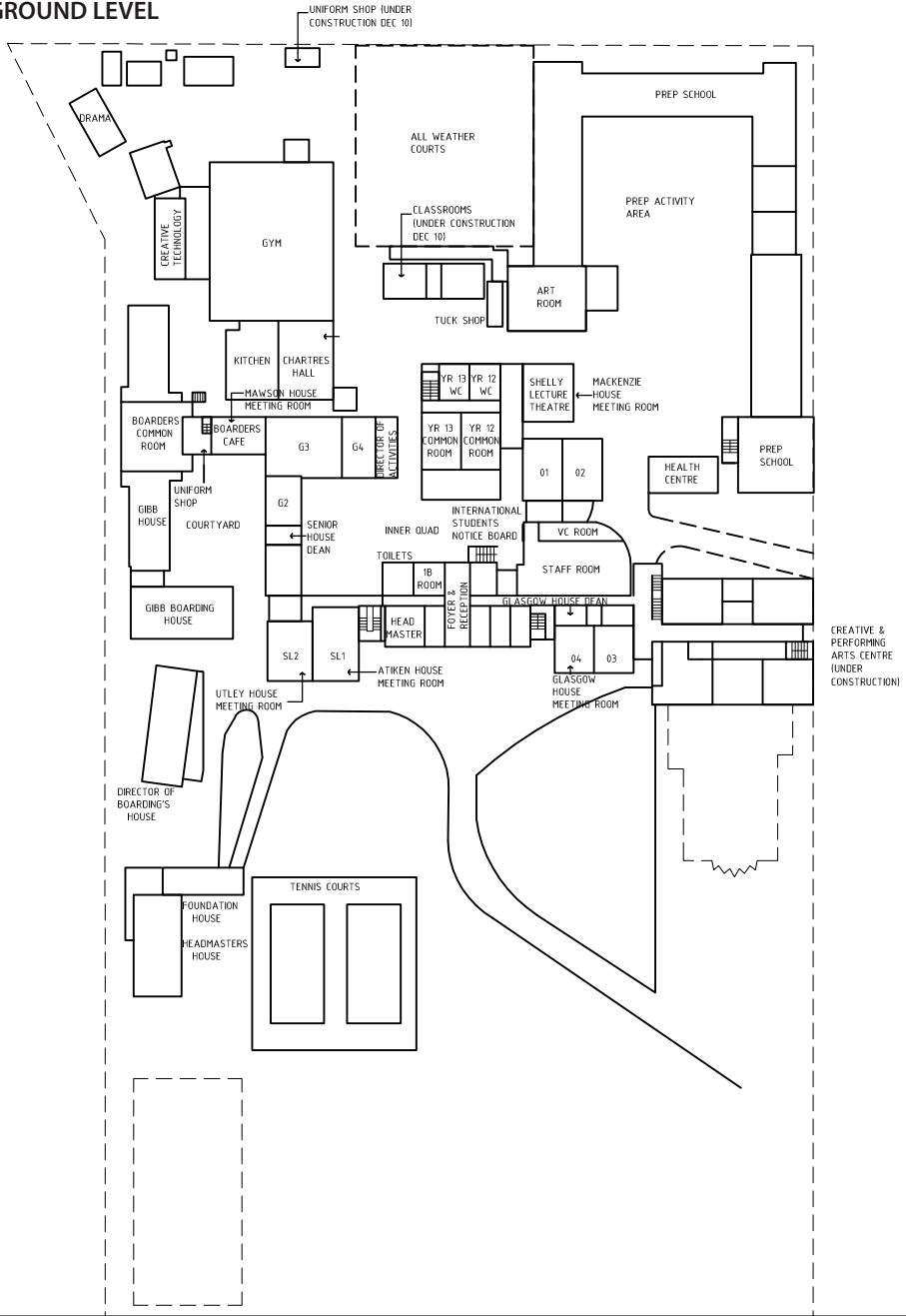
Assistant Teachers

For detailed list of staff with their responsibilities, please see Appendix A.

# 5. MAPS

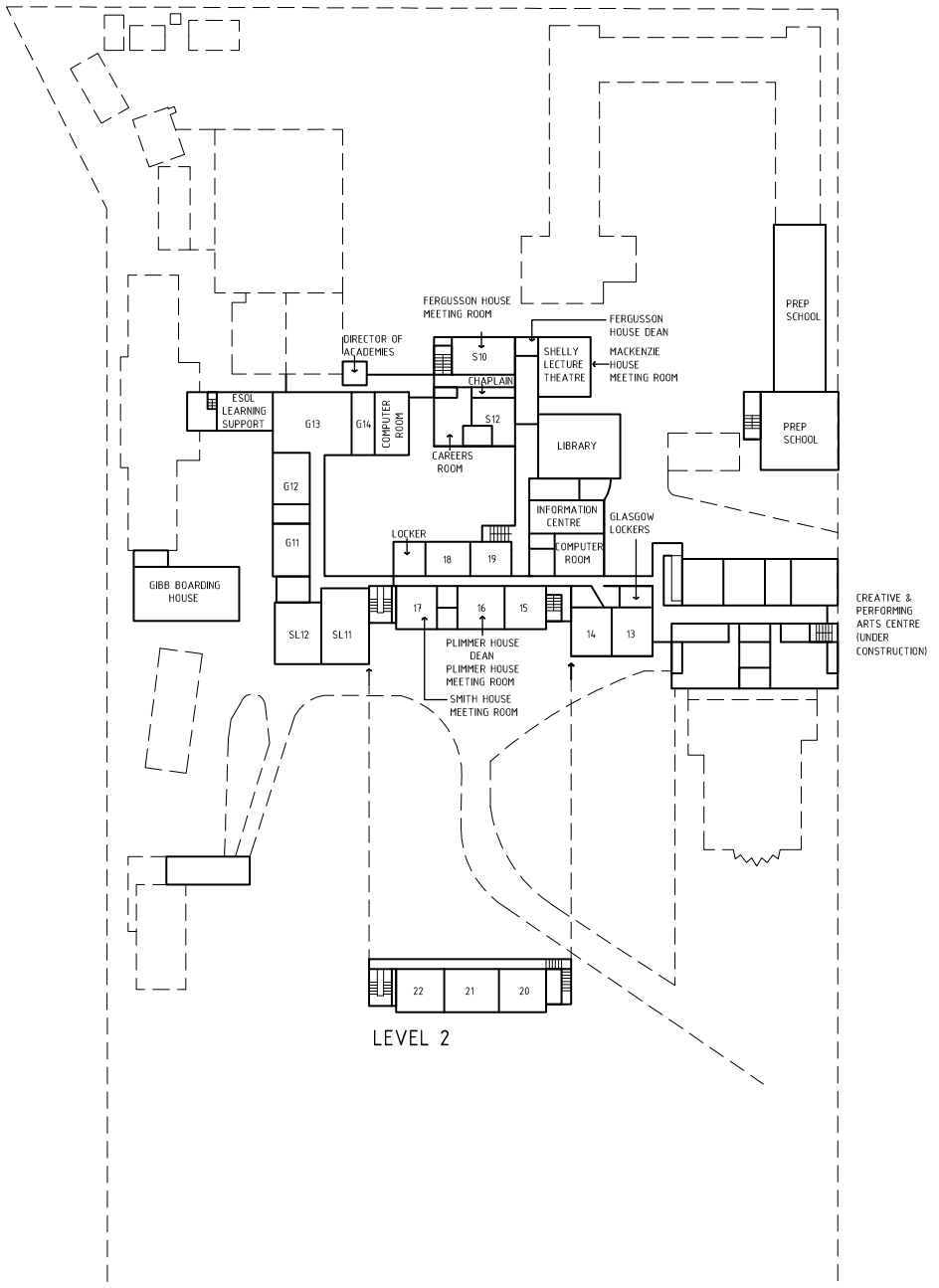
## SECONDARY SCHOOL

### GROUND LEVEL



# SECONDARY SCHOOL

## LEVEL 1



LEVEL 2

## 6. BOY MANAGEMENT

### (A) ENTRY INTO THE COLLEGE

The entry of any student into Scots College Secondary School is entirely at the discretion of the Headmaster.

The procedure is that a parent will fill in an application form and this will be followed by an interview with the Headmaster. The Director of Studies will also be involved to assist on what course of study is most appropriate for the student.

It is important that both the parents and their son should be happy with a decision to attend the College and so an extensive tour of the College and all its facilities will be provided, guided by either a senior student or a member of staff, with all questions being answered openly and honestly. This can take place at Open Days or at the time of interview.

### (B) CLASS SIZES

Class sizes clearly depend on the number of boys in each year group.

Currently the average sizes are approximately:

Year 9	24
Year 10	24
Year 11	15
Year 12	15
Year 13	14

The Secondary School works on maximum class sizes of 27 in Years 9 and 10, 25 in Year 11 and 25 in Years 12 and 13.

### (C) HOUSE STRUCTURE

The Secondary School is divided into eight vertically structured Houses, with each House comprising between 10-17 students from each year level and coming under the supervision of a House Dean and several Assistant House Deans.

The House system in the Secondary School of Scots College has been developed so that a boy's development and progress are well monitored while giving increased opportunities for extra-curricular and leadership experiences. When a boy enters the Secondary School he is placed in a Form and a House. Whereas a boy's Form will change each year, the boy's House and the House Dean will remain with the boy for the whole of his Secondary schooling.

This permanency gives a boy the opportunity to identify with a small group of about 60 boys, but broken down further for specific monitoring purposes into year groups. It also lends itself to a variety of activities, competitive and social, which enhances that sense of belonging.

House	Colour	Named After	College Connection
Aitken	Dark Blue	Hon J G W Aitken	Co-Founder of the College
Fergusson	Green	Sir Charles Fergusson	Governor General
Glasgow	Red	Col K W R Glasgow	Longest serving Headmaster
MacKenzie	Yellow	Miss C E MacKenzie	Head Teacher of Primary
Mawson	Maroon	Brigadier John Mawson	Old Boy/College supporter
Plimmer	Sky blue	Plimmer brothers	All Old Boys
Smith	Navy blue	Smith family	Smith family, Old Boys, College supporters
Uttley	Black	Dr G H Uttley	Co-Foundation Headmaster

Gibb House (named after the Co-Founder of the College) is the name given to the boarding unit but the boarders are still in one of the six Houses listed above.

The aims of having a vertical structure as opposed to a horizontal form structure are:

1. It breaks down each generation into manageable numbers.
2. It gives a boy a definite sub-group within the College to which he belongs and in which he can feel a sense of pride.
3. It lends itself to regular inter-house activities, such activities serving the purpose of enabling more boys to be representatives and of enabling more senior students to take leadership roles.
4. Most importantly, teachers are interacting with boys frequently and on a positive basis.

Within each House, each Assistant House Dean takes responsibility for one year level and is expected to interact with those students:

1. to give them someone with whom they can identify
2. to show them we care
3. to monitor their school work
4. to keep their parents in touch with the boy's welfare at school.

Each Assistant House Dean (or Tutor) meets with their year level once a week. During this meeting time they complete activities from the Pastoral Care Curriculum or undertake academic monitoring and goal setting.

There is an extensive inter-house competition which takes place throughout the year, with the following activities:

Athletics	Hockey (Senior and Junior)	Tennis (Senior and Junior)
Badminton	Music	Touch Rugby (Senior and Junior)
Basketball (Senior and Junior)	Quiz (Senior and Junior)	Triathlon
Battle of the Bands	Sailing	Tug of War (Senior and Junior)
Chess (Senior and Junior)	Soccer (Senior and Junior)	Volleyball (Senior and Junior)
Cricket	Softball	Waterpolo
Cross Country	Swimming	
Debating (Senior and Junior)	Table tennis (Senior and Junior)	

While the senior students do most of the organisation for these activities, the House Deans and Assistant House Deans are expected to show an interest in their students' performance and to support them as much as possible.

#### **(D) COMMUNICATION**

In general communication with the College is done via the House Deans or Assistant House Deans because it is they who have the overview of the student. However, on occasions it may be more appropriate to contact other senior staff directly. A Directory is published early each year which gives the address and telephone number of each student and of senior staff members. Parents must not hesitate to contact the College if they have concerns.

#### **(E) MONITORING BOYS' PROGRESS**

An important function of the House Dean is to monitor the progress of their students, both academic and social. The House Dean and Assistant House Deans hold weekly tutorial sessions with their year groups, either as groups or with the students individually. Any concerns the students have should be brought out, and conversely any concerns the College has about the student should be passed on to the students.

If anything serious arises, the House Deans and their Assistants are expected to telephone the parents, making appointments for them to come into the College if necessary. Parents are always welcome to phone the House Dean whenever they have any concerns. The Headmaster will be kept informed of any serious problem.

#### **(F) BOARDING HOUSE: GIBB HOUSE**

Scots College runs a Boarding House staffed by a Director of Boarding, Matron, Assistant Housemasters and tutors.

The Boarding House caters for both full and weekly boarders, with a maximum of 60 boys. The weekly boarders tend to come in on Monday mornings but may do so on Sunday evening, and return home on Friday evenings but may do so on Saturday mornings. Sometimes a student will enter the Boarding House for quite a brief period (if, for example, the parents go overseas for a few weeks) but the minimum period for Boarding is half a term.

All questions about the Boarding House should be directed to the Director of Boarding, with the exception of applications for a boarding place, which are directed to the Headmaster

#### **(G) PREFECTS**

Each year the Headmaster appoints a number of prefects to help with the running of the Secondary School, and to represent the College at official functions. The appointments follow recommendations from the House Deans and the previous year's College Prefects, reflecting staff and boy opinion..

## (H) MEDICAL

Should a student be taken ill during the school day, he should visit the Nurse in the Sick Bay. The Nurse will then take the necessary action, which may involve contacting the parents if this course of action is deemed necessary.

## (I) UNIFORM

The College has a strict uniform code to which the students are expected to adhere.

Each day the students wear a jacket, shirt and tie (jersey optional), long or short trousers, socks (appropriate to trousers) and shoes.

There are two styles of dress:

**Number Ones** which has a white shirt and long trousers. This style of dress is worn on the first day of each term, on Friday being the day of Chapel, for trips away, for hosting visiting schools etc. If a singlet or comparable garment is worn under a shirt, it must be plain white.

**Number Twos** has a grey shirt instead of a white one, and the students may wear either short or long trousers. This style of dress is what one would describe as “daily dress”.

When the College jacket is worn, the tie must also be worn, and both these items are worn at all times outside the College grounds. Within the College grounds boys are able, and in fact are encouraged, to take off their jackets and they may also remove their ties.

If a boy is cycling to school he may do so without wearing his College jacket but it may well be required during the day (for Chapel, Assembly etc.). Any boy cycling must wear a helmet.

All items of uniform apart from shoes are purchased from the College Shop. The telephone number is 380 8536 and currently has the following hours:

<b>Mornings:</b>	Monday – Friday	8.15 – 9.30am and 10.30 – 11.30am
<b>Afternoons:</b>	Tuesdays	12.30 – 2.30pm
	Wednesdays	2.30 – 4.30pm

Before the start of a school year it is open at other times as well.

Stationery can also be purchased by the boys before school and at interval every day except Friday.

Any outer garment, such as rainwear, must be either black or dark blue.

Sportswear for both inter House and inter School activities must also be in the school uniform.

## (J) ABSENCE

A student may be absent from school (apart from when he is ill) only if such absence is requested by parents (see p25) and permission has been given. Illegal absence is not tolerated.

## (K) LOST PROPERTY

Boys have a habit of misplacing things all too readily, particularly articles of clothing. It is a College rule that **all** clothing is clearly labelled with the boy's name, and that other items such as sports equipment or calculators are also clearly named. The Uniform List shows how items must be named, with the recommendation that sportswear is also named on the outside.

It is inadvisable for boys to bring valuable articles to school, and particularly not large sums of money. If this is unavoidable, the boy should leave the items in the safekeeping of his House Dean.

If students lose property they should see Mrs Kane, the College receptionist.

## (L) BUSES

The College works in conjunction with the Wellington Regional Council to provide special buses to the College. These buses come in the morning directly to Scots from Karori, and the Railway Station. In the afternoon the buses leave at 3.40pm and go to either Karori or the Railway Station. These buses use the normal bus pass or Snapper card. There are shuttle buses from Hutt Valley, Seatoun (to meet the Eastbourne ferry) and Island Bay for which payment is made on a termly basis. (Contact College Reception for confirmation of these services and the availability of seats).

Full details of these buses are sent to parents in late January.

## (M) LUNCH AT THE COLLEGE

A cooked lunch is provided at the College in Chartres Hall if parents want it. The cost is currently about \$435 incl GST a term and at the start of each term parents are asked if they wish to use this service. Lunches in Chartres Hall can also be arranged on a more casual basis through the Matron. The cost of these is \$9,20/day. There is also a Tuck shop available where students can purchase food before school interval and lunchtime.

## (N) MESSAGES FOR STUDENTS

We ask parents not to request telephone messages be passed on immediately to their son as it is disruptive for a class when such messages are delivered. If, however, parents have to leave a message, then the boy's name is put on a prominent noticeboard and it is his responsibility to collect the message from the College Office.

## (O) CELL PHONES

A student is allowed to bring a cell phone to school but it may only be used out of class hours – it should be switched off at other times. Abuse of this will lead to its temporary confiscation.

## (P) EVACUATION DRILLS

Practice evacuation drills for fire and/or earthquakes are carried out at least once a term.

## (Q) COLLEGE ADDRESS BOOK

Early in the year parents will receive a copy of the College Directory which gives details of each boy's address and telephone number as well as House lists and staff lists. Parents may choose **not** to have their address and telephone number published if they so wish. This book is solely for the use of the Scots College community.

## (R) CARS

- a) No student may drive a car to and from school unless he is in Year 13 and even then he requires Senior Master permission, which is given when he receives an application (and sights the licence), the application being countersigned by the student's parents.
- b) Other boys will be given permission to drive only if the situation was exceptional and the application form was supported by a full letter of explanation from the parents.
- c) No boy is permitted to take passengers, unless he has specific permission, which might be granted in response to a letter from parents and would mainly apply to brothers or Year 13 neighbours.

# 7. DISCIPLINE

## (A) GENERAL

A full copy of the College's School rules and Expectations are available on the Scots College website.

Boys are subject to discipline which will be understood by them and should be recognised as fair. Discipline in a sense is simply the structure within which boys are expected to conduct themselves. Should they move outside those bounds, they could expect their actions to be checked.

## (B) REPRIMAND

In general terms (and in an ideal school!) one would like to think that the mere presence of teachers about the College will be sufficient to ensure sensible and appropriate behaviour on the part of most boys. Where this does break down a reprimand will often be all that is required.

However, should the reprimand prove inadequate or the offence warrants a more severe sanction, there are other courses of action.

## (C) FATIGUES: IMPOSITIONS: DETENTIONS

A fatigue is given by a Prefect for offences of unacceptable conduct outside the classroom (such as loutish behaviour). The exercise of this punishment is closely monitored by the Headmaster and Senior Master.

An imposition and/or a detention is given by teachers:

An imposition is given for the same reason as a boy would receive a fatigue and has the same effect. It is given by a teacher for non-academic misdemeanours that warrant more than a reprimand.

A detention is for poor academic work, be it poorly presented or non-existent work, or for gross inattention in class. It could also be given to a student absenting himself from class without good reason.

Whichever case, the procedure outlined here is followed:

1. The boy must be quite clear he is being punished and for what reason.
2. The punishment must be recorded in the appropriate book in the staffroom, and the boy receives a slip from the teacher or Prefect which he must have signed by his House Dean.

Fatigues/Imposition represent chores, generally on a Friday from 3.35pm onwards, while a detention represents 40 minutes' academic work set by the teacher, starting at 3.35pm. The boys have a choice of days for detentions (Mondays or Thursdays).. The chores are supervised by prefects under the direction of the Senior Master; the detention is supervised by a teacher.

## (D) UNIFORM TICKET

If a boy's dress is slovenly and/or inappropriate, he may well receive a "uniform ticket", which requires him to present himself neatly groomed to the Headmaster, the Senior Master, his House Dean or the College Prefect on duty during the course of the day. This punishment runs for 3 consecutive days.

## (E) STUDY ON SATURDAY (SOS)

When Yr 12/13 students in particular fall behind with their classwork for reasons such as a great deal of class time missed through involvement in sporting or other activities, poor time management or simply laziness, it is possible they will be given an 'SoS'. This will involve the student spending a Saturday morning at the College, catching up with work, under the supervision of the Director of Studies or other staff member. The House Dean would discuss the matter with the Director of Studies or Headmaster before SoS is applied and the parents would be informed.

## (F) DISRUPTIVE BEHAVIOUR

If a student's behaviour is constantly disruptive of the effective teaching-learning process in the classroom, he will be warned accordingly. Should such behaviour continue, he will be sent from the class for 'disruptive behaviour'. At this point a senior member of staff will speak with the student and the student will be removed from that class for the next period, with his parents being notified. If it continues to happen, the student is likely to lose the right to study in that subject.

## (G) HOUSE DEANS' SANCTIONS

There is further monitoring of behaviour, generally conducted by the House Deans, often as a result of discussion with a teacher. For example, a student might be put on a House Dean's Report which each class teacher signs at the end of the period indicating the student's behaviour in that period.

Three pending punishments result in a boy's being placed on a Saturday Chore (see next page), with two of the pending punishments being cancelled.

## (H) SATURDAY MORNING CHORES

These are of 2 to 4 hour duration.

**2 hour:** when a boy simply has not fulfilled his obligations to do a fatigue or imposition during the week.

**4 hour:** this could be loosely described as one step off suspension, and would be applied to a boy who has committed a serious offence or been constantly in trouble, as represented by a list of detentions, impositions or fatigues. It involves working at the College for four hours on a Saturday morning.

## **(I) APPEAL**

At all times a boy has the right of appeal. He should first discuss his appeal with his House Dean and then:

Impositions/Fatigues/Detentions      To Senior Master

Saturday Morning Chores              To Senior Master/Headmaster

## **(J) SUSPENSION/EXPULSION**

These punishments are the sole prerogative of the Headmaster and would be exercised sparingly and after discussion with a boy's House Dean and parents, with the Board of Governors being kept fully informed.

## **(K) MERITS**

There is also a system of merit points which are given by a teacher for a particularly good performance, whether for school work, sport or some other reason. These points are added up every term and a reward given to the students with the highest points

## **(L) RECORDING OF PUNISHMENTS/MERITS**

All formal punishments are recorded, with a system of points attached to each type of punishment, and if a boy during a term amasses too many points, there will be discussion between the parents and the House Dean or Headmaster. At the end of each term the points are set to zero so the boy can make a fresh start.

# 8. ACADEMIC

## (A) TIMETABLE STRUCTURE

### (a) Structure of the Day

All boys are required to be at the school no later than 8.35am

The school runs six 50 minute periods.

8.45 – 9.35am	Period 1	12.30 – 1.45 pm	Lunch
9.35 – 10.25 am	Period 2	1.50 – 2.40 pm	Period 5
10.25 – 10.50 am	Interval	2.40 – 3.30 pm	Period 6
10.50 – 11.40 am	Period 3		
11.40 – 12.30 pm	Period 4		

During the lunch period, there is:

an Assembly	Wednesday	1.10 pm
a Chapel service	Friday	1.10 pm
a House meeting	Monday	1.10 pm
House Tutorials	Monday	1.25pm

On Tuesdays and Thursdays the lunch period is generally devoted to inter-house activities, House tutorials, cultural and club activities.

### (b) Senior School Timetable Years 11-13

There are six blocks on the timetable and each block occurs once each day. Senior students study one subject in each block; in Year 11 the students have six subjects, in Year 12 either five or (more generally) six subjects and in Year 13 five subjects. For each subject in Year 11 and 12, the teaching allocation is 9 periods per fortnight, in Year 13 it is 10.

The allocation of subjects to each set is established in response to student demand so that as far as possible each student can take the course he wishes. In August your son is expected to nominate his likely course for the following year, and the timetable is then organised to allow him to take that course. He can change his subjects at a later date provided his new subjects fit the established timetable.

Details of all the courses offered are given in the Curriculum Handbook which is issued to all parents at the appropriate time and is available on the College website.

(c) **Junior School Timetable Years 9 & 10**

The 60 periods of the fortnight are allocated as follows:

English, Maths, Science, Social Studies	9 periods each
Option subjects (per half year)	5 periods each
PE/Health	6 periods a fortnight
RE	3 periods a fortnight
Language B	6 periods a fortnight

**Year 10 Students** have a choice of four half year option modules out of:

Art   Drama   Enterprise studies   Graphics   Music   Technology

If a particular combination is selected by only a very small number of students then that combination may not be available.

Banding in year 10 is based on results from the work done in year 9.

**Year 9 students** have a choice of four half year option modules out of:

Art   Drama   Robotics   Graphics   Music   Technology

The selection of boys to be in the top class is based on comments from the boy's Primary School teacher plus the results of tests sat by the boy at the end of the previous year. The College is always ready to review its decision about the most suitable band for a particular boy. In particular there is a major review at the end of Term 2 (following mid year exams)

**(B) REPORTING BACK TO PARENTS**

There are two formal types of reporting back to parents in the Secondary School.

- a) **Progress card** For each subject a quick assessment of effort and achievement, using a grade 1-5 for various aspects of achievement and behaviour.
- b) **Full Report** Marks in each subject, with comments by the teacher, supported by comments from the House Dean and Headmaster

In addition, there are two parent/teacher interviews each year when parents can discuss their son's progress with each of his teachers.

The schedule of reporting back to parents is indicated below.

		Date	Year			
			13	12	11	10, 9
<b>Term 1</b>	Progress reports followed by Parent teacher interview	Mid March	√	√	√	√
<b>Term 2</b>	Progress reports	Mid May	√	√	√	√
	Full reports followed by Parent teacher interview	Mid June Early July	√	√	√	
<b>Term 3</b>	Internal assessment report	Late August	√	√	√	
	Progress reports	Early Sept	√	√	√	√
	Full reports	Early Oct	√ (IB)			
<b>Term 4</b>	Trial examination report	Late Oct	√			
	Internal assessment report	Late Oct	√	√	√	
	Full reports	Early Nov		√	√	
	Progress reports	Late Oct				√
	Full reports	Mid Dec		√ (IB)		√
	Testimonial	Mid Dec	√			

### (C) PREP (HOMEWORK) AND PREP BOOKS

Prep is expected of all students and they each have a Prep (homework) Book in which to record their daily homework. As a rough guideline the amount set for each year level should be as follows:

Years 9, 10	Not more than 20 minutes per subject
Year 11	Not more than 25 minutes per subject
Years 12, 13	Not more than 30 minutes per subject

Staff are expected to monitor whether or not prep is being done – this does **not** mean that every item of prep will be individually marked. Equally parents should take the responsibility of checking that their son has completed the required homework each night.

## (D) ASSESSMENT

The College policy is that a variety of assessment tools should be used so that a variety of skills can be assessed. Students should always be given plenty of warning of when a formal assessment is to take place and how it is to be marked.

Examinations form one essential basis for assessment - a great deal of academic learning can be validly assessed by an examination at the end of a period of time. In addition the college has a duty to prepare its students for examinations both while they are at school and at tertiary level.

The schedule of formal examinations is listed below.

	<b>Year 13 NCEA level 3</b>	<b>Year 12 NCEA Level 2</b>	<b>Year 11 NCEA Level 1</b>	<b>Year 10</b>	<b>Year 9</b>
<b>Term 2</b>				1-2 hour examinations at end of term	1-2 hour examinations at end of term
<b>Term 4</b>	3 hour examinations in October	3 hour examinations in October	3 hour examinations in October	1-2 hour examinations late November	1-2 hour examinations late November

Examinations at all levels are as far as possible common exams for all students studying the subject at that level. Currently in Years 11-13 the aim of the exams will be to give students and parents feedback as to how well the students are likely to perform in their national examinations.

A course outline booklet is issued and/or posted on the intranet in Yrs 11-13 showing syllabus and assessment requirements for each subject.

Other assessment is the responsibility of the individual classroom teacher, following the appropriate guidelines in the departmental management policy, schemes of work and syllabi.

It is expected that teachers will return marked work to the students as soon as possible after collecting it in – the more immediate the feedback, the more valuable the learning.

## (E) ACADEMIC AWARDS AND PRIZES

1. “Commended for Good Effort” cards are awarded by teachers at the end of Terms 1 and 3 for those students who have worked particularly well - normally not more than two or three per class.

2. Academic Ties are awarded at the beginning of each year for excellent achievement in the previous year's NCEA levels 1, 2 or 3. To qualify for a Tie a student needs:
  - NCEA Level 1      A grade point average over six subjects of 80 (or 85 over 5)
  - NCEA Level 2      A grade point average over six subjects of 75 (or 80 over 5)
  - IB Diploma Y12    TBC
  - NCEA Level 3      A grade point average over five subjects of 70 or 2 Scholarships
  - IB Diploma Y13    TBC
3. At the end of year prizegiving, achievement and effort prizes are awarded to the top few students at each year level (Years 9-12) while at Year 13 there is a prize for the top student in each subject plus other academic prizes.

In addition there is a variety of endowed subject prizes at levels below Year 13 plus prizes for the best all round student at each year level..

There are also special Prizes (Year 13 only unless stated):

- Brechin Scholarships (10 awards of \$3000 each for tertiary study)
- ANZ Prizes for General Excellence (Years 9-12)
- PSB Brown Memorial Cup (academic commitment in Year 11)
- Dworkin Prize (academic commitment in Year 12)
- Argentine Ambassador's Award (for an overseas student)
- Stringer Trophy (work using information technology )
- Gregory Prize for Science (decided by science department)
- A T L Cheung Prize (flair in mathematical sciences Years 12-13)
- Old Boys' Oral History prize (open to all students)
- J N E Varuhas Trophy (commerce)
- Monetary Policy Challenge Award (commerce)
- D S C Lo Academic Prize (across both arts and sciences)
- Board of Governors Academic prize (high academic commitment)
- House Deans' Awards (citizenship in each House)
- Headmaster's Award(s) (outstanding excellence in nominated area(s))
- Oughton Family Prize (most progress in personal development)
- Edwards Cup (best student who has received no other award)
- Tremblay Cup (best sportsman)
- Furneaux Award (citizenship)
- Pattie Cup (best all rounder)
- Savage Prize (for Head Prefect)
- Proxime Accessit (second best academic)
- Dux of the College (best academic)

These are awarded by the Headmaster following recommendations of staff.

# 9. EXTRA CURRICULAR ACTIVITIES

## (A) GENERAL INVOLVEMENT

Sports and cultural activities currently offered at the College are as follows:

Summer Sports	Winter Sports	Cultural Activities	Other Activities
Athletics	Badminton	Chess	Duke of Edinburgh's
Cricket	Basketball	Choir	Hillary Award
Golf	Cross Country	Debating	Lifesaving
Rowing	Cycling	Drama Production	
Sailing	Hockey	Jazz Band	
Swimming	Rugby	Musical Production	
Tennis	Shooting	Orchestra	
Volleyball	Skiing	Pipe Band	
	Soccer	String Group	
	Squash		
	Waterpolo		

As far as the students are concerned all boys take part in inter-house activities if required by the House and they are also expected to take part in sporting activities.

However the Secondary School does operate an 'opting out' policy at junior levels for the playing of sport for the College, assuming the request to opt out is supported by the parents. Such a request would generally be:

- because he lives a long way from the College making attendance at practices and matches difficult
- because he is involved in an acceptable activity not offered by the College
- because of the demands of employment, often in a family business.

## (B) PRACTICES

Being part of a sport involves a commitment to all practices and matches. Any absence would be rare and would be discussed well in advance with the coach.

In general Monday is reserved for minority sports, Tuesday and Thursday for major sports, while on Wednesday cultural activities take priority.

Representing the College against another school in a minority activity would normally take precedence over a practice for a major activity. However it may happen that the clashes are too frequent, in which case the boy may be asked to choose at the start of the season in which of the two activities he wishes to participate.

## (C) SPORT AND CULTURAL AWARDS

These are presented at Sports and Cultural Assemblies. Parents are welcome to attend these assemblies which take place on the last day of Terms 1 and 3.

The highest award achievable is the Honours Award which is sparingly awarded and only to those who have achieved excellence in competition or activity beyond the College, eg major stage production, provincial representation.

The second highest award is Full Colours (for sport) or Distinction (cultural). This is awarded only to those who have achieved at a very high standard. As a general rule, a student may be awarded Full Colours/Distinction only if he has already been awarded Half Colours/Merit in a previous year.

The third level is Half Colours (sport) or Merit (cultural) which may be awarded to those who have achieved a high standard but who are not quite at the level required for Full Colours or Distinction.

A Year 10 student may not be awarded Full Colours or Distinction unless his achievements are quite exceptional. Similarly, a Year 9 student may not receive any award unless his achievements are exceptional in which case his award is unlikely to be higher than Half Colours or Merit.

There is a Service Award which is able to be awarded to those who have provided some input to the College in an activity which goes beyond what would be expected in the normal context of their position, such as a senior boy coaching a team.

There is also a 'Certificate of Acknowledgement' which is presented to boys who achieve at a high standard in an activity not offered or sponsored by the College.

Coaches and teachers i/c activities make nominations for these awards towards the end of each term. These nominations are then considered by the Awards Committee, which in turn makes recommendation to the Headmaster.

## (D) MUSIC TUITION

Vocal and instrumental tuition is offered to boys via experienced outside tutors. A variety of instruments is catered for but the student must have an instrument to practise on at home. Lessons are usually individual and last for half an hour in school time. Costs vary slightly between different tutors and are paid to the tutor at the beginning of each term. Full details are sent to parents in late January. There may be some academic cost in terms of time lost from a regular class.

# 10. PARENT OCCASIONS

## (A) THE CALENDAR

Before the commencement of each term, all parents will receive a copy of the Calendar which gives details of the activities taking place in the coming term.

Parents should look carefully at the Calendar and note any occasions which might involve them such as sports fixtures, parent-teacher evenings, dates of issue of reports, and dates on which the College is closed. Most of the occasions involving parents are in bold type on the calendar.

It is expected that when parents arrange holidays or trips away with their sons, they should make sure these happen outside the term time.

Parents are invited to support their sons at a number of occasions during the year, but there are also some special occasions which are particularly worth noting:

## (B) OCCASIONS OUTSIDE SCHOOL HOURS

### i. **Church Services at St John's in the City**

There are three family church occasions for the Scots College Community, (Easter Service, Founders' Day Service, Advent Carol Service). These take place on a Sunday at 7 pm, and the parents' attendance is encouraged and warmly welcomed.

### ii. **Open Days**

There are open days on designated Sunday afternoons to enable prospective parents and sons to see around the College and to get information about what Scots College has to offer. Open Day dates are available from the College Office and are advertised in the newspaper.

### iii. **Parent Teacher Evenings**

There are two of these; halfway through Term 1 for the parents of all boys: at the end of Term 2 for parents of all boys. The evenings are held either in the Assembly Hall or in classrooms. Interviews with each parent should last no longer than 5 minutes, and parents and staff have set appointment times made at 5 minute intervals. An appointment form is sent out to parents at the appropriate time.

iv. **House Receptions and Dinners**

House Receptions are held early in Term One and are an opportunity for parents and staff to get to know each other. Towards the end of the year each House holds a dinner, generally at an outside venue, to bring the House year to a close and to acknowledge achievements during the year.

v. **College Prizegiving**

Parents are encouraged to attend the annual prizegiving which takes place at the end of the school year in the Wellington Town Hall. It is a formal occasion, combining dignity with warmth, and represents the climax of the year's academic focus. The Prizegiving is compulsory for all students.

vi. **Evenings for transition from one year level to the next**

During Term 3 (in August or September) evenings are held for parents and boys of each year group to inform them about the following year regarding qualifications, subject choices and careers.

# 11. STUDENT OCCASIONS

Boys are expected to be present at those occasions associated with their year.

i. **Evenings for transition from one year level to the next**

As outlined on the previous page

ii. **Year 12 Peer Support workshops**

The Year 12 Peer Support workshops take place at the end of the exams in Term Four, is a programme devoted to matters of leadership and peer support for the following year and is compulsory for all Year 12 students.

iii. **School Dances**

There are several school dances held in Terms 2 and 3, one for each year level. The major organisation is largely handled by the boys and their Social Committee which operates under the direction of the Senior House Dean, with other staff being present at the actual dances.

iv. **Field Trips**

The study of many subjects involves the use of field trips when the boys are away for a day or maybe more. The College does its best to keep the cost of these field trips to a minimum, but they are an essential part of the boys' course of study.

v. **Inter-house Athletics and the Cross Country**

Inter-house Athletics are held in March and Cross Country in September, both occasions being compulsory for boys.

vi. **Year 13 Ball and Leavers' Dinner**

The Year 13 Ball, held late in Term 3, and the Leavers' Dinner, held immediately following Prizegiving, are functions which are held for students in their final year and to mark the finish of their school days. Parents are welcome to attend the Leavers' Dinner with their son.

# 12. PARENT OBLIGATIONS

## (A) FEES

Fees are expected to be paid a term in advance. Accounts are sent to parents on a monthly basis and will incorporate not only the basic tuition and/or boarding fees but also extras such as the major purchase of stationery at the beginning of the year, costs of field trips, entry fees for academic competitions, bus and train passes. Any issues about payment of fees should be taken up with the Director of Administration & Business Management or with the Headmaster. Day to day purchases of stationery or tuck from the College Charitable Trust is on a cash basis.

## (B) DAILY ABSENCE

Should your son be unwell and unable to come to school, we would be grateful if you could telephone the College to that effect. You can leave a message on the Absence Voice Mail (tel. **380 7588**).

If you wish to request that your son be absent for a reason other than sickness for example, to attend a wedding or funeral, please write a note to the House Dean preferably before the event. In all probability, particularly if the period of absence is lengthy or out of the usual, the permission of the Headmaster will be sought by the House Dean.

On the first day your son returns to school after an absence, he should give a note to the House Dean explaining the reasons for his absence.

The College would prefer it if parents did not request leave of absence for an extra day before a holiday period - the College already has quite long holidays and a boy could miss valuable tuition time.

## (C) EXTENDED ABSENCE

If you wish to take your son from school for an extended absence, you should write to the Headmaster requesting permission.

## (D) PERMANENT WITHDRAWAL OF STUDENTS

In general, a term's notice is required when withdrawing your son from the College, or a term's fees payable in lieu of notice.

# 13. PARENT ORGANISATIONS

## (A) BOARD OF GOVERNORS

There are two Parent representatives, with other representatives also from the Old Boys' Association (2) and the Presbytery of Wellington (3).

## (B) PARENTS' ASSOCIATION

All parents belong to this body and it is supported by a subscription which is charged to a boy's account. The Parents' Association is mainly concerned with social occasions and fundraising but it also acts as a further link between parents and the Headmaster and Board.

The AGM of the Parents' Association is held in June.

## (C) FUNCTIONS COMMITTEE

This committee fulfils a vital role in the social life of the College, supporting the College in supplying and presenting refreshments in a wide range of activities, eg. organising suppers for evening parent occasions, refreshments in the morning of the House Athletics and Cross Country, etc. Anyone interested in helping should contact the Headmaster's Secretary who will pass them on to the Convenor.

Parents also through the Parents' Association have representation on:

## (D) TUCKSHOP/COLLEGE SHOP

There are 5 Trustees, 3 of whom are appointed by the Parents' Association.

## (E) FRIENDS' ASSOCIATION

The Friends' Association is to enable past parents and other supporters of the College to keep in touch with the College and each other in the years following their sons' attendance.





EST. 1916

## SCOTS COLLEGE

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