



2019 PROSPECTUS

“A wise woman shapes her own destiny”

WE HONOUR THE PAST



*We celebrate
the present*



**WE EMPOWER THE
FUTURE**

The aging oak trees and the carefully crafted landscape are the essence of the original Hamilton High School site that forms part of our heritage and inheritance from former pupils. The time, planning, devotion to learning and the strong stewardship of past principals, have all contributed to the students' experience of Hamilton High School, Hamilton Girls' High and Hamilton Boys' High. Hamilton High School was a focal point for the growing city and guided many of New Zealand's future leaders. Over the last hundred years, thousands of families have contributed to building these schools; their spirit, and their soul.

After 100 years of progress, Hamilton High School has grown into two notable schools: Hamilton Girls' High and Hamilton Boys' High. The founding members were committed to providing an education that would produce sound young women who are able to pursue their destinies both in New Zealand and globally.

While Hamilton Girls' High School is proud of its heritage, it is also proud of its history as a leader and innovator in girls' only education and its responsiveness to the needs of contemporary girls.

The School's Strategic Plan affirms its traditions and strengths, while making a commitment to educate students to be citizens of an increasingly global community in which empathy, trust and ethical values are important. Education for the world of the 21st century emphasises the need for each student to be a lifelong learner capable of critical and creative thinking.

A MESSAGE

from the Principal



“*Hamilton Girls' High School embraces the challenges of the 21st century to support our girls to become thoughtful, confident and resilient young women.*”

Hamilton Girls' High School has shaped and influenced our young women since 1911. Core values and principles underpin a dynamic learning environment and our students are given every opportunity to aspire to excellence. We cater for the all round educational needs of our young women and offer an outstanding education pathway to ensure the best possible career destination.

As educational leaders at Hamilton Girls' High School, we are committed to consolidating on and lifting the bar for raising the achievement across the four cornerstones of Academic, Leadership, Cultural and Sporting endeavours. Our young women are encouraged to achieve in the classroom and to combine this success with involvement in sporting and cultural activities. A balanced education embraces whole person learning and allows them to be challenged, extended and motivated in all aspects of their life.

As a parent, choosing the right school for your daughter's education is an important decision. The adolescent years are particularly significant in education because students are at a stage in their lives where they are faced with choices and challenges that shape or determine success in future years.

Standards in a school are essential – standards drive motivation, hold levels of confidence and empower students and staff.

Our expectations of our students are high. We expect them to be well dressed, polite, courteous and prepared for learning. Becoming fully engaged in our school culture is essential and an exciting part of being at secondary school.

Our school hostel is a wonderful asset. It offers quality residential accommodation for 130 students in a supportive living and learning environment.

Our School motto in Latin is *Sapiens Fortunam Fingit Sibi*:

“A wise woman shapes her own destiny”

It is our aim to ensure that every girl who passes through our gate will be given the opportunity to shape her own destiny. *I invite you to be part of our school.*

Marie Gordon
Principal

EMPHASIS ON INDIVIDUALS AND ACHIEVEMENT

At Hamilton Girls' High School, we place an emphasis on individuals and on achievement, and we encourage our students to take full advantage of the opportunities that are offered at Hamilton Girls' High School.

2017 ACADEMIC ACHIEVEMENT



Maia Tipene
Scholarship in Biology
Scholarship in English



Maanya Thanki
(Yr 12)
Scholarship in Biology



Kate Sampson
(Yr 12)
Scholarship in
Chemistry



Mili Ghosh
Scholarship in
Design and Visual
Communication



Darien Lee
Scholarship in
Design and Visual
Communication



**Rebecca
MacPherson**
Scholarship in English



Simron Mann
Scholarship in English



Saba Rafe
Scholarship in English



Stella Wilson
Scholarship in
Painting



Maywen Choy
Scholarship in
Mathematics with
Statistics

SCHOOL WIDE GOALS

The school-wide goals for the next 3-5 years will be focused on 4 key areas which emerge from the school's strategic vision and link to the key competencies outlined in the revised National Curriculum Document (2007).

These key areas relate to four identified priorities:

- Engagement with Learning
- Excellence in Achievement
- School Spirit
- Links with the Community

CULTURE OF HIGH EXPECTATIONS

We expect our students to...

- Show respect for others
- Behave in a manner that allows others to learn
- Wear our uniform with pride and respect at all times
- Attend school regularly and to be punctual
- Respect yourself, respect others and respect our environment
- Strive for personal excellence

HEAD GIRL 2018 - Jaedyn Randell

Hamilton Girls' High School is a school that provides many outstanding opportunities and tools to guide our students to become wise women. The education that we as students receive is powerful however Hamilton Girls' High School is more than just education. It's a school that values diversity, change and supports the growth of an individual in her journey.

"When you inspire others to learn more, dream more, be kind and achieve their goals, that is when you are a leader." Serving as Head Girl this year gives me a platform to implement what the students want and need to make Hamilton Girls' High School a place they love. A place where they feel confident to be who they are and have endless opportunities that open their eyes to their potential. I am proud to be part of a school environment that nurtures, supports and works alongside you to become the wise woman you want to be.



COURSES OF STUDY

Hamilton Girls' High School is committed to the delivery of the New Zealand Curriculum and takes, as its starting point, a vision of our students as lifelong learners who are confident and creative, connected and actively involved.

JUNIOR SCHOOL

Our Junior students have a broad foundation across all eight learning areas of the NZ Curriculum. This helps ensure that girls are prepared to make well-informed choices about the subjects they will specialise in when they reach the senior school. The subject range is suited to students of all aptitudes and abilities. Homework is important. Establishing good routines and study habits from Week One is essential to enhancing achievement.

BYOD

At Hamilton Girls' High School our eVision is for students to be confident, responsible digital citizens who are collaborative, critical thinkers, able to construct knowledge.

In order to do this we aim to provide students with the skills, knowledge, confidence and guidance to be an effective, ethical and safe user of ICT.

The expectation is that students will bring their own device to school

SENIOR SCHOOL

The Senior school is structured to provide flexibility of choice throughout all subjects and to ensure that knowledge and experience gained in each year of study enable students to make well informed curriculum choices for their future. Broadband streaming in Year 11 is offered in Mathematics, Science and English.

Striving for excellence at every opportunity ensures pre-requisites are met and goals achieved.



EXTENSION CLASSES

Two Junior Extension classes are formed based on high achievement in entrance examinations and demonstrated ability in the students' prior learning. Knowledge and experience gained in each year of study enable students to make well informed career pathway choices for their future. Extension students are expected to study a language through to the end of Year 10. It is highly recommended that this continues through to the end of Year 11.

STRATEGIES TO FACILITATE ACADEMIC SUCCESS

- Academic tracking and mentoring
- Schools within schools
- Published pre-requisites for courses
- Lunchtime and after school tutoring
- Opportunities are available for work placement with employers or Industry Training Organisations (ITO)
- Realising Potential Programme
- Hillary Learning Hub
- Tutorials
- Vocational Pathway
- Acceleration Programme

“Student sense of pride in, and belonging to, the school is evident and strongly promoted. This includes a focus on attendance and participation.”

For Information on quality assurance similar to this, please visit:

<http://www.ero.govt.nz/review-reports/hamilton-girls-high-school-07-10-2013/>

LEADING LEARNING

The eight essential learning areas described in the New Zealand Curriculum include English, Mathematics, Science, Social Studies, Health and Physical Education, the Arts, Technology and Languages.

YEAR 9

Compulsory Subjects

English, Mathematics, Science, Physical Education and Health and Social Studies.

Option Subjects

Students select four half-year options and must select at least one from each of the areas below:

Arts – Music, Dance, Drama, Visual Arts, Maori Arts and Crafts.

Languages – Te Reo Maori, French, Japanese and Spanish.

Technology – Digital Technology, Food, Design & Visual Communication and Textiles.

YEAR 10

Compulsory Subjects

English, Mathematics, Science, Physical Education and Health and Social Studies.

Option Subjects

Students select two full year Option Subjects listed for Year 10.

YEAR 11

Year 11 students study six subjects - English, Mathematics, Science and three other subjects.

Subject descriptions and pre-requisites are listed in the curriculum handbook.

Subjects offered at Hamilton Girls' High School deliver opportunities for students to gain credits towards their National Certificate of Educational Achievement for Level 1.

NCEA LEVEL 1

The current minimum requirements are 80 credits including:

- 10 credits in literacy.
- 10 credits in numeracy.
- For subject endorsements, 14 credits at merit or excellence.
- For NCEA endorsement, 50 credits at merit or excellence.



ACADEMIC COUNCIL CAPTAIN - Anjali Rajiv

I have always been a strong believer in the fact that the harder you work for something, the greater you'll feel when you finally do achieve it. The beauty of this mindset is that it not only applies to academia, but in fact every other field within this school. This, for me, is what has fueled my passion for learning through the past 5 years.

My name is Anjali Rajiv and I am pleased and proud to be able to introduce myself as the academic captain for 2018. Alongside my team of 10 academic prefects, I am excited to build upon the already well-established academic achievement and profile of our school.

Here at Girls' High, I have found teachers who love to teach and students who love to learn. This - along with the extensive range of books, tools and equipment - is what lit the fire in my belly to set ambitious goals and actually end up achieving them. With subject specific prefects, tutorials, workshops, librarians and counsellors, Hamilton Girls' High School provides the ideal atmosphere for academic achievement and is proudly my school of choice.

THROUGH EXCELLENCE

Students intending to enrol at University, or students who are not yet certain of their future destination, are advised to choose option subjects that lead to the university approved list in Year 13.

YEAR 12

Students study English and five additional subjects from Level 1 and 2 courses. Subject descriptions and prerequisites are listed in the curriculum handbook.

Preliminary applications to University rely on Year 12 NCEA Level 2 results. Students who aspire to Year 13 and entry to University or other Tertiary institutions are advised to choose subjects which have a pathway to University Approved subjects in Year 13.

Vocational courses are also available.

YEAR 13

Students may choose any five subjects. Subject descriptions and prerequisites are listed in the curriculum handbook.

Students need to be aware of the University Entrance requirements, and strive to exceed the minimum prerequisites noted for each subject in successive years at school.

UNIVERSITY ENTRANCE

University Entrance in 2018 requires:

Achievement of NCEA Level 3, including:

- 14 credits in each of three subjects from the list of approved subjects.
- 10 numeracy credits at Level 1 or higher, and 10 literacy credits (five in reading and five in writing) at Level 2 or higher.

Universities now expect the award of University Entrance plus a specified Guaranteed Entry Score advertised with each University course. These are minimum requirements only and entrance to many specialist courses require a higher level of achievement.

STUDENT COUNCIL CAPTAIN Rebecca-Rose Ngatai

I am so honoured and grateful to serve as Student Council Captain in 2018. At Hamilton Girls High, every student is heard and their voice and opinion matters in what happens in and around the school. The Student Council enables the student's ideas to be put into action working as students, for students. This student-led culture, endless opportunities, the strong sense of sisterhood and high quality education is why I chose Hamilton Girls' High School 5 years ago, and why I am so proud to call myself an HGHS girl.



OPPORTUNITIES FOR ALL

Hamilton Girls' High School has always supported the importance of life beyond the classroom. Students are encouraged to embrace all activities, expand their experiences and further develop new passions. Being involved in the wider school increases a sense of belonging which leads to higher levels of engagement and motivation.



SPORT AVAILABLE AT HAMILTON GIRLS' HIGH SCHOOL

- Adventure Racing
- Athletics
- Basketball
- Badminton
- Cricket
- Cross Country
- Cycling
- Equestrian
- Football
- Futsal
- Gymnastics
- Hockey
- Inline Hockey
- Ki-o-Rahi
- Lacrosse
- Lawn Bowls
- Multi-Sport
- Netball
- Rowing
- Rugby
- Rugby Sevens
- Softball
- Swimming
- Tennis
- Touch
- Triathlon
- Volleyball
- Waka Ama
- Water Polo

LEADING LEARNING THROUGH SPORT

Rugby 7's

- Condors U15 2nd 2017
- Condors U19 1st 2017
- Waikato Secondary School U19 1st 2017
- Waikato Secondary School U15 1st 2017

Touch

- New Zealand Secondary School 1st 2016
- New Zealand Secondary School 2nd 2017

Basketball

- New Zealand Premiership Junior 3rd 2017
- New Zealand Premiership Senior 3rd 2017
- Waikato Premiership Junior 2nd 2017
- Waikato Premiership Senior 3rd 2017

Waterpolo

- 2017 Waikato Junior 1st
- 2017 Waikato Senior 3rd

Rowing NISS 2018

- Singles Bronze - Alison Mills
- Novice 4 coxed Silver - Mia Austin, Elizabeth Moucher, Lucy Gordon, Emily Gordon, Awatea Gudgeon

Hockey

- 2017 Waikato 1st

Football

- 2017 Waikato 2nd

Netball

- Upper North Island Secondary Schools 7th 2017

NEW ZEALAND REPRESENTATIVES AT HGHS



Jazmin Hotham
New Zealand Touch U18
Black Ferns Sevens Squad
Rugby Sevens U17
team 2017
U18 NZ team 2018
(Rugby Sevens)



Montessa Tairakena
New Zealand Touch U18
Rugby Sevens U17
team 2017
U18 NZ team 2018
(Rugby Sevens)



Kiriana Nolan
New Zealand Touch U18



Hylan Potts
New Zealand Touch U18



Capri Paekau
New Zealand Touch U18



Mary Allan
New Zealand Touch U16



Paj Walker
New Zealand Touch U16



Lonita Ngalu
Rugby Seven's U17 NZ
team 2017



Arorangi Tauranga
Rugby Sevens U18 New
Zealand team 2017
U18 NZ team 2018
(Rugby Sevens)



Whetumarama Nuku
New Zealand Touch U18



SPORTS COUNCIL CAPTAIN AND DEPUTY HEAD GIRL - **Jazmin Hotham**

It is my privilege to be selected as Deputy Head Girl and Sports Captain. Although there will be many challenges, my passion for sport will allow me to lead from the front. Hamilton Girls' High School has such a strong sporting culture within our school, and many of our teams and individual athletes achieve amazing results. I believe sport builds great character as well as shapes great people. Throughout my Hamilton Girls' High School sporting journey I have learnt so much and as I am now nearing the end of this chapter, I hope to pass down my knowledge to those just beginning their sporting and academic journey here at Hamilton Girls' High School.



CURRICULUM 2019

YEAR 9

YEAR 10

ARTS	Drama Maori Arts and Crafts Music Visual Arts Dance	Art Practical Drama Dance Music
ENGLISH	English	English
HEALTH /PE	Health and Physical Education	Health and Physical Education Sports Studies
LANGUAGES	English - Second Language French Japanese Spanish Te Reo Maori	English - Second Language French Japanese Spanish Te Reo Maori
MATHEMATICS	Mathematics	Mathematics
SCIENCE	Science	Science
SOCIAL SCIENCES	Social Studies	Economics Enterprise Studies History Social Studies
TECHNOLOGY	Digital Technology Design/Visual Communication Food Technology Textiles	Digital Technology Design/Visual Communication Food Technology Textiles

YEAR 11

YEAR 12

YEAR 13

<p>Art Practical Dance Photography and Design Drama Music</p>	<p>Art Design Art Painting Art Photography Art Printmaking Dance Drama Music</p>	<p>Art Design Art History Art Painting Art Photography Art Printmaking Dance Drama Music</p>
<p>English</p>	<p>English</p>	<p>English</p>
<p>Advanced PE - Sport Advanced PE - Outdoors Health Personal Training Physical Education</p>	<p>Advanced PE - Sport Advanced PE - Outdoors Health Personal Training Physical Education</p>	<p>Advanced PE - Sport Advanced PE - Outdoors Health</p>
<p>English - Second Language French Japanese Spanish Te Reo Maori</p>	<p>English - Second Language French Japanese Spanish Te Reo Maori Maori Performing Arts</p>	<p>English - Second Language French Japanese Spanish Te Reo Maori Maori Performing Arts</p>
<p>Mathematics</p>	<p>Mathematics</p>	<p>Mathematics Mathematics with Calculus Mathematics with Statistics</p>
<p>Science</p>	<p>Biology Chemistry Physics Science</p>	<p>Biology Chemistry Physics Science</p>
<p>Accounting Economics Geography History Media Studies Philosophy Studies Social Studies Humanities</p>	<p>Accounting Business Studies Classical Studies Economics Geography Legal Studies Media Studies Philosophy Studies Social Studies Tourism History Humanities</p>	<p>Accounting Business Studies Classical Studies Economics Geography History Legal Studies Media Studies Social Studies Tourism Humanities</p>
<p>Textiles Digital Technology Design/Visual Communication Food Technology Hospitality & Nutrition Computer Studies</p>	<p>Computer Studies Digital Technology Early Childhood Ed Textiles Design/Visual Communication Food Technology Hospitality & Nutrition</p>	<p>Computer Studies Digital Technology Design/Visual Communication Textiles Early Childhood Education Food Technology Hospitality & Nutrition</p>

LEADING LEARNING THROUGH ARTS

Hamilton Girls' High School is a lively, thriving school where the visual arts (design, photography, painting and drawing, computer arts) and the performing arts (music, drama and dance) are seen as crucial to the health and well-being of our students and an important part of their training for life. Girls are invited to express their creative 'voice' in our supportive environment.

The Arts Council organises a range of activities in its different interest areas (see left) in which students may choose to engage and compete. These include the Talent Quest, combined School Production and many competitions!



PERFORMING ARTS AND CULTURAL GROUPS

Choir and Barbershop
Guitar Group
Samba Band
Debating
Indian Dance Group
Photography and Art clubs
Multi-cultural Committee
Sheila Winn Shakespeare
Production
Pasifika
Kapa Haka
Talent Quest
Fusion Festival
Stage Challenge
Symphonic Band
Theatre Sports
Media

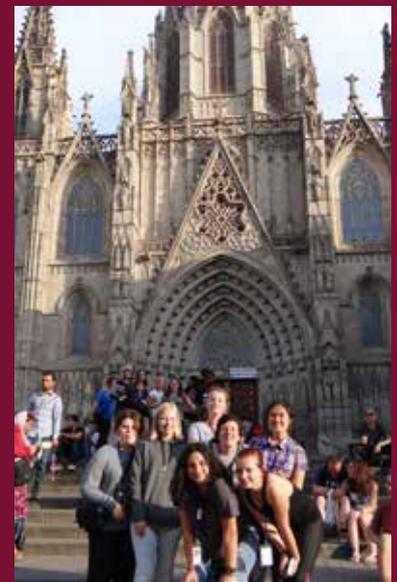
There are a multitude of groups such as orchestra and choirs, debating and movie making, cultural dance groups, theatre sports, samba band, art club and more.

Our barbershop singers have a reputation for excellence and regularly perform in the national finals while our Drama department is known for its spectacular and professional productions (with Hamilton Boys' High School) every second year. The school production involves all the arts groups from dancers, vocalists, actors, visual artists and musicians and certainly is a huge undertaking.

At Hamilton Girls', cultural ability and diversity are welcome and respected. Our Kapa Haka and Pasifika groups have a reputation in our school and communities as graceful and strong performers, exhibiting their passion and hard work in the local, regional and national competitions while the Indian dance group performs regularly and successfully in the upper North Island competitions.

Itinerant teachers give lessons in vocals, string, wind and brass instruments, electronic and acoustic guitar, and percussion instruments. For lessons there is an administration fee of \$40.00 to cover general costs and some instruments are available for hire.





INTERNATIONAL TRAVEL

On occasions, there is the opportunity to join an international trip, such as recent trips to Europe, Japan, France, Hawaii and Spain for Languages, Sport, The Arts or Cultural Trips. Many students participate in short and long term exchange programmes. Our school supports students who wish to apply for a Gap Year between Year 13 and commencing at university.



ARTS COUNCIL CAPTAIN - Savannah Mattyasovszky

The Arts community at Hamilton Girls' High School has been the place that's shaped me into the person I am today. This year I am incredibly proud to lead the Arts community as Arts Captain for 2018, as my way of giving back to the community that has inspired me immensely. We have a diverse range of courses and opportunities here at HGHS, there's certainly something for every student. One of my main goals for this year is to boost student achievement and involvement in all of the arts opportunities we have to offer. Although I am personally involved in visual arts, I have watched my friends and peers thrive in all of the Arts throughout the years. We have many beautifully talented students within our school. I hope you will join our community and show us what you've got.





STUDENT LEADERSHIP

Student leaders at Hamilton Girls' High School are given the opportunity to lead and promote a culture that fosters excellence and participation within our school, through leading students and leading an area of responsibility.

“You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You’re on your own. And you know what you know. And YOU are the one who’ll decide where to go...” - Dr Seuss

Every student at Hamilton Girls' High School has the potential to be a leader. Leadership begins with understanding ourselves and is founded on personal leadership, whereby individuals have the capacity to lead their own lives and consistently make wise choices based on sound values. Effective leadership can be learned through developing both the character and competence of our students and by providing them with opportunities and training to exercise leadership responsibilities.

All students are encouraged to develop their leadership skills through participation and service.

EXECUTIVE COUNCIL

Our executive council is made up of our top Prefects that lead councils in our school: Head Girl, Student Council Captain, Arts Captain, Sports Captain, Services Captain and Head Girl, Sonninghill Hostel. The Deputy Head Girl is selected from one of these positions.

LEADERSHIP OPPORTUNITIES

Tutor group leader
Prefect
Peer support (Tuakana/Teina)
Peer tutoring
Arts
Sport
Coaching
Peer Mentoring
Co-curricular Group



SERVICES COUNCIL CAPTAIN - Jaime Foster

The role of Service Captain at Hamilton Girls' High School is an honour and one that I will carry out with pride. A school of our size has the potential to make such a huge difference in our community whether this is by giving money, donating goods or by just simply giving our time. Because of this capability, our school takes action wherever and whenever we can and when we can't, we find a way around it. This school turns ideas into plans with events such as Valentine's Day, Charity Week and the 40 Hour Famine. They are but a few of the ways that we make an impact and make differences that matter. Hamilton Girls' High School is a giving and friendly environment that will help you develop your leadership skills and push you to take actions that help better other people's lives.

STUDENT SUPPORT

Coming to a new school can be quite daunting. We have an extensive network set up to provide the help and support that is needed for students and parents. A learning environment with constructive working relationships, positive friendships, and personal responsibility are essential in the development of competent young women.

HOUSE SYSTEM

In 2010, the school launched a new house system, allocating every student in the school to a house. The five houses are Heads, Edgcombe, Wilson, MacDiarmid and Campbell. The houses compete in a wide variety of events including athletics, swimming, cross country, talent quest, charity collections and academic performance. The house system generates pride and passion for Hamilton Girls' High School and a sense of ownership. The house system also contributes to the promotion of competition among the students.

VERTICAL TUTOR CLASSES

When a girl arrives at Hamilton Girls' High School, she is placed in a vertical tutor class, which includes other students from years 9 to 13. She will stay in this tutor class, with girls from her and every other year in the school, for the whole of her time at Hamilton Girls' High School. All girls in that tutor class belong to the same House, with older girls able to help younger girls make the transition to high school successfully. Your daughter will be supported by the same tutor group teacher throughout her time with us. A schools within schools pastoral structure and vertical tutor classes ensure the best possible support for girls as they become young women.

HEADS OF SCHOOL

In 2017 every House has a Head of School and a Dean. They have the responsibility of providing academic and pastoral support for all students within their house.

TUTOR GROUP TEACHERS

Tutor group teachers have daily contact with their tutor group class. Your tutor group teacher will be the first person that parents and students will have contact with. They oversee the academic progress of students, attendance and participation in activities.

INTERNATIONAL STUDENT TUTOR GROUP

At Hamilton Girls' High School we offer an International Student Tutor Group to help students new to New Zealand transition to a NZ High School culture.

GUIDANCE COUNSELLORS

Where problems or concerns are of a more confidential and personal nature, the Guidance Counsellor is a person you can talk with. Our Guidance Counsellors are available by appointment and have the experience and ability to provide support for any situation or issue our young women may face. They also have access to a network of specialists to support their work.

STUDENT WELLNESS: HEALTH CLINIC

A qualified nurse is available 9:30am - 2:30pm daily, and a free doctor service is available one afternoon per week by appointment.

CAREERS COUNSELLORS

The Careers Counsellors are available to help all students with choosing career pathways and course planning, goal setting and time management that is necessary to achieve their chosen goals. They provide career advice, work experience, arrange workplace learning, ITO assessment through the Gateway programme, and assist students with applications to post-school destinations.

WHANAU TUTOR GROUPS

At Hamilton Girls' High School we offer Whānau Tutor groups. We uphold Tikanga Maori and Kawa in a nurturing, safe environment. There are leadership opportunities, and school wide initiatives with total support from staff. Whānau participation is an expectation. Educational hui are held once a term and other hui to help with the continued enhancement of our young women's educational opportunities. Our teachers have an expectation that they will engage with students to foster respect and encompass Tikanga Maori. Whānau Tutor Groups are called on to offer support to the school; this can include Powhiri, manaaki and tiaaki.

PASIFIKA SUPPORT

Achieving personal excellence academically is a major focus and we have structures in place to support our Pasifika students. These include: Our 'Big Sister' programme for our Year 9 students; Teacher mentors for our senior students; and a Homework centre for weekly study and tutoring.

UNIFORM SHOP

The uniform shop is open everyday before school - 8.15am to 8.45am,

Mon, Tues, Weds & Fri

Interval: 11.05-11.30 and at
Lunchtime 1.30pm to 2.15pm

Thursdays

Interval: 11.10-11.30 and at
Lunchtime: 12.30pm to 1.15pm.



SCHOOL UNIFORM CODE

UNIFORM

Charcoal Grey Skirt - Year 9-13. One style only with school monogram.

Maroon Jersey - Year 9-13. One style only with school monogram.

HGHS Blazer - Year 9-11. One style only with school monogram.

White Shirt - Year 9 - 11. One style only with school monogram - short sleeves (long sleeves available).

Tie - Year 9 - 12. Black with school monogram and single stripe.

Softshell School/Sports Jacket - Year 9-13. One style only with school monogram - hip length, zipped. (No other jacket is permitted.)

Stockings/Socks - Plain black stockings or mid ankle length black school socks with maroon trim only to be worn with winter shoes.

Term 1 & 4 Footwear - Black Roman sandals or McKinlays sold in the Uniform Shop Term 1 and Term 4 only.

Term 2 & 3 Footwear - Sturdy black polishable leather, low-heeled, below the ankle, enclosed shoes. (compulsory Term 2 and 3, permissible all year).

Black skate or sport shoes of any type are NOT permitted. Lace-ups or over-straps are permitted.

Compulsory Senior Uniform Items are:

Senior Blazer - Year 12 - 13. Black blazer; with maroon trim and school monogram.

Pinstripe Blouse - Year 12 - 13. Pinstripe short sleeve blouse with school monogram.

Tie - Year 13 only. Alternate colour with school monogram.

NOTE

Make-up, Hair Ties - Make-up must **NOT** be worn. Hair may be coloured in natural tones. Hair accessories must be black, white or maroon. Nail polish is **NOT** permitted.

Jewellery - The only jewellery permitted is a wristwatch, simple ear studs/sleepers (**one in each ear**) and a discreet chain, pendant or taonga around the neck (and not visible).

Facial piercings are NOT permitted and will need to be removed.

Scarf - HGHS school scarf or plain black scarf (either may be worn in Terms 2 and 3 only).

Note: Cultural adaption available on enquiry

TERMS 1 and 4 -

Blazer, shirt, tie, skirt and Roman sandals or McKinlay's sandals sold through the uniform shop.

TERMS 2 and 3 -

Blazer with the school jersey, tie, shirt, skirt, black socks with coloured HGHS trim or black stockings with black sturdy low cut polishable winter shoes. In addition, students may choose to wear the HGHS scarf and the school monogrammed soft shell jacket.

Grey monogrammed trousers may be worn as an alternative to the skirt in Terms 2 & 3 only

The HGHS Blazer is to be worn all year long. The HGHS Soft Shell Jacket is an addition to the compulsory uniform and NOT to be worn without the school blazer.

ENROLMENT PROCEDURES

Hamilton Girls' High School operates an enrolment scheme. All students in zone who apply are accepted regardless of roll size. A large number of our students do come from out of zone.

ALL APPLICANTS

Please complete the Application for Enrolment booklet available from our website or the School.

ZONING STATUS

In Zone Applications

Students who live within the Zone shown in the map and street list on our website shall be entitled to enrol at Hamilton Girls' High School. All in-zone applicants must complete the Statutory Declaration certified by a Justice of the Peace, and attach a certified copy of a recent telephone/electricity account and your tenancy agreement or sale and purchase agreement. See the Application For Enrolment Booklet for more information.

Out of Zone Applications

Out of zone applications for enrolment will be prioritised in the following order when determining whether or not there is a need for a ballot.

- Priority 1:** Students who have been accepted for enrolment in special programmes run by the school and approved by the Secretary of Education. (No such programmes at HGHS).
- Priority 2:** Sisters of current students.
- Priority 3:** Sisters of former students.
- Priority 4:** Daughters of former students of the school.
- Priority 5:** Daughters of employees of the Hamilton Girls' High School Board of Trustees or a daughter of a member of the board of the school.
- Priority 6:** All other applicants.

BALLOT

If there are more applicants in the second, third, fourth or fifth priority groups than there are places available, selection within the priority group will be by ballot conducted in accordance with instructions issued by the Secretary of Education under Section 11G (1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in the Waikato Times.

SONNINGHILL APPLICATIONS

If a student boards at Sonninghill Hostel they gain automatic entry to Hamilton Girls' High School. See the Sonninghill section of the Prospectus.

INTERNATIONAL APPLICATIONS

International Students are welcomed at both Hamilton Girls and Sonninghill Hostel. Applications are invited at any time.

See our International Section for more information.

KEY DATES IN 2018 FOR STUDENTS WHO START SCHOOL IN 2019 ARE:

YEAR 9

- Hard copy enrolment forms available from the School: **Term 2, 2018**
- Open Day Tours at: **1.30pm and 5.00pm August 7th 2018**
- Enrolments close at: **5.00pm 31st August, 2018**
- Ballot held: **7th September, 2018**
- Notification of ballot results by: **21st September, 2018**

YEAR 10, 11, 12 & 13

- Enrolments close at **5.00pm 9th November, 2018**
- Ballot held: **16th November, 2018**
- Notification by: **30th November, 2018**

SONNINGHILL

- Applications for Sonninghill close on **13th April 2018.**

Late applications will be considered on a case by case basis and if accepted will be added to a waiting list.



HOSTEL

APPLICATION INFORMATION

SONNINGHILL HOSTEL

Sonninghill is a modern boarding hostel, which provides a safe supportive environment for girls attending Hamilton Girls' High School. The hostel is located in Marama Street, a short walk to HGHS.

ACCOMMODATION

- Junior boarders share two-bed cubicles in dormitories and separate rooms on a term rotational basis
- Senior boarders (usually Year 12 & 13) stay in motel-style units with four beds and an ensuite
- Fully catered central dining room

RECREATION AND RELAXATION

- Landscaped grounds with solar-heated swimming pool, tennis/netball court and BBQ area, trampoline
- Activities Room: pool table, piano, gym equipment
- TV auditorium with home theatre
- Lounge for socialising; Piano Room; Quiet Room
- Separate senior facilities; lounge with kitchen, TV, Sky/DVD player

STUDY

- Compulsory supervised prep for Yrs 9-12 Monday through Thursday evenings with trained tutors and some computers available
- Separate Year 13 study room with some computers. Tutors available on request
- Wireless Internet

TRANSPORT

- Minibus available during set hours within defined area for transport to school sporting, school cultural activities, bus depot
- Close to public transport for home leave

HOME LEAVE

- Compulsory set leave two weekends each term
- Home leave permitted every weekend (except one compulsory stay-in for new boarders at start of year.)



"At the heart of Hamilton Girls' High School are strong relationships focused on the best outcomes for every student".

Boarding at Hamilton Girls' High School Sonninghill Hostel provides a caring and supportive environment where students are encouraged to do well academically and participate fully in the sporting, cultural and social life of the school. We assist our students to develop skills which will stand them in good stead throughout their lives. We help each girl develop an understanding of other cultures, respect for others, sound moral values and leadership skills.

Learning to live and work with others teaches independence, tolerance and cooperation with each other in our boarding community. There are many advantages to boarding at Sonninghill Hostel but none more so than the strong sense of community, the wonderful friendships which are formed and the brilliant support that the boarders extend to one another in times of need. Our community offers a warm welcome to all who enter.

Marie Gordon
Principal



Sonninghill Executive Council

HISTORY OF SONNINGHILL

The hostel for Hamilton Girls' High School was first established in 1915 at "Abbotsford", a gracious old Hamilton home situated in Anglesea Street.

In 1930, the hostel was moved across the river to the former Diocesan School building in River Road and named "Sonning" after an English village. Over the next few decades, the building became old, inadequate and in need of extensive repairs. The decision was made to relocate to the present site on land formerly owned by Hamilton Technical College. This move removed the long walk from one side of the city to the other and was much more convenient for the students.

The official opening of Sonninghill was in 1971 with 83 students accommodated in a brand new hostel. Since then, senior units, a senior common room (Wynne-Jones Lounge), a games room and television lounge have been added.

FACILITIES

Sonninghill caters for up to 132 boarders in Years 9 to 13. The main hostel building accommodates all Year 9-11 students in four dormitories. The hostel also has a modern fully-equipped industrial kitchen, dining room, laundry, sick bay, lounge, movie style TV lounge and prep rooms.

The Wynne-Jones block houses senior students and includes a kitchen, lounge, laundry, study room and eight four-bedroom motel-style units each with an ensuite.

Other student facilities at Sonninghill include: wireless internet & printing, a solar heated swimming pool, trampoline, tennis/netball court and barbecue area.

Our games room includes a pool table, air hockey table, and exercise equipment. Basketball and volleyball can also be played in our hostel grounds.

Students have access to computers, copiers, black and white and colour printers, TV, video and Sky TV in both junior and senior lounges.

The hostel flat is self-contained and sleeps four. It is available to parents/caregivers who wish to stay overnight for a minimal charge.

MEALS

The catering service provides tasty, balanced, nutritious meals and will cater for students requiring special dietary needs where possible or appropriate. Students make their own school lunches at breakfast time.

Themed dinners are planned occasionally and students are encouraged to help organise and get involved.

HOSTEL STUDENTS

Students are encouraged to continue with their hobbies; art, cultural or sports activities.

Hostel staff organise a range of activities for boarders including the annual swimming sports and a variety of in-house competitions.

Some activities are held with Argyle House of Hamilton Boys' High School. These include inter-hostel swimming sports/tabloid sports, socials and other activities.

UNIFORM

The school uniform rules apply to all hostel students. In the hostel, students wear tidy mufti of their own choice.

INTERNATIONAL STUDENTS

Sonninghill can accommodate international students. The Hostel provides a wonderful experience and life skills for international students who wish to study in NZ at Hamilton Girls' High School. Boarding allows students to be fully immersed in the English Language and experience other cultures with girls of similar ages.

Please apply through the Director of International Development at Hamilton Girls' High School. Each application is considered on a case by case basis.

MISSION STATEMENT

Sonninghill Hostel aims to provide the best possible environment for girls who need to board away from home to attend Hamilton Girls' High School.



SONNINGHILL STUDENT SERVICES

PARENTS/CAREGIVERS

Parents/caregivers and prospective students are welcome to make an appointment to view the Hostel prior to enrolment.

Parents/caregivers have access to their daughter(s) at all times. Parents/caregivers attending to school business in Hamilton are welcome to stay overnight in the hostel flat.

Parents/caregivers and families are invited to a barbecue held after the first set leave weekend of Term 1 each year.

HOSTEL MANAGEMENT

The hostel is lead by the Principal and members of the Senior Leadership Team. The hostel is run on a day-to-day basis by the Director of Boarding who is assisted by Boarding Managers and other support staff.

HEALTH

The hostel has a sick bay where students are cared for until parents/caregivers can collect them.

TRANSPORT

The hostel minibus transports students to school related activities within a defined zone and to the bus depot when going on out of town home leave. Taxis can be organised for students attending non-school activities, at the parent/caregiver cost.

LEAVE

There are two compulsory set leave weekends each term plus school holidays.

1. Students may go home every weekend if they choose to do so.
2. Students are required to go home on two set leave weekends each term and school holidays.
3. Students may have day leave to visit friends and relatives, or other activities at the Hostels discretion.

TELEPHONE / CELLPHONES

Each Year 9-10 student is permitted to have one cell phone which can be used at designated times. Year 11-13 students have free access to their cell phones. Local calls may be made from the hostel telephones.

RESIDENTS DEPOSIT ACCOUNT (RDA)

The RDA account is used for emergency medical and prescription needs, student printing, buses to activities, hostel apparel and photos. Parents/caregivers are asked to bank \$140 per annum per boarder.



SONNINGHILL HOSTEL HEAD GIRL

Haydee Anson

Hi, my name is Haydee Anson and I'm very honoured to be Hostel head girl for 2018. My role this year consists of many different things like arranging hostel activities, events with Argyle (Hamilton Boys High hostel) and ensuring the girls live in a fun and comfortable environment. Along with this I am working to give all the girls more of a say in activities they want to partake in, meaning taking and listening to any new suggestions/ideas they have.

All in all, I want to continue to keep hostel spirit high by always encouraging the girls and reminding them to be themselves and to not be afraid to put themselves out there. Since day one Sonninghill Hostel and Hamilton Girls' High has always stood out for me and I am forever grateful for having the opportunity to be a part of this experience.

SONNINGHILL FEES



BURSARIES APPLICATIONS BY 31ST MARCH

The Ministry of Education provides assistance to school students who need to board away from home in order to receive their education.

The different types of boarding bursaries and allowances available are:

1. School Boarding Bursaries

Students are eligible provided that:

- the applicant lives 4.8 kilometres or more from the nearest state school or from the nearest bus stop
- there is no transport service which the applicant could reasonably be expected to use to attend school
- the attendance, progress and conduct of the student are satisfactory
- the student is not receiving any other Government bursary, scholarship or grant for educational purposes.

2. Travel Assistance

A refund may be made for the cost of travelling at the beginning and end of each term between home and the hostel where the cost is in excess of \$10 per term.

3. Secondary School Bursaries

These are available to Year 12 or 13 students who cannot obtain tuition in approved subjects at their local school.

If you require further information regarding the Government Boarding Bursaries you can contact:

**The Ministry of Education
Wanganui Office
Telephone: 06 349 6300**

Documents can be downloaded: www.minedu.govt.nz/goto/GBB

ACCEPTANCE FEE

Payable on acceptance (non-refundable).

BOARDING FEES

Details available on request. The fees can be paid in full or are paid in eight instalments. The first instalment must be paid by 20 September, the year prior or, for late enrolments, before entry into the Hostel, with the balance payable in 7 monthly instalments. Year 9 places are allocated for the entire school year. If a student is withdrawn, there is an obligation to pay the fees for the remaining part of the year. In the event of withdrawal from Hostel, after Year 9, a parent/caregiver must give 12 weeks written notice. Payments of one seventh of the year's boarding fees are to be paid in lieu of notice. Any decision as to the waiving of the requirement would be rare and is at the sole discretion of the Principal and Board of Trustees.

SONNINGHILL APPLICATIONS

To be considered for the first allocation of places, applications for the following school year are required by 13 April 2018. Applicants will be advised of their acceptance as soon as possible. Applications received after closing date will receive consideration thereafter. Students who receive places at Sonninghill gain automatic entry to Hamilton Girls' High School.

All requests for information, applications and tours of hostel are to be addressed to:

The Director of Boarding

P.O. Box 512

Waikato Mail Centre

HAMILTON 3240

Email: director@sonninghill.school.nz

Sonninghill Hostel

Telephone: 07 839 0074

Email: admin@sonninghill.school.nz

Hamilton Girls' High School

Telephone: 07 839 1304

Fax: 07 834 1394

Email: administration@hghs.school.nz

Website: www.hghs.school.nz

OUR STAFF

SENIOR LEADERSHIP TEAM

Principal	Marie Gordon	M. Ed. Admin, BA, Dip Tchg
Deputy Principals	Jill Carter	BA (Honours), Dip Tchg
	Maria Dunn	M.Ed. Leadership (Honours), PGDipEd (Distinction), BNsg, GradDipEd, DipTchg
	Sharleen Nathan	M. Ed. Admin and Leadership (Distinction), B.Ed, Dip Tchg
	Craig Scrimgeour	BSc Dip Tchg
	Katrina Whaanga	B.Ed Dip Tchg
Business Manager	Kama Scutts	

HEADS OF DEPARTMENT

Art	Jodi Tautari
Business Studies	Lisa Harper
Careers/Gate	Wendy Calder
Digital and Technology	Julie Capil
Director of learning and Innovation	Rebecca Early
Drama	Margie Wynne-Jones
English	Greer Sydney
International	Pauline Steele
Languages	Jo Barber
Learning Support	Darron Cutler
Mathematics	Val Rolfe
Music	Joanna Dickinson
PE and Health	Lynn Johnstone
Science	Gail Bergman
Social Science	Josephine Maplesden
Te Reo Maori	Hollie Gray

2018 HOUSE STRUCTURE

Campbell	
HOS	Nellie Wallace-Ward
Dean	Claire Setz
Edgecumbe	
HOS	Wheturangi Tepania
Dean	Lynaire Williams
Heads	
HOS	Lizzie Plodek
Dean	Arti Kumar
MacDiarmid	
HOS	Vicki Shannon
Dean	Mere Meha-Uelese
Wilson	
HOS	Olivia Campus
Dean	Sadhna Deobhakta

BOARD OF TRUSTEES

Andrew McRae (Chairperson)	
David White	Arnold van Straalen (Hostel)
Stan Goldsack	Junior Ahyu
Melanie Pilcher	
Deborah Hunt (Staff Representative)	
Rebecca-Rose Ngatai (Student Representative)	

INTERNATIONAL

Director of International Development	Kylie Morgan
International Student Manager	John Ho

GUIDANCE TEAM

Guidance	Pam Edsall
Counsellors	Robin Clarke
	Rachel McKenna

SONNINGHILL HOSTEL

Director of Boarding	Liz Witehira
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INTERNATIONAL APPLICATION INFORMATION

HAMILTON, NEW ZEALAND

INTRODUCTION

Hamilton Girls' High School warmly welcomes international students to join our school in 2019. We look forward to getting to know your daughters and contributing to their education goals.

Hamilton City, Waikato

Located on the banks of the Waikato River, Hamilton City is the heart of the Waikato region, and is New Zealand's fourth largest city. The region is culturally and geographically diverse and is a safe, family focused community where international students have amazing educational and sporting opportunities.

In close proximity to Hamilton is the Hobbiton Movie Set, the stunning black sand beaches of Raglan, the world famous Waitomo Caves and its glow worms and the Otorohanga kiwi house where you can see up close our nation's bird the Kiwi.

The Waikato is home to dairy farming, the Chiefs Rugby team and Waikato Stadium, Waikato University which is recognised as one of New Zealand's finest tertiary institutions, and the country's longest river.

Our students are encouraged to be involved in the life of the school and take pride in its achievements, including academically, sporting and music and performing arts.

Living overseas gives our students a much wider world view and often helps them decide what they really want out of life. Hamilton Girls' High School is proud to be part of their experience in New Zealand and work hard to make it the best it can be.



- NZ's largest inland city.
- NZ's longest river, the Waikato, flows for 16km through the city.
- Kirikiriroa, the city's Maori name means 'long stretch of gravel'.
- Population of 148,200 people (estimate at June 2012).
- Has a youthful population - around half of residents are under 30 years old.
- NZ European make up three quarters of the population and Maori 19 percent.
- Home to more than 80 ethnic groups.
- Mild climate and moderate year round rainfall keep the city and surrounding area very green.
- Mean temperatures - 18C in January (summer) and 9C in July (winter).
- 145 parks and gardens and 63 sports areas.
- City has more than 1,000 hectares of open space.
- Home to 25,800 person capacity Waikato Stadium.



INTERNATIONAL ENROLMENT PROCEDURES

Thank you for your interest in making an application to our school. Please read these IMPORTANT NOTES before commencing enrolment.

IMPORTANT NOTES

1. You must provide all information we need on the “Enrolment Check List”. Failure to do so may mean that an “Offer of a Place” cannot be issued to you, or it will delay the processing of your application. The standard time to process an application is around 1~3 working days. The processing begins from when we receive the CORRECTLY COMPLETED application form and other documents if applicable.
2. All international students are required to notify “the School” of any change in their contact details, accommodation type and residential address and their parents’ contact details.
3. A current student visa/permit issued by the New Zealand Immigration Service must be sighted and photocopied by the School before the enrolment can be completed.
4. The Student must have appropriate and current medical and travel insurance while studying in New Zealand. The insurance documents must be sighted and photocopied by the School before the enrolment can be completed.
5. Immigration New Zealand (INZ) has been promoting the use of an online tool for students to make visa applications. For more details go to: <http://www.immigration.govt.nz/about-us/our-online-systems>.

ENROLMENT PROCEDURES

- The Student/Students Parents completes the Application for Tuition Form & Tuition Agreement and sends them to School. With your application please enclose, if applicable:
 - Signed and dated the Application and Agreement and if applicable:
 - Enclosed one recent passport sized photograph
 - Enclosed a copy of your passport or birth certificate
 - Enclosed English test result (eg, TOFEL, IELTS) or a letter from your school confirming your competence in English
 - Enclosed a copy of your most recent school report (in English)
 - Enclosed a character reference from the Principal of your present school
- The Student must provide all information we need on the “Enrolment Check List”. Failure to do so may mean that an “Offer of a Place” cannot be issued to you, or it will delay the processing of your application. The standard time to process an application is around 1~3 working days. The processing begins from when we receive the CORRECTLY COMPLETED application form and other documents if applicable.
- A skype interview with DIRECTOR could be arranged if the Student would like to discuss enrolment or subjects option.
- The School sends Guarantee of Placement—a provisional Offer of A Place (if required) and notifies the Student to pay the tuition fee if the application has been accepted.
- The Student must have appropriate and current medical and travel insurance while studying in New Zealand. The insurance documents must be sighted and photocopied by the School before your application can be considered.
- A receipt and an official “Offer of a Place” will be sent to the Student after the School receives the payment from the Student.
- The courses will be confirmed after the Student’s arrival.
- The Student will require a student visa—on payment of the fee, you will receive a receipt and Offer of a Place to take to the immigration Department in order to obtain this Visa. Information regarding the NZ student visa you will need to obtain from your local Immigration Department.
- The Student notifies School of accommodation requirements and travel plans including arrival date to New Zealand.
- The Student sends the appropriate documents to School (in regards to accommodation requirements).
 - Signed Statement of Designated Caregiver Arrangement (signed by parents)
 - Homestay Agreement
- The School arranges accommodation if required and welcomes the International Student.

ENROLMENT CHECK LIST

FORM	MUST BE SIGNED BY: / DETAILS REQUIRED	GIVEN TO APPLICANT	RETURNED BY APPLICANT
i) Application for Tuition/ Tuition Agreement	One of the student's parents/Legal guardian	✓	
ii) Caregiver Statement (if aged under 18 and if applicable)	One of the student's parents/Legal guardian		
iii) Homestay/ DCG Agreement	One of the student's parents/legal guardian		
iv) Fee Advice (see in this Prospectus)		✓	N/A
v) Information Package	Prospectus (including Grievance Procedure, Orientation Programme, Support Service), Course Options	✓	N/A
vi) PASSPORT (Before enrolment)	Photocopied		
vii) Photo	One recent passport size Photo required		
viii) Student Visa	Photocopied		
ix) Medical & Travel Insurance	Sighted & Photocopied Must have appropriate and current medical and travel insurance for the duration of their planned period of study.		

Enquiries about Hostel accommodation must be sent to the Director of International Development.

If a place is offered to an International student, the Sonninghill Hostel Application Form and Confidential medical form must be completed.

If you have any questions about application, please contact:

Mr. John Ho

Hamilton Girls' High School's International Students Manager

Phone: +64 7 839 1304 Ext 753
 Fax: +64 7 834 1394
 Mobile: +64 27 230 2121

Postal Address:

P O Box 1267, Hamilton 3240, New Zealand

Physical Address:

Ward Street, Hamilton, New Zealand

Email: hojq@hghs.school.nz
Website: www.hghs.school.nz

Mrs. Kylie Morgan

Hamilton Girls' High School's Director of International Development

Phone: +64 7 839 1304 Ext 870
 Fax: +64 7 834 1394
 Mobile: +64 21 878 227

Postal Address:

P O Box 1267, Hamilton 3240, New Zealand

Physical Address:

Ward Street, Hamilton, New Zealand

Email: morgank@hghs.school.nz
Website: www.hghs.school.nz

INTERNATIONAL STUDENT FEE ADVICE FOR YEAR 2019

TO THE PARENTS:

Tuition for the full year	\$ 13,200.00
Tuition for 3 terms	\$ 10,400.00
Tuition for 2 terms	\$ 6,900.00
Tuition for 1 term	\$ 3,800.00
Administration fee	\$ 750.00
Airport pick-up or drop-off by staff (optional)	\$ 200.00
Airport pick-up or drop-off by shuttle (optional) (one way)	\$ 100.00
Homestay (per week)	\$ 245.00
Homestay placement fee (if you choose to use this homestay service)	\$ 100.00
Hostel Accommodation (If accepted)	\$12,424
Homestay (per night)	\$35.00
Homestay placement fee	\$100.00

IMPORTANT:

The tuition fee includes a New Zealand Government tax on tuition.

There may be further costs for medical/travel insurance, uniform (see uniform price list) stationery, school magazine, school camps/trips, field work, sports/cultural activities, school ball and external examination fees etc.

When or if these are required:

Payment may be made by way of Bank Transfer to:

ASB Bank
[BIC-number (Bank Identified Code) or swift code: ASBBNZ2A]
Hamilton Branch
Address: 500 Victoria Street, Hamilton Central, Hamilton, 3204 NZ.

Account: "Hamilton Girls' High School"
Account number 12-3122-0346679-00

*** Please write student's name on deposit form in reference/particulars section to assist with identification when the money is deposited in the School account. If this is not completed it will delay the process of your enrolment.

REFUND POLICY:

- In order to be eligible for any refund, the parent or legal guardian must apply in writing to the Board setting out the special circumstances of the claim.
- If the withdrawal is prior to the Student coming to New Zealand, the fees paid will be refunded in full minus the \$500 administration fee. There will be no refund made should the student withdraw after completing two weeks of the schooling year. However, the refund will be calculated should the student return home for serious illness, or death/serious illness to a family member.
- Where the student withdraws from a subject, course or programme run at the School and is eligible to receive a refund, the Board may refund to the person who paid in respect of the subject any amount of the fees it thinks is appropriate.

FEE PROTECTION POLICY

- All fees paid to the school by International Students will be held in the school's International Students' Independent Account. This fund will be used only for the purpose for which it is intended. It will not become part of the school's operational funding.

No refunds will be made where:

- The student has been suspended from School, and the Board of Trustees has decided to exclude her
- Students are asked to leave the School due to misbehaviours or poor attendance
- Students wish to transfer to another school for whatever reason
- Students return home for any reason other than serious illness or death or that of a close family member
- Students require permanent residence after having enrolled at the School
- Students gain the right to receive New Zealand state-funded education by other lawful means, after having enrolled and commenced study at the school.

INFORMATION AND ADVICE ON INTERNATIONAL STUDENT ACCOMMODATION

ACCOMMODATION TYPES

As you will be under 18 years old when you start at Hamilton Girls' High School, the Code of Practice for the Pastoral Care of International Students says you must live in one of the following kinds of accommodation while attending the school:

- a homestay
- Sonninghill Hostel
- with a Designated Caregiver
- with your parents.

You may not live in any other type of accommodation while you are under 18.

A designated Caregiver must be a relative or a close family friend. If your parents would like you to live with a designated caregiver, your parents must sign an indemnity document. Please contact the International Student Manager and he can provide you with the correct form to complete and return to us.

Your Designated Caregiver must also sign an agreement. Once we receive the Indemnity Document signed by your parents, we will send the Designated Caregiver Agreement to the designated caregiver and arrange to inspect the property and meet the designated caregiver.

During set leave and term breaks, International students staying at the hostel who do not have a local guardian in Hamilton will be placed with a homestay family. An additional fee will be required as outlined in the fee schedule.

Note: Accommodation is subject to the approval of Hamilton Girls' High School

AVAILABILITY AND CHARACTERISTICS OF LIVING ACCOMMODATION OPTIONS:

HOMESTAY

HGHS Homestay Liaison Manager can arrange homestay accommodation with local families. A homestay carer is expected to provide a bedroom equipped for study: a bed and bedding, heating, lighting and storage space. The Homestay fee contributes to day-to-day expenses including meals, electricity and family activities. Transport to and from school may be provided by the family or by public bus.

Hamilton Girls' High School assess the suitability of all homestay accommodation. All homestay providers are screened and their homes visited to determine the suitability of the accommodation being offered in accordance with the provisions set out in the Code of Practice.

Where possible, students are also involved in the assessment of accommodation by discussing the assessment with the coordinators and by visiting the proposed home beforehand.

HOSTEL

International Students are welcome at Sonninghill Hostel. All enquiries about boarding accommodation must be sent to the Director of International Development.

COSTS AND APPLICATION PROCESSES FOR SECURING ACCOMMODATION

HOMESTAY

Homestay Fees
\$245 per week

Initial Placement Fee paid only once on first set up
\$100.00

Accommodation management annual fee
\$200.00

Retainer Fee paid during the school year to the homestay provider when the student is away on holiday
\$50 per week is the suggested amount.

The above fees are subject to annual review.

ADDITIONAL COSTS

- The homestay fee does not cover all telephone or internet use. Costs of toll calls and internet use beyond that agreed to by the homestay providers are to be met by the student.
- Most homestays are on bus routes to school and town. Students can expect to pay around \$15 per week if using buses.
- Other additional costs to be met by the student may be the cost of transport to or from Auckland Airport on arrival and departure.
- All fees are to be paid in advance and may be paid annually, per term or per month to the school office.
- The International Students' Manager should be advised prior to arrival if the school is to be asked to provide homestay accommodation.

ACCOMMODATION QUERIES:

Please contact the Hamilton Girls' High International Students' Manager, Mr John Ho, or Director of International Development, Mrs Kylie Morgan

Email: hojq@hghs.school.nz or
Phone: 07 839 1304 extension 753
Mobile: 027 230 2121
Fax: 07 834 1394

Email: morgank@hghs.school.nz or
Phone: 07 839 1304 extension 780
Mobile: 021 878 227
Fax: 07 834 1394

CODE OF PRACTICE

The Education (Pastoral Care of International Students) Code of Practice 2016

CODE:

Hamilton Girls' High School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available from the NZQA website at www.nzqa.govt.nz.

IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz.

ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz.

ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

MEDICAL AND TRAVEL INSURANCE

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

IMMIGRATION ONLINE - STUDENT

As an international student wanting to study in New Zealand, you can now complete and submit your visa application online.

Before you start your application, you need to:

- prepare all supporting documents in PDF format
- provide an acceptable photo of yourself
- have a Visa or MasterCard credit or debit card so you can pay the application fee.

For more information about the supporting documents visit:

www.immigration.govt.nz

After submitting your application, you need to send your passport and the appropriate handling fee to a Visa Application Centre or Immigration New Zealand office.



The courses, prices, dates and other information in this prospectus are subject to change.
Please see the online version available on our website www.hghs.school.nz for updates.

*“Where each student aspires to
achieve personal excellence”*

Hamilton Girls' High School
PO BOX 1267, Hamilton 3240
Phone: 07 839 1304, Fax: 07 834 1394
www.hghs.school.nz, enrolment@hghs.school.nz