



HAMILTON GIRLS' HIGH SCHOOL INFORMATION FOR PARENTS AND CAREGIVERS



ENROLMENT GUIDELINES 2024

ALL APPLICANTS

Please complete the **Online Application for Enrolment** available on our website.

ZONING STATUS

In Zone Applications

Students who live within the Zone shown in the map and street list on Pages 5 and 6 shall be entitled to enrol at Hamilton Girls' High School. All in-zone applicants must provide a completed Enrolment Form including Statutory Declaration certified by a Justice of the Peace. See Application for Enrolment for details and certified proof of address requirements.

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.

***Priority 2 & 3**

Name of Sister(s): Please only provide details of the sister relationship (ie. not cousins, mothers etc). Only the sister relationship gives applicants priority in the current enrolment scheme. Please don't forget to detail sister's current year level or which years she previously attended the school.

****Priority 4:**

Please provide the name of the mother who is a former student, proof of her attendance at Hamilton Girls' High School, and any other relevant details. Note the years attended and name at time of attending HGHS, if different to current name. The school may require a birth certificate and evidence of the formal change of name.

NB:

Proof could be a copy of a report, leaving certificate.

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 via email.

OPEN DAY

Open day tours are on Tuesday 20th June. Session 1 begins at 2.00pm, Session 2 begins at 5.30pm.

ENROLMENT GUIDELINES 2024

STUDENTS BORN OUTSIDE NEW ZEALAND

Please provide:

New Zealand residency/citizenship - attach a copy of the student's residence permit/citizenship paperwork certified by a JP.

Student Permit - (where parents have a valid work permit): attach a certified copy of the student permit and, in addition, a copy of parent/(s) work permit(s).

Refugee status - a copy of the student's travel document is required.

Foreign-fee paying students - Please ensure the International section of the enrolment Form is completed. Please contact our International Student Manager, Kristine Gower, on 07 839 1304 ext 860 or for further details or access the forms from our website: www.hghs.school.nz

Please note that we will not be able to process your application until the relevant immigration documents have been provided to the school.

HOSTEL APPLICANTS

Please ensure the "boarder status" section of the Application Form is completed as either full or none - there is no weekly boarder option at HGHS.

CURRENT SCHOOL

Please do not forget to give us details of your daughter's current school and tick which year level you are applying for. If she has attended other schools within the last two years name them also. Please include a copy of your school report and any relevant NZQA results.

PARENT / CAREGIVER CONTACT DETAILS

If you are likely to move address between the time of your application and the start of the new school year, please keep the school up to date and provide new contact details.

NZ MĀORI

If the student is of Māori descent, the Ministry of Education require us to record your Iwi. This is because Iwi Authorities are interested in the educational achievement of their children. Please use the list on the following page to identify up to three Iwi the student identifies with.

Hamilton Girls' High School and Tainui work in partnership under Kawenata towards their educational priorities. If you are registered with Tainui, you will be asked to provide your registration number as part of the enrolment process.

WHĀNAU TUTOR GROUPS

Tēnā koutou e ngā whānau o Te Kura Tuarua o Ngā Taitamāhine o Kirikiriroa. Nau mai, haere mai ki to tātou whānau, nei rā ngā mihi mahana ki a koutou.

Our Whānau tutor groups meet daily and are spread across three houses within the school; they are a significant part of our kura and considered a privilege to be a part of. Through these tutor groups we uphold Te Reo Māori me ōna tikanga. This involves being an active participant of karakia, mihi, and waiata in our classes. It is expected that a continued study of te reo Māori as a subject from Year 9 through to NCEA Level 1 is completed. If you would like to be considered for one of the classes, please express your interest under Pathway 3 on the "Learning Information" form, this will be followed by an interview.

A tutor group is a class where the students meet at 10:45am every day for 15-20 minutes to register their attendance. The teacher of a tutor group plays an integral role in the pastoral care of the students in their class. They are a parent's first port of call for any pastoral or general support or queries.

LIST OF IWI

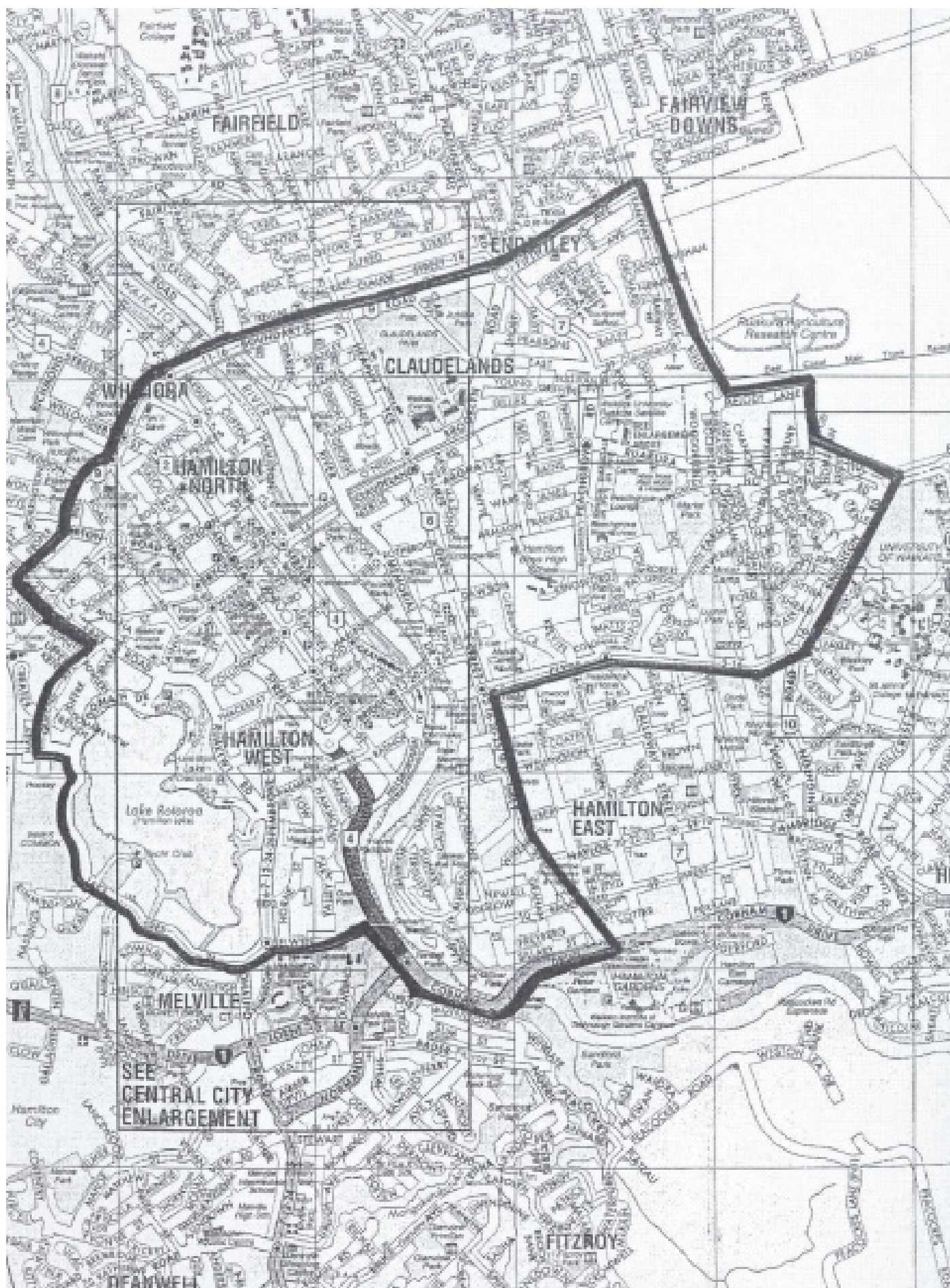
Northland/Auckland : Te Tai Tokerau/Tamaki Makau Rau Region • Te Aupouri • Ngati Kahu • Ngati Kuri • Ngapuhi • Ngapuhi ki Whaingaroa-Ngati Kahu ki Whaingaroa • Te Rarawa • Ngai Takoto • Ngati Wai • Ngati Whatua • Te Kawerau • Te Uri-o Hau • Te Roroa	Coromandel : Hauraki Region • Ngati Hako • Ngati Hei • Ngati Maru (Marutuahu) • Ngati Paoa • Patukirikiri • Ngati Porou ki Harataunga ki Mataora • Ngati Pukenga ki Waiau • Ngati Rahiri Tumutumu • Ngati Tai • Ngati Tamatera • Ngati Tara Tokanui • Ngati Whanaunga	Waikato/King Country : Waikato/Te Rohe Potae Region • Tainui • Ngati Haua (Waikato) • Ngati Maniapoto • Ngati Raukawa (Waikato) • Waikato East Coast:Te Tairāwhiti Region • Ngati Porou • Te Aitanga-A-Mahaki • Rongowhaka • Ngai Tamanuhiri
Rotorua/Taupo :Te Arawa/Taupo Region • Ngati Pikiao (Te Arawa) • Ngati Rangiteaorere (Te Arawa) • Ngati Rangitahi (Te Arawa) • Ngati Rangiwewehi (Te Arawa) • Tapuika (Te Arawa) • Tarawhai (Te Arawa) • Tuhourangi (Te Arawa) • Uenuku-Kopako (Te Arawa) • Waitaha (Te Arawa) • Ngati Whakaue (Te Arawa) • Ngati Tuwharetoa • Ngati Tahu (Te Arawa)	Bay of Plenty : Tauranga Moana/Matatua Region • Ngati Pukenga • Ngaiterangi • Ngati Ranginui • Ngati Awa • Ngati Manawa • Ngai Tai • Tuhoe • Whakatohea • Whanau-A-Apanui • Ngati Whare	Hawkes Bay/Wairarapa: Te Matau a Maui/Wairarapa Region • Rongomaiwahine (Te Mahia) • Ngati Kahungunu ki Te Wairoa • Ngati Kahungunu ki Heretaunga • Ngati Kahungunu ki Wairarapa • Ngati Kahungunu, region unspecified • Rangitane (Te Matau a Maui/Hawkes Bay/Wairarapa) • Ngati Kahungunu ki Whanganui a Orotu • Ngati Kahungunu ki Tamatea • Ngati Kahungunu ki Tamakinui a Rua
Taranaki Region • Te Atiawa (Taranaki) • Ngati Maru (Taranaki) • Ngati Mutunga (Taranaki) • Nga Rauru • Nga Ruahine • Ngati Ruanui • Ngati Tama (Taranaki) • Taranaki • Tangahoe • Pakakohi Wanganui/Rangitikei Region • Ngati Apa (Rangitikei) • Te Ati Hau Nui-A-Paparangi • Ngati Haua (Taumarunui) • Ngati Hauiti • Whanganui/Rangitikei	Manawatu/Horowhenua/ Wellington: Manawatu/Horowhenua/ TeWhanganui a Tara Region • Te Atiawa (Te Whanganui a Tara/Wellington) • Muaupoko • Rangitane (Manawatu) • Ngati Raukawa (Horowhenua/Manawatu) • Ngati Toarangatira (Te Whanganui a Tara/Wellington) • Te Atiawa ki Whakarongotai	South Island/Chatham Islands : Te Waipounamu/Wharekauri Region • Te Atiawa (Te Waipounamu/South Island) • Ngati Koata • Ngati Kuia • Kati Mamoe • Moriori • Ngati Mutunga (Wharekauri/Chatham Islands) • Rangitane (Te Waipounamu/South Island) • Ngati Rarua • Ngai Tahu / Kai Tahu • Ngati Tama (Te Waipounamu/South Island) • Ngati Toarangatira (Te Waipounamu/South Island) • Waitaha (Te Waipounamu/South Island) • Ngati Apa ki te Waipounamu • Te Waipounamu/Wharekauri

HOME ZONE LIST OF STREETS

Students who reside on the streets listed below shall be entitled to enrol at Hamilton Girls' High School. (Please note partial streets indicated by #).

Albert #(up to 38/27)	Enderlay Ave	Lake Domain Drive	Rothbrook
Alexandra	Fergusson	Littler	Ruakiwi
Alma	Finchley Place	Liverpool	Ruakura Rd
Anglesea	Fifth Ave	Locksley Lane	Salisbury
Archer Court	Ford	London	Sandringham
Argyle	Fow	Mabins	Scott
Armagh	Fowlers Ave	Macfarlane	Seddon Rd #(up to 105)
Ashgrove Court	Frances	Manning	Selwyn
Bailey	French	Marama	Short
Bains	Freyberg	Marlboro	Sillary
Barton	Gadsby	Masons	Snead
Beale	Galway	May	Somerset
Beaumont	George	Melody	St Clare
Bell	Gillett	Memorial Drive	St Olpherts
Bevan Lane	Gillies	Mill Street	St John Ave
Bisley	Grantham	Moana	St Winifreds
Bledisloe Terrace	Graham	Myrtle	Stanley
Bond	Greensboro	Naylor #(up to 20/21A)	Sullivan
Boundary Rd	Grey	New	Tainui
Bridge	Griffiths	Newall	Te Aroha
Brookfield #(up to 38/33)	Grigg	Newport	Thackeray
Brooklyn	Halifax	Nisbet	Thames
Bryce	Hamilton	Nobleman Place	Thistlewood Ave
Cameron Rd	Hammond	Norton #(up to 21/28)	Tidd
Caro	Hardley	Nottingham Drive	Tisdall
Cassidy	Harwood	O'Neill	Tralee
Chancery Close	Heaphy #(up to 919)	Oakley	Tramway Rd #(up to 109)
Chief's Court	Hill	Old Farm Rd	Tristram
Clarence	Hillsborough	Old Mill Rd	Ulster #(No. 70)
Claudlands Rd	Hogan	Onslow	Union
Clifton	Hood	Opoia	Valley
Clyde	Horne	Orchard	Vialou
Cobham Drive #(no houses)	Hunter	Palmer	Victoria #(up to No. 1105)
Collingwood	Inverness	Palmerston	Von Tempsky
Colonial Lane	James	Park	Ward
Commerce #(no houses)	Jebson	Patricia Ave	Warr
Cumbria Way	Jellico Drive	Peachgrove #(up to 233,224A)	Watts
Cook #(No. 2 only)	Joffre	Pearsons	Wellington #(up to 18/21B)
Daisy	John	Pembroke #(up to 129.198)	Whyte
Dawson	Joshua Lane	Piako Rd	Willoughby #(up to 15, under 24)
Denver	June	Pinfold	Wiremu
Devon	Kelvin	Plunket	Willsclaret Lane
Dey #(281 & over)	Killarney #(3-13, 8-14)	Princes	Wilson
Dillon Pl	King	Queens Ave #(6-106, 3-105)	Woodgreen Way
Domain Drive	Kingroyal Lane	Radnor	Worley
Domain View Lane	Kingsford Mews	Rigter	York
Dunsford Mews	Kitchener	Riro	Young
Earlswood Avenue	Knighton #(87 & over)	River Rd #(up to 355/394)	
East	Knox	Robert Grigg	
Emmadale Lane	Lake Rd #(77/80 & over)	Rochford Court	
Enderley Lane	Lake Crescent	Rostrevor	# Part streets only

HOME ZONE MAP



UNIFORM STARTER PACKAGES

We have package deals available for compulsory uniform items. Starter package deals listed below are available by pre-order. Once pre-orders are finalised and distributed, single uniform item prices may apply or some items in packs may be on backorder. All uniform items below must be purchased from the Hamilton Girls' High School Uniform Shop and all prices include GST.

YEAR 9 STARTER PACKAGE DEAL



Year 9 Starter Package Deal

1x Hamilton Girls' High School Blazer,
2 x Blouses,
1x Jersey,
1x Skirt,
1x School Tie,
1x Physical Education (PE) Uniform
1x Socks (Pack of 3 pairs)

\$695.00

YEAR 12 STARTER PACKAGE DEAL



Year 12 Starter Package Deal

1x Senior Blazer,
2 x Senior Blouses,

\$310.00

2024 UNIFORM INFORMATION

Purchases for 2024 can be made at the school uniform shop from today. Items sell quickly, therefore we would recommend purchasing the uniform as soon as you can. We are able to provide WINZ quotes if required. If you need to exchange for a different size closer to your daughter starting school, we can do this subject to stock availability.

Adaptations

Written applications to request adaptations to the school uniform must be made by the parent/caregiver to the Principal. Adaptations will be considered on a case by case basis but generally exceptions are only granted for cultural reasons. Long skirts are available and can be ordered from the Uniform Shop.

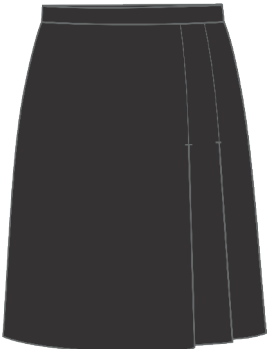
Uniform Enquiries

Any enquiries, please phone the school on 07 839 1304 or the uniform shop directly on 07 839 9697. Telephone messages will be cleared regularly when the uniform shop is open. Check website for shop hours.

Uniform Shop Contact Details:

Ph: 07 839 9697 Email: uniform@hghs.school.nz

YEAR 9-11 UNIFORM GUIDE 2024

	White Blouse (Short sleeve with School monogram) \$67.00 (Long sleeve with School monogram) \$85.00		Softshell Jacket (Winter/Sport Jacket (no alternative winter jackets permitted)) \$140.00
	Skirt (Charcoal grey skirt. One style only with school logo) \$95.00 Charcoal grey ankle length skirt (supplied on order*) \$115.00		Tie (School Tie Year 9-12: Black with school logo;) \$30.00
	Blazer (Maroon with grey pinstripe blazer; with school monogram.) \$185.00		Jersey (V neck, maroon jersey with school monogram.) \$110.00
School Uniform Sock (Mid-calf sock. Sold in packs of 3.) \$30.00	Stockings (Black.) \$10.00	Physical Education (PE) Set (Yr 9-12) (Sports shirt and shorts sold as one set.) \$120.00	Track Pants (School Track Pants.) \$100.00

Make-Up, Hair Ties

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

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/Hat

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

Footwear

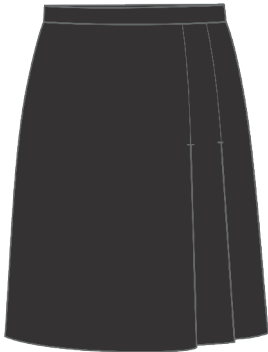
Term 1 & 4 Footwear - Black Roman sandals or McKinlays sold in the Uniform Shop Term 1 and Term 4 only.

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.

YEAR 12-13 UNIFORM GUIDE 2022

	Blouse - Pinstripe (White with grey pinstripe, short sleeve with school label.) \$67.00 (White with grey pinstripe, long sleeve with school label.) \$85.00		Softshell Jacket (Winter/Sport Jacket (no alternative winter jackets permitted)) \$140.00		
	Skirt (Charcoal grey skirt. One style only with school logo) \$95.00 Charcoal grey ankle length skirt (supplied on order*) \$115.00		Tie Year 9-12: (Black with school logo;) \$30.00		Senior Tie Year 13: (Alternate colour with school logo;) \$30.00
	Blazer - Senior (Black blazer with maroon trim and school logo.) \$185.00		Jersey (V neck, maroon jersey with school monogram.) \$110.00		
School Uniform Sock (Mid-calf sock. Sold in packs of 3.) \$30.00	Stockings (Black.) \$10.00	Physical Education (PE) Set (Yr 9-12) (Sports shirt and shorts sold as one set.) \$120.00	Track Pants (School Track Pants.) \$100.00		

Make-Up, Hair Ties

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

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/Hat

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

Footwear

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.

OTHER UNIFORM ITEMS

 Umbrella (Large black umbrella with school logo) \$40.00 Compact Umbrella (umbrella with school logo) \$30.00	 Softshell Jacket (Winter/Sport Jacket (no alternative winter jackets permitted)) \$140.00
 Scarf (School supporters Scarf) \$35.00	 DELTA (Sizes 3 - 15) \$100.00
 KRISTEN (Sizes 5 - 12 US Womans) \$100.00	 MOLLY (Sizes 3 - 9.5 UK) \$100.00
 JILL (Sizes 50 - 120) \$100.00	 SAFARI (Sizes 23 -49 EU sizing) \$100.00
School Uniform Sock (Mid-calf sock. Sold in packs of 3.) \$30.00	Stockings (Black.) \$10.00

Make-Up, Hair Ties

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

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/Hat

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

Footwear

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.

UNIFORM PRICES

The uniform items with an * listed below are compulsory. Extra or optional uniform items are shown on the previous page. All prices include GST. Starter package deals listed below are available by pre-order. Once pre-orders are finalised and distributed, single uniform item prices may apply or some items in packs may be on backorder. All uniform items listed here must be purchased from the Hamilton Girls' High School Uniform Shop.

Item & Year Level	Description	Price
Year 9 Starter Package Deal (Pictured previously)	1x Hamilton Girls' High School Blazer, 2 x Blouses, 1x Jersey, 1x Skirt, 1x School Tie and 1x Physical Education (PE) Uniform, 1x Socks (Pack of 3).	\$695.00
*Blouse - Plain (Year 9, 10 & 11 Students)	White, short sleeve with school monogram.	\$67.00
*Blazer (Year 9, 10 & 11 Students)	White, long sleeve with school monogram. Maroon with grey pinstripe blazer; with school monogram.	\$85.00 \$185.00
*Jersey (Year 9-13 Students)	V neck, maroon jersey with school monogram.	\$110.00
*Skirt (Year 9-13 Students)	Charcoal grey skirt. One style only with school logo.	\$95.00
	Charcoal grey ankle length skirt (supplied on order*) * Extended length requires prior approval from the School's Senior Management – see adaptations below.	\$115.00
*Tie (Year 9-13 Students)	School Tie Year 9-12: Black with school logo; or Senior Year 13 Tie: alternate colour with school logo	\$30.00
School Uniform Sock	Mid-calf sock. Sold in packs of 3.	\$30.00
Year 12 Starter Package Deal (Pictured previously)	1x Senior Blazer, 2 x Senior Blouses	\$310.00
*Blouse - Pinstripe (Year 12 & 13 Students only)	White with grey pinstripe, short sleeve with school label. White with grey pinstripe, long sleeve with school label.	\$67.00 \$85.00
*Blazer - Senior (Year 12 & 13 Students only)	Black blazer with maroon trim and school monogram.	\$185.00
Physical Education (PE) Set (Year 9-12 Students)	Sports shirt and shorts sold as one set.	\$120.00
Soft Shell Jacket	Winter/Sport Jacket (no alternative winter jackets permitted)	\$140.00
Stockings	Black	\$10.00
Track Pants	School Track Pants	\$100.00
Scarf	School Supporters Scarf	\$35.00

FLO2CASH

We use Flo2cash for parents/caregivers to pay their school charges.

New enrolments will receive their username and password before school commences; this will be sent to the email address provided in the enrolment application.

Once you have your username and password to the parent portal, follow the steps below:

ID	Name	Amount	Received	Remaining	Issued
11002	Kalia Ahofono				
3	Tourism Field Trip - Field Days	12.00	0.00	12.00	10/6/2015
	Business Studies	0.00	0.00	0.00	
	Donation	150.00	0.00	150.00	
	Donation - New Gymnasium	50.00	0.00	50.00	
	English	0.00	0.00	0.00	
	History	0.00	0.00	0.00	
	ID Card	5.00	5.00	0.00	10/4/2015
	Library Book Recoveries 1111409	30.00	0.00	30.00	
	Telecom: The covenant keeper				
	Mathematics Alternative	15.00	0.00	15.00	
	NZQA Fees (2015)	76.70	76.70	0.00	10/6/2015
	PBN 2015	5.00	0.00	5.00	
	School Uniform New	15.00	15.00	0.00	10/2/2015
	School Uniform New	125.00	125.00	0.00	10/2/2015
	School Uniform New - scarf	26.00	26.00	0.00	10/4/2015
	Tourism	20.00	0.00	20.00	
	Business Studies	0.00	0.00	0.00	
	English Alternative	6.00	6.00	0.00	10/7/2015
	Total	7.50	7.50	0.00	10/7/2015

All Results	Donat
Groups	Donat
Pastoral	Englis
Awards	Histor
Reports	ID Cal
Fees With Flo2cash	Librar
Profile	Teles
Library	Mathe
Course Selection	NZQA
Pathways	PBN 2
Logout	Schoo

Payment	To Pay	
26/06/2015	\$ 11.20	☒
	\$ 0.00	☐
	\$ 150.00	☒
	\$ 50.00	☒
	\$ 0.00	☐

1. Go to the HGHS Website.
2. Click on the Parent Portal.
3. Log in to see your daughters information (you will need your username and password).
4. Choose "Fees with Flo2cash" from the left hand menu.
5. Choose which items you would like to pay (does not have to be full amount) and tick the check box.
6. Follow the instructions to complete your payment via Internet Banking, Credit Card or Debit Card.
7. You will receive a receipt within a few minutes and your account will update immediately.

Social Studies	14.00	14.00
Student Printing/Photocopying Individual Account	10.00	10.00
Technology Hard Materials	18.00	18.00
Technology Soft Materials	18.50	18.50
Textbook Administration	20.00	20.00
Visual Art	20.50	20.50
Total Current Due:		\$28
To Pay:		\$28
Due After Payment:		\$
Unallocated Credit:		\$
Pay on behalf of:		
Mrs H & Mr K Ahofono		
Continue to Confirm Payment Amount		
- 13/11/2015 11:15am		

MYSCHOOL STATIONERY

All Stationery information for HGHS can be accessed through Officemax by following the link below:
<https://www.myschool.co.nz/hamiltonghs>

SECURITY

Hamilton Girls' High School care about the wellbeing and safety of its students and staff. We have systems in place to help us achieve these goals and every attempt is made to keep our school a safe environment for everyone.

The site is open between the hours of 6.30 am and 6.30 pm and is otherwise secured at night and on weekends.

The school fence and gates makes our site more manageable and has proven effective in minimising vandalism. In addition, it eliminates all through foot traffic by the general public, making our site safer and limited to our school community. During the course of the day most gates are locked except for the two Bus Bay gates on Ward Street intended only for staff access, deliveries and visitors along with two Gates on Hill Street for Staff and Student access.

We prefer the use of Hill Street on the eastern side of the school boundary for those families who wish to drop off or collect students from school. There are five access points into the school from Hill Street and the traffic flow is not as heavy as Ward Street.

We ask parents not to use the Ward Street Bus Bay area as this causes congestion near the intersection of Tristram and Ward Street which is a safety issue. It also creates problems for staff accessing their allocated carparks and is a major safety issue for pedestrians.

The School has a CCTV camera system which monitors foot traffic in and around the school including a number of our gateways. This provides footage of who leaves and enters the site and records general activity in and around our lunch areas. This is for the safety of both students and staff and the footage is only accessed in the event of a security issue.

We endeavour to make our school a safe environment for our students and their possessions during their time at school. BYOD devices, laptops and mobile phones are an integral part of learning at school and we ask when purchasing items that you do not consider "top of the line" and "expensive" products and that your daughter understands that she must be responsible for these items at all times while at school.

The higher the risk, the more responsible the student has to be with the item. Ensuring apps such as "find my device" are installed are also very useful.

Student lockers are available for hire at the Uniform shop, these are for the storage of study books and stationery. We do not recommend storing BYOD devices in lockers and prefer they are carried in school bags and with them at all times.

The School has a comprehensive Fire and Lockdown system which is automated and triggered in the case of an emergency. The Fire Alarm has a sounder with the message "Please Evacuate the Building". Students are led onto our school field by staff and are accounted for using Tutor group rolls.

All staff and students are to remain on the field until the all clear has been given by the Principal or Deputy Principal after the fire sounders have ceased. Each Year we commit to a practice trial of our Fire Evacuation Plan.

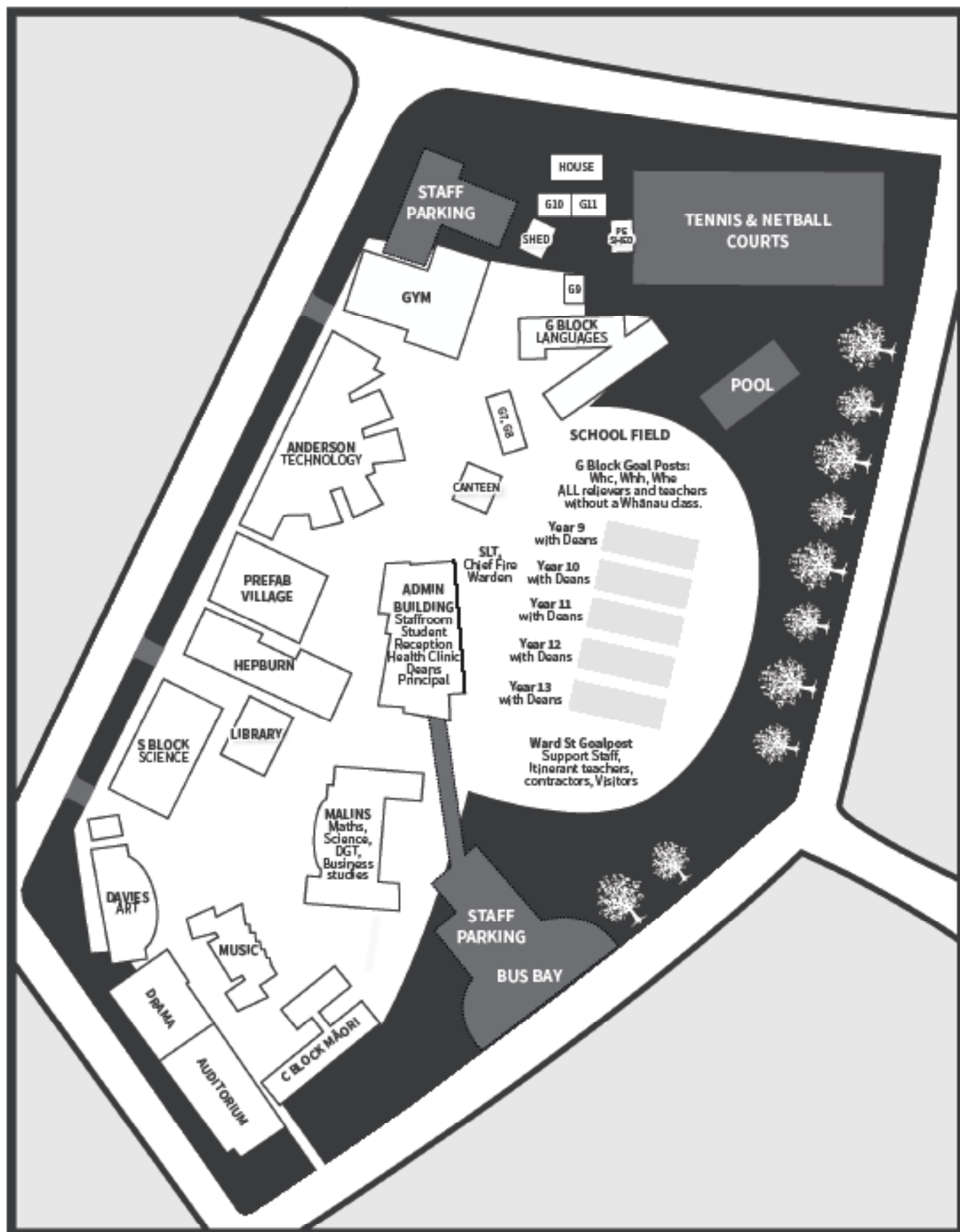
A lockdown procedure is usually initiated between contact by the Police to the School Principal in the event of a major incident in or outside of the school.

This is when our Alarm sounder will instruct "Lockdown stay inside the building and await further instructions" The classroom is secured and the curtains drawn, the teacher will instruct the students to sit on the floor out of site from any intruder. Students are asked not to communicate with each other or family at this point to eliminate any form of panic outside of the school grounds; this means cellphones must be off! A lockdown can be short or can go for any length of time and cannot be broken without consent or directive from the Police and an "All Clear" is announced on the intercom. Parents wanting to find out information during this time are to contact the Police directly as the school phones cannot be manned.



HAMILTON GIRLS' HIGH SCHOOL

Fire Evacuations Map





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