

HEI AWHINA HEI MAHI



TO SERVE AND TO WORK

MELVILLE HIGH SCHOOL PROSPECTUS



Mission Statement

To provide quality learning that engages
all students to fulfil their potential.

*Mā te akoranga huanga o te kura e whakaawe i ngā
tauirā kia whai hua pai mā rātou.*

PURPOSE

Creating Pathways to a Positive Future

Hangaia ngā momo huarahi ki te whai ao marama

MOTTO

To serve and to work

Hei awahi hei mahi

We value:

| | |
|--------------------|---|
| Care | <i>Look after each other</i> |
| Achieve | <i>Fulfil your potential</i> |
| Respect | <i>Be thoughtful and considerate of self, others, the community and our environment</i> |
| Participate | <i>Be actively involved in school activities</i> |
| Celebrate | <i>Recognise success</i> |

Welcome to Melville High School

Tena koutou katoa – Greetings to you all

Melville High School has a commitment to excellence and provides quality educational opportunities for all of our students. We actively encourage all students to achieve their best and we do so in an inclusive and supportive environment. We seek to promote within our students a positive vision for their future as we help them become balanced and successful citizens in the 21st Century.

We recognise that student success depends upon the partnership between school, students and their families and our community. We are proud of our reputation as a school that cares for people.

We strive to develop educated young people equipped with the competencies, skills, knowledge and attitudes to succeed in life. Melville High School programmes are guided by the New Zealand Curriculum to create learning programmes that are relevant to students need.

Achievement is highly valued at Melville High School and NCEA success at Level 1 and 2 is at record levels.

School leaders and teachers are committed to raising student achievement.
- ERO 2014



We recognise that students learn in different ways and at their own pace, so our programmes are designed to allow each individual to succeed and reach their potential. Students are also encouraged to participate in a wide variety of extra-curricular activities.

We offer a broad and balanced curriculum, excellent facilities and a dedicated and skilful teaching staff who provide a wide range of programmes to cater for individual students' needs.

Melville High School has a supportive culture based on historical values of care and hard work which are strengthened by our extensive pastoral care support network.

Melville High School provides students with meaningful learning opportunities within a caring and supportive culture.
- ERO 2014

Melville High School celebrates the richness and diversity that students bring to our school.

Our school has a modern and vibrant campus with a wide range of facilities that support academic, cultural and sporting success. The classrooms are well equipped with digital technology. The art, music and science facilities are purpose built. The gymnasium, Recreation Centre and John Gallagher Fitness Centre are complemented by courts and an astro-turf.

Our pathways to tertiary studies and vocational options are linked to a successful Trades Academy, a Services Academy and Gateway Programme.

At Melville we are proud of our achievements of our pupils and staff and we value this opportunity to share and celebrate their achievements.

Kia Ora.

Clive Hamill
Principal

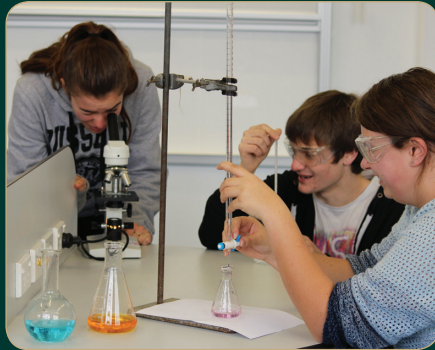
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To enable students to develop towards their full potential, irrespective of their varying abilities and ambitions, our programmes concentrate on the following broad areas:

Opportunities

Academic

We encourage personal excellence and achievement in all learning areas. We set high expectations of attainment, self-discipline, and organisation to ensure that students develop important skills, competencies, knowledge and understanding.

We support students to develop the capabilities for living and lifelong learning.

Social

We help students build a positive self-image and encourage pride in individual and group achievements by encouraging self-discipline, the acceptance of responsibility, and a genuine respect and concern for others.

We develop pupils who are able to mix easily with others while still retaining their individuality and valuing their own cultural identity.

We provide opportunities to foster co-operation and develop skills, to communicate, and to resolve the inevitable conflicts in a restorative way.

Physical

We encourage active involvement in physical education, outdoor education, sport and recreational activities. We aim to develop a variety of physical skills and enhance the health, growth and well being of all pupils, while promoting an understanding that physical activity is essential for a healthy lifestyle. The establishment of the Sports Institute also provides an opportunity for selected students to develop their elite sporting skills.

Our focus on students' physical well-being is strengthened by the new John Gallagher Fitness Centre. Further, through the support of The Perry Outdoor Education Trust (POET) now over two thirds of all Melville High School students are involved in significant Education Outside the Classroom (EOTC) activities each year.

Cultural

We promote participation in and appreciation of the arts and a celebration of the unique and diverse range of ethnic backgrounds of the students of Melville High School.

In classrooms ERO observed affirming and respectful learning relationships between teachers and students.
- ERO 2014

We enhance the celebration of music, art, drama, kapa haka, Pasifika Dance, stage challenge, debating, dance, films and literature through participation and study across the school.

Bi-cultural perspectives

The school has a commitment to the principles of the Treaty of Waitangi and is proud of its growing bicultural responsiveness. We utilize the Kia Eke Panuku which has develop out of the Te Kotahitanga programme. These are teacher professional development programmes which aim to improve Māori student achievement through developing quality teaching and quality classroom relationships and interactions in a culturally appropriate setting.

Originally research based, the data gathered has also identified that these programmes are effective at improving both Māori and non-Māori achievement.

Our school Marae, Te Manaakitanga, was the first marae established on a state school site in New Zealand and is a focal point of the school.

While the school acknowledges our Nation's bicultural heritage, we encourage all pupils to develop cultural awareness and sensitivity to celebrate the richness of our school's cultural diversity. Melville High school staff are committed to providing the best possible learning environment for all students.



"The school continues to provide an inclusive culture, well supported by an effective pastoral care network. Students have good access to counselling, health services and external support. Restorative practices underpin the management of student behaviour and discipline. These practices also support positive relationships among teachers and students."

- ERO 2014



MELVILLE HIGH SCHOOL



School wide rules - Kawa

Respect

we look after people
and our environment

Achieve

we learn new skills
and knowledge

Participate

we take part in
school activities to
the best of our ability

Students are expected to conduct themselves, at all times, in such a way as to bring credit to themselves, their families and the school.

Student Responsibilities

All students are required to gain prior permission from their parents or staff before they leave the school ground. Senior students wishing to bring a car or motorcycle to school must seek the school's approval and complete a Vehicle Authority Form signed by their parents.

Behaviour

The school utilises Restorative Practices and Positive Behaviour for Learning (PB4L) to assist in managing student behaviour. When students are disruptive they attend supervision in the Deanery. After school teachers hold conversations with students to help rebuild relationships. A plan is developed to improve behaviour and a copy is shared with parents.

Appearance

The school community has adopted a standard attractive school uniform which is worn by Year 9 – Year 12 students. Year 13's abide by a separate Senior Dress Code.

Attendance

Attendance is not only compulsory but is essential for students to maintain their learning. Students need to meet minimum attendance rates to be able to participate in the school's co-curricular activities (sports, ball, raft race etc.).

The school requires a phone call or a txt to the Student Services Centre phone 843 5212, if a student is going to be absent for all or part of the day. Whenever there is a concern about a student's absence, the home will be contacted by our Truancy provider.

Parental co-operation in ensuring regular attendance helps develop good work habits and facilitate students learning.

Cyber Safety

The use of digital technology, including the Internet, cell phones, and other digital devices, are available to support curriculum-based learning. Access to the Internet is a privilege that is available to students who have signed our Cyber Safety agreement. We utilize the Ministry approved Network For Learning (N4L) monitoring and filtering system to provide effective supervision of Internet use. The school has a zero tolerance of cyber bullying.

Student Services Centre

This is the central point for assisting students with enquiries, requests and essential support services. Here students collect and hand in permission slips, pay accounts, purchase stationery, check for lost items, request use of the emergency telephone and make general enquiries. We have excellent Sick Bay facilities and access to a school Dr and nurse. All accounts should be paid at Student Services Centre.

Canteen

The school promotes healthy food and nutrition for all students and our canteen provides healthy food and beverage choices. Students who wish to buy lunches may do so at the school canteen without leaving the school grounds.

Information Technology

Melville High School is in the top 10% of NZ schools in the provision of future focused technologies, including the use of 3D printing and interactive video¹. The school has an extensive and robust wireless infrastructure and is connected to The Network for Learning (N4L) portal and **Pond** an online platform which brings together teachers, students and education to share digital resources.

The school utilises the Google suite as our Learning Management System and **KAMAR** for Student Management System. We use the **Access-it** library programme to ensure that the impressive facilities in the Glenice Gallagher Library are complemented by the very best software and management systems.

The school has undergone **SNUP** and was one of the first 25% of schools to be connected to N4L to access Ultrafast Internet. We use a wide range of on-line learning opportunities, portable banks of laptops, chrome books, netbooks as well as three computer suites to support on site and remote connectivity. Part of this development includes the Board of Trustees' commitment is to supply laptops to all permanent teaching staff.

Visit our website at www.melville-high.school.nz to keep abreast with the latest school news.

Virtual Learning Network

Students are able to extend their study options beyond the Melville High School timetable and campus via the Internet. Through the Volcanics Cluster students are able to study a ranges of subjects via the Virtual Learning Network (VLN) and undertake courses like Japanese, Mandarin, French, Classical Studies and Equine Studies using Video Conferencing (VC), Adobe connect and other web based software.

Melville High is the only Hamilton school using this type of facility for distance learning.

*Students identified as requiring additional support are well catered for through a range of programmes and interventions.
Learning Support Centre.
- ERO 2014*



Gateway

Gateway is a programme that delivers hands-on practical learning that leads to nationally recognised qualifications for Years 11 - 13 students. Units are assessed in the workplace, counting towards national qualifications.

Gateway helps build student employment skills, working in real workplaces on real tasks. It gives opportunities to try out potential careers and build links to Industry Training Organisations, apprenticeships and workplaces. Our Director of The Futures Department manages this programme.

Melville High strives to improve what we offer our students to meet their particular needs and provides a variety of pathways to facilitate this.

Learning

Trades Academy

Students who are interested in a career in trades or technology can combine practical tertiary-based study at WINTEC with studies towards their NCEA in this programme. WINTEC tutors teach selected courses like automotive, electrical and engineering skills and relevant NCEA unit standards. The students spend most of their time at school and some of their time at the WINTEC, Rotokauri site.

Learning Support

Our Learning Support Centre contains a number of smaller rooms to accommodate individual and small group teaching for students with identified literacy and numeracy difficulties. We are privileged to have Successmaker software, which offers support in all key areas of the curriculum. The Learning Support Centre also provides resources and support for teachers for general classroom programmes.

Tutorial Assistance

Qualified staff are able to assist in the classroom with identified individuals and groups. One-on-one tuition is also available during school time, lunch hours and after school. Seniors can access extra assistance in preparation for their external examinations and advice and help is provided for students requiring reader/writers.

Homework Centre

Senior students who are finding aspects of their learning a challenge may be invited to participate in a specific mentoring programme. All students are eligible to use the after school Homework Centre on Tuesday, Wednesdays and Thursdays to support their achievement.

Sports Institute

Melville High School offers an exciting specialist Sports Institute which is additional to the core PE programme. It is an integral aspect of the school curriculum and is offered to selected students. The programme requires a commitment to before and after school activities. The Institute has specialist staff and is designed to nurture the development of students with aspirations for regional representation in sport. Students are invited to be part of this programme through an interview and appraisal process.

Technology

Both Food Studies (which incorporates Hospitality) and Hard Materials Technology (which includes Building Construction and Engineering) provide a twin pathway programme that can lead to both University entrance and University Qualifications as well as providing a practical based industry approved programme that allows students to carry these credits through to an apprenticeship.

Campbell Centre

The Campbell Centre is a specialist class for students with moderate to high learning difficulties. Students' well being is important and extensive counselling is provided. Academic, social or emotional special needs are met by improving and developing self-esteem and confidence. Students also have the opportunity to participate in the work experience programme.

Instrumental Tuition

There is a fully equipped music suite with practice rooms for students, keyboard suite and recording studio. Students also have access to the latest digital recording and composing equipment and software performance. We provide specialist tuition in orchestral, brass and percussion instruments, guitar and vocals. We have a supply of instruments available for hire to students. Currently we have a team of five full-time and part-time specialist music tutors available for students.

Services Academy

In partnership with The High Wire Trust, an Auckland Philanthropic organisation, Melville High School established a Services Academy on site at Melville High School. It includes a cadet's programme at Year 10, a junior Service Academy programme at Year 11 and a senior programme at Year 12 and 13. These activities are recognised on the NZQA framework and students will be eligible for NCEA credits. The course includes a large component of outdoor education activities and is timetabled as a separate class. Such initiatives celebrate our student's strengths and provide engaging pathways for success.



Educational Aims

Through a well-balanced and effective curriculum, Melville High School aims to ensure students develop as positive, self-confident young people, well prepared for the challenges of a rapidly changing world.

We want to enable students to be effective, responsible contributors to society, determined to succeed in any area of interest they pursue.

Junior Core Programme

Junior students study a common two year programme that covers the seven essential learning areas and emphasises:

- English, including extra assistance with reading, writing and listening skills
- Māori
- Mathematics
- Science
- Social Sciences introducing skills relevant to geography, history and economics
- Health and Physical Education including life skills, nutrition and outdoor education
- The Arts including art, drama and music
- Technology including information management, digital technology, hard materials (both wood and metal), fabrics and food.
- Access to the Sports Institute, Distance Learning and Languages for selected students

At Melville, we believe students should enjoy their education. By achieving success in a range of activities students will develop positive attitudes that will encourage further studies, training, employment and life-long learning.

Options

Half year options are offered at Year 10 as challenging and motivating courses that complement studies in the seven essential learning areas and lead to senior school opportunities.

Students in Years 11 – 13 choose their courses of study providing they have met the pre-requisite level of achievement.

Each year a Course Outline booklet is produced detailing courses being provided in the following year. Students select options from those provided by the school or by distance learning providers.

Melville is well known for its strong commitment to pastoral care provided by tutor teachers and deans.

Dean System

The counsellors are assisted in their pastoral care role by the deans and tutor teachers. We have Year 9, 10, 11, 12 and 13 Deans. The Deans are supported by a member of the Senior Leadership Team (SLT) and are responsible for administration, guidance, course advice and discipline. They can arrange meetings and provide advice to help students in need of support.

RTLB

The School has access to skilled Resource Teachers of Learning and Behaviour (RTLB) from Hamilton based, Cluster 16. Various specialist RTLB work with us to ensure that we are able to meet all students learning and behavioural needs in a systematic and positive way.

We frequently allocate discretionary teacher or teacher aide hours to assist the students with such needs or their classroom teacher.





Open Door

Whenever parents have problems or concerns about the progress of their children they are urged to contact the School: "our door is always open".

Guidance Counsellors

The school is fortunate to have the confidential services of two school counsellors. They are trained to assist with personal, social, learning and behavioural problems within the school.

Careers Advice

We recognise the importance of secondary education in preparing students for tertiary training and the workforce. The appointment of a Director of the Futures Department was a deliberate school strategy to ensure all students have a pathway forward when the leave school.

The Director manages a careers education programme involving setting goals, identifying skills, making decisions and accessing resource material. We are also able to provide opportunities for training through Gateway, Youth Guarantee, STAR and other programmes.

Students receive regular career and tertiary course opportunities. At subject selection time parents are invited to open evenings and extra career interviews are scheduled.

Education outside the classroom plays an important role at Melville.

Group Activities

A large number of groups are active in the School. These include debating, choir, drama productions, Rockquest, Stage Challenge, International Day, Pasifika by Nature, Talent Contests, photography, Kapa Haka and Christian Fellowship.

Fieldwork

Class groups undertake fieldwork in subjects like science, physical education and geography. All year levels have the opportunity to part in class trips students to broaden their educational experience.

Spirit of Adventure

Each year the School is offered a limited number of berths on the Spirit of Adventure Trust Voyages. All students who take part in this scheme make tremendous personal gains and the berths offered to the School are keenly sought after. Interested senior students apply for places on these voyages when they are advertised.

At Melville, students are offered personal guidance to plan educational pathways that identify short-term and long-term goals, and the steps required to achieve these.

Melville believes in providing opportunities for students to learn in a wide range of contexts. Practical experiences enrich students' lives and contribute to a well-rounded education.





Melville works closely with our wider school community to offer the range of experiences essential to a broad, well-balanced and effective curriculum.

School Sports Days

The school holds annual swimming, athletic and cross-country championships as well as a number of Inter-house competitions held at lunchtimes throughout the year.

Competitive and Recreational Sports

The school regularly enters a number of teams in local competitions, as well as selecting special teams for inter-school fixtures. Sporting opportunities include cricket, equestrian, rugby, netball, hockey, soccer, basketball, badminton, table tennis, clay target shooting, golf, touch, waka ama and futsal.

Melville is represented at secondary school competitions in a large number of these and other sports. Our Sports Co-ordinator supports our many volunteer coaches and managers and ensures our students are aware of all the sporting opportunities that are available.

Extra-curricular activities are important to students and Melville offers a wide range of teams and clubs. Participation is encouraged and all students are able to take part.



Melville believes strongly in offering many opportunities for students to develop leadership skills. We also value a student voice in our decision-making.

Peer Mentors

This programme provides senior students with the opportunity to gain valuable experience while assisting fellow students. Our school guidance team train the senior peer mentors to play an important role in supporting our junior students.

Student Committees

These make an important contribution to inter-house competitions, fundraising, the senior ball and social activities.

As well as head students the school has student House Leaders and Co-ordinators for: Sports, Māori, Pasifika, Student Support, Arts and Social and International students.

Senior students also take leadership roles in Best Buddies, Students Against Driving Dangerously [SADD] and World Vision.

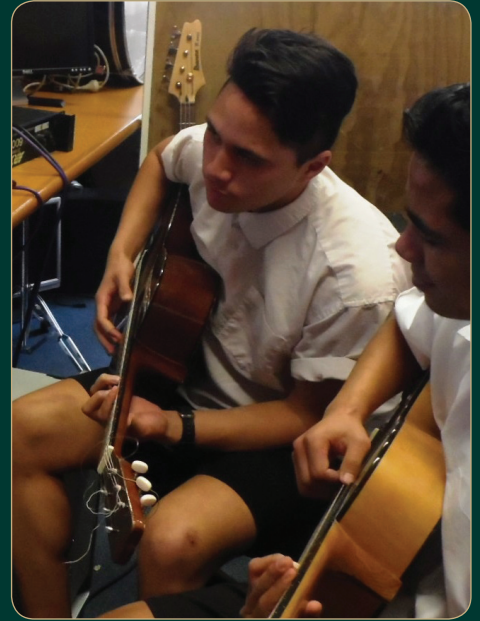
Leadership Training

The expectations of the various senior leadership roles are explained in group discussions at the Year 13 Leadership camp and further training is provided as the year progresses. There are also several courses available for selected student leaders.

School Council

Forums and the school council provide leadership opportunities for both juniors and seniors and foster a strong sense of responsibility. They also provide opportunities for students to have a significant input into the school's decision-making process.

At Melville we promote the development of leadership skills. Students are encouraged to contribute to school life in a way that fosters a strong sense of responsibility.



An effective relationship between home and school is vital to a child's successful education, and Melville maintains a wide range of formal and informal communications.

Reports

Three times a year teachers report formally on students' attitude, behaviour and progress. Parent interviews are held in Term 1, in Term 2 for all students and at the end of Term 3 for senior students.

We encourage parents who have questions or queries about the progress or achievement of their children to make an approach to the school at the time of concern and not wait for

The formal reporting times.

Newsletters

Regular newsletters keep the school community informed of significant events and requirements.

Fees

The government provides a grant to the school to meet the normal running expenses. This invariably is insufficient and the school has to make up the difference. We therefore request money from parents to help make up this difference. This money is used to provide additional educational, sporting and cultural activities, and contribute to the costs of sports equipment, musical instruments, first aid requirements, prizegiving and many other items which support students.

In some subjects, particularly applied technology, art and craft and physical education subjects, project fees cover materials costs. Charges may also be levied where pupils go on school visits, class camps, involving public transport, admission charges or where cultural groups visit the school.

Students in Years 11 – 13 also have to pay fees to NZQA for NCEA and unit standards examinations.

Students representing the school in a sport where a uniform or part of a uniform is supplied and affiliation fees are required, are asked to make a contribution to offset costs.

While there is a need to levy some activities, we try to ensure that students do not miss out through financial hardship. Parents experiencing financial hardship should see the Principal.

Homework

Melville High School believes in the importance of regular homework to consolidate work done in school and to assist our students in their studies. The time that may need to be set aside for homework varies according to subject and level. Parents should get in touch with the deans or tutor teachers if their children say they have no homework or seldom do any.

All students are eligible to use the after school Homework Centre on Tuesday, Wednesdays and Thursdays to where they will be supervised and supported with their learning.

Board of Trustees

The Board is the governing body of the school and as such is responsible for setting and writing school policies and ensuring that these are carried out by the school through the Principal. We have a very committed and enthusiastic Board of Trustees who is clearly focused on providing the best possible education for the students of this community.

They have affirmed the following rights:

**Students' right to learn
Teachers' right to teach and
Everyone's right to be safe**

The Board meets monthly and members of the community are welcome to attend these meetings. These meetings are open to the public and parents are encouraged to attend. Copies of the minutes and the meeting agenda are available from the school office four days in advance of the meeting.



Melville is a community school and as such offers our facilities for community use. Our facilities are widely used out of school hours.

Melville celebrates our cultural diversity and prides itself on our positive interaction between students of different ethnicities.

The school and its community

Melville High School is a co-educational, Year 9 –13 state funded secondary school, which caters for 12 to 18 years olds on the one campus in southwest Hamilton. It has a medium socio economic parent community with 19% of the students travelling to school by bus from adjacent rural and urban areas.

Melville High School was opened in 1964 to meet the growing population in the area and built on land which formerly owned by the Melville family.

The school is situated on a picturesque 9.3-hectare site. The school campus is attractive and inviting with landscaped gardens, established trees, seating areas and expansive fields.

Melville High School has first-rate variety of facilities for Sports and Physical Education, including a gymnasium, recreational centre and access to an on-site adjacent heated indoor pool. An astro turf area is well used by students and the community and our buildings are well maintained and presented.

The school is proud of our iconic Glenice Gallagher Library which is the envy of schools throughout NZ. It is acknowledged for its design, information management systems, learning programmes and integral use of technology. It is continually used as a venue for School Library Association of New Zealand Aotearoa (SLANZA) training.

Community Involvement

Our Board of Trustees seeks regular input from parents, students and staff to ensure Melville High School effectively meets the needs of its community.

The Board of Trustees maintains its consultation with the Māori community through annual consultation hui with families and whanau, Māori student hui, surveys and dialogue with kaumatua. The purpose of the consultation is to ensure that Māori aspirations and needs are addressed.

Please contact the school to find out when meetings and activities of these groups are scheduled. Parents and members of the wider community are encouraged to contribute to our many co-curricular activities – and their efforts are most appreciated.

Service

An important aspect of the Melville High School culture of care is the service that we provide to our immediate and to our global community. Students and staff are actively involved in supporting activities including Best Buddies, re-cycling, cultural performances, Food Drives for our local Food Bank, donating blood, Canteen, supporting Amnesty International and World Vision.

Support for Second Language Learners

Melville High School is proud of its cultural diversity and the richness this provides the school. To support English as an Additional Language (ESAL) a specialist teacher provides both intensive English and support programmes for these students.

International Students

Melville High School offers its students a variety of internationally recognised exchange programmes and accepts international fee paying students.

We also maintain our compliance with International Students 'Code of Practice'.

Melville enjoys its links with the wider world. Students from overseas are welcomed as valued members of our school. Local students benefit from the opportunity to experience life in a foreign land through exchange schemes and educational trips.

Enquiries welcome

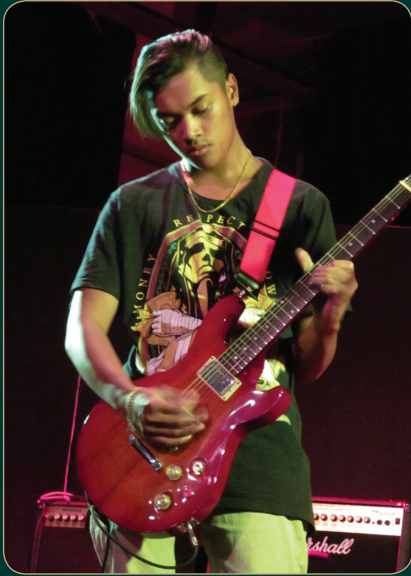
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