

HEI AWHINA HEI MAHI



TO SERVE AND TO WORK

MELVILLE HIGH SCHOOL

* PROSPECTUS *

Mission Statement

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

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

We value:

Care *Look after each other*

Achieve *Fulfill your potential*

Respect *Be thoughtful and considerate of self, others, community
and our environment*

Participate *Be actively involved in school activities*

Celebrate *Recognise success*

Introducing Melville High School

Tena koutou katoa – Greetings to you all

Melville High School is proud of its reputation as a school that cares for people. We strive to develop educated young people equipped with the skills, knowledge and attitudes to succeed in the 21st Century.

Melville High School has a commitment to excellence and provides quality educational opportunities for all of our students and we actively encourage all students to achieve the very best. We seek to promote within our students a positive vision for their future and support them to become balanced and successful citizens.

Achievement is highly valued. We recognise that students learn in different ways and at their own pace, so our curriculum is 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.



Our committed and skilled staff provide a wide range of programmes to cater for individual students' needs. Supporting all students to gain academic success is our most important goal and we have several pathways for students to succeed.

Melville High School actively seeks out programmes and initiatives which provide opportunities and advantage for our students.

We go the extra distance to ensure effective guidance and support programmes are in place to meet individual needs. Open communication with students, families and whanau are central to these efforts.

Melville boasts an impressive range of teaching and student facilities. These are continually being developed to improve our learning environment. The recent opening of the Glenice Gallagher Library is testimony to this enhancement.

Melville High School celebrates the richness and diversity that students bring to our school. At Melville we are proud of our students and what they achieve. I hope you find the information in the following pages useful in assisting you to come to a decision about the choices you are making for the educational future of your child.

I encourage you to access our school website at www.melville-high.school.nz to ensure you are abreast with the latest news and information. Kia Ora.

Clive Hamill
Principal

Melville High School, 6 Collins Road, Hamilton 3206, Private Bag 3107 Hamilton 3240

Phone 00 64 7 843 4529 | Fax 00 64 7 843 0358

Email principal@melville-high.school.nz | Website www.melville-high.school.nz



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

Academic

We encourage personal excellence and achievement in all learning areas and within the framework of the New Zealand Curriculum.

We set high expectations of attainment, 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. We create stimulating learning environments and provide student centred programmes which incorporate different learning styles and opportunities which meet special learning needs.

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.

We promote the understanding and awareness of the relationship between diet and physical well-being. As a participant of the Hillary Commission Fairplay Scheme we endorse the principles of Fairplay, in individual and team participation, including interschool activities.

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.

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

Te Kotahitanga

The school has a commitment to the principles of the Treaty of Waitangi and is proud of its growing bicultural responsiveness. We are part of the **Te Kotahitanga** programme which is a teacher professional development programme with the aim of improving Maori student achievement through developing quality classroom relationships and interactions.

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 and all students experience aspects of Tikanga Māori, we encourage 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.





Melville strives to prepare students for the twenty first century. To this end Melville High School is the first Hamilton Secondary School to utilize Video Conferencing (VC) to bring learning opportunities from across New Zealand and from throughout the world into our classrooms. Student having the capacity to be pilots in the digital world is a key strategic goal.



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

Behaviour

All students have the right to learn without being disrupted by others. Similarly, teachers have the right to teach and interference with the teaching and learning process is not tolerated.

All students and staff have a right to be safe and to be treated courteously and respectfully at all times.

The school utilises Restorative Practices to assist in managing student behaviour. It involves staff being trained in holding conversations which help rebuild relationships that have been damaged in the classroom setting and therefore strengthens the learning process.

However for serious behaviours which challenge our school affirmations (e.g. physical and emotional violence, theft, drugs, alcohol, verbal abuse of staff and repeated and deliberate disobedience) we have a separate and immediate response process. When available we utilize the services of our Campus Constable in dealing with these serious behaviours.

Positive Behaviour for Learning

Melville High and Intermediate Schools are two of 14 schools taking part in the pilot in the Positive Behaviour for Learning (PB4L) programme in New Zealand. PB4L is a behaviour support programme which focuses on four major areas within the school: school-wide behaviour; out of class behaviour; in-class; and individual behaviour management.

We have clearly defined expected behaviors which are based on the school values of Respect, Achieve and Participation (RAP). We are establishing procedures for teaching & practicing these behaviors and will be rewarding appropriate behaviour. The PB4L programme works in conjunction with our Restorative Practices processes.

Appearance

The school community has adopted a standard attractive school uniform which is worn by Year 9 - Year 12 students. Seniors abide by the Senior Dress Code.



Attendance

Attendance is not only compulsory but is essential for students to maintain the learning process. Absences are checked each period and contact is made home that morning if students are not at school. Students presenting themselves for external examinations must attend regularly to be eligible for the award of such qualifications.

Student Responsibilities

Because the school assumes responsibility for all students during the school day, students are required to gain prior permission from their parents or staff before they leave the school grounds. 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.

Absence

The school appreciates a phone call to the Student Services Centre phone 843 5212, or a txt to our Attendance Officer, if a student is going to be absent for all or part of the day. If no phone call is received then a note must be brought to the Tutor Teacher or Student Services Centre on the student's return to school. Whenever there is a concern about a student's absence, the home will be contacted by our Attendance Officer or a member of the Hamilton Truancy Service.

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

Internet Safety

Information and Communication Technologies (ICT), including the Internet, are available to students and teachers to support curriculum-based learning. Access to the Internet is a privilege that is available to students who have signed our Internet agreement. We utilize external and internal monitoring and filtering systems to provide effective supervision of Internet use.

The 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. Sick Bay facilities are available. 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 options.

Students who wish to buy lunches may do so at the school canteen without leaving the school grounds.



Information Technology

The school is making a significant commitment to ensuring information technology is available to assist teaching and learning. The school has adopted a "Learning to Learn" digital ACE research model. It is part of the KnowledgeNet Learning Management System and Utilizes KAMAR 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 is scheduled for the SNUP, Ultrafast Internet upgrade in the immediate future. The schools use of on-line learning opportunities, portable banks of netbooks, remote and wireless applications ensures student and staff connectivity. This platform will ensure that Melville High School will be able to maximise the opportunities brought about by SNUP. Part of this development includes the Board of Trustees commitment to supply laptops to all permanent teaching staff.

The school continues to provide options and opportunities in Information Management and Computers.

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

Distance Learning

Competent students are able to extend their study options beyond the confines of the Melville High School timetable and campus. Through Video Conferencing (VC), Adobe connect and other web based software, students take part in the Virtual Learning Network (VLN) and undertake courses like Japanese, Classical Studies and Equine Studies.

These resources also allow teachers to hold meetings linking specialist teachers with each others throughout New Zealand. Melville High is the only Hamilton school using this type of facility.

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

Accelerate Programme

The school has an accelerate programme which provides a special abilities class at each level. There is an opportunity for such students to study courses at a level appropriate to their needs.

This is augmented by a separate programme which features short term, specialist tuition for a variety of students who have specialist talents in academic, sporting or artistic areas.

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, Modern Apprenticeships and workplaces. Our Director of Careers manages this programme.

Trades Academy

Melville High students were amongst the first students in NZ to be involved in this exciting initiative which sees students who are interested in a career in trades or technology, combine practical tertiary-based study at WINTEC with studies towards their NCEA. WINTEC tutors teach selected automotive, electrical and engineering skills and relevant NCEA unit standards, through the hands-on construction of a mini motorbike. The students have three two week block courses at the Avalon Drive site each year.

Successmaker

This software programme has been installed in the Learning Support Department and offers quality support or extension activities targeted to the specific learning needs of students in maths, reading skills, spelling, ESOL, science and living skills. It is facilitated by a skilled Tutor.

Learning Support Centre

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. Help is also provided for students requiring reader/writers. Remedial courses are supported by teacher aides.

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.

Hospitality

The Hospitality Academy enables students to develop the knowledge and skills necessary in the hospitality industry. Students plan and carry out various restaurant activities in the school's own restaurant, Café' Makona.

Mentoring

Senior students who are finding aspects of their learning at NCEA Level 1 a challenge may be invited to participate in a specific mentoring programme. The utilizes a partnership between the student, a teacher and the parents.

Trade based Technology

A specialised programme featuring Building and Construction Industry (BCITO) and Furniture Industry (FITEC) courses is delivered at senior levels in Technology. This practical based industry approved programme allows the school to deliver and assess industry Unit Standards and the practical activities. It also allows students to carry these credits through to their apprenticeship.

Campbell Centre

The Campbell Centre is a specialised facility for students with moderate 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.

Learning Initiatives Department

The Learning Initiatives Department provides an innovative integrated programme for students with learning and behaviour needs. It employs highly motivated, enthusiastic and skilled staff to facilitate effective learning for its students.

These students are largely home-roomed. There is a high retention rate with senior students being involved in a Transition Pathways programme. Students are part of the NCEA framework and undertake a wide variety of curriculum and co-curricular activities and are a valued and integral aspect of the MHS learning community.

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, composing equipment and software. 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 tutors available for 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.

COURSES

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.
- An elementary course in Aotearoa Studies.
- Health and Physical Education including life skills, nutrition and outdoor education.
- The Arts including art and music.
- Technology including information technology, electronics, structures, materials, fabrics and foods.
- Full-time access to the Sports Institute, Distance Learning and Languages for selected students.



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.

Qualifications Framework

As an NZQA accredited provider, Melville High School is able to deliver an extensive range of Unit Standards, while still offering all the traditional school qualifications.

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 a Junior and Senior Curriculum Dean, along with a Year 9, 10, 11 and Year 12/13 Dean. 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.

RTL B

The School has a skilled Resource Teacher of Learning and Behaviour (RTL B), specialist learning support staff based at the school. The RTL B works in conjunction with other school support staff 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 very experienced 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 Careers in 2008 was part of a deliberate school strategy to ensure that all students have a pathway forward when they leave school.

This includes a careers education programme involving setting goals, identifying skills, making decisions and accessing resource material. We also provide opportunities for work experience through Gateway 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.

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.

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, Theatresports, orchestra, choir, drama productions, Rockquest, Barbershop, Stage Challenge, International Day, Talent Contests, photography, Kapa Haka and Inter-school Christian Fellowship.

Fieldwork

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

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, athletics and cross-country championships as well as a number of Inter-house competitions.

Team Sports

The school regularly enters a number of teams in local competitions, as well as selecting special teams for inter-school fixtures. Students are encouraged to play for the school, even though they may previously have played for local clubs.

Competitive and Recreational Sports

Sporting opportunities include cricket, tennis, softball, skiing, equestrian, squash, volleyball, water polo, yachting, rugby, netball, hockey, soccer, basketball, badminton, aikido, golf, touch, waka ama, and aerobics.

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 Mediators

This programme provides senior students with the opportunity to gain valuable experience while assisting fellow students. Our school Guidance team train the Senior peer mediators who all play an important role in our student support and anti-bullying scheme programmes.

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; Maori; Student Support; Arts and Social and International students. Senior students also take leadership roles in Best Buddies, Students Against Drink Driving [SADD] and World Vision.

Peer Mentors

Senior students are placed alongside junior students who need extra support. This scheme has significant benefits for both parties.

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 students 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 teacher's report formally on students' attitude, behaviour and progress. Parent interviews are held in Term 1 and in Term 3 to enable teachers and parents to discuss student progress.

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 to 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 contributes 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 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.

Student Diaries

The student diary, especially designed for Melville High School, is required by all students. This provides a record of homework set, assignments required, tests and deadlines, and is an important means of communication between home and school.

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.

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 which 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

They have made these three affirmations the focus of their governance role.

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.

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 areas.

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

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.

Te Whanau Manaaki Tangata is a Whanau Support Committee which supports students and their families.

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.

Enquiries welcome

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6 Collins Road, Hamilton 3206
New Zealand
Phone: 00 64 7 843 4529
Fax: 00 64 7 843 0358
Website: www.melville-high.school.nz

Melville encourages its students to be open to what we can learn from interaction with other cultures.

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.

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

Exchanges

Melville High School offers its students a variety of internationally recognised exchange programmes.

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.

International

Community



Creating Pathways to a Positive Future.

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