



Ākonga Handbook 2025



Section 1: Kotahitanga

Daily Committal

As a Christian school, one of our greatest privileges is being able to practise our faith in different ways.

To acknowledge the importance of God in our lives, each school day will begin with a "committal" which might be singing, praying or devotions.

This will take place in our classes, as a whole school or within our teams. Your kaiako will share this schedule with you.

Guiding Principles

Christian living is expressed in respect for others, respect for the possessions of others, loyalty to one another and above all, loyalty to God.

- Respect for others includes honesty, kindness, consideration, and caring for others, and towards those who are weaker, younger, quieter, or less able.
- Respect for possessions of others means articles will not be interfered with, damaged, or borrowed without the owner's permission.
- Loyalty to God and obedience to His will means that there will be a dedication to work towards what is worthy and pleasing to Him

Playground Manner

Campus Wide Rules

- All after school care students go to the reception as soon as the bell rings.
- Keep clear of gardens so no plants will be spoiled.
- No riding of bikes/scooters/skateboards in the school grounds. Students put their helmets on and wheel their bike/scooter/skateboard out of the grounds before riding home.
- No sweets or gum is permitted at school.
- On wet-days, sensible behaviour is expected in the classrooms. No digital devices are to be used. Tidy up carefully at the end of the break. Listen and obey your wet-day monitors.
- Students are not allowed to retrieve balls without permission, etc. from the car park or roof. Report the missing ball, etc. to the duty teacher for retrieval.
- Students are not permitted in classrooms at interval or lunchtime unless with a teacher. Students may be in the hall only under ADULT supervision.
- Students must stay within the fenced-off boundary limit at all times. Jumping over the fence to retrieve a ball is not allowed.



- All uneaten lunches must be taken home and rubbish put in bins. Students must be seated whenever they are eating.
- Balls are to be used only on the court and not near classrooms, in the courtyard or on the playground.
- In Terms 1 and 4, students must wear a hat. The hat is to be worn correctly and should be a royal blue bucket hat for Y1 - 6. Year 7 and 8 students may wear the Elim school cap. No hat/cap, No play. Any student not wearing a hat or cap must stay in the designated shaded area.
- The playground can be used by all students, but care must be taken to respect each other's safety, especially on the roundabout.
- Valuable items, toys, dangerous items, and large sums of money are not to be brought to school. These items should never be left in classrooms or school bags. No mobile phones should be brought to school. If a student brings a mobile phone to use after school, it should be turned off from 8.40am - 3.00pm and handed to the classroom teacher for safe-keeping. Students' devices should be stored in the classrooms during break time.
- The school cannot be held responsible for damaged, lost or stolen property.



Section 2: Behaviour & Conduct

Absences

Ask your parent or caregiver to fill in the absence webform on the school website or call the office if you are away sick. A medical certificate is required after 3 days.

For any holidays or special events that require any time away from school, your parents have to request permission for this from the principal via email.

Accidents

If you have an accident (physical or otherwise), please report it first to your teacher or the duty teacher.

Appointments

Students need to be signed out at the office by a parent/caregiver. Please remember to sign in on return. If you are going to an appointment during school time, the appointment should be communicated by your parents to the school office ahead of time.

Before & After School

Before School

- There is no supervision at school until 8:15am.
- Early students are to wait outside the front doors until 8.15am.
- On a wet day, you will meet in the library for some quiet reading or learning.
- For Health and Safety reasons, the school grounds must be vacated by both parents and students by 3.15pm.

Please access information via our website for after-school care. In every other instance:

- At the end of the day, students are expected to:
 - promptly make their way home.
 - be off-site by 3.15pm.
 - push bikes, scooters, etc. out of the school grounds before riding home.

Behaviour Management

Our behaviour management plan acknowledges students who conduct themselves appropriately and in line with our values. Duty Teachers will be on the lookout for students who are doing the right thing to award them tokens towards their whare. Teachers in classrooms will also award whare points to those who are behaving appropriately and attempting to do their best.

Our behaviour management plan also addresses inappropriate behaviour. The kaiako and leadership will work with ākonga and whanau to address these behaviours in a restorative manner, holding firm boundaries and following a robust system.

Cybersafety

Elim Christian College Henderson is committed to providing a digital and online environment that is physically and emotionally safe, inclusive, and free from racism, discrimination, and bullying.

Our digital technology policies and procedures apply to every member of the school community using digital technology, including staff, students, parents/caregivers, volunteers, contractors, visitors, and the board.

At Elim Christian College Henderson, we maintain a safe and responsible digital environment by:

- setting and sharing clear requirements and expectations about acceptable and unacceptable digital use
- ensuring that members of the school community commit to these guidelines by signing the appropriate use agreement outlining requirements and expectations
- reviewing these digital technology use agreements annually
- educating students about the digital world, including understanding privacy and copyright laws, staying safe online, and protecting digital devices
- encouraging our students to be confident, capable, and competent in their use of digital technology by supporting them to:
 - develop digital literacy skills
 - be aware of digital technology challenges and manage them effectively
 - demonstrate honesty, integrity, and ethical behaviour in their use of digital technology in line with digital citizenship
 - using helpful resources (e.g. Netsafe) and supporting staff training and professional development
 - encouraging students and staff to continue practising positive digital technology behaviours when not at the school.



Emergency Evacuations

Each term a trial evacuation is held. Staff and students follow well-documented instructions based on best practice models. Following each trial, a review is held.

Illnesses

If you feel unwell, tell your teacher who will give you a note and send you to the office. A buddy may be provided to walk you there.

Lateness

All students arriving after 8:40am must sign in at the office using the electronic tablet provided. You will be given a 'pass' from an office administrator to give to your teacher.

Lost Property

Check lost property with your teacher or senior management. Lost property will be located in the reception area.

Lunches

Healthy lunches are promoted. No "junk food", sweets, lollies or chocolates are allowed.

No sharing of food at any time. This includes birthday treats.

"Subway Friday" occurs weekly, whereby students will have the opportunity to enjoy Subway sandwiches during lunchtime.

MuftiDays

We expect that students will dress appropriately and sensibly for all mufti days.

- No bare midriffs showing (open waistlines).
- No coloured hair.
- Inappropriate dress on mufti days can result in students being asked to return home to correct the clothing choice.
- No item of clothing should have inappropriate slogans or images.
- No piercings.

Out of Bounds

There are several areas which are out of bounds at Elim Henderson. Failure to follow these will result in consequences in line with our behaviour management plan:

- No hiding in or behind gardens and plants
- Do not enter any closed door, unless instructed to do so
- Do not climb up any stairwells in the main courtyard
 - Stairwell access to Rūma - Takahē can only be accessed by students of those classrooms
- Do not go past a 'no entry sign'

Sick Bay

The sick bay is located by our main office. Please see an office administrator prior to entering here. You must have a medical note from your teacher. If you are injured in the playground, always see a duty teacher first.

Uniform Guidelines

GENERAL EXPECTATIONS *(All Students)*

Fashion Accessories

- One small, plain stud or sleeper in each ear lobe (girls only) and a watch for girls and boys.
- No other fashion accessories (e.g. rings, necklaces, bracelets, wristbands, sunglasses) are permitted.
- No body piercings (e.g., nose, eyebrows, tongues) or tattoos
- No makeup of any kind, no nail polish, false nails, or extensions
- T-shirts or undergarments must not be visible around the neckline or below school blouses/shirts

Hair

- Hair must be neat and of the student's natural colour (no dyeing, streaks, or highlights)
- Styles must not draw attention (e.g., no shaved patterns, no dreadlocks, no shaved heads)
- Fringes must not cover the eyes
- Girls: Hair touching the collar must be tied up with a royal blue, black, or white hair tie; a neat black claw clip may be used (not allowed for PE for safety reasons)
- Boys: Hair must be off the face and above the collar
- Note: No exemptions for hair irregularities will be given to students returning from a special event or holiday.



UNIFORM BY YEAR GROUP

Years 0–6

Clothing

Girls:

- Black drill skort – must be modest in length and reach close to the knees
- Elim logo royal blue short-sleeve polo shirt
- Black opaque tights worn under skort (Terms 2 and 3 only)

Boys:

- Black drill shorts
- Elim logo royal blue short-sleeve polo shirt

Optional for Both (Terms 2 & 3 only):

- Black unisex track pants with reinforced knees
- Long-sleeve polo shirt

Outerwear:

- Elim logo royal blue half-zip polar fleece (*Full-zip versions are not permitted*)

Footwear:

- Black, polishable lace-up shoes (no coloured trim or decoration)
- Years 0–4 may wear shoes with buckles or Velcro instead of laces
- Plain black sandals with a back strap (Terms 1 & 4 only)
- Not permitted: Sneakers, canvas shoes, jandals, high heels, boots or high top shoes

Socks:

- Plain black knee-length socks only (no ankle socks)

Hat:

- Plain royal blue bucket hat (compulsory in Terms 1 & 4)
No hat = no play. Students without a hat must remain in the shade.

Physical Education (PE)

- Regulation PE uniform (shirt and shorts) is compulsory for:
 - Year 5 & 6
 - Year 4 (only if representing the school in sports)
- Not required for Year 0–4



Years 7–8

Clothing

Girls:

- Regulation black pleated skirt - *Skirt must cover the knees when sitting upright*
- Elim logo mid-blue polycotton button-through short sleeve blouse
- Black opaque stockings (Terms 2 & 3 only) or black crew-length socks (no ankle socks)

Boys:

- Regulation black shorts
- Elim logo mid-blue polycotton button-through short sleeve shirt
- Elim regulation socks (long black with two blue stripes, or solid black)

Outerwear:

- Elim V-neck black knit jumper
- Elim school jacket

Footwear:

- Black polishable lace-up shoes (no coloured trim, decorations, or sneakers)
- Black Roman sandals (Terms 1 & 4 only)
- Not permitted: Jandals, canvas shoes, sneakers, high heels, boots or high top shoes

Headwear:

- Elim black cap (compulsory in Terms 1 & 4)
No other caps are permitted

Physical Education (PE)

- Regulation PE uniform shirt and shorts is compulsory for all Year 7–8 students

Additional Notes

- Light, plain lip balm or sunscreen is allowed
- Makeup of any kind, nail polish, or false nails are not permitted



Elim Christian College Henderson

Section 3: Learning

Bell Times

8:40 am - 10.20 am: Learning Block 1 - Classes commence, Committal, Roll and Notices

10:20 am - 10:50 am: Morning Tea

10:50 am - 12:00 pm: Learning Block 2 - Class continues

12:00pm - 12:45pm: Lunch

12:45 pm - 1:45 pm: Learning Block 3 - Class continues

1:45 pm - 2:00 pm: Afternoon play

2:00 pm - 3:00 pm: Learning Block 4 - Class continues

BYOD

The use of IT devices such as iPads, digital translators, chromebooks and laptops being actively integrated into learning activities.

Between school hours devices may only be used for planned educational activities. Any device found being used for other purposes will be confiscated (this includes break times). Students may retrieve their phones from the team leader or management office. For those who continually misuse their phone may be required to surrender their device at the beginning of each day for a specified number of days.

Students may approach the campus office to phone out. Such requests will be decided on a case-by-case basis. On a school trip, the teacher in charge will make it clear before the trip of what the boundaries around the use of mobile devices are.

The school is not responsible for the loss or damage of personal devices. Each student takes responsibility for their own device. The sharing of devices is not encouraged.

Students and families are required to sign a student internet user agreement before using devices at school.

Home Learning

Home Learning will be provided each week involving the following activities:

- Bible verse
- Reading
- Spelling (Tima Ngahere)
- Mathematics

Home Learning will be tailored to the year level with appropriate instruction to support learning at school.