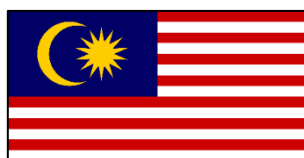
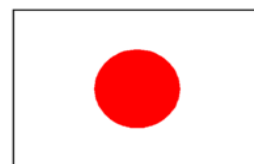
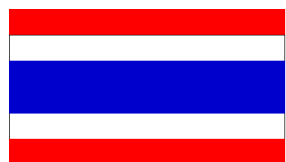
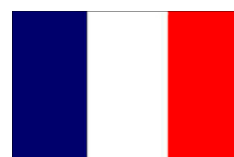


# INTERNATIONAL STUDENTS

## SANCTA MARIA COLLEGE



## STUDENT HANDBOOK

# *Sancta Maria College*

## VALUES



*The building blocks of our school are our beliefs in...*



### **Our Catholic faith**

All of our school values come from the teachings of Jesus Christ. We try to encourage all our students to live according to the teachings of Jesus and be kind, generous, forgiving, respectful and hopeful people.



### **The importance of education**

Sancta Maria College wants every student in the school to do their best academically and they will give support so that this can happen. But we also want you to develop in other ways. Apart from being a good student we want you to be a person who develops all of your talents.



### **The Sancta Maria College Community**

We want everyone who is part of the college including students and staff, office staff and caretakers to feel that they belong. Each person has a part to play in making our school community welcoming, caring and safe.



### **Our Many Cultures**

The school acknowledges that though we are one community, we are made up of many different cultures and each one is special.

## Welcome

Welcome to our school and we hope that within a short time, you will feel like you belong. It does take quite a few months, probably about 6 months to actually feel like you are a regular Sancta Maria College student but it will happen. The quickest way to achieve this is:

- Improve your English – the more English you can speak, the easier life will be.
- Get involved – with sports teams, music groups, service groups – anything that you can.

## What we expect of you



Before you arrived, you and your parents signed a **Tuition Agreement**. You agreed to follow the school rules and to the following:

- To come to school every day (unless you are sick) and be on time.
- To do your homework.
- To be a good student - listen and cooperate with your teachers and be respectful to your teachers and classmates.
- To wear your school uniform correctly.
- To respect your homestay parents and family and have a positive and cooperative attitude in your new home and obey the homestay family rules.
- To obey the curfew times for international students.
- Not smoke or drink alcohol or take drugs or break any NZ laws.
- Not to drive a car unless you have written permission from your parents and the school.
- Not to move homestays or change address without first seeing Mrs Gorski.

If you break any of the school rules or NZ laws then your student contract could be terminated (finished) and you would have to leave the school. Immigration may not allow you to apply for any other school so you may have to be sent home and will not be allowed to return to NZ.

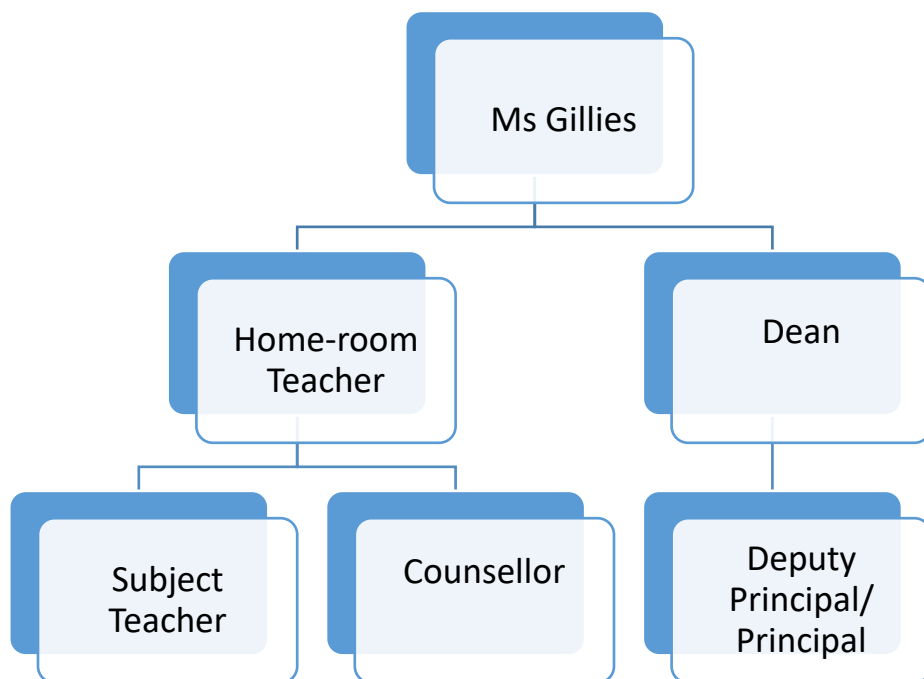
## Problems you may experience

It is normal for everyone to have problems at school or work from time to time.

- If it is a small problem try to talk to one of your friends, classmates or homestay family and see if you can work out a solution together.
- If it is a problem with one of your subjects that is really upsetting you then ask Ms Gillies for some help and she can talk to your teacher to help find a solution or you can talk to your teacher first and work things out together.
- If it is a serious problem and you want to talk to someone other than Ms Gillies, we have a school counsellor or you may want to talk to one of your teachers who you know well.
- Ms Gillies can also arrange for you to see a professional counsellor who speaks your language but this may cost you money.
- 



## People at school you can ask for help



IF YOU HAVE A PROBLEM, PLEASE TELL SOMEONE

## *Improving your English quickly*

It will take about 6 months before you begin to see a BIG change in your English level, but you will also see an improvement in your spoken English in 3 months.

Here are some ideas on how to improve:

- Live in an English speaking homestay – this makes a BIG difference
- Join clubs either at school or outside school
- Reading English books everyday for at least 40 minutes
- Spending time with your home-room class-mates at lunchtime and interval
- Come to the Tuesday after school tutorial class for international students
- Take the opportunity to join events happening at school such as the 40 Hour Famine and the Talent Contest in Term 3

## *Using your talents*



Can you play a musical instrument?



What sports can you play?



Are you good at drama, film, art?



Are you interested in helping others?

The key to becoming part of the school is getting involved. We have over 50 clubs and groups in the school to choose from. All it takes is to ask about how to join and we will try to help you.

## *If you want to leave Sancta Maria College*

If you are thinking of leaving this school please talk to Ms Gillies first. You might be feeling upset or angry about something that has happened and she can help you to sort it out. However if you and your parents have made up your mind to leave or move then you must follow the procedures in the **Tuition Agreement** which your parents signed when you first enrolled. You will also have to look at the **Fees Refund Policy**.

## Practical Matters

### Insurance



All international students must have medical and travel insurance for the whole time that they are in New Zealand. You cannot let your insurance expire (run-out) because if you have an accident or you are sick and have to go to hospital it could cost your parents \$15 000 a day.

If you have an agent then they will organize this with Sancta Maria College but if you don't have an agent then we can help you buy the insurance in New Zealand.

If you go to the doctor, keep your medical and medicine bills and Mrs Gorski can help you to make a claim and get your money back from the insurance company.

### Student Visas



All international students must have a current student visa. The school will let you know a few months before your visa expires and we can help you to apply for a new one. The school does not charge for this.

### Part time Work

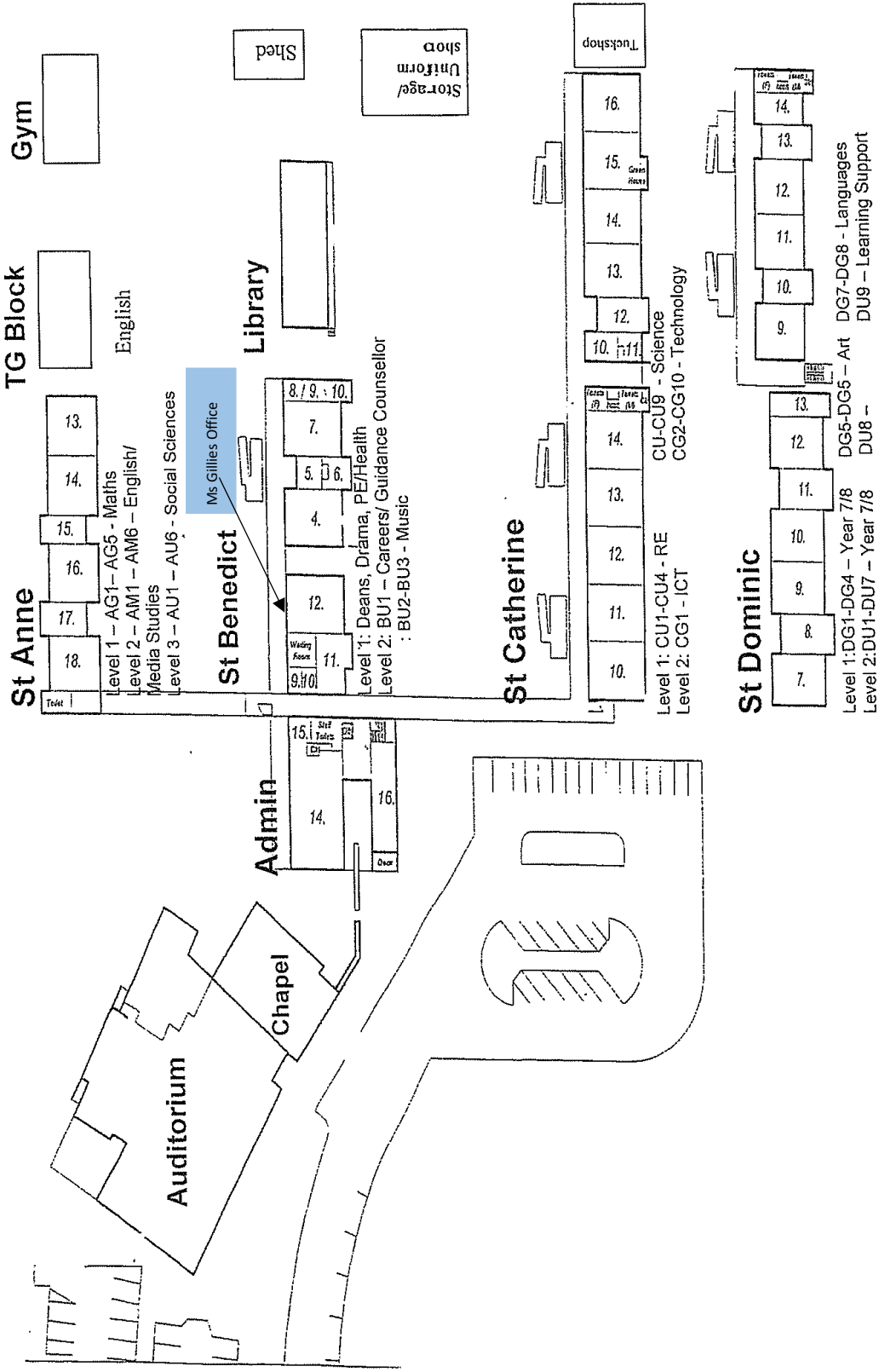


If you are in Year 12 and you would like to apply for a Work Visa so that you can get a part-time job after school or in the holidays then it is best to apply for this visa when you are applying for your new student visa as it will not cost anything extra. See Ms Gillies for help with this.

## Code of Practice

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# Sancta Maria College – Plan of School Buildings





## **School Procedures**

### **BEGINNING OF THE SCHOOL DAY**

All students are expected to arrive at school by 8.30 am ready to attend Homeroom for registration, prayer and notices

### **END OF THE SCHOOL DAY**

Teachers will not release the students until the bell rings at 3.15 pm.

### **ABSENCE**

If a student is going to be absent for the day, a parent/guardian should let the school office know BEFORE 8.30 am on the day of absence. (This also applies to EACH DAY of absence lasting more than one day). The student must bring a note explaining the absence to the Homeroom teacher as soon as he/she returns to school, in addition to the phone call. This is a legal requirement.

### **LATENESS**

Students arriving during Homeroom have their lateness recorded by a Dean. They must report to the Student Centre to obtain a late Pass. Latecomers will have to do an imposition at morning tea if they do not bring a note. Students arriving after 9.00 am must collect a late pass from the Student Centre. They will not be allowed into class without this. For regular lateness, students will be given a lunchtime detention. If lateness persists parents/guardians will be contacted and students will be given an after school detention on Tuesday or Thursday from 3.20 pm to 4.20 pm.

### **LEAVE PASSES**

*No student may leave the school grounds during the day, including morning tea and lunchtime, without a valid reason and without following these procedures:*

Bring a dated and signed note from a parent/guardian requesting leave during the day. Students are not allowed to phone or text home without a teacher's permission.

Take the note to the Homeroom Teacher and obtain a LEAVE pass.

Students must show this pass to the subject teacher and go to the Student Centre and wait to be collected. Parent/caregivers are required to come to the Student Centre and sign the student out.

### **CELL PHONES / IPODS / ELECTRONIC EQUIPMENT**

If students choose to bring cellphones / Ipods / Electronic equipment to school, it is the responsibility of each student to ensure the security of these personal items during school hours. Please refer to Cellphone/Electronic Device Policy.



### BELL TIMES

<b>Mon, Wed, Thurs, Fri</b>	
8.30 am	Arrival at School
8.35 am	Warning Bell Homeroom
8.40 - 9.00 am	Home Room
9.00 - 10.00 am	Period 1
10.00 - 11.00 am	Period 2
11.00 - 11.20 am	Interval
11.20 am	Warning Bell end Interval
11.25 - 12.25 pm	Period 3
12.25 - 1.25 pm	Period 4
1.25 - 2.15 pm	Lunch
2.10 pm	Warning Bell end Lunch
2.15 - 3.15 pm	Period 5

<b>Tuesday</b>	
8.30 am	Arrival at School
8.35 am	Warning Bell Assembly
8.40 - 9.15 am	Assembly
9.15 - 10.10 am	Period 1
10.10 - 11.05 am	Period 2
11.05 - 11.25 am	Interval
11.25 am	Warning Bell end Interval
11.30 - 12.25 pm	Period 3
12.25 - 1.25 pm	Period 4
1.25 - 2.15 pm	Lunch
2.10 pm	Warning Bell end Lunch
2.15 - 3.15 pm	Period 5

On Monday, Wednesday, Thursday & Friday – Go straight to homeroom at 8.30 am

On Tuesday – Go straight to the Auditorium for Assembly at 8.30 am

## CELL PHONES / ELECTRONIC DEVICE POLICY

The following policy is in place to support the BYOD initiative and use of electronic devices at Sancta Maria College.

### DEFINITION:

Electronic devices include all types of: Cell phones, tablets, iPods, notebooks, netbooks, laptops or similar devices.

### A: Grounds

Policy	Rationale
Devices may be used before school up until the first bell at 8.34am. From that point, they must be switched off.	Current practice.
Students who need to check messages from parents may do so <b>ONLY</b> at the student centre. The student must be physically present inside the student centre, and have received permission from one of the deans or receptionist.	Current practice.
Students may use devices in the library during interval and lunchtime, but only for study/homework purposes. They may not text or make phone calls or play games or watch videos or listen to music.	Current practice.
Devices can be used from 3.15pm to send and check messages. Students may only use headphones once they have safely left the College grounds at the end of the day.	Students need to have all their senses (particularly hearing) focussed on exiting the grounds safely.

### B: Classrooms

Devices can only be used with specific permission of the teacher, and only for what the teacher deems 'educationally sound' purposes. Valid uses may include listening to lectures or podcasts, using specific apps, viewing specific videos linked to learning etc.	Smartphones and other devices can be used for learning.
Students <b>MAY NOT</b> listen to music in classrooms unless specific permission has been granted via HOD application, in writing, to the deputy principal, setting out the grounds for exemption. (The only exception is students in timetabled study classes).	Generally there is a little or no educational benefit from students listening to their own music.
Students may not text during class, take photographs or videos of other students or staff without their permission (or upload such to internet), or play games. Students may not share headphones.	Health and Safety.

## **C: Breaches**

If a student is using a device at the wrong time, or inappropriately, it is likely to be confiscated and held in storage for a length of time, as determined by the Dean.

## **SCHOOL RULES AND GUIDELINES TO BEHAVIOUR**

Acceptance of the school rules and discipline is a condition of enrolment. The school believes in discipline that is firm, yet just, which is administered with the understanding and with the welfare of the whole school community in mind, and looks to parents/caregivers for support in its efforts to provide an environment in which all students feel secure.

### **General Conduct**

1. The laws of the land and local body by-laws are automatically school regulations.
2. (a) Students are expected to show consideration and respect for others. They must not interfere with the rights and property of other people.  
(b) Students are expected to behave in such a way as to be a credit to themselves, their parents and Sancta Maria College.
3. The possession of tobacco, alcohol, unauthorized drugs, offensive or dangerous weapons, and matches or lighters is absolutely forbidden and students caught in possession of such items are liable to suspension.
4. Students must not defy the authority of a teacher or interfere with the learning of others.
5. Homework is to be completed every day or as required by the teacher.
6. The verbal or physical abuse of others is strictly forbidden and will be treated as a serious offence.
7. Skateboards are not permitted in the school grounds.
8. The chewing of gum will not be permitted – an instant after school detention issued.
9. PDA (public displays of affection) will not be permitted.

### **Attendance**

Students are to be at school by 8.30am and may not leave the school until 3.15pm unless by arrangement. Leave passes will be issued to these students if a note is received from parents/caregivers. It is the parents' responsibility, if a student is sick, to phone the school on the first day of absence. Absences must be explained in writing upon the student's return to school. Requests for leave from school for non-medical reasons must be made in writing to the principal before the event.

## Property

1. All property/clothing should be clearly named.
2. If students must bring valuable items or large sums of money to school, they should be handed in for safekeeping at the school office. The school will not accept responsibility for the loss of such items.
3. Students who carelessly or willfully damage school property will be required to make good the damage.
4. Students must not touch any item which does not belong to them.
5. Students must no graffiti books, bags or school property.
6. Students must not drop litter.

## CHEATING/PLAGIARISM

Cheating occurs when a person deliberately uses another person's work (written, electronic, or visual), and presents it as their own with the intent to deceive. Cheating also occurs when a person allows his/her work to be used in this way. Plagiarism involves using other people's words, works, and /or ideas without proper acknowledgement. Both cheating and plagiarism are dishonest, unethical and violate the value of learning and the integrity of our school community. Any form of cheating or plagiarism, including assisting others to cheat or plagiarise, will not be tolerated.

## DETENTION

The school operates a detention system for breaches of school rules. Students may be detained until 3.45 pm on any day without prior notice, or until 4.30 pm with one day's notice. Serious breaches of school rules are referred to the Discipline committee of the Board of Trustees.

## STATIONERY

All Students' stationary packs\* (Years 7 – 13) will be available for purchase online through **Office Max** at [www.myschool.co.nz](http://www.myschool.co.nz) or from their retail store at 5 Ronwood Ave, Manukau.

\*This includes a list of all their compulsory stationery and workload requirements for the option subjects chosen.

Please note: Students will be invoiced on their school account at the start of the year for Religious Education \$20 Year, Digital Technology \$20 Year, and Technology \$10 / term (\$40 / year).

## UNIFORM

The school takes a firm line on uniform and expects students at all times to be in the correct uniform in accordance with the 'Appearance Code' and to maintain a high standard of dress and grooming.

Correct uniform is required when students are:

- Attending the school for any purpose.
- Travelling to and from the school.
- Attending school functions away from school, e.g. sports tours, cultural and social visits.

Only uniform clothing is to be worn and must be purchased from the designated suppliers. No non regulation jackets or scarves, etc, are to be worn with the school uniform. It is expected that the uniform is the correct size, clean, ironed and mended at all times.

Students in incorrect uniform must have a note of explanation.

The school uniform can be purchased from Elizabeth Michael Corporatewear, 357 New North Road, Kingsland, telephone 09 358 1680, email [uniforms@elizabethmichael.co.nz](mailto:uniforms@elizabethmichael.co.nz), website [www.elizabethmichael.co.nz](http://www.elizabethmichael.co.nz).

Please be advised that Elizabeth Michael does not stock PE gear, jackets or socks.

The school uniform shop carries a supply of second hand stock as well as PE tops and shorts, jackets and socks. It also carries a limited stock of second had skirts, shorts, blouses and shorts.

The Uniform Shop Opening hours are 8.15 – 9.00 am Tuesday and Wednesday during the school term and 9.30 – 11.00 am on Saturday mornings.

Times the uniform shop is open prior to Term 1 2017 will be published on the school website.

School Sandals can be purchased through Elizabeth Michael Corporatewear, Stomp Shoes in Howick or John Russell in Howick and school shoes can be purchased from most shoe shops.

A list of uniform prices can be found on the school website [www.sanctamaria.school.nz/community/uniformshop](http://www.sanctamaria.school.nz/community/uniformshop).

Uniform Years 7-11 SUMMER	Uniform Years 7-11 WINTER
<b>GIRLS</b> Navy regulation skirt Blue short sleeved school blouse School jumper (optional) McKinley's black safari sandals or flat black lace ups shoes with school blue socks  <b>BOYS</b> Navy regulation shorts Blue short sleeved school shirt School jumper (optional) McKinley's black safari sandals or flat black lace ups shoes with school socks	<b>GIRLS</b> Navy regulation skirt Blue short sleeved or long sleeved school blouse School jumper (must be worn if jacket being worn) School scarf (optional) Terms 2 and 3 Plain black, flat lace up shoes correctly tied with with school blue socks or in Terms 2 and 3 navy tights Black knee-highs are NOT permitted School Jacket (outdoors)  <b>BOYS</b> Navy regulation shorts Blue short sleeved school shirt School jumper (must be worn if jacket being worn) School scarf (optional) Terms 2 and 3 Plain black, flat lace up shoes correctly tied with with school socks School Jacket (outdoors)
Senior Uniform Years 12-13 SUMMER	Senior Uniform Years 12-13 WINTER
<b>GIRLS</b> Skirt – navy regulation Blouse – blue short sleeved Cardigan – blue Flesh coloured tights may be worn in Terms 1 & 4 Plain, flat black leather shoes with covered toe and back without decoration or ornamentation No stitching on the shoes in any colour other than black. No sports shoes allowed Blazer to be worn on all form occasions Tie  <b>BOYS</b> Trousers – long navy school regulation Shirt – blue Vest – navy blue Blazer – to be worn on all formal occasions Tie Black leather dress shoes No sports shoes allowed Plain school black/navy blue socks	<b>GIRLS</b> Skirt – navy regulation Blouse – blue short sleeved Cardigan – blue Black tights may be worn in Terms 2 & 3 Plain, flat black leather shoes with covered toe and back without decoration or ornamentation No stitching on the shoes in any colour other than black. No sports shoes allowed Blazer Tie – compulsory Term 2 and 3  <b>BOYS</b> Trousers – long navy school regulation Shirt – blue Vest – navy blue Blazer Tie – compulsory Terms 2 and 3 Black leather dress shoes No sports shoes allowed Plain school black/navy blue socks

## APPEARANCE CODE

Boys' shorts must be worn tidily at all times. 'Low riding' is not permitted.

Boys' shirts must be tucked in at all times.

Boys' socks are worn up at all times.

Girls' skirt hemlines must be on the kneecap.

Girls' blouses are not to protrude below the bottom of the jerseys.

Top buttons of shirts or blouses are to be done up at all times.

Coloured T-shirts or skivvies are not permitted under shirts.

Any clothing worn under the uniform must not be visible.

Regulation footwear must be worn at all times.

Shoes (flat, black, leather lace-ups) are to be clean, polished and properly tied at all times.

Regulation sandals only (McKinley's Safari Black).

Sports shoes can only be worn in the gymnasium and on the field or astro turf.

Hair must be neatly presented and off the face. Fringes must be above eyebrows.

Boys are to be clean shaven at all times.

Boys' hair must be no longer than the tip of the shirt collar. Rat's tails are not permitted. NO extreme hairstyles or colours, e.g. No. 1's, Mohawks, dreadlocks or extreme changes of colour are not permitted. Gel may only be used to keep hair down, not to sculpture it or stand it up.

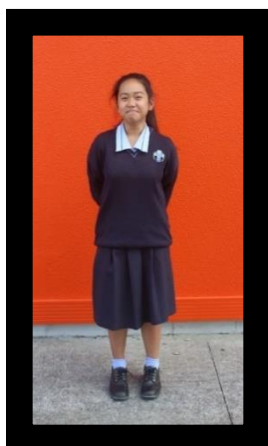
Girls' hair that is below the bottom of the collar is to be tied back at all times.

School Jackets are optional but can only be worn over a jersey, not as an alternative to a jersey.

Scarves are optional but only the school scarf can be worn and only during Term 2 & 3.

**NOTE: Year 12 and 13 students** will be expected to wear the school tie with the Senior School uniform. Blazers and ties will be worn to whole school Masses, school photos and other special designated days as required.

We ask parents to support the College by ensuring your sons and daughters have the correct uniform and help them take responsibility for their appearance and wearing the uniform correctly. These regulations apply when students are at school, representing the school or commuting to and from school.





## Sancta Maria College APP

Download Sancta Maria College app now and be up-to-date with the College events and news.

App Features:

- Direct dial / email absentee
- Subscribe to and receive timely alerts from different school groups
- View and add school events to your phone's calendar
- Receive daily notices to your phone
- School site map



## ***INTERNATIONAL STUDENT DEPARTMENT TEAM***



Ms Rosemary Gillies  
Director of International Students



Mrs Cara Greengrass  
International Student Administrator



Mrs Margaret Gorski  
International Homestay Co-ordinator

# CONTACTS



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Phone		Mobile
Email		

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