

SANCTA MARIA COLLEGE

2026 International Student Orientation Handbook











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 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 you should expect:
within your first day, arriving in New Zealand

- Meet some of our international team (who may be collecting you from the airport or meeting at school)
- Meet your homestay family
- Sit down with your homestay family to navigate your new home and where to find everything you require, including how to pronounce each other's names, Wi-Fi passwords, introductions to all family members, your room, facilities you can access, guidelines around getting to and from school, and any security measures the family have for the home. This is your time to communicate with the family and get to know them and their home.

within your first day, arriving at Sancta Maria College (Orientation)

- ☐ Have an English test
- ☐ Get a timetable
- ☐ Receive the Wi-Fi password
- ☐ Connect to any apps or software systems required for school
- ☐ Have your ID Photo taken
- ☐ Update your student information sheet
- ☐ Give us your passport, so we can take a copy
- ☐ Receive your passport back or have this kept in our school safe for security
- ☐ Meet your Buddy (who will help you navigate you through your classes and around school)
- ☐ Arrange a school uniform, if you are staying in school for longer than a term (otherwise, you are to wear your own school uniform).

within your first week

- ☐ Have a complete uniform
- ☐ Have a complete PE uniform (if needed)
- ☐ Talk to each of your subject teachers to see if you should buy a workbook for their subject
- ☐ Buy any workbooks you need (myschool.co.nz) or the International Office
- ☐ Buy a calculator (If your teacher thinks you need it)
- ☐ Collect Textbooks from the Library
- ☐ Make any timetable changes
- ☐ Let us know your NZ cell phone number
- ☐ Your buddy will bring you to your classes. But this will stop by the end of the week.

within your second week

- ☐ Receive your school ID card
- ☐ Sign up for sports and co-curricular activities

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 do the following:

- To come to school every day (unless you are sick) and be on time – if are you unwell and cannot attend school you must talk with your homestay family in the first instance as they will help you with any medical requirements and then you or your homestay family must communicate with the school regarding your absence via the school app or via emailing attendance@sanctamaria.school.nz
- 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 co-operative attitude in your new home and obey the homestay family rules.
- To obey the curfew times for international students. These are:

Student Age	**Sunday - Thursday**	**Friday & Saturday**
Under 15 years	6pm	Under adult supervision
15 years		9pm (with consent from homestay family)
16 years		10pm (with consent from homestay family)
17 years and over		11pm (with consent from homestay family)

The curfew times for under 18 years are set by the New Zealand Code of Practice.

- Not to smoke or drink alcohol or take drugs or break any New Zealand 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 our Homestay Co-ordinators.

If you break any of the school rules or New Zealand 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 New Zealand.

Culture shock

When you leave your own culture and go to another you may experience a wide range of emotions. It is normal to feel very excited at the beginning of your stay here but as the weeks pass, you may begin to experience feelings of loneliness, sadness, isolation, or homesickness. It is normal to experience these feelings; it is also normal if you don't. If you do feel sad, please come and speak to members of the international team, we have worked with many international students over the years and really do understand what it is like to be so far from home.



HISTORY AND CATHOLIC CHARACTER OF SANCTA MARIA COLLEGE

HISTORY

Sancta Maria College is a Year 7-13 integrated co-educational school for Catholic families. We opened in January 2004, initially for Years 7, 8 and 9 students, and we now provide quality secondary education for Years 7 to 13 with a full roll of 1,000. The College is named after the mission schooner *Sancta Maria* on which Bishop Jean Baptiste Pompallier sailed around New Zealand. The name *Sancta Maria* is a Latin title for Mary the mother of God. It means *Holy Mary*. In New Zealand, Bishop Pompallier first celebrated Mass on Saturday 13 January 1838 in the Hokianga. It was at this Mass that our first Bishop dedicated Aotearoa to the protection of Mary under the title of her Assumption.

Just as Pompallier identified Mary's importance in establishing the faith in New Zealand, Sancta Maria College exalts Mary's position as the first Christian and model of piety. We find inspiration in Mary's example of humble service, particularly as seen in the Feast of the Visitation, which we celebrate annually at our College Feast Day.

In 1840 Bishop Pompallier purchased a schooner and renamed her the *Sancta Maria*. This ship enabled Pompallier to transport the faith the length and breadth of Aotearoa and beyond. Through the vessel of our College, New Zealand will continue to receive the Good News which the true Sancta Maria, our Holy Mother, brings to us. The College's name commemorates the historic arrival and work of Bishop Pompallier. There is a comparison between the vessel *Sancta Maria* being used to spread the Word and our College being a vessel for furthering the faith and education of young people in our area.

WHAT IS A CATHOLIC SCHOOL?

The deepest nature of the Catholic Church is expressed in her three-fold responsibility of proclaiming the word of God, celebrating the sacraments, and exercising the ministry of charity duties, which are inseparable. A Catholic school is embedded in the Church; it is the Church in action, an authentic expression of the Church's mission.

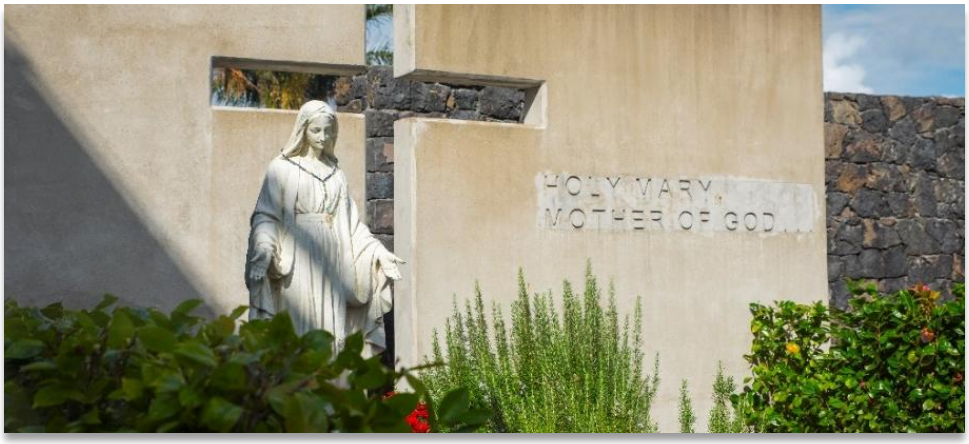
A Catholic school is not just another school or the equivalent of a state school with the addition of a religious education programme.

A Catholic school is an ecclesial (Church) entity, reflecting the "deepest nature" of the Church in its life, and participating fully in the Church's mission by forming Christ in the lives of others.

WHAT MAKES SANCTA MARIA COLLEGE UNIQUE?

Our Charism (the spirit by which we seek Christ) is linked with our nation's first Catholic Bishop, Jean-Baptiste François Pompallier and his strong devotion to Mary.

Sancta Maria College's Charism therefore is to sail through life with "Faith as our Compass", our sails filled with Mary's grace, as we journey towards eternal communion with God in heaven.



HOUSES AND PASTORAL STRUCTURES

House names were chosen as Bishop Pompallier stopped at these places as he travelled around the coast of Aotearoa New Zealand.

Kororāreka Waitematā Hokianga Akaroa

KORORAREKA

Maori translation = How sweet is the penguin



In 1841-1842 Bishop Pompallier established a Catholic mission in Russell(Kororareka) which contained a printing press for the production of Maori language religious texts.

The printing press was brought from France and housed in the newly built Pompallier House, printing over 30,000 books.



WAITEMATA

Maori translation = The sparkling waters



In the 1850s Bishop Pompallier based himself in Auckland serving Catholic migrants and Maori.

Bishop Pompallier established the Cathedral of St Patricks and Joseph, with it being designated in 1848.



HOKIANGA

Maori translation = The place of Kupe's great return



Hokianga is the first mission station of Bishop Pompallier. It was here that he celebrated the first Catholic Mass at Totara Pt. on the 13th of Janurary 1838.

Bishop Pompallier returned to France where he died in 1871. Revered by Maori, in 2002 his remains returned to New Zealand where they were buried at St Marys church, Motuiti in the Hokianga.



AKAROA

Maori translation = The long harbour



This part of New Zealand was originally settled by the French, calling it Port Louis-Phillipe.

With French settlers prominent, Bishop Pompallier set up a mission station in Akaroa in 1840 to serve their needs and those of local Maori





St Patrick's Church, Akaroa

HOMEROOMS AND JUNIOR CORE CLASSES

Each core class is named after past or present Bishop of the Diocese of Auckland. The names of these bishops are as follows:

BRN	Bishop Denis George Browne	**CLE**	Bishop Henry William Cleary
DNN	Bishop Patrick James Dunn	**GNS**	Bishop Edward Russell Gaines
LIS	Archbishop James Michael Liston	**MAC**	Bishop John Mackey

NAVIGATION



Navigation occurs twice a week and each group is steered by a Kaiurungi (tutor teacher) who shares the journey over the years. Each navigation group includes students from either Years 7-10 or Years 11-13. A peer mentoring space, it aims to develop tuakana-teina. It supports our students' spiritual, educational and personal growth in a holistic and purposeful way. *Navigation* will support our students to thrive and to succeed by building a strong sense of belonging and connection (whanaungatanga) that will support their hauora.



KAIHAUTŪ

Each house is led by a Junior (Year 7-10) and a Senior Kaihautū (Year 11-13)

- Akaroa: Mr Jamahl Farrar (Junior) and Mr Richard Campbell (Senior)
- Hokianga: Ms Andrea Begunk (Junior) and Mr Kieran Gutry (Senior)
- Kororāreka: Mr Callum MacLeod (Junior) and Miss Makayla Samaeli (Senior)
- Waitematā: Mrs Tilly Curham (Junior) and Mr Ash Bali (Senior)

A Kaihautū is a leader, they are the person in the waka who gives time to the paddlers ensuring that everyone is moving forward towards that common goal – which here at Sancta Maria College is personal excellence.

If you have any concerns about student wellbeing, achievement or attendance please contact the relevant Kaihautū.

Click the following link for a Staff List | Sancta Maria College

KAIURUNGI

The Kaiurungi is a significant adult who acts as a co-navigator along a student's personalised learning and growth journey. The title Kaiurungi was chosen because that is the 'steerer' in a waka, they are the people that will keep students on course and help them get to their personal destination. They assist in improving students' understanding of themselves as a learner whilst fostering a nurturing relationship which enhances social, emotional, and cognitive growth by building Catholic spirit, cultural competency, understanding of our twelve *SMC Virtues* and our eight *SMC Learning Attitudes*, and the responsibility of being both a global and a local citizen.

The Kaiurungi works collaboratively with each student to grow their capability to take personal responsibility for their own growth, and become self-monitoring, self-regulating, and self-determining learners.

You can contact the Kaiurungi directly if you have any general concerns.

SCHOOL PRAYERS AND TRADITIONAL PRAYERS AND WAIATA

School Prayer	**The Lord's Prayer (Traditional)**
Heavenly Father, we thank you for gathering us together in faith. We pray that Mary's integrity and humility will continue to guide us on our journey through Sancta Maria College. May we always open our hearts to Christ, supporting and encouraging each other in our pursuit of excellence. Help us to see the face of Christ in one another. Ake Ake Ake Amene.	Our Father, Who art in heaven, hallowed be Thy name, Thy kingdom come; Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation; but deliver us from evil. Amen.
Sign of the Cross In the name of the Father And of the Son And of the Holy Spirit Amen	**Sign of the Cross (Māori)** Ki te ingoa o te Matua, O te Tamaiti, O te Wairua Tapu Amene
Praise to the Trinity Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be. World without end. Amen	**Hail Mary** Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, mother of God, pray for us sinners Now and at the hour of our death. Amen

School Waiata

O Sancta Maria, lead us to your son,
with faith as our compass the victory is won.
Ave, Ave, Ave Maria
Ave, Ave, Ave Maria

You are our True mother, in you we do see,
To care for each other and act in unity.
Ave, Ave, Ave Maria
Ave, Ave, Ave Maria

Believe in one God, the most Holy Trinity,
We think as we learn and we grow in charity.
Ave, Ave, Ave Maria
Ave, Ave, Ave Maria

O Sancta Maria, lead us to your son,
with faith as our compass the victory is won.
Ave, Ave, Ave Maria
Ave, Ave, Ave Maria

Mō Maria

Mō Maria aianei
O tatou waiata
Kia kaha rā tātou
Kia nui te aroha

Aroha ki te Atua
Aroha ki a Maria
I te Rangi
te whenua
āke tonu, āke tonu

[English]
For Mary now
Our songs
Let us be strong
Let there be great love

Love God
Love Mary
In heaven
And on earth
For ever and ever

O Hana Maria

Tenei te whanau awhina
O Hana Maria
E mihi kau ana
Ki a koutou katoa

E nga matua
Te iwi e
Ka mihi tuku roimata e
Mai i a matou
O Hana Maria

Nau mai whakatau mai ra
Ki te reo karanga e
Nga mihi tangi aroha
Mai i a matou manawa

O Hana Maria
Mai i te tumuaki
Kaiako rangatahi e
E nga iwi
Tena koutou katoa x3

The building blocks of our school are our beliefs in:

Our Catholic Faith

All our school values come from the teachings of Jesus Christ.

Our school values are:

AROHA (LOVE)	We act with love; we care for ourselves, each other and our world
FAITH	We grow our relationship with Christ
HOPE	We believe in God's purpose for our lives
RESPECT	We think of others first, affirming and upholding the humanity and dignity of all

We try to encourage all our students to live according to the teachings of Jesus and be kind, generous, forgiving, respectful and hopeful people.

Academic Excellence

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 your talents.

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.

Embracing different Cultures

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

ATTENDANCE PROTOCOLS FOR ABSENCE, LATENESS AND LEAVE

We have a SchoolBridge App that enables parents and students to report any absences.

SANCTA MARIA COLLEGE SCHOOLBRIDGE APP

Download the *SchoolBridge* App on your device to be up to date with College events and news.
This app can be downloaded free on your mobile device by clicking this link

Alternatively, you can download it using the App Store or Google Play by clicking the following links:
SchoolBridge on the App Store (apple.com) or Get it via Google Play (Android)

On the App you can find all school contact details, daily notices and newsletters, as well as report a student absentee (with one click), plus you can access KAMAR (our Student Management System) where you can track your child's academic results and, where relevant, NCEA progress. Useful links on the App include our website, Microsoft 365, Facebook page, and Schoology access (for students).

LATENESS

School Procedure
Students arriving late must report to the Student Centre to obtain a Late Pass. Students will not be allowed into class without this Late Pass.
If notification is not received from the parent/caregiver by the end of interval the following school day (email: attendance@sanctamaria.school.nz), the student will receive an afterschool detention. If lateness persists, parents/caregivers will be contacted by their Kaiurungi, and a meeting will be arranged with parents/caregivers to discuss options to get students to school on time.

If there are exceptional circumstances where no other options are available, and the student will be regularly late, an email must be written to the principal slt@sanctamaria.school.nz for consideration.

LEAVE PASSES (incl DAY TIME APPOINTMENTS)

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

If you wish to take your child out of school during school hours, the student must bring a signed and dated note from a parent/caregiver requesting leave during the day. Parents/Caregivers are required to come to the Student Centre to sign the student out.
Please note: Students are not allowed to phone or text home via cell phones. All calls should take place from the Student Centre or the International Student Centre.

The international team are here to help you, and you should feel comfortable to contact them when needed as they are your first point of contact. You can come to see us before school, during Interval and lunch times and after school. You can also email us, phone us, and if you have an emergency, you can call us on 021 02730457.

INTERNATIONAL DEPARTMENT STAFF



Kendall Watson-Peach
Director of International Students
K.WatsonPeach@sanctamaria.school.nz
09 274 4081 extn: 268
021 478956 or in case of an emergency, call: 021 02730457



Allison Clifford
International Student Administrator
A.Clifford@sanctamaria.school.nz
09 274 4081 extn: 274



Sarah Skadiang
International Homestay Co-ordinator
s.skadiang@sanctamaria.school.nz
021 246 6634
In case of an emergency, call: 021 02730457

Carmen McKnight
International Homestay Co-ordinator
C.McKnight@sanctamaria.school.nz
021 237 8408



SENIOR LEADERSHIP TEAM



Andrew Mackenzie
Principal
principal@sanctamaria.school.nz



Chris Sullivan
Deputy Principal
c.sullivan@sanctamaria.school.nz

Reshmika Lal
Deputy Principal
r.lal@sanctamaria.school.nz





Lawrence Naicker
Assistant Principal
L.Naicker@sanctamaria.school.nz

Margaret Littlejohn
Business Manager
m.littlejohn@sanctamaria.school.nz



WHAT HAPPENS EACH DAY?

This is our daily timetable:

2026 Sancta Maria College Timetable				
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
			8:20 – 9:20 **Professional Learning**	
Homeroom 8:45 – 9:00	**Assembly** 8:45 – 9:15	**Homeroom** 8:45 – 9:00		**Homeroom** 8:45 – 9:00
Period 1 9:00 – 10:00	**Period 1** 9:15 – 10:15	**Period 1** 9:00 – 10:00	**Period 1** 9:30 – 10:30	**Period 1** 9:00 – 10:00
Period 2 10:00 – 11:00	**Navigation** 10:15 – 11:00	**Period 2** 10:00 – 11:00	**Navigation** 10:30 – 11:00	**Period 2** 10:00 – 11:00
Interval 11:00 – 11:25	Interval 11:00 – 11:25	Interval 11:00 – 11:25	Interval 11:00 – 11:25	Interval 11:00 – 11:25
Period 3 11:30 – 12:30	**Period 3** 11:30 – 12:30	**Period 3** 11:30 – 12:30	**Period 3** 11:30 – 12:30	**Period 3** 11:30 – 12:30
Period 4 12:30 – 1:30	**Period 4** 12:30 – 1:30	**Period 4** 12:30 – 1:30	**Period 4** 12:30 – 1:30	**Period 4** 12:30 – 1:30
Lunch 1:30 – 2:10	Lunch 1:30 – 2:10	Lunch 1:30 – 2:10	Lunch 1:30 – 2:10	Lunch 1:30 – 2:10
Period 5 2:15 – 3:15	**Period 5** 2:15 – 3:15	**Period 5** 2:15 – 3:15	**Period 5** 2:15 – 3:15	**Period 5** 2:15 – 3:15

All students are to be at school by 8.40am ready to attend first period. There is a prayer to begin each day.

BEGINNING OF THE SCHOOL DAY

All students are to be at school by 8:40am unless it is Thursday, in which case all students need to be at school by 9:25am.

END OF THE SCHOOL DAY

The school bell rings at 3:15pm which marks the end of the school day.

ISSUES YOU MAY ENCOUNTER

It is normal for everyone to have problems at school or home 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 The Director of International Students 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 The Director of International Students, we have a school counsellor, or you may want to talk to one of your teachers who you know well.
- The Director of International Students can also arrange for you to see a professional counsellor who speaks your language, but this may cost you money.

PEOPLE AT SCHOOL WHO CAN HELP YOU

Director of International Students: Ms. Kendall Watson-Peach **and the staff members within the International Department**
Navigation Class Teacher
Subject Teacher

School Counsellors

At Sancta Maria College we have school counsellors. You can find them in the Student Centre. If you are feeling sad, and you would like some support please make an appointment to see one of them.
Students can visit a school counsellor when:

- You are feeling stressed (exams, study, school, family, friends, or the differences in culture which make you feel like you want to go home)
- Depression (feeling sad or down for more than a couple of weeks)
- You may think your worry is small, however sometimes it is good to just talk to someone.



Mr Colin Didier'Serre
Guidance Counsellor
C.DidierSerre@sanctamaria.school.nz



Mrs Eleanor Purchase
Guidance Counsellor
e.purchase@sanctamaria.school.nz

School Medic

If you are feeling unwell, we have a school medic onsite to look after you and provide you with pain relief if you need it (and are allowed it). Our school medic can be found in the school reception area – we have a sick bay also if you need to lie down.



Mrs Maria Corboy
School Medic
m.corboy@sanctamaria.school.nz

Careers Advice

When you are making decisions about your further education, our careers advisor can assist you with what university courses may suit you best.



Mrs Lucy Rogers
Careers Advisor
l.rogers@sanctamaria.school.nz

If you have a problem at home or school, please tell someone.

GOT A PROBLEM? LET'S GET IT SORTED

If something is making you unhappy talk to someone to help solve the problem.
You can ask a friend or another person to support you.

Problems with your homestay or caregiver	Problems with your school work teachers or assessments	Problems with other students	Problems with fees, refunds, insurance, enrolment
Talk to The Homestay Co-ordinator	Talk to The Director of International Students or your homeroom teacher	Talk to The Director of International Students or your Dean or our School Counsellor	Talk to The International Student Administrator

If you are still not happy talk to the Director of International Students

Not happy with the outcome? Ask a trusted staff member to help you approach the Principal or the Board of Trustees

If you think the school has not found a satisfactory solution and is in breach of the Code contact NZQA: 0800 697 296

Submit a complain query on the NZQA website www.nzqa.govt.nz or email risk@nzqa.govt.nz

If your complain is about fees, contact iStudent Complaints www.istudent.org.nz

NEW ZEALAND EMERGENCY NUMBERS

The emergency telephone number is 111
For non-emergency police matters please call 105

For any after-hours healthcare, accident and medical assistance there are a number of local clinics:
East Care Botany
260 Botany Rd, Golflands, Auckland 2013
Phone: 09 277 15116
Botany Medical and Urgent Care
2 Market Square, Botany, Auckland 2013
Phone: 09 280 1790

If you need further assistance:

- Need to talk? Free call or text 1737 any time for support from a trained counsellor.
- Lifeline - 0800 543 354 (0800 LIFELINE) or free text 4357 (HELP)
- Healthline - 0800 611 116
- Suicide Crisis Helpline - 0508 828 865 {0508 TAUTOKO}

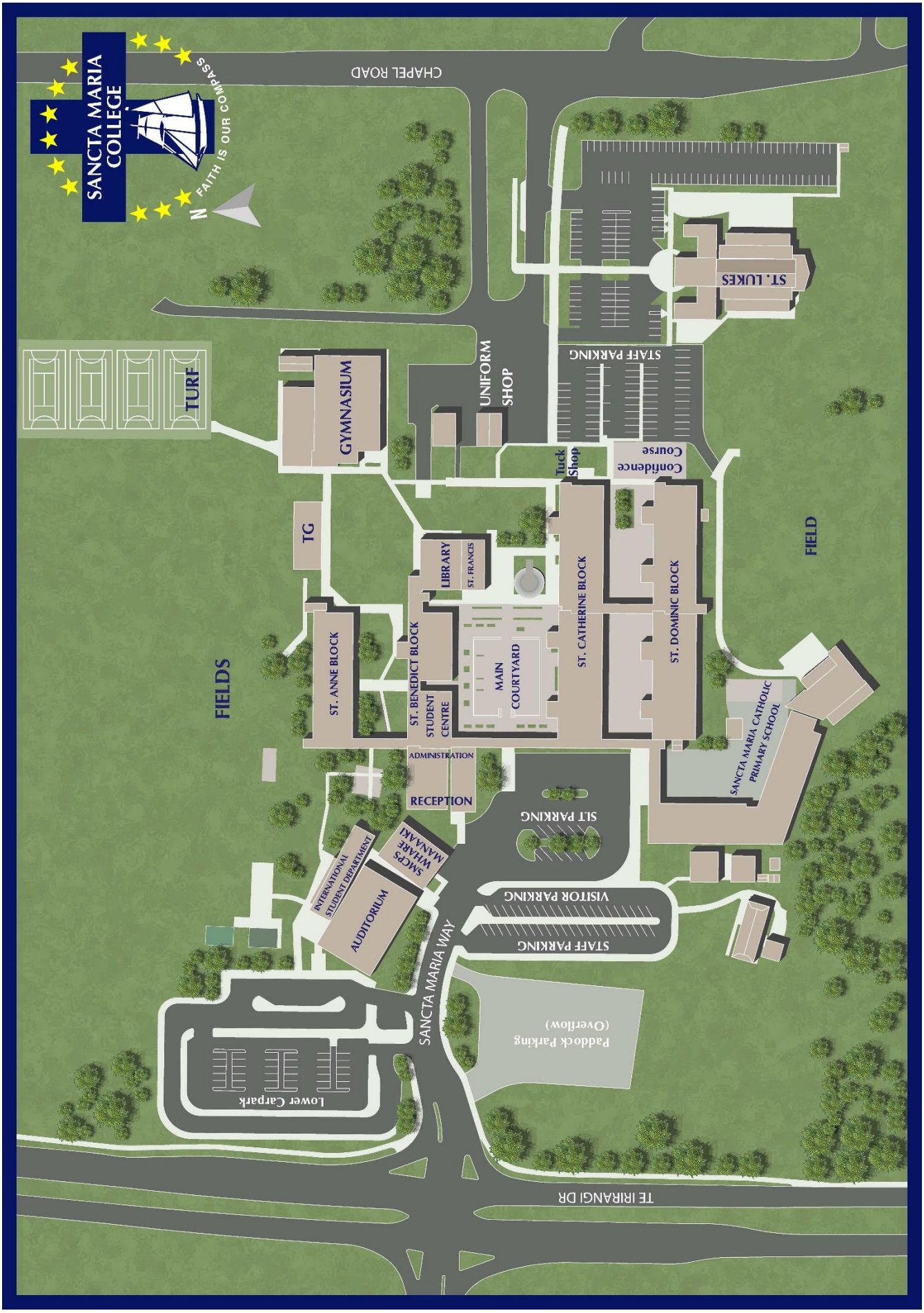
SANCTA MARIA COLLEGE 24 HOUR PHONE SUPPORT

If you urgently need to speak to someone from school outside school hours, you can ring the Director of International Students on (+64) 21 478 956 any time.

SANCTA MARIA COLLEGE SCHOOL BRIDGE APP

Download the Sancta Maria College App on your device to be up to date with college events and news.
Our School App can be downloaded free on your mobile device by clicking this link
Alternatively, you can download it using the App Store or Google Play by clicking the following links:
SchoolBridge on the App Store (apple.com) or Get it via Google Play (Android)
On the App you can find all school contact details, daily notices and newsletters, as well as report a student absentee (with one click), plus you can access KAMAR (our Student Management System) where you can track your child's academic results and, where relevant, NCEA progress. Useful links on the App include our website, Microsoft 365, Facebook page, and Schoology access (for students).

OUR SCHOOL MAP



ACCESSING the **INTERNATIONAL STUDENT DEPARTMENT** during school hours

The International Student Centre is a space for you. While you are settling into life at Sancta Maria College you can visit this space at morning tea and lunchtime – we have a microwave where you can heat your food, a fridge in the kitchenette to keep your lunch cool (please ensure you leave nothing in there overnight) and WIFI for you do your schoolwork. ***We encourage you to go out into the school grounds as you settle in as this is the best way for you to make friends.***

This is where we will hold our international student assemblies and planned morning tea/lunches – we always have fun celebrating important events and love to decorate the space to showcase each event.



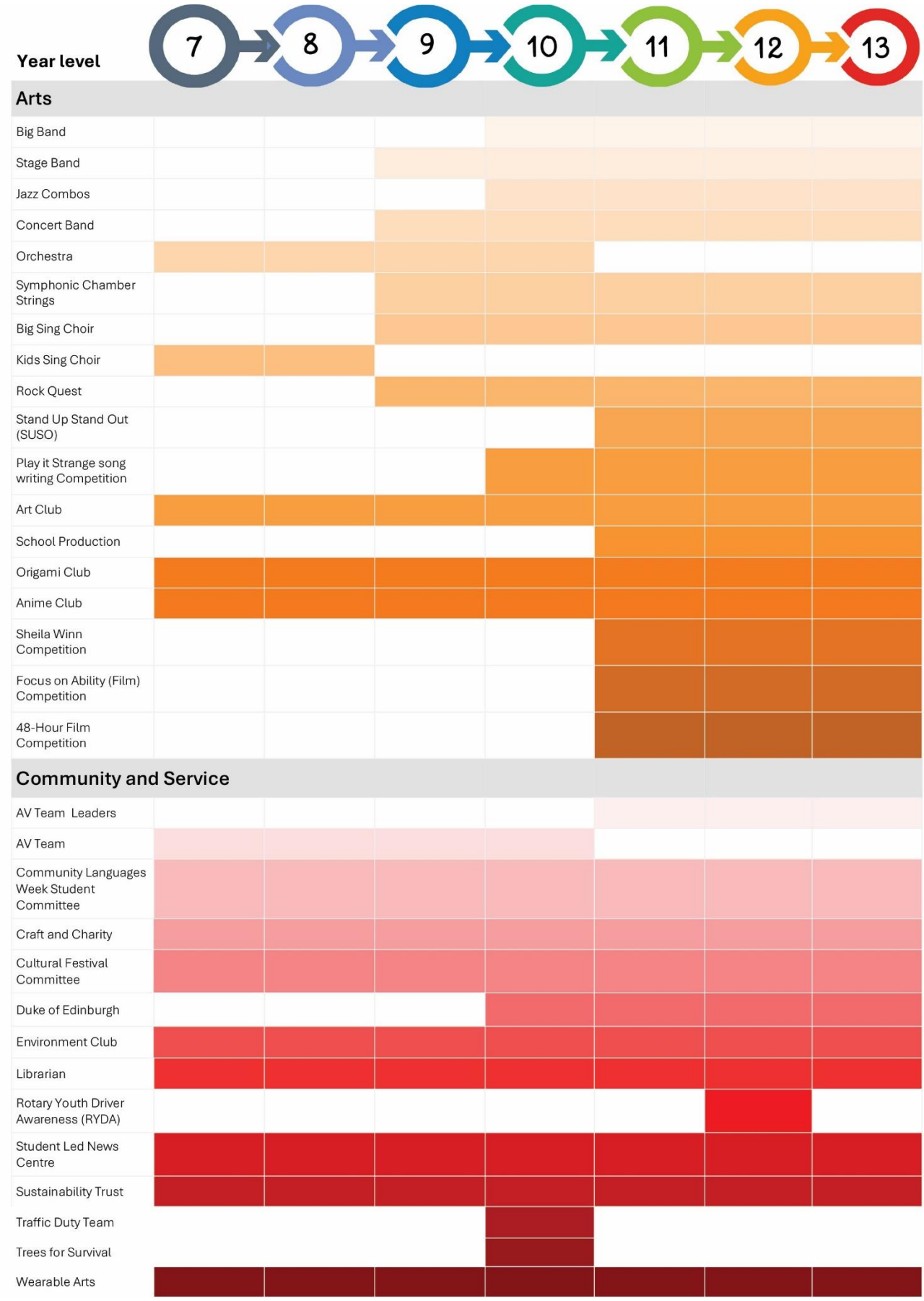
IMPROVING YOUR ENGLISH

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 every day for at least 40 minutes
- Spending time with your home-room classmates at lunchtime and interval
- Take the opportunity to join events happening at school by using your talents – you may enjoy playing musical instruments, singing, playing sport, acting, digital technologies.

Here is a list of all our co-curricular activities on offer:

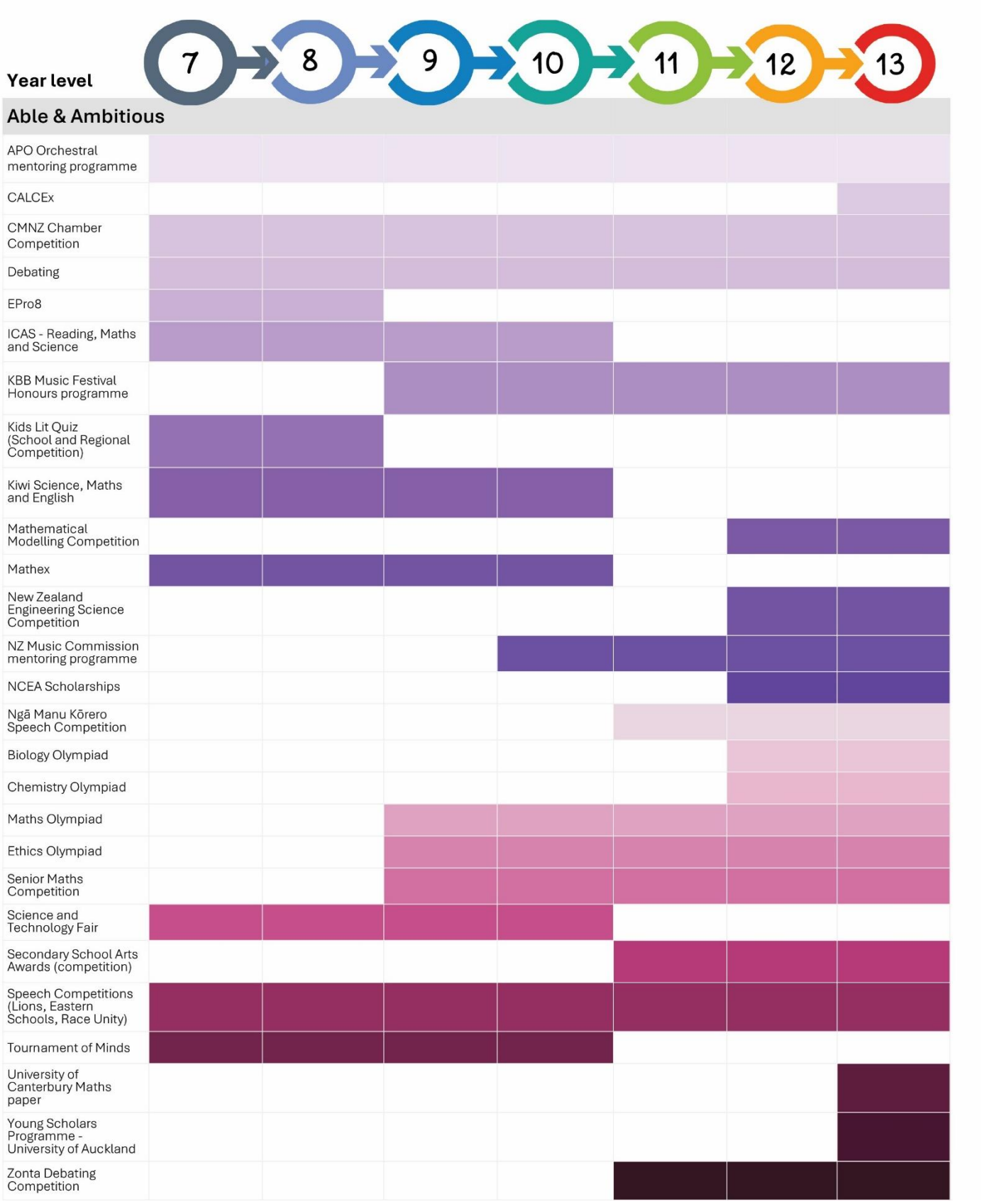
All students are encouraged to participate in up to three extra-curricular activities at the College during the year: one sport, one cultural, and one community.




Year level
7
8
9
10
11
12
13
Councils
Howick Youth Council
Cultural
Kapa Haka
Cultural Festival performance groups
Leadership
Blues Leadership Course
Junior School Leaders
Leavers Dinner committee
Prefects : Academic, Art, Community| Service, Cultural, Head Boy & Girl, House, International, Special Character, Sports, Wellbeing
Peer Support Leaders
PILOT
Senior ball Committee
Sports Committee
Special Character
Bible Group
Breakfast Club
Caritas
CSYMI
Eucharistic Ministry
Laudato Si' – Kaitiakitanga
Lectors Guild
Mass and Worship Band
Minister of the Altar
Pompallier Shield
Rosary Group
St Vincent De Paul outreach programme
Young Vinnies

Year level							
Sports							
Badminton	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3
Basketball	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3
Football	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3
Hockey			Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3
Netball	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3
Orienteering	Term 1&3	Term 1&3	Term 1	Term 1	Term 1	Term 1	Term 1
Rugby (union)	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3
Touch Rugby	Term 4	Term 4	Term 4	Term 4	Term 1	Term 1	Term 1
Volleyball	Term 4	Term 4	Term 4	Term 4	Term 1	Term 1	Term 1
Additional Options							
Athletics	Term 4	Term 4	Term 1&4	Term 1&4	Term 1&4	Term 1&4	Term 1&4
Distance running	Term 3	Term 3	Term 2	Term 2	Term 2	Term 2	Term 2
Futsal			Term 4	Term 4			
Gym Sports	Term 2	Term 2	Term 2	Term 2	Term 2	Term 2	Term 2
Mountain Biking	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3
Swimming	Term 1&3	Term 1&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3	Term 2&3
Table Tennis	Term 3	Term 3	Term 2	Term 2	Term 2	Term 2	Term 2
Tennis	Term 1	Term 1	Term 4	Term 4			
Triathlon			Term 1&2	Term 1&2	Term 1&2	Term 1&2	Term 1&2

Further to our co-curricular activities, we offer an Able and Ambitious programme of activities which are available to a select number of students each year.



PRACTICAL MATTERS

SANCTA MARIA COLLEGE CONTACT INFORMATION

319 Te Irirangi Road
Flat Bush, Auckland 2013

P O Box 64437
Botany South
Botany Town Centre
Auckland 2163

Phone: +64 9 274 4081
Email: admin@sanctamaria.school.nz
Website: www.sanctamaria.school.nz

If you need to communicate with the school regarding a query or concern, below is a list of key contacts.

SENIOR LEADERSHIP TEAM slt@sanctamaria.school.nz

Mr Andrew Mackenzie	Principal
Mrs Chris Sullivan	Deputy Principal, Senior School Curriculum
Mrs Reshmika Lal	Deputy Principal, Junior School Curriculum
Mr Lawrence Naicker	Assistant Principal, Pastoral Care and Wellbeing

KAIHAUTŪ

Kaihautū have pastoral and student management responsibilities for their respective year level.
Parents wishing to contact the school about their child should, in the first instance, contact the Kaihautū.

Akaroa (Junior)	Jamahl Farrar	j.farrar@sanctamaria.school.nz
Akaroa (Senior)	Richard Campbell	r.campbell@sanctamaria.school.nz
Hokianga (Junior)	Andrea Begunk	a.begunk@sanctamaria.school.nz
Hokianga (Senior)	Kieran Gutry	k.gutry@sanctamaria.school.nz
Kororāreka (Junior)	Callum MacLeod	c.macleod@sanctamaria.school.nz
Kororāreka (Senior)	Makayla Samaeli	m.samaeli@sanctamaria.school.nz
Waitematā (Junior)	Tilly Curham	t.curham@sanctamaria.school.nz
Waitematā (Senior)	Ash Bali	a.bali@sanctamaria.school.nz

HEADS OF DEPARTMENT

Specific concerns about learning within a subject area should be directed to the classroom teacher in the first instance, and / or the relevant Head of Department.

Art	Samantha Simmons	s.simmons@sanctamaria.school.nz	Ext 425
Careers	Lucy Rogers	l.rogers@sanctamaria.school.nz	Ext 227
Digital Technologies	C/- Lawrence Naicker	l.naicker@sanctamaria.school.nz	Ext 253
Drama	Verna Oliver	v.oliver@sanctamaria.school.nz	Ext 238
Learning Support/SENCo	Rachel Price	r.price@sanctamaria.school.nz	Ext 263
English/Media	Carol Du-Blom	c.dublom@sanctamaria.school.nz	Ext 251
Languages	Amara Kevern	a.kevern@sanctamaria.school.nz	Ext 254
Mathematics	Lorraine O'Carroll	l.o'carroll@sanctamaria.school.nz	Ext 246
Music	Sonya Shone	s.shone@sanctamaria.school.nz	Ext 218
PE/Health	Nick James	n.james@sanctamaria.school.nz	Ext 232
Religious Education	Cedric Piggin	c.piggin@sanctamaria.school.nz	Ext 295
Science	Shane Williamson	s.williamson@sanctamaria.school.nz	Ext 219
Social Sciences	John Rimimate	j.rimimate@sanctamaria.school.nz	Ext 411
Technology	Prue Rehu	p.rehu@sanctamaria.school.nz	Ext 243
Te Pou Arataki Leader	Averil Hiddleston	a.hiddleston@sanctamaria.school.nz	Ext 237
Years 7 and 8	Allison Croxford	a.croxford@sanctamaria.school.nz	Ext 448

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 are sick and must go to hospital it could cost your parents $15,000 a day. If you have an agent, then they will organise 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 our International Department can help you to make a claim and get your money back from the insurance company.

Student Visa's

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 assist you through the process of applying 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. Students can work a maximum of 25 hours per week, and full time during the school holidays.

Travel and Holidays

If you are intending to return home during any of the holiday periods you must tell the Director of International Students and/or the Homestay Co-ordinator. We need to know where you will be during the holiday period, either in your homestay, with your relatives or friends or back in your home country.

Code of Practice

New Zealand has very strict rules about international students to make sure you are kept safe and well looked after, while you are studying here. All these rules can be found in a document called 'The Code of Practice for the Pastoral Care of International. It is important that you read them and if you want any more information about this you can ask The Director of International Students or visit:
http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/
This is also on our school website under 'International Students'.

Spending Money

Some parents in New Zealand give their children an allowance to spend each week. This is called pocket money. The children often must help around the house and behave well to get this allowance. If they are lucky a NZ student will get about $50 per week to spend on going out. We suggest for an international student, around $80 – 100 per week is a good estimate. Buses are more expensive than you are probably used to. Students should be mindful of not carrying too much cash at any one time. Tell your parents about the extra costs.

SANCTA MARIA COLLEGE BUS INFORMATION

Getting to school
440 - Bucklands Beach to Sancta Maria College
Departs: 7.40am.
Operator: Howick and Eastern.
Route: 216 Bucklands Beach Road, Macleans Road, Priestley Drive, Bucklands Beach Road, Sunderlands Road, Prince Regent Drive, Butley Drive, Glenmore Road, Pakuranga Road, Gossamer Drive, Ti Rakau Drive, Te Irirangi Drive, Botany Town Centre, Te Irirangi Drive, Sancta Maria College.

441 - Howick to Sancta Maria College
Departs: 7.50am.
Operator: Howick and Eastern.
Route: Highland Park, Pakuranga Road, Ridge Road, Picton Street, Cook Street, first exit to Minerva Terrace, second exit to Cook Street, second exit to Whitford Road, second exit to Chapel Road, Kilkenny Drive, Smales Road, Te Irirangi Drive, Sancta Maria College.

442 - Cockle Bay to Sancta Maria College
Departs: 7.50am.
Operator: Howick and Eastern.
Route: Howick, Picton Street, Selwyn Road, Granger Road, Cockle Bay Road, Pah Road, View Road, Sandspit Road, Meadowland Drive, Millhouse Drive, Botany Road, Te Irirangi Drive, Botany Town Centre, Te Irirangi Drive, Sancta Maria College.

443 – Manukau to Sancta Maria College
Departs: 8.00am.
Operator: Howick and Eastern.
Route: Bay 11 Manukau Bus Station (1811), Davies Ave, Manukau Station Rd, Redoubt Rd, Hollyford Dr, Aspiring Ave, Matthews Rd, Chapel Rd, Ormiston Rd, Te Irirangi Dr, Sancta Maria College.

Beachlands and Maraetai to Sancta Maria College
Departs: 7.40am.

Getting home (from school):
440 - Sancta Maria College to Bucklands Beach.
Departs: 3.20pm.
Operator: Howick and Eastern.
Route: Sancta Maria College, Te Irirangi Drive, Botany Town Centre, Te Irirangi Drive, Ti Rakau Drive, Gossamer Drive, Pakuranga Road, Glenmore Road, Butley Drive, Prince Regent Drive, Sunderlands Road, Bucklands Beach Road, Priestley Drive, Macleans Road, 206 Bucklands Beach Road.

441 - Sancta Maria College to Howick.
Departs: 3.20pm.
Operator: Howick and Eastern.
Route: Sancta Maria College, Te Irirangi Drive, Smales Road, Kilkenny Drive, Chapel Road, second exit Whitford Road, Cook Street, Picton Street, Ridge Road, Pakuranga Road, Highland Park.

442 - Sancta Maria College to Cockle Bay.
Departs: 3.20pm.
Operator: Howick and Eastern.
Route: Sancta Maria College, Te Irirangi Drive, Botany Town Centre, Te Irirangi Drive, Botany Road, Millhouse Drive, Meadowland Drive, Sandspit Road, View Road, Pah Road, Cockle Bay Road, Granger Road, Selwyn Road, Picton Street, Howick.

443 - Sancta Maria College to Manukau.
Departs: 3.20pm.
Operator: Howick and Eastern.
Route: Sancta Maria College, Te Irirangi Drive, Ormiston Road, Chapel Road, Matthews Road, Aspiring Avenue, Hollyford Drive, Redoubt Road, Manukau Station Road, Osterley Way, Manukau Station.

Beachlands and Maraetai to Sancta Maria College
Departs: 3.20pm and arrives in Beachlands at 4pm.

Click the following link for the FULL East Auckland Public Transport network map j002852-east-implementation-map-jul17-v91.pdf. For full details on all services, please click the following link New Network for East Auckland (at.govt.nz)

If you have a family that is dropping you off and collecting you from school each day, please review the following safety protocols for traffic flow and parking:

Morning drop off: Chapel Road entrance

You can access the *Drop Off Zone* from Chapel Road for morning drop off only (there is no access from Chapel Road in the afternoon).

Students must have their bags with them in the back seat when they drive into the *Drop Off Zone*. Students can only exit on the left-hand side of the vehicle. Parents follow the one-way system onto the side road, then exit **left only** onto Chapel Road. Turning right delays the traffic flow behind and creates a traffic jam.



Morning drop off: Te Irirangi Drive entrance

Before 8.20am:

Parents can drive straight up the driveway or they can turn left into the lower carpark to drop their children off. However, if parents drive up the driveway, can we ask that there is no stopping in the designated bus stop area (see map). This area is reserved for buses only. Instead, please follow the traffic flow and drop your children off outside the Primary school. It is vital that we minimise disruption to the traffic flow.

After 8.20am, parents must only drop off their children in the lower carpark which is on the left. However, if parents are dropping off a child at the Primary School, they can also drop their College student off outside the Primary School.

No parent can drop off their College student outside the Primary School after 8.20am without also dropping off a Primary School child.

Collecting after school

Collection of students is only permitted from Te Irirangi Drive entrance.

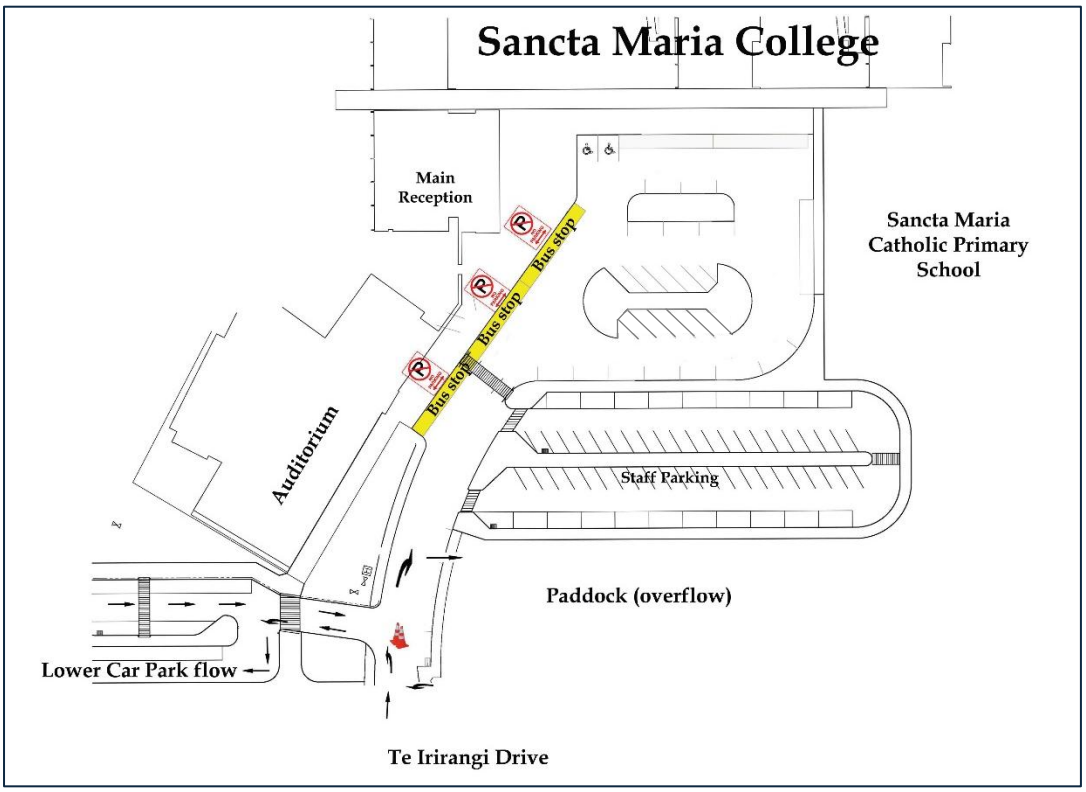
Before 3.30pm:
Parents must wait in either:

- Lower carpark on the left-hand side of the campus (you will be directed there by wardens).
- Paddock overflow carpark.

There is no collection of students from Chapel Road entrance. This is a staff carpark only.

If parents need to pick up a child from the Primary School, follow the directions of the Primary School traffic wardens off Te Irirangi Drive entrance.

After 3.30pm:
After the buses have departed the campus, parents can collect students from the top area. However, parking is not permitted.



Please enter the Paddock car park at the top entrance and leave through the lower exit in order to maintain traffic flow.

We have teams of students directing traffic to the best of their ability to maintain traffic flow.

Please appreciate this help and continue to co-operate with directions to benefit all parents at these busy times.

WHAT ARE THE COLLEGE'S BEHAVIOURAL EXPECTATIONS?

In any community, standards must be established so members can all work together harmoniously. The school believes in behavioural management that is firm yet just, which is administered with understanding and with the welfare of the whole school community in mind; it looks to parents/caregivers for support in its efforts to provide an environment in which all students feel safe.

Acceptance of the school expectations, standards, and behaviour management (discipline) is a condition of enrolment.

FOR WHAT SORTS OF UNWANTED BEHAVIOUR IS A STUDENT LIKELY TO RECEIVE CONSEQUENCES?

- Disrespect for others, self, or property
  - All types of verbal, physical, cyber harassment/bullying that may cause, or have potential to cause harm to any individual or group, or any discrimination based on abilities, religious affiliation, race, gender, or sexuality. This includes direct, indirect, or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
  - Property misuse (including technology misuse) - using their own or others property inappropriately (at the wrong time or for the wrong purpose). This includes inappropriate use of ICT (including mobile devices / phones) and/or not adhering to the Digital User Agreement.
- Defiance / Disobedience / Non-compliance.
- Disruption of learning of oneself or others.
- Inappropriate physical contact.
- Inappropriate language or behaviours: Rude or abusive language or gestures to other students/staff/ members of the public.
- Incorrect uniform or appearance standards.
- Being late to class or to school.
- Not having the correct materials / equipment for learning / activities.
- Dishonesty, lying, concealing, or failing to tell the whole truth, including forgery.
- Truancy / being out of bounds.
- Damaging (vandalism) or stealing property (theft).
- Being aggressive or confrontational.
- Physical, verbal violence / assault.
- Possession or use of items that have the potential to cause harm or damage or cause offence – including tobacco, vapes/regulated products, alcohol, weapons, lighters, offensive images, harmful/banned drugs or substances, or replicas or substitutes for any such items or substances (that may be misconstrued as being harmful), e.g., replica weapons, vaping products, cigarettes, etc. (This includes all school events such as EOTC, School Balls, School transportation, etc.)
- Items deemed harmful, likely to detrimentally affect the learning environment or likely to endanger safety willbe confiscated and will not be returned to students or parents. (This includes all school events such as EOTC, School Balls, School transportation, etc).

CONSEQUENCES FOR UNWANTED BEHAVIOUR

- Investigation (statements, etc.) as required
- Contact parents/caregivers
- Meeting parents/caregivers
- Restorative conversations / meetings / conferences
- Daily report
- Behaviour agreement
- Guidance team referral
- Removal of privileges
- Community Service
- Referral to the Principal to consider stand down or suspension

STAND DOWNS AND SUSPENSIONS FROM COLLEGE

A student involved in continued disobedience (repeated misbehaviours) or gross misconduct (unacceptable / serious behaviour that is a dangerous or harmful example or could cause harm to themselves or others) may be stood down or suspended by the Principal (or person with delegated authority). (Section 14(1) / 14(2) of the Education Act 2020). International students are bound by a contract to the school and clauses 31 to 46 cover these points clearly. A cancellation of a contract will be at the discretion of the Director of International Students.

1. A **Stand-down** is the formal removal of a student from school for a specified period, not exceeding 5 schooldays in any one term and 10 days in total that year.

2. A **Suspension**: should a student either exhaust their 5 days in one Term or 10 days of stand-down in a yearand/or engage in serious misbehaviour, the student may be suspended from college. A suspension is also the formal removal of a student from school until the Board of Trustees decides the outcome at a suspension hearing that must be held within 7 school days.

The Board of Trustees Disciplinary Committee considers the misconduct and can make one of four decisions: reinstate, reinstate with conditions, extend the suspension conditionally or exclude the student (if under 16 years),or expel the student (if over 16 years of age). Students who are stood down or suspended may be required to attend College for counselling or to access an individual educational programme being provided during the period of stand-down or suspension, where appropriate.

NATURAL JUSTICE

Section 27(1) of the New Zealand Bill of Rights Act 1990 gives everyone the right to natural justice. Natural justice requires all people or organisations performing a public judicial function – such as teachers, principals and schoolboards of trustees – to observe certain principles of fairness.

WHAT ARE THE PRINCIPLES OF NATURAL JUSTICE IN RELATION TO STUDENT DISCIPLINE IN SCHOOLS?

In relation to schools, it means that students must be treated fairly, and decisions that affect their rights (such as a suspension) should be made using fair procedures. The principles of natural justice have also been incorporated into specific rules in the Education Act 2020 and the Education Stand-Down, Suspension, Exclusion & Expulsion rules.

RESTORATIVE PRACTICES AT SANCTA MARIA COLLEGE

Sancta Maria College is committed to building and growing healthy relationships between all members of the College community. We believe that positive relationships and a demonstrated ethos of care are integral to the creation of a strong learning environment where collaboration, cooperation and negotiation are fundamental components. The use of a restorative practices methodology when resolving conflict, restoring relationship difficulties, or repairing harm reflects a commitment to the core value of respect, a belief in accountability and an acceptance of responsibility for our actions. An enormous body of research supports this methodology which is underpinned by the following core tenets:

- Wrongdoing is harmful to people and to interpersonal relationships
- Damage to people or to interpersonal relationships creates responsibilities
- Responsibilities for one's wrongful actions means putting right the wrongs, or fixing the harm that has been
  done

Restorative Practices can take place in any setting and in many forms, ranging from a restorative chat, an informaldiscussion, a structured conversation, a class meeting, or a full conference.

All restorative conversations – whether unstructured or structured, draw from the following questions:

1. **What happened? (Telling the story)**
    - What were you thinking at the time?
    - What have you thought about since?
    - What did you have control over?
    - If there were a video camera on the wall, what would it have seen?
2. **Who do you think has been affected? (Exploring the harm)**
    - Who has been affected? In what ways?
    - Was this fair or unfair?
    - Was this the right or wrong thing to do?
    - Tell me more about that?
3. **What do you need you do to put things right? (Repairing the harm)**
    - What else might need to happen?
    - How will this happen, tell me more about this?
    - When can this happen?
    - What exactly are you saying sorry for?
4. **How can we make sure it doesn't happen again? (Moving forward)**
    - What do you need to stop doing/start doing/stay doing?
    - What are your goals to move forward?
    - What do you need to do to reach these goals?
    - What other support do you need?
    - What will happen if this occurs again?

The approach focuses on the relationships which have been harmed by misconduct and how these relationships can best be restored. This involves the student "making things right" and putting strategies and support in place to minimise the chances of the behaviour reoccurring. Using restorative practices allows those that have been impacted to have a voice and aid in creating a fair outcome for all.



GUIDELINES FOR CELL PHONES AND ELECTRONIC EQUIPMENT USE

If students choose to bring cellphones / Electronic equipment to school, it is the responsibility of each student to ensure the security of these personal items during school hours.
It is against school regulations to use your phone during school hours unless it is for learning purposes and your teacher has given you permission. No phones should be used at morning tea or lunch within school grounds between 8:35am and 3:15pm. All phones must be kept in school bags, not on your person. If you need to contact someone outside of these times, please see a staff member in the International Student department.

Grounds

Policy	**Rationale**
Devices may be used before school up until the first bell at 8.35am. From that point, they must be switched off.	Current practice.
Students who need to check messages from parents may do so ONLY at the Student Centre. The student must be physically present inside the student centre and have received permission from a teacher 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, play games, 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.

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 **MAY NOT** 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.

SCHOOL UNIFORM

JUNIOR UNIFORM (Years 7 - 10)

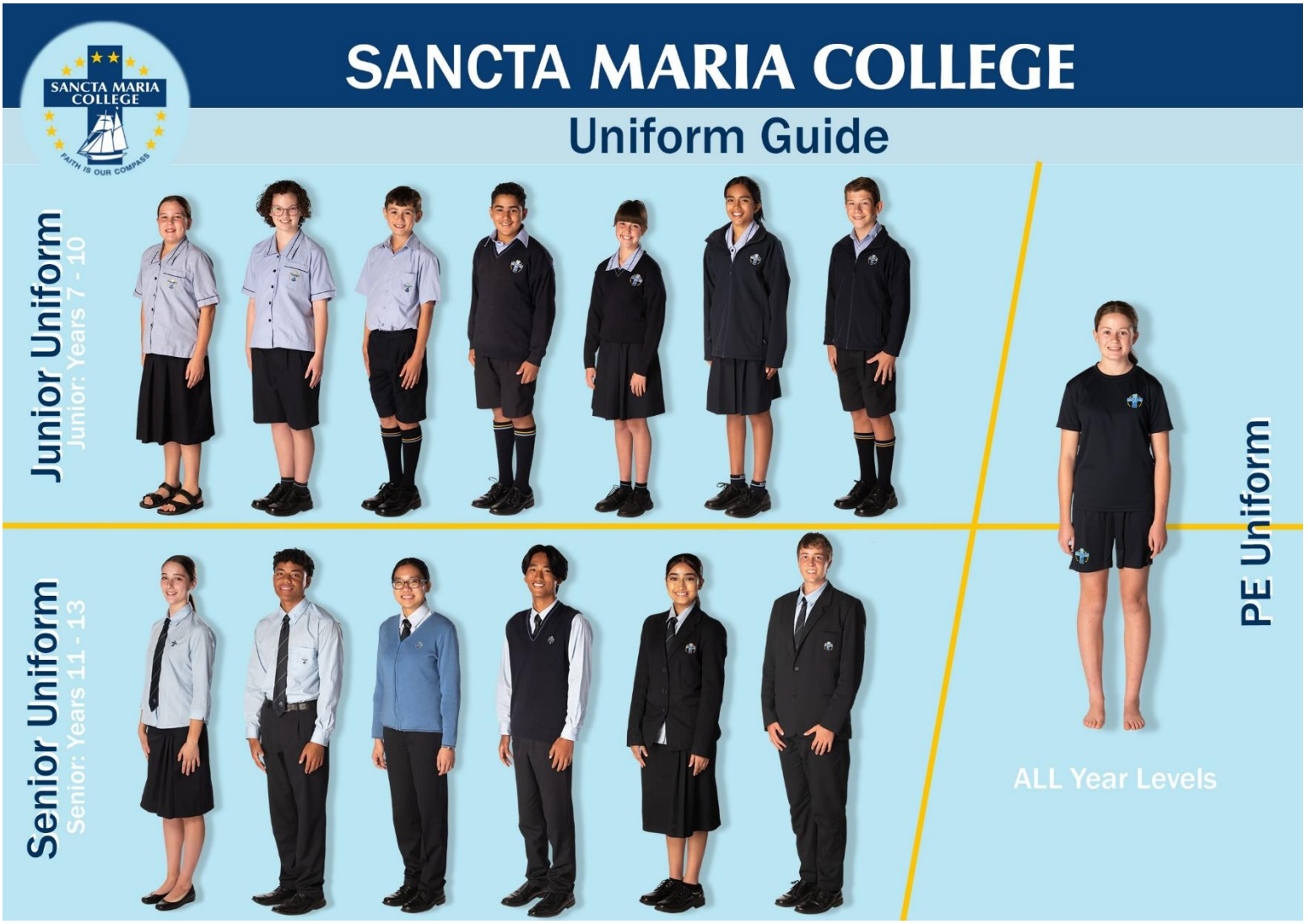
Skirt & Trouser Set	Short & Trouser Set
• Skirt – navy regulation • **Tailored or fitted trousers – term 2 & 3 only (new)** • Blouse – blue short sleeved • Jumper – navy wool • Sandals – McKinlay (Safari black) or Roman sandals (black). Term 1 & 4 only • Shoes - black leather lace up school shoes (no slip-ons, street or sports shoes permitted) • Socks – school navy blue ankle socks • Jacket – navy junior school jacket	• Shorts – navy regulation • **Tailored or fitted trousers – term 2 & 3 only (new)** • Shirt – blue short sleeved • Jumper – navy wool • Sandals – McKinlay (Safari black) or Roman sandals (black). Term 1 & 4 only • Shoes - black leather lace up school shoes (no slip-ons, street or sports shoes permitted) • Socks – school navy blue ankle socks • Jacket – navy junior school jacket

SENIOR UNIFORM (Years 11 – 13)

Skirt Set	Fitted Trouser Set
• Skirt – navy regulation • Blouse – blue ¾ sleeve • Fitted Blazer • Shoes - black leather lace up school shoes with dress black socks or black leather loafers with invisible socks (no slip-ons, street or sports shoes permitted) • Opaque navy blue stockings (60+ Denier) • School scarf (optional) • School Cardigan – wool (optional) • School tie	• Fitted (slim fit) trousers • Shirt – blue ¾ sleeve • Fitted Blazer • Shoes - black leather lace up school shoes with dress black socks or black leather loafers with invisible socks (no slip-ons, street or sports shoes permitted) • School scarf (optional) • School Cardigan – wool (optional) • School tie
Regular Fit Trouser Set	**Senior School Formal Set**
• Regular fit trousers • Shirt – long sleeved • Regular Blazer • Shoes - black leather lace up school shoes with dress black socks or black leather loafers with invisible socks (no slip-ons, street or sports shoes permitted) • Opaque navy blue stockings (60+ Denier) • School scarf (optional) • School vest – wool (optional) • School tie	• Regular fit, fitted trousers or navy skirt (regulation school) • Shirt or blouse – blue ¾ or long sleeved • Blazer – regular or fitted • Shoes - black leather lace up school shoes with dress black socks or black leather loafers with invisible socks (no slip-ons, street or sports shoes permitted) • School tie

ACCESSORIES	WET/COLD WEATHER
• The only jewellery that students are allowed to wear are one pair of small plain gold or silver ear studs worn in the lower earlobe, watch and necklace with a cross or taonga. • Clear plastic spaces are permitted to keep recentpiercings open. • Tattoos and tongue studs are NOT permitted. • Only blue, navy, white or black hair bands may be worn. Claw Clips are not to be worn. • Nail polish, make-up, or tinted moisturiser areNOT permitted.	• In Terms 1 and 4 the school jacket may be worn in the morning without a jersey underneath. • Any school sports or leavers apparel are not permitted to be worn as part of the school uniform unless otherwise specified by Senior Leadership. • Regulation junior school jackets hard shell (launched in 2019). Previous designs are no longer permitted.

Please see the junior and senior school uniform sets below:



Guidelines for attire during school

- Boys' shorts must be always worn tidily.
- Boys' shirts must be always tucked in. This includes during interval and lunchtime.
- If students wish to play a sport, they must change into their PE uniform.
- Boys' socks are always worn up.
- Girls' skirt hemlines must be on the kneecap.
- Senior Girls' skirts are designed to be worn on the hips as there is no waste band.
- Girls' blouses are not to protrude below the bottom of the jerseys.
- Top buttons of shirts or blouses are to always be done up.
- T-shirts are not permitted under school shirts.
- Any clothing worn under the uniform must not be visible.
- Shoes are to be clean, polished, with tied laces
- Sports shoes can only be worn in the gymnasium and on artificial turf
- Hair must be immaculately presented and tied back if it is touching the collar. Fringes must be above eyebrows.
- No part of a hair style should be shorter than a number 2.
- No extreme hairstyles (e.g., shaved head, shaved patterns, undercut, dreadlocks, mohawks, mullets) or unnatural colours (e.g., dyed, two tone, streaks).
- Boys are to always be clean shaven.
- School scarves are optional but only the school scarf can be worn and only during Terms 2 & 3.

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



COLLEGE UNIFORM SHOP

Opening Hours

Tuesdays and Wednesday	7.30am-9.00am
Wednesday afternoons	2.30pm-5.00pm
First Saturday of the month	9.00am-12.00 noon

The shop will be closed during the School Holidays.

If you have any questions regarding the school uniform or wish to volunteer in the Uniform Shop, please contact Dianne Guinan: Phone: (09) 272 5601 Email: uniformshop@sanctamaria.school.nz

Prestidges, formerly Elizabeth Michael Uniforms

uniforms@prestidges.co.nz

Home - Prestidges Uniforms

65 New North Road, Eden Terrace
Auckland - (09) 358 1680

Opening Hours:

Mon to Thurs:	9am to 5pm
Friday:	9am to 4pm
Saturday:	9am to 12pm

WHAT BYOD (Bring Your Own Device) DO I NEED AND HOW DO I ACCESS THE SCHOOL NETWORK?

All Year 7 to 13 students are asked to bring their own digital device to Sancta Maria College.
At Sancta Maria College, we want to provide 21st century learning experiences using online tools and access to 'own devices' to communicate, collaborate and create new knowledge and understanding.
Sancta Maria College has no intention of becoming a "paperless" school, as we still believe that it is important for students to use pen and paper. The digital device will be used to support learning by allowing students to use online resources such as Office 365 and Schoology.

WHAT DIGITAL DEVICE DO YOU RECOMMEND?
One of the many realities in a school environment is that students require a lightweight, highly portable device with a long battery life. Students must carry their device from class to class and will not be able to rely on having an opportunity to recharge their device during the day. In addition to this, the device must also be wireless capable, have a good warranty and be robust. This means that the build quality of the device must be high. A hard case is also recommended.

This is a significant factor behind Sancta Maria College recommending computing devices. If you are going to buy a device for you child, we would recommend a Windows 10 or MacOS X device with a 13.3" display, a core i5 processor or better and at least 4GB of RAM. Chromebooks and tablets are not recommended as they are restrictive and do not integrate well with our online learning environment.

Minimum specifications for a notebook are:

- Screen size: 13 inch or larger
- Processor: Core i5 recommended
- RAM: 4GB (8GB recommended)
- Built in wireless

Smart phones do not have the functionality required and are not part of the BYOD programme.

WHEN CAN I USE MY DIGITAL DEVICE AT DURING SCHOOL?

Guidelines for the use of digital devices at Sancta Maria College.

- Devices may be used before school up until the first bell at 8.30am. From that point, they must be switched off.
- Students may use their digital devices during class-time, although, only with permission from their teacher,and only for what the teacher deems 'educationally sound' purposes. Valid uses may include researching, listening to lectures or podcasts, using specifically approved apps, viewing specific videos linked to learning etc.
- Students are not to use digital devices on school grounds at interval or lunchtime, unless in the International Student Centre.
- Students may use devices in the library during interval and lunchtime, but only for study/homeworkpurposes. They may not text or make phone calls or play games or watch videos or listen to music.
- On leaving the school grounds at the end of the day, we ask that students wait until they have left the College before using their digital devices.
- Students who need to check messages from parents may do so **ONLY** at the Student Centre or the International Student Centre. The student must be physically present inside the Student Centre and have received permission from one of the Kaihautū or receptionists.

CYBER SAFETY



Any objectional online behaviour that occurs outside school hours or via apps blocked by Sancta Maria College are not the responsibility of the college. This is the responsibility of the parents/caregivers. If you feel there is a breach of the Harmful Digital Communications Act 2015, then you need to report this to Netsafe and/or NZ Police.

The measures to ensure the Cyber Safety of Sancta Maria College's staff and students are based on our values as expressed in the school's Charter.

The school's computer network, internet access facilities, computers, and other school ICT equipment/devices, and student-owned devices bring great benefits to the teaching and learning programmes at Sancta Maria College, and to the effective operation of the school. Our school has Cyber-safety practices in place, which include User Agreements for all school staff and students.

The goal of the school in this matter is to create and maintain a Cyber-safety culture which as well as legislative and professional obligations is in keeping with the values of the school, as well as legislative and professional obligations.

This Cyber Safety Agreement includes information about your obligations and responsibilities; the school's expectations and the nature of possible consequences associated with Cyber safety breaches which undermine the safety of the Sancta Maria College environment.

All students will be issued with a Cyber Safety Agreement and once signed and returned to school, students will be able to use the school ICT equipment/devices, student-owned devices, and have access to the school's internet service.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices arefor approved educational purposes appropriate to the school environment only. This also applies to accessing the internet through any device whilst at school or during any school-related activity.

View the BYOD information HERE

SANCTA MARIA COLLEGE CELL PHONE GUIDELINES

We do not recommend that students bring cell phones to school. Cell phones are not necessary to have during the day. However, we understand that some parents/caregivers want their children to have a phone to communicate with them after school.

If a student does bring a phone to school, the following guidelines apply:

- The school does not accept responsibility for lost, damaged, or stolen phones.
- If students choose to bring a cell phone, it must be switched to 'silent' and left in the student's school bag between the first bell at 8.35am and the end of the school day 3.15pm. This ensures that the phone is not a distraction to students or teachers during classes. The school has a consistent process to be followed in every class around the management of this.
- If a staff member observes a student with a cell phone during class time or during break times the student must hand it to the staff member immediately when asked. The cell phone will be kept at the Student Centre and can be collected by the student at the end of the school day. Consequently, the student will receive an after-school detention.
- If cell phones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member.
- Students may take a cell phone on EOTC activities under the supervising staff member's conditions. These guidelines and other relevant school policies will apply.
- In an emergency, parents should contact the school who will ensure a staff member quickly conveys a message to students. Students falling ill during the day must report to the Main Reception, who will contact parents/caregivers.
- If a parent/caregiver needs to contact their child during the day, they may call or email the student centre.

CONSEQUENCES:

- A cell phone can be confiscated by staff on reasonable grounds if the student does not follow the school guidelines, in which case the phone will be taken to the Student Centre for collection by the student at the end of the school day.
- **Continued violation** of the cell phone guidelines results in a parent/student meeting with the Kaihautū or Deputy Principal and becomes a persistent defiance disciplinary issue.

INAPPROPRIATE CELL PHONE USE DURING SCHOOL HOURS:
If a student is observed using a cell phone inappropriately during school hours, it will be confiscated, and a parent must pick up the cell phone from the office. If possible, students should lock their cell phone before handing it to staff.
Inappropriate use of a cell phone may include:

- any sort of bullying, e.g. disrespectful messages about staff or other students
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content
- disrupting the classroom learning that is taking place or other students learning

The school will follow its discipline procedure of interviewing, collecting statements and notifying parents of the results of the investigation. There will then be a decision made on consequences in relation to the level of behaviour and responsibility of the students involved.

GUIDELINES

INAPPROPRIATE CELL PHONE USE OUTSIDE OF SCHOOL HOURS:
Parents are responsible for their children outside of school hours. We encourage parents to have clear rules around cell phone use at home and to encourage students to be the same person online or in person. We also encourage parents to monitor passwords, control Wi-fi use overnight and be engaged with what their children are consuming and creating online.

If there is an incident involving Sancta Maria College students that has occurred online outside of school hours, we encourage you to reach out to the other student's parents in a calm manner to inform them of what has happened. Work together to find a solution to the behaviour/incident.
If the behaviour is in breach of the Harmful Digital Communications Act 2015, we encourage you to contact Netsafe or the NZ police and report it.

Both Netsafe and The Parenting Place have great resources on raising digitally responsible teens.

SANCTA MARIA COLLEGE HOMESTAY INFORMATION

We are fortunate to be able to host many of our international students within our school community, with families who either work at the school or have students attending the school.

What is 'Homestay'?
Homestay means that you live in a New Zealand home and are treated as one of the family. The host family will be friendly and helpful.

If you are going to enjoy the experience, it is important that you are friendly and positive too.
Your host family will provide you with:

- Breakfast, lunch and dinner every day (unless you communicate that you wish to have a meal somewhere else)
- A room of your own, with a desk, lighting, chair and bed
- Towels, bed linen and bed covers (adequate bedding to be warm at night)
- Regular washing of your clothing (your host mother will talk to you where to put your dirty laundry)
- A key to your home if you are a mature student

NB: It is important that you understand that your homestay is not a hotel. You need to have a flexible attitude and be very adaptable. When you move into a family you must accept the family's lifestyle and help with the chores. Your homestay mother is not your maid or your servant. You must respect her and help her. All homestays are different, and you should not compare your homestay with the homestays of other students.



Here are some information and advice which will help you to fit into the New Zealand way of life.

New Zealand families

The International team carefully select and visit all our wonderful homestay families. Some host families will have two parents living in the home while only one parent will be present in others. There may be young children, teenagers, no children at all, or children who are now grown and have moved out. New Zealanders also come from many different countries. A New Zealander can be European, Māori, Pacific Islander, Asian, European or a mix of two or more of these ethnicities.

Our host families mostly live in simple homes and neighbourhoods. What is important is that your host family has offered to open their home and is excited to share their lives with you. During your stay you will not only be considered a welcome guest in their home, but also a member of the host family. This day-to-day interaction creates a unique situation of closeness and strong bonds that can only come from sharing the special space of another family's home.

Talk with your homestay hosts

Try to talk to your host family as much as possible, as this will help you to learn English faster. You will also learn more about our way of life. Don't always wait for them to speak first. Be friendly and start conversations yourself. Talk to your homestay if there is anything bothering you or worrying you. They are there to give you help and guidance.

House Rules

Living with another family in a different culture is exciting but can be challenging sometimes. Just like your own family, each host family will have their special way of doing things. You have a responsibility to respect and follow the rules of the family, even if those rules are different from what you are used to. Remember, this is all part of experiencing a new culture and living with a host family. While you adjust to this new way of life, open communication is the key to making a smooth transition. Always try talking with your family first about questions you may have or talk with our Homestay Co-ordinator.

Chores

As a member of your host family, you may be asked to help with certain responsibilities to keep the house clean and well-kept. Households in New Zealand do not have maids. Instead, each member of the family is expected to clean up after themselves. Most children in the homes are also given daily or weekly chores such as cleaning the dishes after meals or helping with the laundry. Each household is different, and responsibilities may be different for each student, but you should expect to help your host family in some way during your stay.

If you are unsure of what you should do or how you can help, just ask!

Bathrooms

You are probably used to the Western-style toilets found in all bathrooms in New Zealand. One difference you will find is that some New Zealand bathrooms have carpet covering the floor. Unlike tile or marble, it is not good for carpet to get wet, so please take care not to get the floor wet if you have carpet in the bathroom. Also, in New Zealand it is not customary to stand on the toilet seat – and they may break. Used toilet paper/tissue is also flushed down the toilet and not put into the rubbish bin. It is important to wrap any used sanitary items and put them in the rubbish bins – do not flush those or they will block the toilet.

Most New Zealanders prefer to shower as it is less expensive and quicker. It is expensive to heat hot water for baths. Some showers will have a curtain separating the shower from the rest of the room. If you have a shower with a curtain, please make sure the curtain is inside the bathtub, so the water falls

inside the tub and not onto the floor outside! If you wish to have a bath, fill the bath only a third to a half full. If you use more water than this, there will be no hot water left for the rest of the family, and you won't be very popular.

Often your bathroom will be used by people other than yourself. For this reason, it is important not to spend too long in the bathroom. This is especially important in the mornings as many members of the family may need to use the bathroom in the morning. If you spend a long time in there you may make the whole family late and this is not good. Talk to your family about the best time for you to use the bathroom and how long you can spend in there. Many families have a schedule for times in the bathroom in the mornings and you will need to fit in with this. If you decide to shower in the evenings, please be considerate and not take showers too late as you may keep family members awake. Some families are also on 'tank water' which is water supplied ONLY by rainfall, so water usage is carefully monitored – the host family will make you aware if this is the case in your home.

Wipe up any water that splashes on mirrors, walls, or countertops. When you leave the bathroom leave the door open. It is usual to leave the toilet door open a little when you leave, to show it is now free. As always, don't be shy about asking your host family for help with any questions.

Heating
New Zealand homes may well be colder than what you are used to, especially if you are here in our winter. Most families will keep the living areas well heated but not the bedrooms. This is because we expect our families to spend time together in the evenings and not hide away in their own bedroom. However, you will need to do your homework in your bedroom and so you may need to use the heater to keep warm. This is okay but it is not okay to sleep with your heater on and you MUST make sure that you turn the heater off before you leave your room especially when you leave for the day.

If you are cold, ask your host family for some extra blankets or a hot water bottle. It is customary to sleep between bed sheets with blankets on top. Please also remember that if you feel cold put on more layers. Bedding is kept on the bed and not put into cupboards. 'Making' your bed each day is to leave the bedding tidy. This is the New Zealand way.

Pets
Many New Zealand families have pets in their homes that they treat with much love and respect. In fact, pet-owners wouldn't consider their family complete unless they had an animal companion. Because these animals are treated so well, they are very different from wild animals – pets in New Zealand are well fed, kept very clean and are very gentle. Please talk to your host family about the pets in their home and get to know them.

Weekends
Saturday and Sunday in New Zealand are the weekend. Families use this time away from work to spend time with friends and family, relax at home, take short trips or attend religious services. You will not have classes on these days, but sometime agents organise weekend activities which you may like to take part in. Or you can spend your weekends joining your host family in their routine. Be sure to communicate with your host family if you do decide to meet up with any of your friends at the weekend or join one of our weekend activities.

Meals



One advantage of living with a host family is experiencing home-cooked meals. Your host family will be excited to share their favourite meals or special family foods with you. It is considered polite to try small portions of what is offered to you, even if it looks different from the food you are used to. You might not like some foods, or you might discover your new favourite meal – you never know unless you try! You may also wish to cook a meal for the host family – to share your culture with them – please communicate this with the family so everyone is aware you are cooking.

If you are home while the food is being prepared, it is considered polite to offer to help. Likewise, it is polite to help your host family clean up after each meal. If there are some foods that you prefer not to eat or can't eat, please tell your host family so everyone knows. Normally, all meals except for weekday lunches will be provided by the host family. Your presence will be expected every evening for dinner with your host family. If for some reason you cannot make it, please make sure you call your host family at least two hours beforehand and let them know. It is very bad manners to allow your family to cook for you and then not arrive to eat it.

Start eating when the host parents start eating, not before. Wait until everyone has finished eating before leaving the table. It is polite to thank the cook or to compliment them on the meal. Say "Excuse me" if you must leave the table during a meal. Make sure your mobile phone is turned off at the dinner table.

Since many New Zealand families are very busy with work and other activities, not all meals are eaten together or at home. Breakfasts, especially, are often not eaten together as a family. In these cases, your family may encourage you to "help yourself", which means that you can choose your own food. Your family will show you where to find options in the kitchen and will explain how to prepare simple foods. Please remember that "help yourself" does not mean eat the whole loaf of bread or drink all the milk. If you want to eat a lot of one thing, it is a good idea to go to the supermarket and buy the particular food yourself. Also remember to clean up after yourself if you prepare your own food.

If you wish to cook your own meals, it is important to communicate your request with the host family, so they do not cook a meal for you unnecessarily and to ensure they approve your cooking. Remember, you must clean up after yourself – communicate with the host family about where to locate dishes and food, and how to clean up properly.

New Zealand Manners

You may think at times that some New Zealanders are not very polite, but usually we are just trying to be relaxed and friendly with you. We are sometimes thought to be too casual, but this is because we dislike being too stiff and formal. Our sense of humour and our jokes will be hard to understand at first. We always say "please" when asking for something and "thank you" when something is handed to us or done for us. You will find yourself saying "please" and "thank you" a lot!

Alcohol

It is the law in New Zealand that no-one under the age of 18 years can be served alcohol in licensed premises, such as a hotel bar, unless accompanied by a parent or legal guardian.

Transport
Homestays will transport all students aged under 16 years to and from school or to the local school bus which takes students directly to school. Please make sure that you are ready to leave when your homestay is ready in the morning and that you are at school and ready to leave when your homestay comes to pick you up. If you are catching the bus home, they leave promptly after school – you will only have 5 minutes from the end of school until the bus leaves, so you must be prompt in leaving class at the end of the day.

If you decide you want to go to shops after school and that you will not be ready to go home until 5pm make sure you ask you host family if this is okay.

You may wish to travel with friends on the weekend, using public transport. Please ensure you always travel in pairs or larger groups, and you communicate your travel plans with your host family – you must always ask for permission as safety is the most important factor for us all. Your host family may wish to communicate with another host family, so they can share transportation duties. Keep your location available on your phone and share this with your host family.

Smoking/Vaping
Many New Zealanders are strongly opposed to smoking/vaping.
It is illegal for cigarettes/vapes to be sold to anyone under the age of 18 years. Smoking/Vaping in your bedroom is strictly forbidden. No student under the age of 18 years is allowed to smoke/vape at their homestay. If you do not follow this rule, you may be asked to leave the school. Those of you who are over 18 years and choose to smoke must make sure you pick your cigarette butts up and not throw them on the ground and all smoking must be outside (even in winter).

Problems
If you have any problems, no matter how small, please discuss them with your host family, in the first instance, or our Homestay Co-ordinators. We will always listen to you and try to help if we can. If the problem is a serious one and can't be resolved after talking to you and the homestay hosts, we may place you in another home.

All Students under 18 years: Always tell your homestay parents or caregiver where you are, who you are with and how you are getting home. You must take your mobile phone with you, and have it switched on and always answer it unless you are in a place where mobile phones are not allowed, such as the cinema. Your phone must have the number of your homestay parents in its memory and the school number. Failure to follow this rule may result in your parents being told and you may be asked to leave the school.

Students aged over 18 years: As a courtesy, you should let your homestay know where you are and what time you expect to be home. You must phone if you are not going to be home for any meals. If you come home after your family has gone to bed, please make sure that you turn out all the lights and lock the door behind you. Overnight stays, if you wish to stay overnight or for a weekend with a friend, ask your homestay parent first. In case of an emergency, your homestay parent will need the name, address and telephone number where you can be contacted. We suggest you ask your homestay to ring and advise us that you are staying at a friend's house for the evening with their address and telephone number.

Leaving your Homestay
Should you need to leave your homestay before the arranged date you must give them two weeks' notice and you must have raised your request for leave with our Homestay Co-ordinator or International Director.