



PARENT & STUDENT HANDBOOK

20
23



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HISTORY

Sancta Maria College is a Year 7-13 integrated co-educational school for Catholic families. We opened in January 2004 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 The 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.

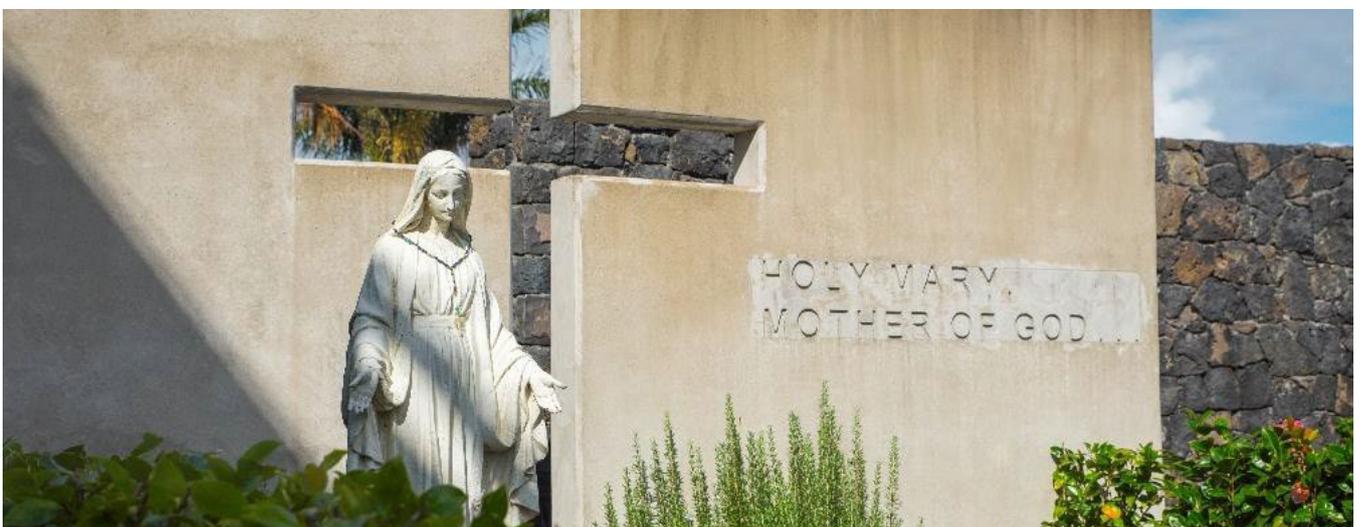
A Catholic school is not just another school or the equivalent of a state school with the addition of a religious education programme.

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 are filled with Mary's grace, as we journey towards eternal communion with God in heaven.



HOUSE NAMES

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

Kororarēka (Red) ● Waitemata (Green) ● Hokianga (Blue) ● Akaroa (Gold)



HOMEROOMS

Homeroms at each year level are named after past or present Bishops of the Diocese of Auckland. The names of these bishops are as follows:

BRN Bishop Denis George Browne
DNN Bishop Patrick James Dunn
LIS Archbishop James Michael Liston

CLE Bishop Henry William Cleary
GNS Bishop Edward Russell Gaines
MAC Bishop John Mackey

SCHOOL PRAYERS AND TRADITIONAL PRAYERS

<p style="text-align: center;">School Prayer</p> <p style="text-align: center;">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.</p>	<p style="text-align: center;">The Lord's Prayer (Traditional)</p> <p style="text-align: center;">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.</p>
<p style="text-align: center;">Sign of the Cross</p> <p style="text-align: center;">In the name of the Father And of the Son And of the Holy Spirit Amen</p>	<p style="text-align: center;">Sign of the Cross (Māori)</p> <p style="text-align: center;">Ki te ingoa o te Matua, O te Tamaiti, O te Wairua Tapu Amene</p>
<p style="text-align: center;">Praise to the Trinity</p> <p style="text-align: center;">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</p>	<p style="text-align: center;">Hail Mary</p> <p style="text-align: center;">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</p>
<p style="text-align: center;">School Waiata</p> <p style="text-align: center;">Tenei te whanau awhina O Hana Maria E mihi kau ana Ki a koutou katoa</p> <p style="text-align: center;">E nga matua Te iwi e Ka mihi tuku roimata e Mai i a matou O Hana Maria</p>	<p style="text-align: center;">Nau mai whakatau mai ra Ki te reo karanga e Nga mihi tangi aroha Mai i a matou manawa</p> <p style="text-align: center;">O Hana Maria Mai i te tumuaki Kaiako rangatahi e E nga iwi Tena koutou katoa x3</p>

WHAT HAPPENS EACH DAY?

TIMETABLE STRUCTURE

Monday, Wednesday, Thursday, and Friday

Warning Bell	8:35am
Start of Homeroom	8.40am
Start of Period 1	9.00am
Start of Period 2	10.00am
Start of Interval	11.00am
Start of Period 3	11.25am
Start of Period 4	12.25pm
Start of Lunch	1.25pm
Start of Period 5	2.15pm
End of the school Day	3.15pm

Tuesday

Warning Bell	8:30am
Start of Assembly	8.35am
Start of Period 1	9.15am
Start of Period 2	10.10am
Start of Interval	11.05am
Start of Period 3	11.30am
Start of Period 4	12.25pm
Start of Lunch	1.25pm
Start of Period 5	2.15pm
End of the school Day	3.15pm

LATE START THURSDAYS

Late Start Thursday (bell times)

Warning Bell	9.35am
Start of period 1	9.40am
Start of period 2	10.30am
Interval	11.20am
Start of period 3	11.45am
Start of period 4	12.35am
Lunch	1.25pm
Start of period 5	2.15pm
End of school day	3.15pm

ATTENDANCE PROTOCOLS FOR ABSENCE, LATENESS AND LEAVE

BEGINNING OF THE SCHOOL DAY

All students are to be at school by 8.30am ready to attend Homeroom or Assembly.

ABSENCE

If a student is going to be absent for the day, a parent / caregiver should let the school office know **BEFORE 8.30am** on the day of the absence. It is the parents' / caregiver's responsibility to communicate this absence by either, emailing attendance@sanctamaria.school.nz, phoning the Student Centre (274 4081 option 1) or use the Sancta Maria College App to notify the college every day a student is absent.

If a student is absent during the first two classes of the day and no notification has been received by the school, an automated text message will be sent to parents / caregivers to inform them of their child's unexplained absence.

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 as this is a legal requirement.



LATENESS



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. Students must bring a note (signed by their parent/caregiver) to the Student Centre explaining their late arrival.

If this note is not received by the end of interval the following school day, the student will receive a lunchtime detention. If lateness persists, parents / caregivers will be contacted, and students will be given an after-school detention on Tuesday or Thursday from 3.20-4.20pm.

LEAVE PASSES

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. 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 the pass to the subject teacher and go to the **Student Centre** to be collected. Parent/Caregivers are required to come to the Student Centre and sign the student out.

ILLNESS DURING THE SCHOOL DAY

If your child becomes ill during the school day, then they must report to the school's medical room. The school medic will make an assessment and if required she will contact the parent/caregiver to organise a pickup from school. Students are not allowed to directly phone or text home. Parent/Caregivers are required to come into the medical Centre via the College Main Reception and sign the student out.

APPROVED LEAVE DURING THE SCHOOL TERM

All requests for leave from school for non-medical reasons (e.g., family holiday during school time) must be made in writing to Mrs Dianne Blackbourn (d.blackbourn@sanctamaria.school.nz) at least two weeks prior to the event.

ASSEMBLIES

Assemblies are held to celebrate student success, recognise important calendar events, to celebrate achievements and communicate important information to students. These are formal occasions.

- Full School Assemblies: These are held every other Tuesday.
- Year Level Assemblies: These are generally held fortnightly and are an opportunity for a year level to come together.

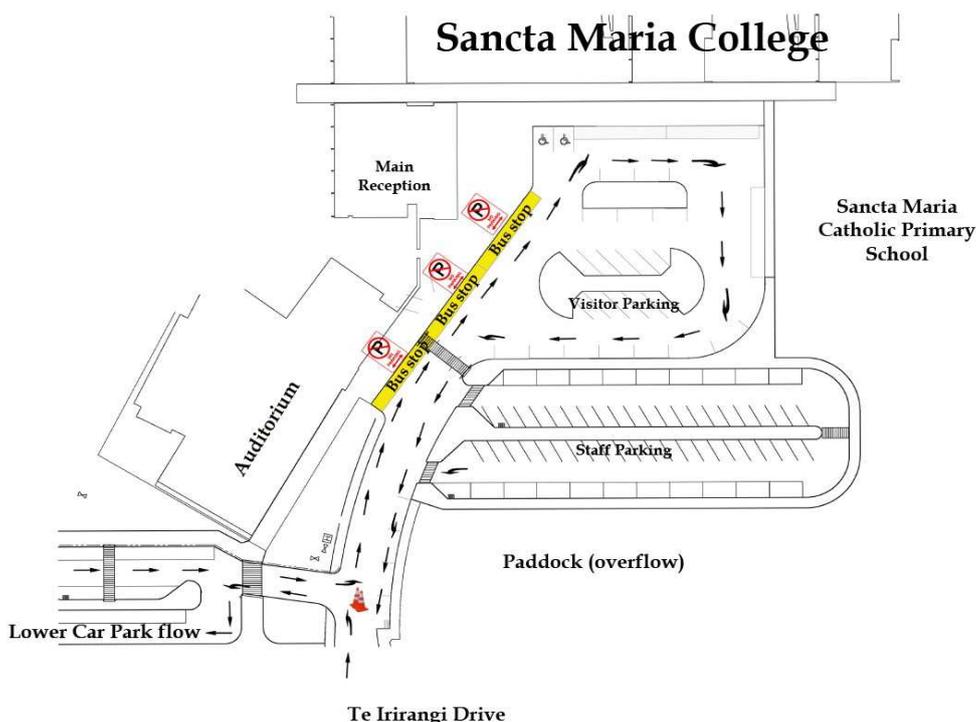
SCHOOL ACCESS

If you have anything to drop off to your child during school hours, please report to the **Student Centre**. Parents cannot go directly to classrooms during the day. **Please note, there is no access to school grounds through the Chapel Road entrance, by car or on foot.** This is strictly for Staff Only, as stipulated by Auckland Council. **Uber Eats deliveries are not accepted at school.**

SCHOOL BUSES TO SANCTA MARIA COLLEGE

If parents wish to find out more about school bus services, public transport or fare information, please contact Auckland Transport on 09 366 6400 or view the AT website at [School buses to Sancta Maria College and Primary](#)

PARENTS' PARKING



Parents' cars are not permitted to park in the area located on the right-hand side before or after school (staff parking). Please use the lower car park (located on the left-hand side) if you are parking. Students should be dropped off in the lower carpark and not in the designated bus stop areas. You may use the visitors' car park at the top of the drive if you are picking up your child during the school day only.

Note: There is restricted parking for Year 13 students. Parking Permits are applied for at the Student Centre.

Due to the heavy volume of traffic on our campus, can you please familiarise yourself with the following drop off and pick up requirements within our College campus.

MORNING DROP OFF

Before 8.20am, parents can drive straight up the driveway to drop their children off, 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 on previous page). 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.

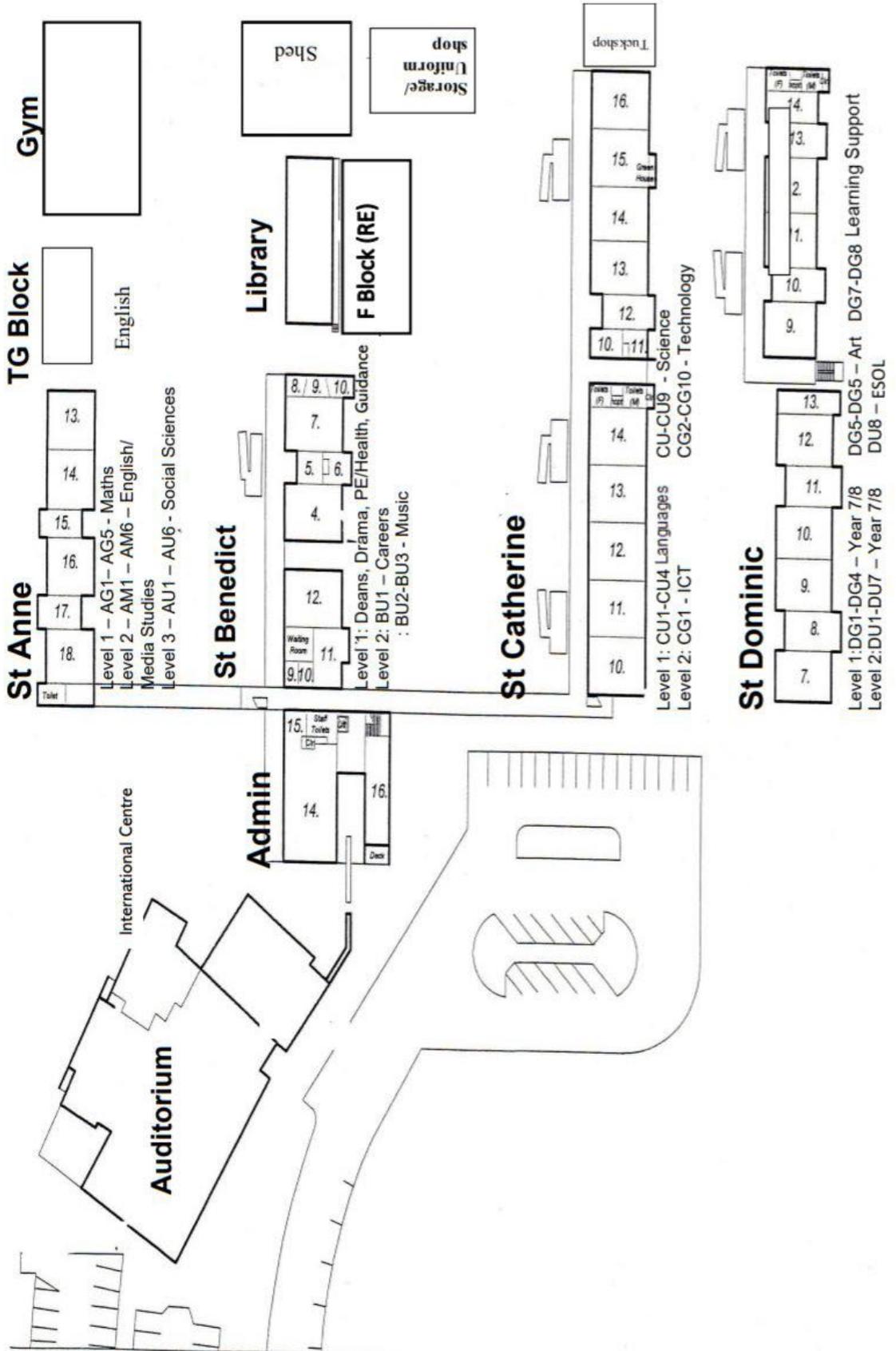
AFTERNOON PICK UP

Between 2.30pm and 3.30pm parents must wait in the lower car park. Parents must not pick up College students from outside the College office as this will disrupt traffic flow and is highly dangerous.

If parents need to pick up a child from the Primary School, follow the traffic flow back down the drive and either turn into the paddock car park and wait, or else leave the Campus and re-enter to park in the lower car park on the left. **Cars cannot turn across oncoming traffic to enter the lower car park. Again, this is to minimise disruption to traffic flow.**

As you know, 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.

Sancta Maria College – Plan of School Buildings



WHO TO CONTACT

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: 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

Ms Louise Moore	Principal
Mr Ray Green	Deputy, Principal (Teaching and Learning; Oversight of Year 11)
Mrs Courtenay Kilpatrick	Deputy Principal (Junior School Curriculum; Oversight of Years 7 - 10)
Mr Ben Bacon	Deputy Principal (Pastoral Care and Wellbeing; Oversight of Years 9 & 10)
Mrs Chris Sullivan	Deputy Principal (Senior School Curriculum; Oversight of Years 11-13)

DEANS

Deans 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 Dean.

Year 7 Alethea Smith	a.smith@sanctamaria.school.nz	Ext 281
Year 8 Tilly Curham	t.curham@sanctamaria.school.nz	Ext 418
Year 9 Ryan Camp	r.camp@sanctamaria.school.nz	Ext 237
Year 10 Ash Bali	a.bali@sanctamaria.school.nz	Ext 225
Year 11 Joanne Al-Rubaie	j.al-rubaie@sanctamaria.school.nz	Ext 418
Year 12 Makayla Samaeli	m.samaeli@sanctamaria.school.nz	Ext 423
Year 13 Andrew Ardern	a.ardern@sanctamaria.school.nz	Ext 270

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	Jules Turner	j.turner@sanctamaria.school.nz	Ext 425
Careers	Lucy Rogers	l.rogers@sanctamaria.school.nz	Ext 227
Digital Technologies	Mark Glasse	m.glasse@sanctamaria.school.nz	Ext 253
Drama	Verna Oliver	v.oliver@sanctamaria.school.nz	Ext 238
Learning Support/ESOL	Rachel Price	r.price@sanctamaria.school.nz	Ext 422
English/Media	Carol Du-Blom	c.dublom@sanctamaria.school.nz	Ext 251
Languages	Amara Kevern	a.kevern@sanctamaria.school.nz	Ext 254
Mathematics	Mercy Edward (Acting)	m.edward@sanctamaria.school.nz	Ext 246
Music	Stuart Gibbs	s.gibbs@sanctamaria.school.nz	Ext 218
PE/Health	Jo Holmes	j.holmes@sanctamaria.school.nz	Ext 232
Religious Education	Sarah Maddison	s.maddison@sanctamaria.school.nz	Ext 295
Science	Shane Williamson	s.williamson@sanctamaria.school.nz	Ext 219
Social Sciences	Sian Redwood	s.redwood@sanctamaria.school.nz	Ext 411
Technology	Prue Rehu	p.rehu@sanctamaria.school.nz	Ext 243
Te Pou Arataki Leader Years 7 and 8	Averil Hiddleston Allison Croxford	a.hiddleston@sanctamaria.school.nz a.croxford@sanctamaria.school.nz	Ext 431 Ext 414

GUIDANCE

Students/parents can make appointments in person or via email, but referrals can come from Deans, members of staff and parents who have concerns

- Please email connect@sanctamaria.school.nz to make an appointment or drop into the student centre
- Phone 274 4081 Ext 299

Support outside school hours

- Emergency Dial 111
- You can get support through your Doctor/General Practitioner
- 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}
- Samaritans - 0800 726 666
- Catholic Social Service - 09 378 9650 Parish Contact Details
- Our Lady Star of the Sea - 09 534 8710
- St Mark's - 09 5769759
- St Luke's - 09 359 475

WHAT HAPPENS IF I NEED MEDICAL ATTENTION?

The College's Sick Bay aims to deliver holistic and effective healthcare to students, so that they may function to the best of their capabilities – physically, intellectually, emotionally and socially.

SCHOOL MEDIC

Mrs Pamella Morgan

P.Morgan@sanctamaria.school.nz

Ext: 283

Location – Main Reception

OBTAINING AND STORING STUDENT MEDICAL INFORMATION

Essential information relating to a student's health will be obtained on enrolment and will be requested regularly e.g., going on camp or EOTC (Education Outside the Classroom). It is the parent's responsibility to keep the school informed of changing or new medical needs. All medication is securely stored at the Sick Bay and information is accessible to all relevant staff via KAMAR (student management system).

PARENTAL CONTACT

Every effort will be made to contact parents in the event of any injuries or illness that requires outside medical attention or situations that cause concern. However, the priority of the College will always be to ensure that the student receives prompt and effective medical care.

RECORDING INJURIES

Any injuries that require treatment, except for minor cuts and grazes, will be recorded through the school's Student Management System. Injuries that are deemed more serious will have an accident report form completed by the staff member who attended the injured or ill student.

TREATING INJURIES OUTSIDE SCHOOL

Staff with EOTC responsibilities will receive Level 1 First Aid training. This is organised by the school medic.

Appropriate medical and safety equipment will be available for treatment and use by staff. The stock is checked by the school medic.

LEARNING SUPPORT

Mrs Rachel Price

r.price@sanctamaria.school.nz

Ext 422

LOCATION - Learning Support staff are in DG8, which is also utilised as a teaching space.

INCLUSION

At Sancta Maria College, inclusive student-centred practices are promoted. We believe all students have the right to be educated with their peers, rather than in isolation. Those students with disabilities have the same rights and privileges as those students without disabilities.

INDIVIDUAL EDUCATION PLANS [I.E.P.]

All ORS funded students are supported with an IEP. The IEP process is consultative and collaborative. Parents, teachers, and other professionals meet to discuss progress, to set inclusive, educational, and social goals, and to problem solve.

ORS FUNDED STUDENTS AND IN CLASS SUPPORT STUDENTS

Some students may qualify for ORS funding. This means they will be funded by the Ministry of Education for the time they are at school. Most students have a proportion of Teacher Aide time.

A further group of students receive an allocation of MOE funding. They are those with In Class Support. These students will have a designated Teacher Aide for 5 hours weekly. To maximize the impact of that support, these students should also have an IEP.

TEACHER AIDES

A team of skilled Teacher Aides work in classrooms supporting students, individually and in small groups. Teacher Aides are directed by classroom teachers. Some Teacher Aides are allocated to a particular student, while others work with several individuals or groups. All our Teacher Aides bring many educational and other varied experiences upon which to draw.

LEARNING AND BEHAVIOUR

Sancta Maria College is unique in that we contract a behaviour specialist for several hours each week. Mr. Bob Oliphant delivers these hours and can be found in his office in the Student Centre. Mr. Oliphant is also registered to administer several assessment tools. All referrals must first be discussed with parents and a signature obtained before the assessment process can be activated.

RTL B & CLUSTER

Resource Teachers of Learning and Behaviour (RTL B) are available to support our students. Sancta Maria College belongs to Cluster 11, supervised by Mrs Karen Eaton. Referral to RTL B is one possible outcome from a school referral.

ASSESSMENTS

A wide number of assessment tools are owned by the College and can be administered in Learning Support or with Mr. Oliphant. Assessments accessed depend on referral criteria.

CAREERS

THE CAREERS DEPARTMENT

- Facilitate career decision making
- Provide career counselling to all year levels with a focus on Year 12 and 13
- Develop career programmes across all year levels
- Organise career opportunities for students including work experience, the Gateway Programme and STAR (taster courses)
- Assist staff and curriculum areas
- Co-ordinate trips and activities
- Assist students with scholarship applications
- Assist students in career planning so that they make a successful transition from school to tertiary or other work options.



We welcome enquiries from students and their parents or caregivers who need advice concerning their future career pathways.

CAREERS STAFF:

Lucy Rogers

Head of Department Careers and Transition

BEEd (Tchg) Grad Cert Career Development

l.rogers@sanctamaria.school.nz

Ph 274-4081 Ext 227

Lorian King

Gateway Coordinator

Diploma in Career Guidance

l.king@sanctamaria.school.nz

Ph 274-4081 Ext 285



PEER SUPPORT PROGRAMME, TE AKA TAUTOKO AKONGA

The Peer Support programme or Te Aka Tautoko Akonga, is a personal development programme for secondary students, led by senior students. The programme develops a range of life skills that include communication, relationship and leadership skills which enable the Peer Support Student Leaders to provide emotional and moral support to younger peers. This raises the self-esteem and confidence of younger peers at a time of change when they may be vulnerable. It also serves as an important platform for our student/peer relationship building and mentoring between the Peer Support Student Leaders (Year 11 and 12s) and their younger peers (Year 7s and 8s). It allows students to become aware of the needs and feelings of others and help them to develop a sense of responsibility for each other that embraces our school's Special Character and values.

Year 11 Peer Support Student Leaders *mentor* Year 7 Homeroom Students

Year 12 Peer Support Student Leaders *mentor* Year 8 Homeroom Students



THE FRIENDS PROGRAMME

The FRIENDS programme is a Cognitive Behaviour Therapy (CBT) based programme, endorsed by the World Health Organisation, as best practice for the prevention and treatment of anxiety and depression, promoting resilience in families, schools and communities.

The FRIENDS programme at Sancta Maria College is integrated into the Year 7 Health and Physical Education course. FRIENDS programmes have shown to be effective in reducing reported anxiety and depression symptoms and increasing resilience, self-confidence, self-efficacy, self-esteem, and social emotional skills. They have also been shown to improve peer relationships and positive attitudes towards learning and the school environment generally.

The FRIENDS programme has a firm theoretical and evidence basis. The theoretical model for the prevention and early intervention of anxiety and depression addresses attachment (emotions), physiological (body), cognitive (mind), and learning (behaviour) processes, which interact with the development, experience, and maintenance of anxiety.

WHAT DOES “FRIENDS” STAND FOR?

FRIENDS is an acronym that helps children remember the strategies taught that can be used to effectively manage anxiety:

- F = Feelings (empathy training and self-regulation)
- R = Remember to relax (relaxation and mindfulness strategies) I = I can try my best (changing unhelpful to helpful thinking)
- E = Explore Coping Step Plans and strategies for finding helpful solutions (choosing thumbs up actions instead of thumbs down actions)
- N = Now reward yourself for trying your best (choosing interpersonal rather than material rewards)
- D = Don't forget to practice (choose to use the FRIENDS skills and give back to the community)
- S = Stay calm (values-based role models and support networks)



SPORTS, CULTURAL AND COMMUNITY ACTIVITIES

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.

SPORTS

Netball
Volleyball
Athletics
Badminton
Basketball
Cricket
Hockey
Swimming
Orienteering
Rugby
Football
Tennis
Gym-sports
Touch Rugby
Tag
Table Tennis
NZ AIMS Games
NZSS Tournaments

CULTURAL

Orchestra
Spirit of Adventure
Concert Band
Jazz Combos
Debating
Kapa Haka
Choir
AV Tech Crew
Production
Inter-Cultural Committee
Cultural Festival Committee
Origami Club
Anime Club

COMMUNITY (SERVICE)

40 Hour Famine Student Committee
Caritas
News centre
Rest Home Visiting
SADD (Students Against Drunk Driving)
Worship Band
Young Vinnies
Wellbeing Ambassador
Librarian
Youth Ministry
Junior God Squad
Eucharistic Ministry
Ministers of the Altar
Rest Home Project
Peer Support

WHAT ARE THE COLLEGE'S BEHAVIOURAL EXPECTATIONS?

INTRODUCTION

In any community, standards must be established so members can all work together harmoniously. The school believes in discipline 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 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 will be 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).

1. A **Stand-down** is the formal removal of a student from school for a specified period, not exceeding 5 school days 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 year and/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 school boards 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 informal discussion, 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.

CHANGES TO UNIFORMS FOR 2023

There are changes in the uniform for the school which will come into place from 2023. There will be a ‘grace period’ for those students who are not able to replace their uniform or should there not be sufficient uniform stock supply available. All senior students must be wearing a senior school uniform by the start of the 2024 school year at the latest. A student will not be permitted to wear a mix of junior school and senior school uniform. They must wear either a complete senior school uniform or a complete junior school uniform as outlined below.

JUNIOR UNIFORMS (YEARS 7-10)		
SUMMER (TERMS 1 & 4)	<ul style="list-style-type: none"> • Skirt – navy regulation • Shorts – navy regulation (new) • Blouse – blue short sleeved • Jumper – navy wool • Sandals – McKinlay (Safari black) • Shoes - black leather lace up school shoes (slip-ons, street or sports shoes not permitted) • Socks – navy blue school ankle socks • Jacket – navy junior school jacket 	<ul style="list-style-type: none"> • Shorts – navy regulation • Shirt – blue short sleeved • Jumper – navy wool • Sandals – McKinlay (Safari black) • Shoes - black leather lace up school shoes (no slip-ons, street or sports shoes permitted) • Socks – navy knee length school socks • Vest – navy wool • Jacket – navy junior school jacket
WINTER (TERMS 2 & 3)	<ul style="list-style-type: none"> • Skirt – navy regulation • Trouser- tailored or fitted - winter only (new) • Blouse – blue short sleeved • Jumper – navy wool • Shoes - black leather lace up school shoes (street or sports shoes not permitted) • Socks – navy blue school ankle socks, or in winter, navy blue opaque tights • Jacket - navy junior school jacket 	<ul style="list-style-type: none"> • Shorts – navy regulation • Trouser- tailored or fitted - winter only (new) • Shirt – blue short sleeved • Jumper – navy wool • Vest – navy wool • Shoes – black leather lace up school shoes (street or sports shoes not permitted) • Socks – navy knee length school socks • Jacket – navy junior school jacket

SENIOR UNIFORMS (YEARS 11-13)

SENIOR UNIFORMS (YEARS 11-13)		
SUMMER (TERMS 1 & 4)	<ul style="list-style-type: none"> • Skirt – navy regulation • Blouse – blue 3/4 sleeved • Flesh colour tights may be worn in Term 1 & 4 • Socklets/Invisible Socks (junior socks & ankle socks are not part of the senior girls uniform) • Trouser- tailored or fitted navy stripe (new) • Choice of 2 shoes: <ul style="list-style-type: none"> • Hush Puppies – Monica ADC (Hannah’s Botany) • Hush Puppies – Marilyn (Elizabeth Michael Uniforms) • No street or sports branded shoes allowed • Junior lace-up shoes are not part of the senior girls uniform • Cardigan – blue • Blazer and school tie to be worn on all formal occasions 	<ul style="list-style-type: none"> • Trousers – long tailored or (fitted - new) navy stripe • Shirt – blue • Vest – navy blue • Black leather dress shoes (No street or sports branded shoes allowed) • Plain school black/navy blue socks • Blazer and school tie to be worn on all formal occasions
WINTER (TERMS 2 & 3)	<ul style="list-style-type: none"> • Skirt – navy regulation • Blouse – blue 3/4 sleeved • Navy blue opaque pantyhose • Socklets/Invisible Socks (junior socks & ankle socks are not part of the senior girl’s uniform) • Trouser- tailored or fitted navy stripe (new) • Choice of 2 shoes: <ul style="list-style-type: none"> • Hush Puppies – Monica ADC (Hannahs Botany) • Hush Puppies – Marilyn (Elizabeth Michael Uniforms) • No street or sports branded shoes allowed • Junior lace-up shoes are not part of the senior girl’s uniform • Cardigan – blue • Tie – compulsory in Terms 2, 3 and 4 • Blazer to be worn on all formal occasions 	<ul style="list-style-type: none"> • Trousers – long tailored or (fitted - new) navy stripe • Shirt – blue • Vest – navy blue <ul style="list-style-type: none"> • Black leather dress shoes (No street or sports branded shoes allowed) • Plain school black/navy blue socks • Tie – compulsory in Term 2, 3 and 4 • Blazer to be worn on all formal occasions

ACCESSORIES	WET/COLD WEATHER
<ul style="list-style-type: none"> • 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 recent piercings 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 are NOT permitted. 	<ul style="list-style-type: none"> • 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.

- | | |
|---|---|
| <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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 | 8.00am-9.00am |
| • Thursdays | 2.30pm-6.00pm |
| • 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

ELIZABETH MICHAEL UNIFORMS

uniforms@elizabethmichael.co.nz

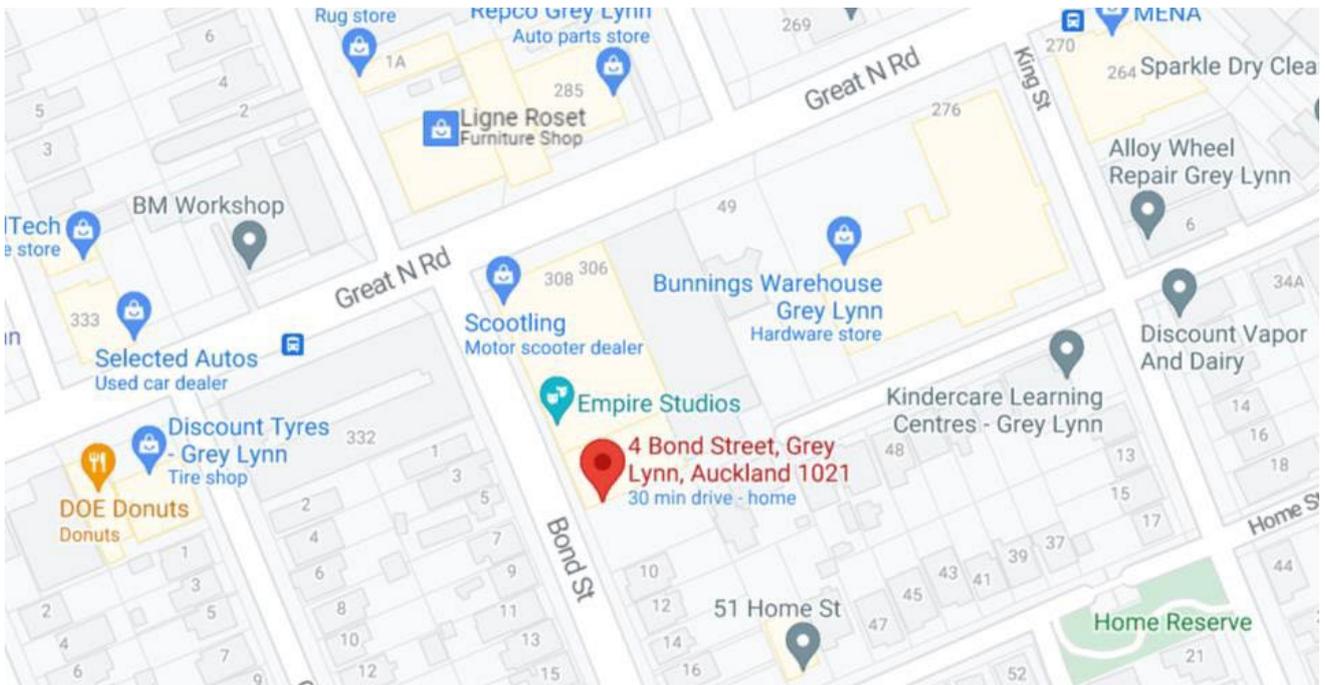
www.elizabethmichael.co.nz

ElizabethMichael
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





Junior Skirt Set

- Junior girls shirt
- Junior skirt
- Junior trousers (Terms 2&3)
- Junior school jumper
- Junior school jacket
- School scarf
- Black leather lace-ups + SMC ankle high socks
- Sandals (Terms 1&4)



SMC Ankle high socks



McKinlay's Safari Sandals



Roman Sandals



Black Leather Lace-ups



Junior Shorts Set

- Junior boys shirt
- Junior shorts
- Junior trousers (Terms 2&3)
- Junior school jumper
- Junior school jacket
- School scarf
- Leather lace-ups + SMC knee high socks
- Sandals (Terms 1&4)



Junior Boys socks



McKinlay's Safari Sandals



Roman Sandals



Black Leather Lace-ups



Senior Skirt Set

- Shirt - 3/4 sleeved
- Senior skirt
- Slim fit blazer
- School cardigan
- School scarf
- School tie
- Opaque navy blue stockings (60+ Denier)
- Leather loafers + No-show socks
- Black leather lace-ups + Plain black ankle high socks



no-show socks



Marilyn Loafers



Black Socks



Leather Lace-ups



Senior Regular Fit Trousler Set

- Shirt - Long sleeved
- Regular fit trousers
- Regular fit blazer
- School vest
- School scarf
- School tie
- Leather shoes +
Plain black socks





Senior Slim Fit Trousler Set

- Shirt - 3/4 sleeved
- Slim fit trousers
- Slim fit blazer
- School cardigan
- School scarf
- School tie
- Leather loafers + No-show socks
- Leather lace-ups + Plain black socks



+



no-show socks

Marilyn Loafers



+



Black Socks

Leather Lace-ups

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.
- 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.
- 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. The student must be physically present inside the Student Centre and have received permission from one of the deans 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 are for 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 (as they have been deemed to have a negative or disruptive effect on the school's learning environment) 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 Dean 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 FOR PARENTS

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.

SCHOOL FINANCIAL CONTRIBUTION – 2023

	Years 7&8	Years 9-13
Diocese Attendance Dues	\$488	\$956
Proprietors Contribution	\$355	\$355
Special Character	\$50	\$50
	\$893	\$1,361
SMC Financial Contribution	\$901	\$842
	\$1,794	\$2,203

A family discount of \$100 applies if three or more children attend Sancta Maria College.

Please set up your automatic payment for the financial contributions via internet banking to commence at the beginning of February. You will be issued with your school financial account at the start of February which will include your other activities and charges. However, please commence your automatic payments as soon as possible to ensure that your account is clear at the end of the calendar year. If you would like some assistance with calculating your amounts, please email j.clarke@sanctamaria.school.nz

Sancta Maria College bank account number:
12-3233-0126097-02 [please include your child's full name as reference]

Please remember, part of your acceptance of a place for your child at Sancta Maria College is that you will meet all the financial contributions.

The College can only continue offering the high standard of education and be fully resourced if all parents pay their full financial contributions and all subject and activity charges. Thank you for your full co-operation and support.

Details of each component are detailed as below:

Attendance Dues

Attendance Dues are a compulsory payment under the terms of the Private Schools Conditional Integration Act 1975 and a condition of enrolment at Sancta Maria College. Attendance Dues are charged for all students who attend Catholic Schools in New Zealand.

Attendance Dues are used to repay loans for building works done at schools in the Auckland Diocese, property-related costs including school building works, buildings insurance and costs directly associated with the administration of Attendance Dues.

Attendance Dues are collected by Sancta Maria College on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. These are forwarded to the Auckland Common Fund Limited, a company

established by the proprietors of Catholic-integrated schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

More information is available from the Cashier in the school office on Attendance Dues or if you need any assistance.

This portion does not qualify for the Donation Income Tax Rebate.

The contributions detailed below show the GST-exempt portion which qualifies for the Donation Income Tax Rebate.

A Donation Tax Receipt is automatically emailed but is also available on request.

Special Character

This contribution provides the main source of funding for all services provided to Sancta Maria College by the Catholic Education Services Board. No contributions are made by the Government for these services. The Catholic Education Services Board assists schools to

provide a Catholic education for your child through the preservation and enhancement of the Catholic Special Character in our schools. *This contribution is GST exempt: tax deductible.*

Proprietors Contribution

This contribution is forwarded to the Auckland Catholic Diocese for the on-going capital works development of Sancta Maria College. *This contribution is GST exempt: tax deductible.*

Sancta Maria College Financial Contribution

This is required by the Sancta Maria College Board of Trustees to cover a wide range of costs that are not met by the Ministry of Education. This contribution is to cover extra resources for the benefit of students including additional staffing, co-curricular sports and musical equipment, additional curriculum learning equipment and materials such as digital resources, subsidising school yearbook, and any other expenditure on behalf of the students as may be approved by the board. This contribution is subject to change should the Board see fit to alter it.

This contribution is GST exempt: tax deductible.

Subject and Activity Fees

At the start of each year students will be charged for various activities and subject fees which involve a take home component for the options they have chosen. These are detailed on the course outline booklet online at the time of choosing subjects for the following year. Separate invoices are issued for these charges and are to be paid for by the date specified on the invoice. Other activity charges will be added as they are advised by various departments throughout the year.

Learning Enhancement Platforms

Students are offered various learning enhancement platforms to enable them to access licenses to learning platforms both at home and at school. A separate sheet outlines each of these online resources which are highly recommended as valuable educational tools.