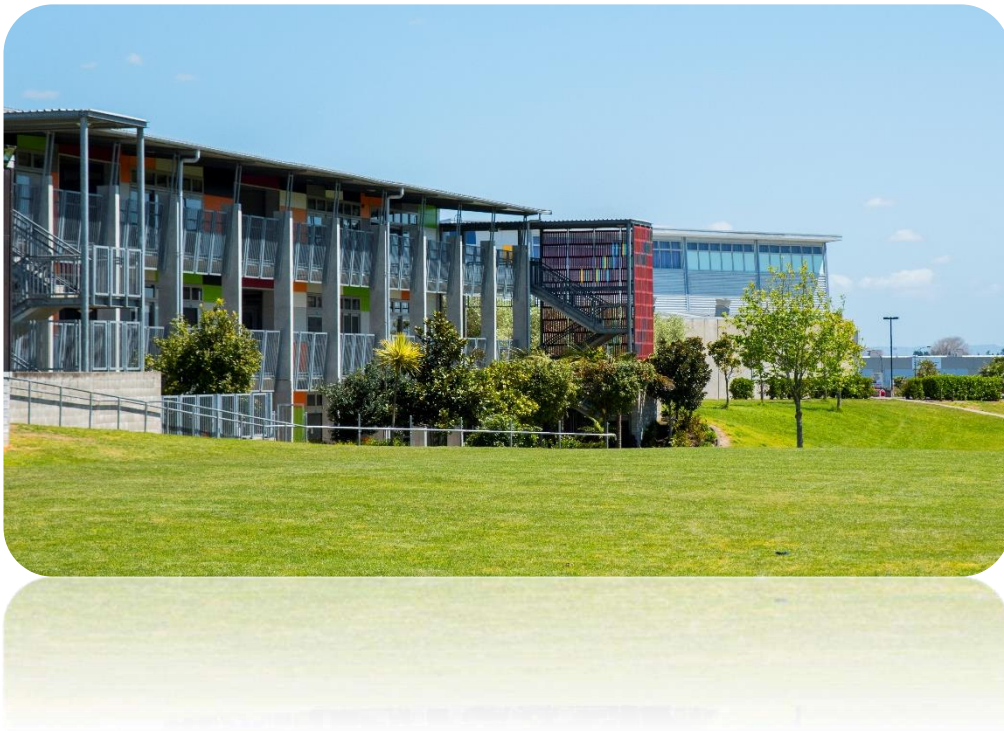




# **INTERNATIONAL STUDENTS**

## **SANCTA MARIA COLLEGE**



### **STUDENT HANDBOOK**

**Guidelines and information for new students**

# Sancta Maria College

## VALUES



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



#### **Our Catholic faith**

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



#### **The importance of education**

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



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

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



#### **Our Many Cultures**

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

## Welcome

Kia Ora and welcome to Sancta Maria College, we are delighted you are joining us. We hope that within a short time, you will feel like you belong. It does take quite a few months, probably about six months to actually feel like you are a regular Sancta Maria College student but it will happen.

The quickest way to achieve this is:

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

The international student team are here to support you and you will find them in the international student center, someone is always here to assist you from 8.30am until 4.00pm each day.



Ms Kendall Watson-Peach  
Director of International Students  
[K.WatsonPeach@sanctamaria.school.nz](mailto:K.WatsonPeach@sanctamaria.school.nz)  
Mobile: 021 478 956  
Telephone +64 9 274 4081 ext 268



Mrs Allison Clifford  
International Student Administrator  
[a.clifford@sanctamaria.school.nz](mailto:a.clifford@sanctamaria.school.nz)  
Telephone +64 9 2744081 ext 274



Mrs Cay Scott  
International Homestay Co-ordinator  
[homestay@sanctamaria.school.nz](mailto:homestay@sanctamaria.school.nz)  
Mobile: 021 246 6634  
Emergency Number – 021 0273 0457

After hours emergency phone number is: **021 0273 0457** This is only to be called in genuine emergencies – please phone Director Ms Watson-Peach on 021 478 956 directly if you have a question in the international student area.

## **What we expect of you**

Before you arrived, you and your parents signed an **Enrolment Contract**. 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.
- To do your homework.
- To be a good student - listen and cooperate with your teachers and be respectful to your teachers and classmates.
- To wear your school uniform correctly.
- To respect your homestay parents and family and have a positive and cooperative attitude in your new home and obey the homestay family rules.
- To obey the curfew times for international students.
- Not smoke or drink alcohol or take drugs or break any NZ laws.
- Not to drive a car unless special permission is granted
- Not to move homestays or change address without first seeing Mrs Cay Scott.

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

## **Problems you may experience**

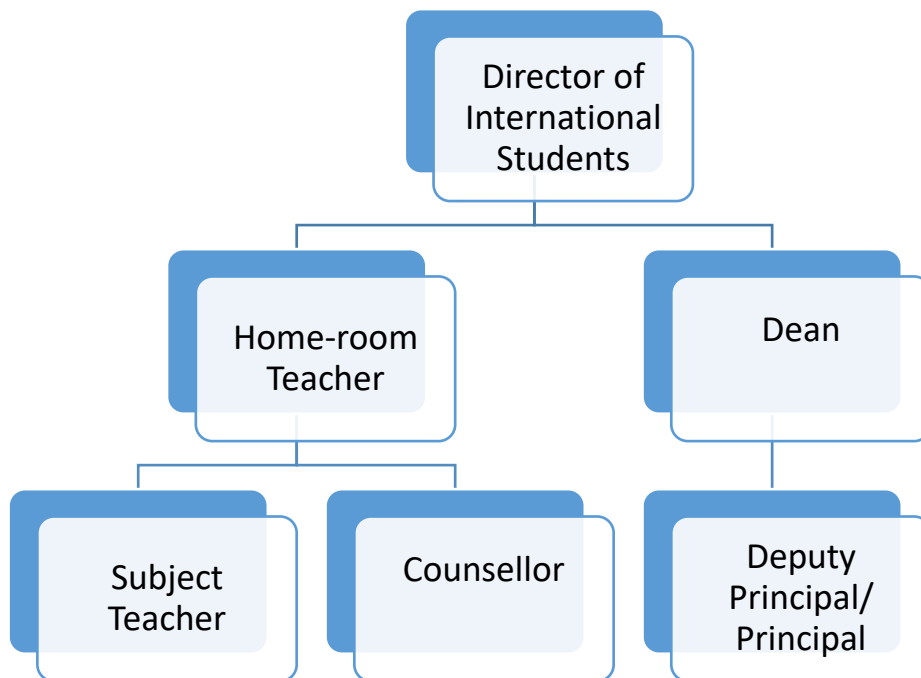
It is normal for everyone to have problems at school or work from time to time.

- If it is a small problem try to talk to one of your friends, classmates or homestay family and see if you can work out a solution together.
- If it is a problem with one of your subjects that is really upsetting you then ask 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 can also arrange for you to see a professional counsellor who speaks your language but this may cost you money.

## **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 member 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

## People at school you can ask for help



## Support services in the school

**School Leadership Team (SLT):** The Principal and Deputy Principals are the head of the school, and they are the people that make the important decisions about the school.



Ms Louise Moore  
School Principal  
[l.moore@sanctamaria.school.nz](mailto:l.moore@sanctamaria.school.nz)



Mrs Courtney Kilpatrick  
Deputy Principal (Years 7-10)  
[c.kilpatrick@sanctamaria.school.nz](mailto:c.kilpatrick@sanctamaria.school.nz)



Mr Ray Green  
Deputy Principal – Teaching & Learning  
[r.green@sanctamaria.school.nz](mailto:r.green@sanctamaria.school.nz)



Mr Ben Bacon  
Deputy Principal – Pastoral Care & Wellbeing  
[b.bacon@sanctamaria.school.nz](mailto:b.bacon@sanctamaria.school.nz)



Mrs Chris Sullivan  
Acting Head of Senior School  
[c.sullivan@sanctamaria.school.nz](mailto:c.sullivan@sanctamaria.school.nz)

**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](mailto:c.didierserre@sanctamaria.school.nz)



Mrs Eleanor Purchase  
Guidance Counsellor  
[e.purchase@sanctamaria.school.nz](mailto: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 Pamela Morgan  
School Medic  
[p.morgan@sanctamaria.school.nz](mailto:p.morgan@sanctamaria.school.nz)

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



Mrs Lucy Rogers  
Careers Advisor  
[l.rogers@sanctamaria.school.nz](mailto:l.rogers@sanctamaria.school.nz)

## 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](http://www.nzqa.govt.nz) or email  
[risk@nzqa.govt.nz](mailto:risk@nzqa.govt.nz)

If your complain is about fees, contact iStudent Complaints [www.istudent.org.nz](http://www.istudent.org.nz)



## Year level Deans

Each year level has a Dean, these teachers are also here to support you academically as well as to make sure you are okay and happy. Our Deans are:



Miss Alethea Smith  
Year 7 Dean

[a.smith@sanctamaria.school.nz](mailto:a.smith@sanctamaria.school.nz)



Mrs Allison Croxford  
HoD Year 7&8

[a.croxford@sanctamaria.school.nz](mailto:a.croxford@sanctamaria.school.nz)



Mrs Tilly Curham  
Year 8 Dean

[t.curham@sanctamaria.school.nz](mailto:t.curham@sanctamaria.school.nz)



Ms Averil Hiddleston  
Year 9 Dean

[a.hiddleston@sanctamaria.school.nz](mailto:a.hiddleston@sanctamaria.school.nz)



Mr Ashutosh Bali  
Year 10 Dean

[a.bali@sanctamaria.school.nz](mailto:a.bali@sanctamaria.school.nz)



Mrs Joanne Al-Rubaie  
Year 11 Dean

[j.al-rubaie@sanctamaria.school.nz](mailto:j.al-rubaie@sanctamaria.school.nz)



Ms Makayla Samaeli  
Year 12 Dean

[m.samaeli@sanctamaria.school.nz](mailto:m.samaeli@sanctamaria.school.nz)



Mr Andrew Ardern  
Year 13 Dean

[a.ardern@sanctamaria.school.nz](mailto:a.ardern@sanctamaria.school.nz)



## Improving your English quickly

It will take about six 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 three 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 class-mates at lunchtime and interval
- Take the opportunity to join events happening at school such as the 40 Hour Famine and the Talent Contest in Term 2 and the Cultural Festival in Term 4.

## School Procedures

### Beginning of the school day

All students are expected to arrive at school by 8.30 am ready to attend Homeroom for registration, prayer and notices. Homeroom bell rings at 8.35am for start of the day.

### End of the school day

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

Sancta Maria College operates a 2-week timetable – week A and week B

You can find your timetable through the school portal.

On arrival at Sancta Maria College you will be given a card with your username and password for the school portal.

Your timetable tells you your subject eg: (11ENG = 11 English), the teacher (PHU = Ms Pahulu) and where to go (DU9 = D block upper classroom 9)

**Homerooms** at each year level are named after past or present Bishops of Diocese of Auckland.

The names of these bishops are:

**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**

**You will be put into a homeroom – with your year level e.g. 9 BRN**

## Timetable Example:

Week A (Columns 1 – 5) Week B (Columns 6 – 10)

	1	2	3	4	5	6	7	8	9	10
Before School										
Homeroom	11BRN EWD AG1	11BRN EWD AG1	11BRN EWD AG1	11BRN EWD AG1	11BRN EWD AG1	11BRN EWD AG1	11BRN EWD AG1	11BRN EWD AG1	11BRN EWD AG1	11BRN EWD AG1
Period 1	11SCA SNH CU9	11MAT SIG AG3	11DTG ABA CG1	11MAT SIG AG3	11SCA SNH CU9	11RED BID CU3	11ENG PHU DU9	11DVC WRS CG9	11RED BID CU3	11DTG ABA CG1
Period 2	11DVC WRS CG9	11ENG PHU DU9	11RED BID CU3	11DTG ABA CG1	11STY VKS AG5	11DTG ABA CG1	11DVC WRS CG9	11SCA SNH CU9	11MAT SIG AG3	11SCA SNH CU9
Interval										
Period 3	11ENG PHU DU9	11DVC WRS CG9	11MAT SIG AG3	11DVC WRS CG9	11RED BID CU3	11SCA SNH CU9	11DTG ABA CG1	11PED HLS GYM	11ENG PHU DU9	11MAT SIG AG3
Period 4	11DTG ABA CG1	11PED HLS GYM	11ENG PHU DU9	11SCA SNH CU9	11MAT SIG AG3	11DVC WRS CG9	11PED HLS GYM	11MAT SIG AG3	11DTG ABA CG1	11ENG PHU DU9
Lunch										
Period 5	11RED BID CU3	11SCA SNH CU9	11DVC WRS CG9	11ENG PHU DU9	11DTG ABA CG1	11MAT SIG AG3	11RED BID CU3	11ENG SNH LIB	11SCA SNH CU9	11DVC WRS CG9
After School										

## BELL TIMES

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
Assembly/Extended Homeroom	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	
Warning Bell	9.35am
Start of Period 1	9.40am
Start of Period 2	10.30am
Start of Interval	11.20am
Start of Period 3	11.45am
Start of Period 4	12.35pm
Start of Lunch	1.25pm
Start of Period 5	2.15pm
End of the School Day	3.15pm

## Attendance

- Students are to be at school by 8.30am and may not leave the school until 3.15pm unless by arrangement. Leave passes will be issued to these students if a note is received from parents/caregivers. It is the parents' responsibility, if a student is sick, to phone the school on the first day of absence.
- **If a student is going to be absent for the day, a parent/guardian should let the school office know BEFORE 8.30 am on the day of absence (phone 09 274 4081 ext 273 or email [d.blackbourn@sanctamaria.school.nz](mailto:d.blackbourn@sanctamaria.school.nz)). You can also upload the school apps and advise your absence there. (This also applies to EACH DAY of absence lasting more than one day). PLEASE DO NOT RING THE HOMESTAY CO-ORDINATOR**
- The student must bring a note explaining the absence to the Homeroom teacher as soon as he/she returns to school, in addition to the phone call. This is a legal requirement.
- **Requests for leave from school for non-medical reasons must be made in writing to the International Director before the event.**
- You are required to be at school 100% of the time - **if your attendance drops below 95% your visa could be at risk.**

## Lateness

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

## Appointments out of school:

If you have an unavoidable appointment (doctor, dentist etc.), you must bring a note from your homestay parent/ guardian and get a leave pass from the Student Centre. ***No student may leave the school grounds during the day, including morning tea and lunchtime, without a valid reason and without following these procedures:***

- Bring a dated and signed note from a parent/guardian requesting leave during the day.
- Students are not allowed to phone or text home without a teacher's permission.
- Take the note to the Homeroom Teacher and obtain a LEAVE pass.
- Students must show this pass to the subject teacher and go to the Student Centre and wait to be collected.
- Parent/caregivers are required to come to the Student Centre and sign the student out.
- You must sign out from the Student Center and also remember to sign back into school when you return.

## Feeling unwell

If you do not feel well during the day, you must see the School Nurse in the Health Centre. If the school nurse feels it is necessary, she will contact your homestay parent or guardian to take you home. You must NEVER go home without permission. If you can't find the nurse, then go to the International Department, where a member of the International Team will always assist you. Covid Regulations that are in place at the time will be followed.

## **Breaches**

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

## **Using Computers at school**

Sancta Maria College is a bring your own device school. You will need to connect to the school network on your device.

At orientation you will be given a card with the contact details of the Director as well as all the information about how to access our network. You will have access to emails, Schoology and our school portal.

Schoology is Sancta Maria College's online learning space – you can access this in your classes as well as teachers post lessons, resources, notes, videos on this to help you with your learning. Ask your teacher how you can access your class and all of the resources.

## **School rules and guidelines to behavior**

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

## **General Conduct**

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

## Opportunities at Santa Maria College

At Santa Maria College, we have the vision of giving students the opportunity to discover and develop their talents: spiritual, academic, cultural or sporting. We strongly encourage students to strive to reach their potential in all that they do. The following is an **indication of activities** that are available at the school. Getting involved with all the school has to offer is a great way for you to make friends and improve your English!

Sport	Groups and Activities	Performing Art
<ul style="list-style-type: none"> <li>➤ Athletics</li> <li>➤ Badminton</li> <li>➤ Basketball</li> <li>➤ Orienteering</li> <li>➤ Cross-country</li> <li>➤ Distance Running</li> <li>➤ Football</li> <li>➤ Hockey</li> <li>➤ Netball</li> <li>➤ Rugby</li> <li>➤ Table Tennis</li> <li>➤ Tennis</li> <li>➤ Volleyball</li> </ul>	<ul style="list-style-type: none"> <li>➤ Anime Club</li> <li>➤ Book Clubs</li> <li>➤ Chess Club</li> <li>➤ Debating</li> <li>➤ Environmentalists</li> <li>➤ Caritas group</li> <li>➤ Film Appreciation Club</li> <li>➤ Film Production Club</li> <li>➤ Inter-Cultural Club</li> <li>➤ Liturgy Committee</li> <li>➤ News Centre Team</li> <li>➤ Outreach Committee</li> <li>➤ Peer Support</li> <li>➤ School Camps</li> <li>➤ Speech Competitions</li> <li>➤ Spelling Bee</li> <li>➤ Spirit of Adventure</li> <li>➤ Sports Committee</li> <li>➤ Talented Writers Group</li> <li>➤ The Young New Zealanders' Challenge</li> <li>➤ Writing Competition</li> <li>➤ Young Vinnies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Art Exhibitions</li> <li>➤ Choirs (boys and girls)</li> <li>➤ College Production</li> <li>➤ Concert Band</li> <li>➤ Drama</li> <li>➤ Individual and group music instruction</li> <li>➤ Jazz Bands</li> <li>➤ Kapa Haka</li> <li>➤ Orchestra</li> <li>➤ Pasifika Groups</li> <li>➤ Rock Bands</li> <li>➤ String Groups</li> <li>➤ Talent Quests</li> <li>➤ Theatre Sports</li> </ul>

## Using your talents

Can you play a musical instrument?

What sports can you play?

Are you good at drama, film, art?

Are you interested in helping others?



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

## Accessing the International Student Department

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 school work. ***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.



### Cell phones / electronic equipment

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. If you need to contact someone during these times please see a staff member in the International Student department.

### Grounds

Policy	Rationale
Students may use devices, including mobile phones in the International Student Centre. Phones must be turned off before leaving the Centre and ear pods must not be worn outside of the Centre or into classes.	To allow for contact with home country and to access information for translation purposes.
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 or International Student Centre. The student must be physically present inside the student centre and have received permission from one of the deans or receptionist.	Current practice.
Students may use devices in the library during interval and lunchtime, but only for study/homework purposes. They may not text or make phone calls, 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 <b>MAY NOT</b> listen to music in classrooms unless specific permission has been granted via HOD application, in writing, to the deputy principal, setting out the grounds for exemption. (The only exception is students in timetabled study classes).	Generally, there is a little or no educational benefit from students listening to their own music.
Students may not text during class, take photographs or videos of other students or staff without their permission (or upload such to internet), or play games. Students may not share headphones.	Health and Safety.



## **Practical Matters**

### **Insurance**

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

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

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

### **Student Visas**

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

### **Part time Work**

If you are in Year 12 or Year 13 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 20 hours per week.

### **Travel & 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:

[Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021 – Education in New Zealand](#)

This is also on our school website under 'International Students'.

## **Spending Money**

Some parents in NZ give their children an allowance to spend each week, this is called pocket money. The children often have to 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 items of their own choice. 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 you parents about the extra costs**

Make sure your parents are aware there are extra school costs such as uniform, books, field trips, sports fees so you do not pay for them out of your pocket money.

## Uniform

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

Correct uniform is required when students are:

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

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

Students in incorrect uniform must have a note of explanation.

**Uniform Shop at Sancta Maria College – For Opening Hours please follow the link below:**

<https://www.sanctamaria.school.nz/index.php/uniform-shop-2>

If you have any questions regarding the school uniform or wish to volunteer in the Uniform Shop, please contact **Dianne Guinan**:

**P** (09) 272 5601

**E** [uniformshop@sanctamaria.school.nz](mailto:uniformshop@sanctamaria.school.nz)

You can also visit **Elizabeth Michael Uniforms** 4 Bond Street, Grey Lynn, Auckland

**P** (09) 358 1680

**E** [uniforms@elizabethmichael.co.nz](mailto:uniforms@elizabethmichael.co.nz)

**W** [www.elizabethmichael.co.nz](http://www.elizabethmichael.co.nz)

### **Elizabeth Michael Uniforms Opening Hours**

Monday -Thursday 9am - 5pm

Friday 9am - 4pm

Saturday 9am - 12pm

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

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

Uniform Years 7 - 10 JUNIOR SKIRT SET	Uniform Years 7 - 10 JUNIOR SHORTS SET
<p>Junior skirt</p> <p>Junior trousers (Terms 2&amp;3)</p> <p>Junior girls' shirt</p> <p>Jumper – navy wool</p> <p>Sandals – McKinlay (Safari black) or Roman sandals (black)</p> <p>Shoes – black leather lace up school shoes (slip-ons, street or sports shoes <b>not</b> permitted)</p> <p>Socks – SMC navy blue school ankle socks</p> <p>Jacket – navy junior school jacket</p>	<p>Junior shorts</p> <p>Junior trousers (Terms 2&amp;3)</p> <p>Junior boys' shirt</p> <p>Jumper – navy wool</p> <p>Sandals – McKinlay (Safari black) or Roman sandals (black)</p> <p>Shoes – black leather lace up school shoes (slip-ons, street or sports shoes <b>not</b> permitted)</p> <p>Socks – SMC navy knee length school socks</p> <p>Jacket – navy junior school jacket</p>



## Junior Skirt Set

- Junior girls shirt
- Junior skirt
- Junior trousers (Terms 1 & 4)
- 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 1&4)
- 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 Uniform Years 11-13 SENIOR SKIRT SET	Senior Uniform Years 11-13 SENIOR REGULAR FIT TROUSERS SET
Shirt – blue $\frac{3}{4}$ sleeved Skirt – navy regulation Fitted blazer School cardigan School scarf School tie Opaque navy-blue stockings (60+ denier) Leather loafers + no-show socks <b>OR</b> Black leather lace-ups +ankle high socks	Shirt – Long sleeved Regular trousers Regular Blazer School vest School scarf Leather lace-up shoes + black socks



## Senior Skirt Set

- Shirt – 3/4 sleeved
- Senior skirt
- Fitted 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



Marylin Loafers



Black Socks



Leather Lace-ups



## Senior Regular Fit Trouser Set

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





SENIOR SLIM FIT TROUSER SET	
Shirt – blue ¾ sleeved Fitted trousers Fitted blazer School cardigan School scarf School tie Leather loafers + no-show socks <b>OR</b> Black leather lace-ups + ankle high socks	



## Senior Slim Fit Trousers Set

- Shirt – ¾ sleeved
- Fitted trousers
- Fitted 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



## UNIFORM RULES

- Boys' shorts must be worn tidily at all times.
- Boys' shirts must be tucked in at all times. This includes during interval and lunchtime. If students wish to play a sport they must change into their PE uniform.
- Boys' socks are worn up at all times.
- Girls' skirt hemlines must be on the kneecap.
- Girls' blouses are not to protrude below the bottom of the jerseys.
- Top buttons of shirts or blouses are to be done up at all times.
- T-shirts are not permitted under school shirts.
- Any clothing worn under the uniform must not be visible.
- Regulation footwear must be worn at all times.
- Shoes are to be clean, polished and properly tied at all times.
- Sports shoes can be only worn in the gymnasium and on artificial turf
- Hair must be neatly presented and off the face. 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) or unnatural colors (e.g. dyed, two tone, streaks).
- Boys are to be clean shaven at all times.
- Gel may only be used to keep hair down, not to sculpture it or stand it up.
- Hair that is below the bottom of the collar is to be tied back at all times.
- Scarves are optional but only the school scarf can be worn and only during Terms 2 and 3.

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

## Sancta Maria bus information

### *To school:*

- **440 - Bucklands Beach to Sancta Maria.**

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.[1](#).

- **441 - Howick to Sancta Maria.**

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.

[View the 441 - Howick to Sancta Maria route map \(PDF 371KB\).](#)

- **442 - Cockle Bay to Sancta Maria.**

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.

[View the 442 - Cockle Bay to Sancta Maria route map \(PDF 320KB\).](#)

- **443 – Manukau to Sancta Maria**

Departs: 8.00 am.

Operator: Howick and Eastern.

Route: Bay 11 Manukau Bus Station, Davies Ave, Manukau Station Rd, Redoubt Rd, Hollyford Dr, Aspiring Ave, Matthews Rd, Chapel Rd, Ormiston Rd, Te Irirangi Dr, Sancta Maria, Sancta Maria College

## Sancta Maria bus information (continued)

### *From school:*

- **440 - Sancta Maria 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.

[View the 440 - Sancta Maria to Bucklands Beach route map \(PDF 374KB\).](#)

- **441 - Sancta Maria 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.

[View the 441 - Sancta Maria to Howick route map \(PDF 371KB\).](#)

- **442 - Sancta Maria 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.

[View the 442 - Sancta Maria to Cockle Bay route map \(PDF 320KB\).](#)

- **443 - Sancta Maria to Manukau.**

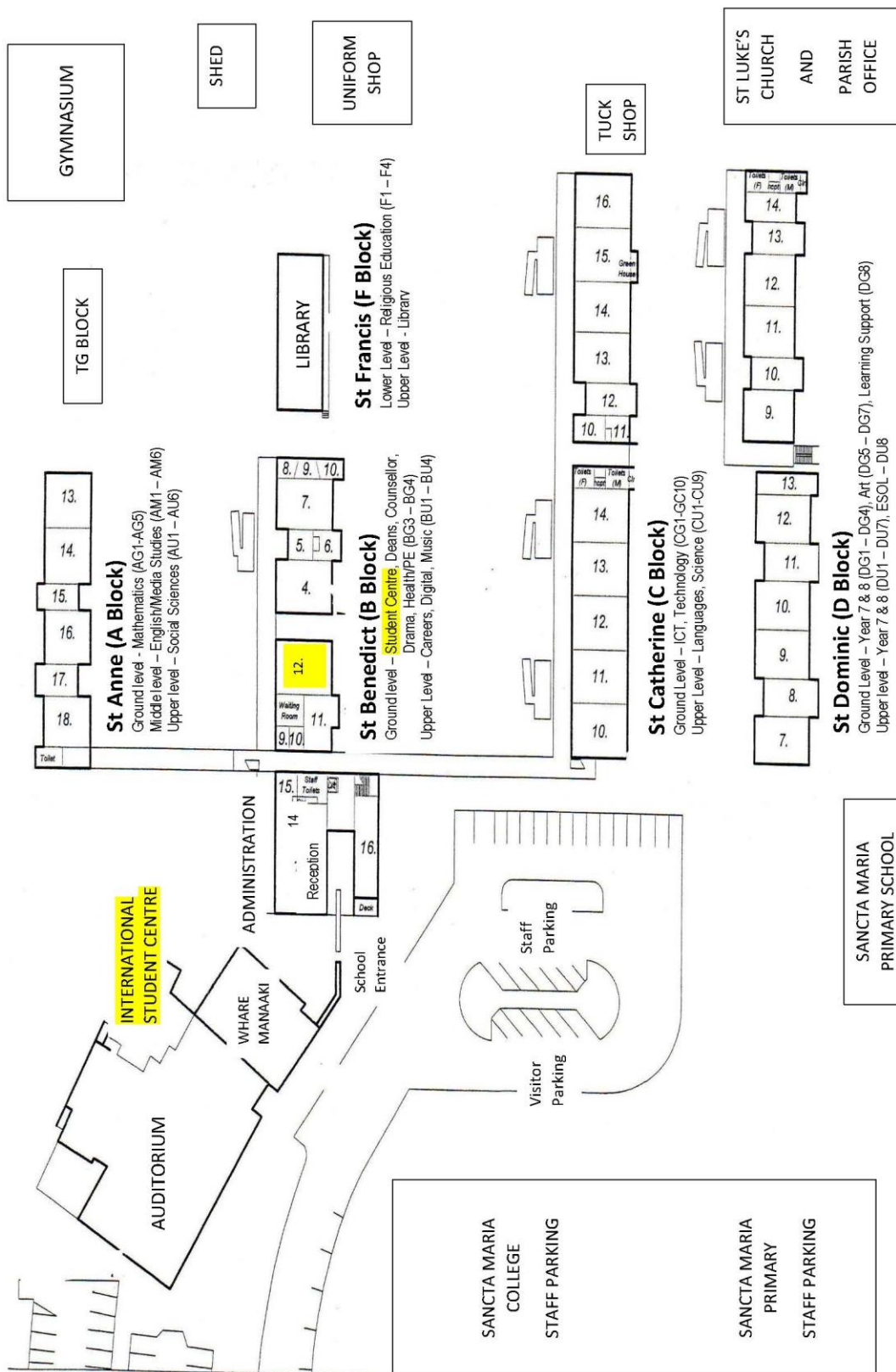
Departs: 3.20pm.

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.

[View the 443 - Sancta Maria to Manukau route map \(PDF 301KB\).](#)

# SANCTA MARIA COLLEGE – PLAN OF SCHOOL BUILDINGS



## Where to find assistance outside of school

### Phone directory

Police, Fire, Ambulance	Dial 111
Non-emergency police matter	Dial 105
East Care Accidents and Medical	260 Botany Road, Golflands, Auckland. Ph: 08 277 1516
Civil Defence	800 22 22 00 For information and advice before, during and after an emergency such as earthquakes, tsunami, fire, floods and volcanic eruptions
Family planning association	<a href="http://www.familyplanning.org.nz">www.familyplanning.org.nz</a>
Lifeline New Zealand	522 2999 or <a href="http://www.lifeline.co.nz">www.lifeline.co.nz</a> A free, confidential and non-judgemental telephone counselling service. Operating 24 hours a day, 365 days.
Youthline	0800 376 633 or text support to 234 or email <a href="mailto:talk@youthline.co.nz">talk@youthline.co.nz</a> or visit <a href="http://www.youthline.co.nz">www.youthline.co.nz</a> Youthline offers a range of services for young people and their families across New Zealand and is available 24 hours a day
Chinese lifeline	522 2088 or outside Auckland call 0800 888 880 Provides a confidential and free telephone counselling and support service for Cantonese and Mandarin speakers. Operating hours are Mon-Sun 10am-2pm; Mon-Fri 7pm-10pm
Citizens Advice Bureau	0800 FOR CAB (0800 367 222) <a href="http://www.cab.org.nz">www.cab.org.nz</a> The Citizens Advice Bureau can offer you advice and guidance on a range of issues

### Other important contacts

New Zealand Customs	<a href="http://www.customs.govt.nz">www.customs.govt.nz</a>
Ministry of Health	<a href="http://www.moh.govt.nz">www.moh.govt.nz</a>
Immigration New Zealand	<a href="http://www.immigration.govt.nz">www.immigration.govt.nz</a>
Study in NZ information	<a href="https://www.immigration.govt.nz/new-zealand-visas/options/study">https://www.immigration.govt.nz/new-zealand-visas/options/study</a>
Living in NZ information	<a href="https://www.newzealandnow.govt.nz/live-in-new-zealand">https://www.newzealandnow.govt.nz/live-in-new-zealand</a>
Language line	<a href="http://www.ethnicaffairs.govt.nz">www.ethnicaffairs.govt.nz</a>
NauMai NZ – a website especially for international students studying in NZ	<a href="https://naumainz.studyinnewzealand.govt.nz/about-naumai-nz">https://naumainz.studyinnewzealand.govt.nz/about-naumai-nz</a>
Education NZ	<a href="https://www.studywithnewzealand.govt.nz/en">https://www.studywithnewzealand.govt.nz/en</a>
Kiwi Careers/Career services	<a href="http://www.kiwicareers.govt.nz">www.kiwicareers.govt.nz</a> <a href="http://www.careers.co.nz">www.careers.co.nz</a>
New Zealand Transport Authority	Pedestrian Safety <a href="http://www.nzta.govt.nz/resources/roadcode/about-other-road-users/information-for-pedestrians.htm">www.nzta.govt.nz/resources/roadcode/about-other-road-users/information-for-pedestrians.htm</a>

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

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