

# ST MARY'S DIOCESAN SCHOOL STUDENT HANDBOOK

2017



# **Welcome to St Mary's Diocesan School for 2017**

## **Introduction**

The purpose of this handbook is to provide students and families with clear guidelines on the day-to-day running of St Mary's Diocesan School (Boarders will be provided with a copy of the boarding handbook at the beginning of the year).

St Mary's Diocesan values quality and excellence in all of its operations - academic, pastoral, financial, special character and property.

Our expectation for each of the students in the school is that they become successful learners, able to participate and contribute productively in all aspects of life.

## **Our Vision**

Our vision for each of our students is for each of them to be:

**Successful Learners;  
Resolute Women;  
Courageous Leaders**

Each student's behaviour is expected to be based on the following values:

- RESPECT:** valuing and caring for others, their property and the environment.
- RESPONSIBILITY:** for your actions and their consequences.
- PERSERVERANCE:** acknowledging that success comes after consistent work and, at times disappointment.
- SERVICE:** looking at what you can contribute to your world within your family and the wider community.
- CARE:** responding to others supportively and celebrating the successes of others.

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## **Contacts**

St Mary's Diocesan School  
PO Box 714  
Stratford 4352  
61 Broadway North  
Stratford 4332  
Taranaki  
New Zealand

### **Office and Teaching Staff**

Telephone: 06 765-5333  
Fax: 06 765-5331  
Email: [office@stmarysstratford.school.nz](mailto:office@stmarysstratford.school.nz)  
[www.stmarysstratford.school.nz](http://www.stmarysstratford.school.nz)

### **Boarding**

Boarding House Telephone: 06 765-8925  
or 06 765 5333 Ext 848  
Fax: 06 765-8925  
Boarding House Email: [sue@stmarysstratford.school.nz](mailto:sue@stmarysstratford.school.nz)  
Boarding House cell phone 027 4266 889

<b>Principal</b>	Mrs Fiona Green
<b>Deputy Principal</b>	Mrs Karla Ralph
<b>Assistant Principal</b>	Mr Barry Skinner
<b>Boarding Manager</b>	Ms Sue Roodbeen
<b>Property Manager</b>	Mr Lindsay Evans
<b>Executive Officer</b>	Ms Alison Chamberlain

## **Teaching Staff with areas of responsibility**

Art	Ms Carly Sarten
Drama	Mr Darin Ramsay
English	Ms Maria Taylor
Fabric Technology	Mrs Elizabeth Higgs
Food and Nutrition	Mrs Sheree Asi
History	Mrs Caroline Gonouya
Japanese / Languages	Mrs Fleur Karasawa
ESOL	Mrs Christine Hucker
Mathematics	Mr Jonathan Faulkner
Music	TBA
Health and P.E.	Mrs Nicola Carver
Religious Education	Rev'd Annie Baigent
Science	Mr Matt Coleman
SCT	Ms Angie Cooper
Social Sciences	Mr Barry Skinner
STAR	Mrs Fiona Green
Gateway	Mrs Lisa Dent

## **Teaching Staff**

Mrs Leona Mazengarb

## **Deans**

If you have any concerns regarding your daughter's academic progress or behaviour please contact:

Year 13	Ms Maria Taylor
Year 12	Ms Angie Cooper
Year 11	Mrs Caroline Gonouya
Year 10	Mr Matt Coleman
Year 9	Mrs Elizabeth Higgs
Academic Dean	Mrs Elizabeth Higgs
International Students	Mrs Christine Hucker



## **Form Teachers for 2017**

Fleming A	Carly Sarten	Room 15
Fleming B	Christine Hucker	Room 1A
Roberton A	Darin Ramsay	Room 1C
Roberton B	Sheree Asi	Room 7
Stanford A	Barry Skinner / Karla Ralph	Room 8
Stanford B	Fleur Karasawa	Room 12
Wilson A	Nicola Carver	Room 5
Wilson B	Jonathan Faulkner	Room 4

## **Support Staff**

### **Administration Assistants**

Ms Maree O'Connor  
Mrs Sandra Collins

### **Chaplain**

Rev'd Annie Baigent

### **Librarian**

Mrs Julie Johnson

### **Sports Co-ordinator**

Mrs Janine Wilton-Daley

### **Arts Co-ordinator**

Mrs Janine Wilton-Daley

### **Science Technician**

Ms Raewyn Wolland

## **Itinerant Teachers**

Speech and Drama	Mrs Christine Cameron
Piano, Theory	Mrs Claudia Bluett
Drums, Guitar, Bass Guitar Brass, Saxophone, Keyboard	Mr Don Boyd
Piano, Singing, Theory	Mrs Julie Cudby
All Woodwind Instruments and Beginners Electric Keyboard	Mrs Jo Henderson

# School Timetable

## ***Monday, Wednesday and Friday***

8.30 am - 8.45 am	Form time
8.45 am - 9.45 am	Period 1
9.45 am - 10.45 am	Period 2
10.45 am - 11.05 am	Interval
11.05 am - 12.05 am	Period 3
12.05 am - 1.05 pm	Period 4
1.05 pm - 1.55 pm	Lunch
1.55 pm - 2.15 pm	Chapel/Assembly/Deans
2.15 pm - 3.15 pm	Period 5

## ***Tuesday and Thursday***

8.30 am - 9.00 am	Form time / Student Programmes / Mentoring
9.00 am - 10.00 am	Period 1
10.00 am - 11.00 am	Period 2
11.00 am - 11.20 am	Interval
11.20 am - 12.20 am	Period 3
12.20 pm - 1.20 pm	Period 4
1.20 pm - 2.15 pm	Lunch
2.15 pm - 3.15 pm	Period 5

## ***Assemblies***

Monday	Deans / Student Assembly
Wednesday	Chapel
Friday	Principal's Assembly

# Uniform

Please note all uniform items are compulsory unless shown as optional on this list

## Junior Uniform

### **Summer**

Navy Tunic (mid-calf length)

Black Bata Becca shoes or similar Mary Jane black shoes as per Hannah's catalogue 2017, and white turn down ankle socks or

Navy or Black Roman Sandals

Navy V-necked jumper

Navy School Blazer

### **Winter**

White shirt

Kilt (mid-calf length)

School Tie

Navy School Blazer

Navy V-necked jumper

Black Opaque Pantyhose

Black Bata Becca shoes or similar Mary Jane black shoes as per Hannah's catalogue 2017

### **Sports Uniform - Summer**

Navy PE top

Dri-Gear Navy Shorts and/or BizCool black  $\frac{3}{4}$  tights

School cap

### **Sports Uniform – Winter**

St Mary's Navy Fleece Top and Navy P.E. top

Dri-Gear Navy Shorts and/or BizCool black  $\frac{3}{4}$  tights and/or Canterbury Navy track pants

### **Optional**

School scarf

## **Senior Uniform**

Please note all uniform items are compulsory unless shown as optional on this list

### ***Summer***

Navy skirt (mid-calf length)

White shirt

Navy School Blazer

Navy V-necked jumper

Navy or Black Roman Sandals or

Black Bata Becca shoes or similar Mary Jane black shoes as per Hannah's catalogue 2017, and white turn down ankle socks

### ***Winter***

Navy Skirt (mid-calf length)

White Shirt

School Tie

Navy School Blazer

Navy V-necked jumper

Black Pantyhose

Black Bata Becca shoes or similar Mary Jane black shoes as per Hannah's catalogue 2017

**Year 13    Black Full Length or  $\frac{3}{4}$  coat**

### ***Sports Uniform - Summer***

Navy PE top

Dri-Gear Navy Shorts and/or BizCool black  $\frac{3}{4}$  tights

School cap

### ***Sports Uniform – Winter***

St Mary's Navy Fleece Top and Navy P.E. top

Dri-Gear Navy Shorts and/or BizCool black  $\frac{3}{4}$  tights and/or Canterbury Navy track pants

### ***Optional***

School scarf

- Girls are expected to self-manage their uniform, wearing it with pride and caring for it by keeping it clean, ironed and in good repair.
- Blazers or shirts / tunics must be worn as the outer garment to and from school and downtown.
- Uniform must be of the correct length.
- “Mufti” occasions include mufti days, sports days, school socials and Christmas Dinner. Please refer page 23 of this handbook for these expectations.
- Uniform is available from Mrs Volzke in the Uniform room located in the Roberton Boarding House. Students new to the school, will be outfitted by appointment with Mrs Volzke, phone (06) 765 7480 (leave a message, if necessary) or text/phone 0274 266537. Payments can be made by cash, cheque (or Eftpos if the Administration Office is open). Credit Card facilities are also available however there is a charge for this service. Appointments are usually for 30 minutes.
- The Second-hand Uniform Shop is also situated in the Roberton Boarding House.
- The dress shoes and black sandals are available from Scarpas Shoes 244 Broadway Stratford, or Hannahs’ Stores, and blue sandals are also available from Hannahs in New Plymouth or can be purchased on-line.
- Offending items such as non-regulation jewellery will be confiscated.
- No makeup or nail polish is to be worn.
- The jersey may not be worn as the outer garment in public.
- Hair must be tied back with blue, maroon or deep red elastic ties and/or ribbons when on the collar or longer. No ‘extreme’ styles. Hair bands or clips may be worn in blue, tortoiseshell, brown or black to keep hair off the face. No sparkly bands or fashion ‘fake’ hairpieces. Year 13 students may wear their hair out as long as it is clean and off the face. For hygiene reasons it must be tied up in the dining room.
- Hair colour must be within each girl’s natural hair colour range.
- Undergarments under white blouses must be white, cream, or skin coloured.
- Any jewellery items of spiritual significance. (Please see Jewellery section later in this handbook).
- One small ear ‘stud’ may be worn in each ear lobe in silver, gold, pearl or garnet. No necklaces, rings or bracelets. No jewellery is to be worn with the sports uniform.

NOTE: Please use only name tapes that sew on, not the iron-on variety which tend to wash off. Labels are available from Wovina Labels in Tauranga, phone (07) 542 4333 or order via website [www.wovina.co.nz](http://www.wovina.co.nz)

## **Absences and Attendance Expectations**

St Marys is always concerned about the safety of each of our students and to ensure this, guidelines need to be followed.

All students are required to attend school each day St Mary's Diocesan is open. If your daughter is absent from school we ask that you **phone or email** before 8.30am each day of her absence your daughter's name and reason for her absence as soon as possible. There is a 24 hour answerphone for absences 067655333 or email [office@stmarysstratford.school.nz](mailto:office@stmarysstratford.school.nz)

For planned absences written permission from the Principal must be sought at least two weeks in advance.

If the absence is a result of long term illness please contact the Dean who can arrange school work and pastoral support from students in your daughter's year group.

Please ensure that if your daughter is ill or unable to attend school, **that you notify the school office**. We will contact parents if we receive no notification.

## **Appointments or Leaving School During the School Day**

If your daughter needs to attend an appointment during the school day, she must bring a note from home or an appointment card with her that will excuse her. She will need to show this note when she signs out. We recommend that appointments are made out of school hours where possible. Students are expected to return to school promptly. Absences will be recorded according to Ministry of Education guidelines and senior students need to ensure that their absence during an internal assessment will not compromise their grade.

## **Arriving Late to School**

Students must sign in at the student office if arriving late to school, and sign out if leaving school early. Students will need to have evidence of either appointment cards, a note from home or be a bus student. Lateness to school with no reason will have consequences through the pastoral behaviour management system.

## **Arts**

An important part of St Mary's Diocesan is the emphasis placed on the arts. A range of activities including dance, debating, drama, speech and drama lessons, music lessons, Young Writers' Group, musical productions and Stage Challenge, is available to students. Our Arts Co-ordinator works with the Arts Captain and teachers in charge of subject areas to facilitate these events.

## **Awards**

It is very important that we acknowledge and encourage students to achieve. The following are Awards that are based on student's daily work and the behaviour they show that reflects the values of St Mary's Diocesan.

### **The School Badge**

This is expected to be gained by all new students at the end of their first year at St Mary's. To gain this badge students have a series of tasks that show they are now St Mary's girls. These tasks are based on the values of respect, responsibility, perseverance, service and care on which St Mary's is based.

### **Bar-to-Tie**

Year 11 students are expected to meet the challenge of achieving this. Tasks are based on the St Mary's values of respect, responsibility, perseverance, service and care. Five staff are required to nominate the student and all nominations are taken to a staff meeting for approval.

### **The Gold Award**

This very special award is presented at Prizegiving. An application form is given to Year 13 students in November.

## **Deans Awards**

Deans award certificates to girls for academic efforts in their subjects.

Year 9 and 10 - 5 subjects

Year 11 and 12 - 3 subjects

Deans award certificates to girls for Exemplary Citizenship for outstanding acts above and beyond our everyday expectations.

Certificates are presented at an end of term assembly.

## **Principal's Awards**

A gold button is awarded after a girl gains 3 Deans Awards in one year and is presented at an end of term assembly.

## **Senior and Junior Sports Blues**

These are awarded to students who have collected sufficient points in participation and achievement in sports.

These are awarded at our annual Sports Awards Assembly.

## **Elite Sports Blue**

These are awarded to students who have achieved highly at a national level over the course of two years.

## **Senior and Junior Arts Blues**

These are awarded to students who have collected sufficient points in participation and achievement in arts.

These are awarded at our Final Assembly at the end of the year.



## **Behaviour Expectations**

The expectation for student behaviour is based on the St Mary's values of respect, perseverance, responsibility, service and care. Our students have a very high standard of behaviour however when students do not manage their behaviour within our expected guidelines some form of consequence is required. We are a restorative school, which is based on the student taking responsibility and making reparation where appropriate; this will include service back to the school. Both the school and the boarding house have a detention system. The lunch time detentions are for uniform matters and lateness. The after-school detentions are for repeated or more serious matters.

**School detentions take precedence over  
all other commitments**

## **Bounds**

### **School**

To ensure the safety of the students, specialist rooms such as laboratories, are out of bounds except with permission of the teacher. The Robertson Boarding House is also out of bounds during school hours to all students.

(The Year 11 and 12 Boarders Common Room/Lounge is available for all Year 12 students during interval and lunchtime.)

### **Boarding House**

The kitchen is out of bounds except for washing up duty or when permission from staff is given.

### **Swimming Pool**

The swimming pool enclosure is out of bounds unless a teacher is supervising. After school use of the swimming pool is subject to permission being granted by the Boarding House Mistress on duty.

### **Caretaker's Sheds**

These are out of bounds to all students at all times.

## **Bullying**

Bullying is described as being

- Deliberate, hurtful behaviour
- Repeated
- Difficult for those being hurt to defend themselves

It is also described as having three forms, none of which is tolerated

Verbal abuse – saying or writing or messaging something hurtful to another person which causes them to be offended or fearful

Physical abuse – doing something hurtful to another person or their belongings, including physically touching, or theft of possessions, which causes them to be harmed, offended or fearful.

Emotional abuse – saying or writing or messaging something hurtful about a person to others, including verbal or physical abuse, intentional exclusion, name-calling, spread rumours or stories or coercing students under threat to do something wrong.

Parents and students who have any concerns are to contact the Dean of their daughter's year group.

## **Careers Advice**

The Academic Dean offers support for students in making a transition from school to a workplace or tertiary study. Careers advice is also delivered in senior classes through the futures programme. The learning centre has a range of information on careers and a variety of speakers visit St Mary's to discuss possible future pathways and entry requirements. Comprehensive careers information can also be found at [www.careers.govt.nz](http://www.careers.govt.nz)

## **Cell Phones and other Electronic Equipment**

All electronic equipment is brought to school at a student's own risk. Cell phones may be used for educational purposes during class time with permission of the teacher. Cell phone use for social purposes should be confined to interval and lunchtime. If items are used during lessons without prior permission of the teacher they will be confiscated and can be collected at the student office at the end of the day. A consequence will also be issued. Persistent use of electronic equipment in class without permission will be deemed continual disobedience.

## **Chapel**

The Anglican Special Character is a fundamental part of St Mary's and provides the foundation for the school. Students attend chapel either once or twice a week. Students also take part in Religious Education lessons. The School Chaplain is also available for the pastoral care of students. From time to time special chapel services are held either during school time or at weekends. All students are expected to attend our weekend services and all members of the school community are invited.

## **Complaints**

Any student may make a formal complaint about an incident. This must be in writing on an incident form available from the office. Students should write as much detail as possible about the incident and then hand the completed form to their Year Level Dean.

Any parent may telephone the school and ask to speak to their daughter's Year Level Dean, Learning Area Head of a Subject Department or Senior Leader and report an incident their daughter has experienced.

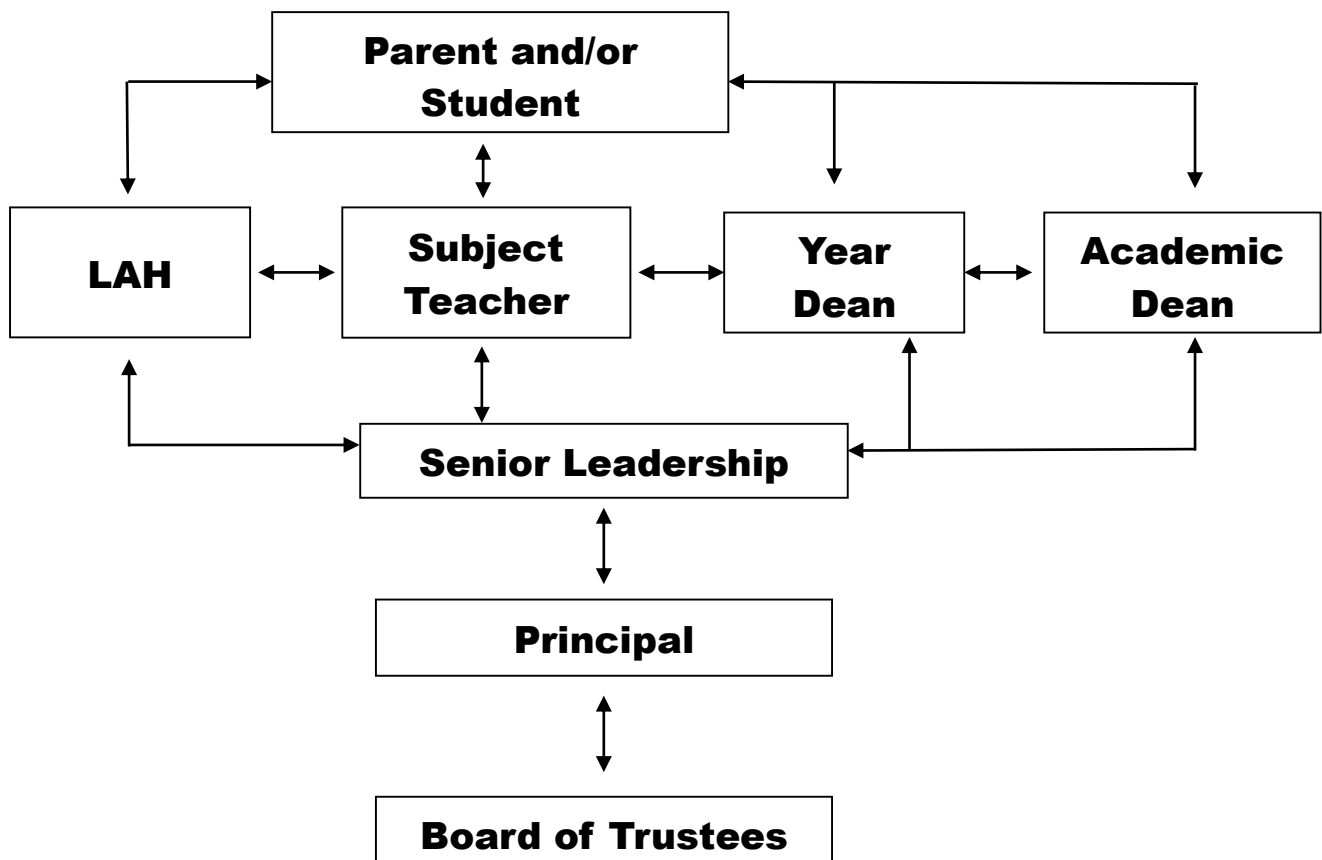
Any matters unresolved will be referred to the Principal

## Computers

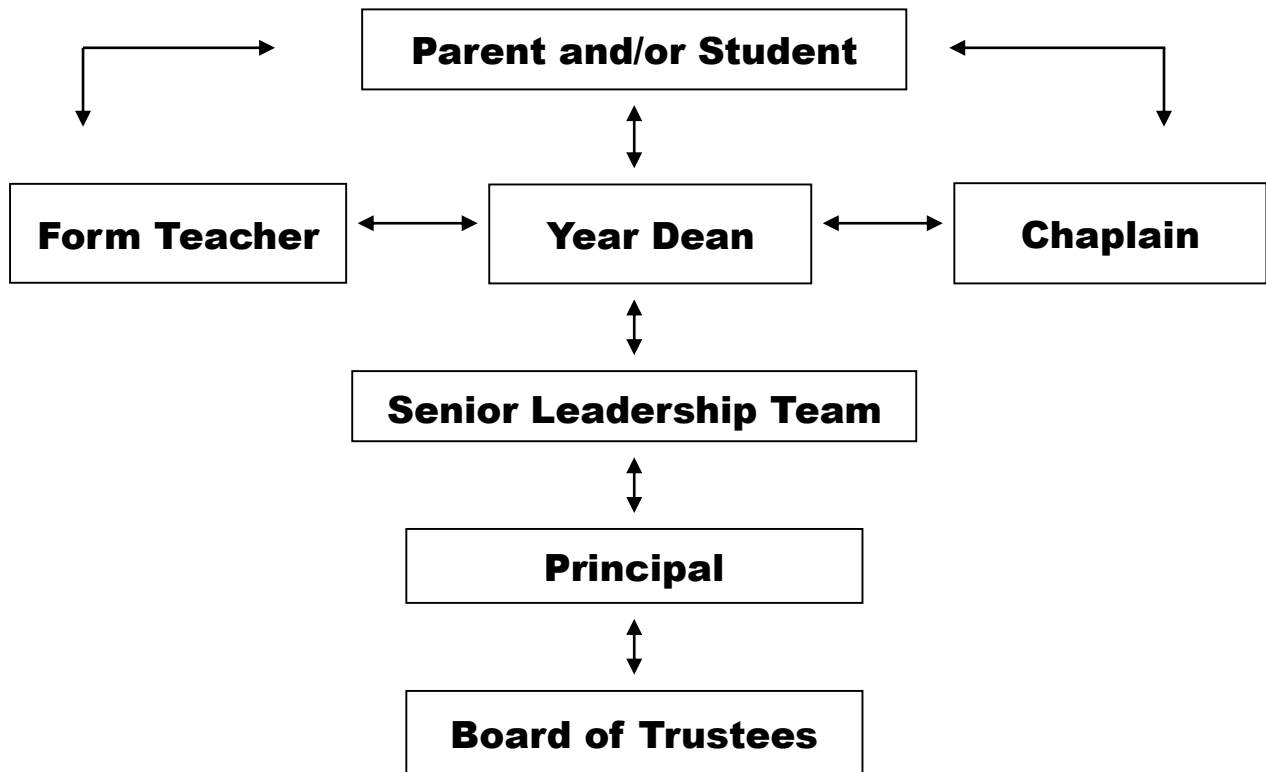
Both in the school and the boarding house, students have ready access to computers with their own email account, and to their learning management system - Schoology. Students are encouraged to use the internet to enhance their learning and to enable them to positively communicate with the world they live in. Each student signs a Cyber Safety Agreement annually, which outlines our expectations regarding their online activity. Failure to follow these guidelines will result in a termination of internet access.

## Concerns

Should you have any queries, concerns or issues regarding curriculum, (for example NCEA, subject selection or academic progress), below are the suggested points of contact. For most issues the first point of contact should be with your daughter's Subject Teacher, LAH or Year Dean.



Should you have any queries, concerns or issues regarding day girl pastoral matters, (for example disorganisation, co-curricular commitments, peer relationships, discipline), below are the suggested points of contact. For most issues the first point of contact should be with your daughter's Form Teacher or Year Dean.



## **Day Girls and the Boarding Houses**

The library is available after school until 4.30 pm for girls to complete prep. Day girls are also welcome to join with boarders, either in the evening or after school, to complete prep. In both of these cases they need to sign in and out at the Matron's office. If girls are involved in after school or evening activities students may stay for dinner. They must see the Boarding Manager at lunch time to book in. A small charge will apply.

Day students staying after school are not to enter the boarding house. From 3.30 pm – 4.30 pm they are to report to the designated classroom provided. If still at school after 4.30 pm they are to report to the matron's office, sign in the visitor's book and wait in the dining room, when departing the premises they are to sign out at the matron's office.

Year 13 day students need special permission if they are going to be in Girdwood after 4.30 pm.

Day girls may also stay overnight (other than the last week of term) if there is room available, . They must book in and a charge will apply. (This will be at the discretion of the Boarding Manager).

Girls are welcome to apply to stay for an extended period of time if there is room available. Parents must contact the Boarding Manager in the first instance.

## **Diaries**

All students are issued with a school diary. They are expected to use this to record their prep, note when assignments are due, record school events and note when special equipment needs to be brought to school. Keeping this diary is an important part of students becoming self-managers by being well organised and being able to meet deadlines.

## **Driving**

Year 12 and 13 day students may bring a car to school providing they have filled out the application forms available from the office. This requires them to show their licence and the number is recorded. Passengers may only be carried if the school has written approval from both sets of parents and providing the driver has a full licence. Girls will be told where to park their vehicle.

If day girls are found to use their cars inappropriately, they will need to hand their car keys into the student office. In persistent cases permission to bring a car will be withdrawn.

## **Drugs, Alcohol and Cigarettes**

There is no tolerance for students to be in the possession of, or under the influence of, or using cigarettes, alcohol or drugs in any part of the school, on school related activities or while in uniform.

# Emergencies

## Emergency Contact

In the unfortunate event of an emergency or upsetting news we request that you phone the office rather than contact your daughter by cell phone or text. In this way we can support your daughter until you arrive.

## Emergency Evacuation Procedures

***Fire: Alarm signal – continuous ringing bell***

### ***Exit Procedure During Class Time:***

- Leave the building immediately using the nearest exit.
- Staff and students exit in an orderly manner closing windows and doors, but leaving all books and bags behind.
- Proceed by the safest and most direct route to the edge of the field adjacent to the car park.
- See emergency exit plan in each room
- Line up in House groups
  - Fleming closest to Girdwood, then Robertson, Stanford and Wilson
  - Year 13 students closest to car park, year 9 students closest to field.
- Stay at assembly point until the “All Clear” is given.

### ***Exit Procedure at Other Times:***

- Evacuate all buildings through the nearest exit
- Proceed by the safest and most direct route to the edge of the field.
- See emergency exit plan in each room.
- Line up in House groups
  - Fleming closest to Girdwood, then Robertson, Stanford and Wilson
  - Year 13 students closest to car park, year 9 students closest to field.
- Stay at assembly point until the “All Clear” is given.



## ***Earthquake: Alarm signal – Interrupted ringing of bell or Air Horn***

### **Drop – Cover - Hold**

#### ***By Day***

- Take cover under either: desks, tables or doorways
- If there is no shelter available, position yourself so that your face is turned away from any glass or window
- As soon as the immediate danger is past, evacuate the building as per *Fire* instructions.

#### ***By Night***

- Follow the same procedures as for by day.
- As soon as the immediate danger is past evacuate the building as per *Fire* instructions under direction of the Boarding House staff member on duty.

## ***Lockdown: Alarm signal – 3 short bells repeated.***

#### ***By Day (Before School, In Class)***

- Take cover under desks, tables away from windows so that you are not seen
- Ensure all doors are locked from the inside and all curtains are drawn
- Give cell phones to the teacher.
- No Noise
- As soon as the threat is past a continuous bell will signal evacuation from the building as per the fire instructions.
- Gymnasium, Dining Hall, Girdwood – stay in building, stay low and hide.

#### ***Interval / Lunchtime***

- Go to the nearest building and stay low.

#### ***By Night (After School)***

- Follow the same procedures as for by day.
- Evacuation of hostel is under the direction of the Boarding House staff members on duty.

## **Financial Matters**

All enquiries relating to financial matters should be directed to the Executive Officer.

### **Payment of Fees**

All students are issued with a personal debtor number. Near the beginning of each month a statement is emailed or posted out. Payment for the full amount owing on the statement is due on the 20<sup>th</sup> of that month. You will have time between the receipt of the statement and the 20<sup>th</sup> of the month to advise if any corrections need to be made. Payment can be by cash, cheque or EFTPOS/Credit Card on or before the due date. If paying via Credit Card there will be a 2% surcharge, and these transactions can only be done on presentation of the card. Many parents choose to make arrangements for automatic payments and these can be arranged through the school office.

### **EFTPOS**

It is strongly recommended that all students have access to such a card, or alternatively are able to bring payment from home when requested for extra activities such as trips, resources, stationery etc.

### **Paying for Sundry items**

Students will be asked to pay for some items as they occur during the school year e.g. trips (prior to departure), mufti days and external exams (with entry). Day to day items such as stationery, copying etc. will need to be paid for at the time of purchase, either by eftpos or cash. Uniform items will also need to be paid for at time of purchase.

If any students have any money at either school or in the boarding house, they are encouraged to hand it to the school office or boarding office for safe keeping.

Families of Boarders may make arrangements with the Boarding House Manager to keep pocket money in the Boarding House Office. Students will need to sign for their pocket money.

## Health

If a student feels unwell at school, then she will need to excuse herself from a class and report to the student office, Paracetamol can be administered through the student office. If the office staff feel that a day student is too unwell to return to class, parents will be contacted to collect them either from administration or if the parent has to travel some distance then girls will be made comfortable in the sickbay area of the boarding house. Boarders will be sent to the boarding house for care. The boarding house may arrange for a student to return home if required.

If your daughter contacts you re her health concerns please ensure that you speak to the office staff in the first instance to arrange care.

We prefer that students attend any non-urgent medical and dental appointments during the holidays or out of school hours as this provides less disruption to their schooling.

For boarders, medical and dental appointments will be made by the matrons as required and students will be transported to local appointments in the school minivan.

## Homework

Homework (prep) is an important way to support the learning that takes place during the day at school. In the boarding house students have set, supervised prep time. For day girls, the following is a guideline to the length of prep time that is expected:

Year 9 and 10	1 hour 15 minutes
Year 11, 12 and 13	1 hour 45 minutes

If you notice that there is a problem with your daughter's prep, please contact her Dean. Students are expected to record their prep in their school diary.

## **Houses**

Students are allocated to one of the four house groups for the duration of their time at St Marys. Roberton (Blue), Stanford (Yellow), Fleming (Red), and Wilson (Green) are named after early Headmistresses/Principals. Inter-house music and sports competitions and various activities are held during the year between the Houses. The Houses are also incorporated into two of each Vertical Form Classes (A & B).

## **ID Cards**

ID cards are processed at the beginning of the year. They can be used for student identification and business discounts and can be ordered at the office for \$10.00.

## **Jewellery**

One small plain silver, gold or pearl stud per ear is permitted, along with one watch. No other facial or tongue piercing is acceptable. Year 13 students may wear a necklace. Extra jewellery will be confiscated and held at the office until the end of the day. A consequence will also be issued. Persistent wearing of non-regulation jewellery will be deemed continual disobedience.

Students who wish to wear an item of cultural or religious significance will need to provide a letter from parents/caregivers requesting permission. If permission is granted, the item must not be able to be seen under the uniform. For health and safety reasons, the item may have to be taped for PE and sport.

## **Library**

The library is an important part of the learning environment of the school. Students are encouraged to read and to use the computers and other research materials to enhance their learning and skills.

Failure to return books will result in the replacement cost being charged to a student's accounts.

## **Lockers**

Lockers are available for students to store excess books. They are situated in the Marchant Block. Lockers are allocated annually to those who want them and keys must be returned at the end of the year. The cost of replacing any lost keys or to repair any intentional damage or vandalism to the locker will be met by the student.

## **Lost Property**

It makes life so much easier if all items are named. If a student does lose an item, then enquiries need to be made to the school office

## **Meals**

### **Lunch**

A sit down lunch is provided every day to all students (boarders and day girls) in the Dining Room.

### **Morning and Afternoon Teas**

Morning tea is provided for all students (boarders and day girls) from the Dining Room. Morning Tea is usually home baking and fruit.

During the school day students are not to bring in to the dining room any food made or purchased outside.

# Mufti

Mufti Days are organised once per term as a fund raising event by the Student Council. Mufti can also be worn on other special occasions including sports days, Christmas Dinner and school socials. Students should be mindful that these are school occasions and mufti must reflect smart casual dress standards.

## Mufti guidelines

- No sleepwear e.g. pyjamas are not appropriate
- Face/body paint is not permitted
- Make up and nail polish is not appropriate for school mufti but may be worn for socials
- Hair may be worn out but colour must remain within the day to day regulations of the school
- Shoes/sandals must be worn at all times, slippers are not appropriate. Students with practical classes must ensure that they have covered footwear.
- Jewellery can include one earring in the lower lobe of each ear, one necklace, one ring and one bracelet
- Shirts and tops should not include a single singlet, strapless or shoe string straps, see through fabric or exposed midriffs. No excessive cleavage should be showing.
- Dresses and skirts should be mid-thigh length or below.
- Only dresses or skirts and tops that also meet the mufti-guides are to be worn to the annual Christmas Dinner and Carol Service.
- Sports shorts, including sports shorts with footless tights underneath are not appropriate
- Regulation PE uniform, including shoes, must be worn to timetabled classes and sports practices

If dress is inappropriate girls will be sent to the Deputy Principal or Year Dean to make arrangements to change into uniform.

## **Music Lessons**

St Mary's is renowned for its fine choral singing. At the beginning of the year, or during the year as required, students are auditioned for the choir. Being part of the choir is a major commitment that students must respect. The school also has an ensemble – a small orchestra. All these groups perform at events.

Private tuition is available in a wide range of instruments at school. Information is available either from the school office. A term's notice must be given if students decide not to continue with lessons, otherwise a term's fees will be payable.

## **Newsletters**

These are emailed (or posted if email is not an option) to all members of the school community two or three times a term. They are also available on the web site. A term calendar is also published and sent to parents.

## **Pastoral Care**

A number of options are available for students wishing for personal guidance. Students may talk to their form teacher, subject teacher, Dean, the School Chaplain, the Boarding Manager or any house mistress (for boarders). Student leaders and Big Sisters are always willing to talk with students.

Counselling is available and appointments can be made via the boarding manager or the Dean

The Academic Dean meets with all senior students individually to discuss tertiary education and career planning. Junior students may also consult with the Academic Dean if they wish.

## **Photographs**

Class photographs are taken each year. Sports teams and cultural groups also have photographs. Students can order and purchase photographs at the appropriate time.

## **PTA**

Parents automatically become members of the Parent Teacher Association if you are a parent or caregiver of a student at St Mary's Diocesan. You are welcome to be involved by attending meetings and helping at events. Contact the office if you require further information.

## **Reports**

An interim report is issued in Term One. At the end of Term Two and at the end of the year, a full report is issued.

A progress indicator detailing academic progress, effort and prep grades is emailed to parents every six weeks.

Parent / Teacher / Student interviews are held in the middle of Term One and the end of Term Three. If parents have any concerns at any time, they are urged to contact the school to discuss them.

## **School Exchanges**

St Mary's Diocesan has an annual inter-school sports exchange with Wanganui Girls' College.

St Mary's has a sister school in Osaka, Japan and we host a student in our boarding house each year. The opportunity for one or more senior students to spend time in Japan is available annually; contact Mrs Green for further details.

## **School Trips**

Trips outside the classroom to enhance the experiences of students and to help their learning are arranged from time to time. At the beginning of each year parents sign a blanket permission form that covers short trips. If the trip involves a cost or an overnight stop, then parental consent will be requested.

Full uniform, including blazers and shoes in summer, will be worn unless specified otherwise.



## Sports

We offer a wide range of sporting activities for our students. Winter sports include netball, football, hockey, indoor bowls, volleyball and basketball, and students can participate in a range of one off activities through the Taranaki Secondary School Sports Association. If you are interested in playing a sport, it is important that you let the Sports Co-ordinator know and ensure that you sign up when teams are called for. Sporting equipment is available for lunch time activities.

Parent help with coaching and managing school teams is welcomed. Please contact the Sports Co-ordinator.

## Stationery

The school's stationery office carries limited supplies of most stationery items. Your main stationery requirements for the year should be purchased at a retailer of your choice prior to school starting. Stationery is available from the Stationery Office for emergencies and when students run out during the year. Stationery cannot be charged to your account and must be paid for in cash or by EFTPOS at the time of purchase.

## Study Passes – Year 13

In preparation for transition to university, Year 13 students have the opportunity to earn study passes with a variety of privileges. All students commence on Dark Blue. Students can apply for an upgrade after 2 rounds of successful grades (prep and achievement looked at)

Status	Location	Description
<b>White</b>	Allocated to a teacher e.g. in back room or beside a classroom. Must check in and be marked present by that teacher. No computer privileges.  Students who have got behind on STAR or GATEWAY work may be required to work on overdue assignments.	This is the status for someone who needs help manage their time. They have lost the right to work unsupervised and must earn it back. They may have got behind on prep or failed to complete class, STAR or GATEWAY work. They may have persistently forgotten to sign in or have signed in and not gone to the appropriate place for study.

<b>Pale Blue</b>	Must sign in at the library and may work there or in the unsupervised allocated study classroom. When they sign in, they will indicate where they will be for the lesson.	Their status may move up or down. If students are up to date on prep or STAR and GATEWAY work and have demonstrated they can manage their study then they may move to the next level.
<b>Dark Blue</b>	Must sign in at the library or the office and may work in the library or in the unsupervised allocated study classroom. They may also work in the art room, or photography room with permission from the appropriate teacher. They may use one of the computer rooms if there are free computers. When they sign in, they will indicate where they will be for the lesson.	All Year 13 students start on this level.
<b>Red</b>	Need to sign in for their designated STAR, GATEWAY or Study period (at office or library) and indicate where they will be. For their STAR/GATEWAY period they may work in the library or the allocated classroom, they may use the Year 13 common room or any computers. When they sign in, they will indicate where they will be for the lesson. For their study period Year 13 boarders may study in their rooms. They may use any space in the school including the weights room or the pool if they follow the normal safety procedures. They could go for a run or cycle ride (if they are leaving the school grounds they must sign out at the office). They may leave school early or start late if they have a study P1 or 5.	<p>This status must be earned. .</p> <p>Students are able to keep up to date with prep, fulfill their obligations with regard to Chapel, assemblies, and form times by being punctual and organised.</p> <p>They wear their uniform appropriately</p> <p>Failure to meet obligations may result in study status being downgrades.</p>

<p><b>Maroon</b></p>	<p>Need to sign in for their designated STAR, GATEWAY or Study period (at office or library) and indicate where they will be. For their STAR/GATEWAY period they may work in the library or the allocated classroom, they may use the Year 13 common room or any computers. When they sign in, they will indicate where they will be for the lesson. For their study period Year 13 boarders may study in their rooms. They may use any space in the school including the weights room or the pool if they follow the normal safety procedures. They could go for a run or cycle ride (if they are leaving the school grounds they must sign out at the office). They may leave school early or start late if they have a study P1 or 5 but MUST communicate this with the office.</p> <p>They may leave the grounds for coffee in the town or for lunch in the town – they may use a motor vehicle if they have a vehicle permit. They may drive other girls on Maroon passes who also have study at this time or over lunchtime, provided permission to have passengers in a motor vehicle has been previously arranged.</p> <p>They must wear their blazer or shirt sleeves as their outer garment; both uniform and demeanor must reflect positively on St Mary’s Diocesan.</p>	<p>This status must be earned.</p> <p>Students have consistently demonstrated that they are able to keep up to date with prep and assessments, fulfill their obligations with regard to Chapel, assemblies, and form times by being punctual and organised.</p> <p>They wear their uniform appropriately</p> <p>Failure to meet obligations may result in study status being downgraded to dark blue.</p>
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## **Student Leadership**

Students are given many opportunities. These include our Senior Leaders, House Captains, Boarding Leaders, Council Representatives, and “Big Sisters”. These opportunities ensure that our students are well equipped when they leave school.

## **Tattoos**

Visible tattoos are not permitted.

## **Textbooks**

Textbooks are issued on loan to students. At the end of the year all textbooks will need to be returned to the school in preparation for re-issuing the following year. Books lost or damaged will be charged to caregivers.

## **Van Service for Day Students**

Subject to sufficient demand, a mini bus runs from Hawera, New Plymouth (and the towns between) to school each morning and afternoon for day students. For enquiries about this and the costs involved, please contact the school office.

## **Visitors**

All visitors to school during the school day must report to the school office and sign the Visitors’ Book.

## **Whole School Events**

As a component of our Special Character all students are expected to attend all of the following events

- Athletic Sports
- Swimming Sports
- Cross Country
- House Music
- Christmas Dinner and Nine Lessons in Carols
- Anglican Parish Sunday Service
- Holy Trinity Service
- Founders Day Service
- Prize giving

## **Withdrawal from School**

Parents need to give one term's notification in writing, to the Principal, of withdrawal. Failure to do this will incur one term's fee being charged in lieu of notice.