



St Mary's College
11 New Street, Ponsonby, Auckland



ORIENTATION INFORMATION FOR NEW STUDENTS IN 2024

A WELCOME FROM THE PRINCIPAL – MS SARAH DWAN



Dear Parents/Caregivers and Students

We welcome you and your family into the St Mary's College community and thank you for choosing our college to educate your daughter/s. We are very pleased that you have had chosen an all-girls Catholic education, in the Mercy tradition for her education through to Year 13.

St Mary's College offers a supportive, caring environment for your daughter to learn, grow and realise her potential. The College provides a high-quality academic education with extensive co-curricular opportunities and aims to instil in young women a strong sense of self-esteem, confidence, and service. As the oldest school for girls in New Zealand, St Mary's College has enjoyed a long tradition of academic excellence with graduates moving on to further their studies across a wide variety of disciplines. A holistic education has been key to the success of Mercy education since its inception in Ireland in 1831. Your daughter will be part of the College when we celebrate 175 years of St Mary's College in 2025.

We aim to educate our students to be "21st Century Women of Mercy", prepared for the changing world and with a focus on reaching out to others.

St Mary's College is a very special place, and we are delighted to share it with you and your family. The aim of this booklet is to provide information to help ease the transition to St. Mary's College for both you and your daughter/s. Please keep the link somewhere safe so that you can refer back to the information. This is not intended to be a comprehensive guide, but rather, what you will need as you begin at St Mary's College.

Yours in Mercy

A handwritten signature in black ink, appearing to read 'Sarah Dwan'.

Sarah Dwan
Principal

SPECIAL CHARACTER OF ST MARY'S COLLEGE

At St Mary's College, our aim is to develop young women of Mercy. Our Catholic Character is woven into every facet of College life. The Special Character programme draw deeply on the values of the Gospel and the spirit of Mercy. The Special Character of St Mary's College is its reason for existence. It is enshrined in the Private Schools Conditional Integration Act and is a legislative requirement. It is the "heartbeat" and soul of the school.



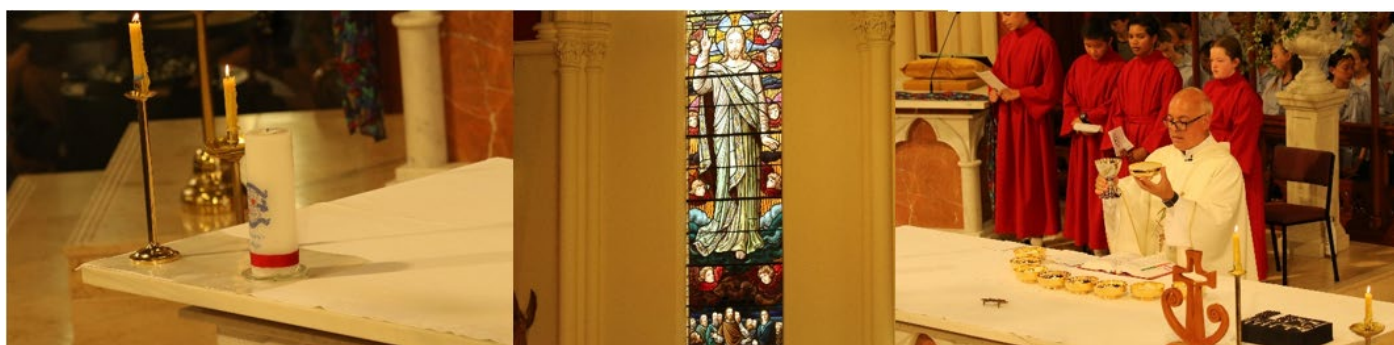
"The school is a Roman Catholic school in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship, and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the of the diocese".

(New Zealand Catholic Education Office)

St Mary's College will provide an excellent education for students enabling them to take their place in society as confident life-long learners, and as women who value and hold the truths of the Catholic Church and the Mercy tradition of compassion and social justice.

SCHOOL MASS

Several times a year the whole school celebrates Mass together either at school or at St Patrick's Cathedral. Each junior Religious Education class, supported by senior students, prepares a Thursday lunchtime Mass throughout the year. The class Mass roster is advertised to families. This is a wonderful opportunity for families to join us as we celebrate our faith. We encourage our students to invite their parents and family members to their special Class Mass.



SISTERS' OF MERCY, ST MARY'S COLLEGE

EDUCATION PHILOSOPHY

In the spirit of the foundress of the Sisters' of Mercy, Catherine McAuley, we are committed to education that is grounded in the gospels, in the teachings of the Catholic Church, especially as affirmed in the documents of the Second Vatican Council, and in respect for the dignity, worth and potential of every human person. As shown in the Constitutions of the Sisters' of Mercy from the earliest times, and as quoted in the Fifth Schedule of the Integration Agreement of each Mercy College, a concern for the poor, uneducated and disadvantaged and especially for women and children, is fundamental to our mission.

Mercy Education seeks to:

- Give scope for fullness of growth in body, mind and spirit
- Respect the uniqueness, giftedness and culture of every person
- Educate for justice that arises from awareness and compassion, and works towards restoring right relationships with God, self, others and all creation
- Recognise Māori as tangata whenua and actively promote Te Tiriti o Waitangi as the partnership covenant fundamental to Aotearoa New Zealand
- Develop consciousness of the interrelatedness and interdependence of all people and all creation
- Express the mercy and justice of Jesus in interrelationships, structures and school community endeavours through practising mutuality, trust, collaboration and openness, rather than approaches which are exclusive, authoritarian or competitive
- Promote excellence, integrity and commitment in all teaching, student and school endeavours
- Provide an experience of a prayerful Catholic and Christian learning community that is open to the realities and needs of the local, national and world communities
- Encourage, through the school learning community experience, a desire for lifelong growth in faith, and in the fullest use of each person's gifts for the transformation of the earth in Christ.

2024 MERCY VALUE - PANEKIRETANGA - EXCELLENCE

Continuing the work of Catherine McAuley through:

- Confidence in God's presence and action
- Serving the Church
- Courageous discipleship
- Understanding and Compassion
- Integrity and Goodness
- Proclaiming Jesus Christ in our time and culture



"We must strive to do ordinary things extraordinarily well"
Catherine McAuley

STUDENT CALENDAR TERM DATES

2024 Beginning of Year Dates

Tuesday 30 January 2024

Wednesday 31 January 2024

Year 7 and Year 8, and new students from Years 9-13

Full school in attendance

Term Dates - 2024

Term 1

Tuesday 30 January 2024 to Friday 12 April 2024

Term 2

Monday 29 April 2024 to Friday 5 July 2024

Term 3

Monday 22 July 2024 to Friday 27 September 2024

Term 4

Monday 14 October 2024 to Tuesday 12 December 2024

2024 Public Holidays

New Year's Day

Monday 1 January 2024

Day after New Year's Day

Tuesday 2 January 2024

Auckland Anniversary Day

Monday 29 January 2024

Waitangi Day

Tuesday 6 February 2024

Good Friday

Friday 29 March 2024

Easter Sunday

Sunday 31 March 2024

Easter Monday

Monday 1 April 2024

Day after Easter

Tuesday 2 April 2024

Anzac Day

Thursday 25 April 2024

King's Birthday

Monday 3 June 2024

Matariki

Friday 28 June 2024

Labour Day

Monday 28 October 2024

Christmas Day

Wednesday 25 December 2024

Boxing Day

Thursday 26 December 2024

SCHOOL HOURS

The school day begins at 8.40am (Term 1 Mondays begin at 8.35am) and finishes at 3.05pm for Years 7-9 and 3.10pm for Years 10-13. All students are expected to be in their Form Time for 8.35am.

Each Friday morning staff are involved in Professional Development from 8.15am to 8.50am. Students are required to be at school by 8.45am on Fridays ready for classes to start at 8.55am.

SENIOR LEADERSHIP TEAM

Principal

Sarah Dwan

principal@stmaryak.school.nz

Deputy Principal - Administration

Marianne Bray

mbray@stmaryak.school.nz

Deputy Principal - Teaching and Learning

Aneta Dezoete

adezoete@stmaryak.school.nz

Deputy Principal - Pastoral

Elena Grant

egrant@stmaryak.school.nz

PASTORAL

The Pastoral Care Team is led by Deputy Principal, Elena Grant, and includes Deans, Learning Support, Counsellors, Careers Advisors and the School Nurse.

In the Mercy Tradition 'love in action' is a key to the conduct and discipline expected at St Mary's College. Through affirmation of positive qualities of each student, we aim to produce articulate, vibrant, confident, self-disciplined, and motivated Christian women with strong leadership qualities.

The Pastoral Network in the College works to ensure the care and welfare of all our students. Although all teachers in the school contribute to the well-being of students, members of the Pastoral Network have responsibility in this area.

DEANS

The school is divided into year levels, Year 7 to Year 13, with each level being managed by a Dean. The Dean for each level is responsible for the overall pastoral and administrative needs and care of the students. Deans for 2024 will be announced at the beginning of the school year.

FORM TEACHERS

The Form Teacher forms the basis of the network and plays the major role in providing for the pastoral care of students in their class. Each year level Dean works closely with Form and Class Teachers.

LEARNING SUPPORT

The Learning Support team provides support for students with additional learning needs. We recognise that our students are unique and present with a wide range of learning needs. We acknowledge and respect their individual strengths and challenges. In responding to this diversity, we are constantly researching alternative teaching approaches and strategies to enhance our students' success. Our progress and interventions are discussed and reviewed by a multi-disciplinary team during our fortnightly Diverse Needs meetings. Please contact [Lorraine Evening](#), Head of Learning Support, should you wish to discuss support for your daughter's learning needs.

COMMUNICATION

ST MARY'S COLLEGE KAMAR PORTAL

Students and Parents are able to access information such as their daughter's timetable, academic record, attendance, a calendar of events through the KAMAR Portal <https://portal.stmaryak.school.nz>. All parents will be issued a Parent Portal username and password. If you have problems logging on, please email office@stmaryak.school.nz together with your daughter's name and Form Class and they will assist you. Parent logins also have access to Fees/Contributions and school reports.

SCHOOL COMPUTER LOG IN

Username firstname.lastname@my.stmaryak.school.nz

Password All students will be issued their computer password at the beginning of the school year.

NEWSLETTER

We believe you should be well informed about the College. Each week you will be emailed the College newsletter. The newsletter contains information about college activities, term and examination dates, parent evenings, community notices and other matters of interest to parents. Please ensure the office has your most recent email address.

REPORTING TO PARENTS

During the year there will be opportunities to meet staff and discuss student progress. The dates, once finalised, will be advertised in the College newsletter. Written reports are also completed and shared with parents throughout the year, the dates will be advised.

BRING YOUR OWN DEVICE PROGRAMME

We have a bring your own device (BYOD) programme for Year 8 to Year 13 students where a limited range of devices are recommended. Information has already been sent out to new students in these year levels.

Students are required to sign the Cyber Safety policy which states the procedures that they need to consistently follow to be a good digital citizen of St Mary's College.

The Form Teacher will set up and monitor a Form Class TEAMS. Students are not to set up their own St Mary's College Form Class chat groups.



STUDENT CODE OF CONDUCT

The Student Code of Conduct which is published in the student handbook is a condition of entry into St Mary's College stating the underlying principles that students show respect for others and do quality work. These include the expectation that students respect staff, other students, property, the school uniform and that they attend school each day and all classes punctually. They must be equipped for all lessons, do quality work and the homework set in each subject and always behave responsibly when representing the school.

Student Code of Conduct –

Classroom rules: a) show respect for others b) do quality work

I will work to the best of my ability.

I will respect the right of others to learn.

I will respect the person and property of every other member of the school community.

I will care for the school environment. This includes the grounds and shared spaces such as bathrooms and locker areas.

I will show courtesy and respect towards all staff, and I will meet all their requirements in and out of the classroom.

I will arrive at school on time and attend all classes punctually.

I will wear my school uniform correctly and tidily, with pride at all times. This includes during the day, travelling to and from school, and events I attend after school hours.

I will be properly equipped for all lessons and do the homework set in each subject.

I will not bring into the school grounds or buildings: alcohol, drugs, offensive or dangerous weapons, cigarettes (including vapes), lighters or matches or use them on any school occasion, or at any time when I am wearing my school uniform.

I will behave responsibly when representing the school and will obey the rules set for school teams and functions.

I will travel to and from school by the most direct route without stopping unnecessarily.

I will be courteous and helpful to school visitors and to members of the public, on the street and in public transport.

I will not bring gum to school, and I will not chew gum while at school or while in uniform.

I will ensure that my personal property such as mobile phones and headphones are not to be used or seen during class, without explicit permission from the teacher.

I will obtain permission from the school before I drive a car to school.

I will not leave the school grounds without permission during the school day. This includes to shift my parked car.

I will take responsibility for my personal property.

I will keep my passwords private and confidential.

I will respect staff and students in my digital space. This includes when I am using social media and group chats.

Parent/Caregivers are reminded that the enrolment form is a legal document and that a condition of enrolment is that the student is fully prepared to abide by the rules of the school.

BOARD OF TRUSTEES

The Board of Trustees key areas of contribution are:

- Representation
- Leadership
- Accountability
- Employer Role

Our mission: The Mercy tradition of love in action

St Mary's College mission is to provide a Catholic education in the Mercy tradition of love in action, and to prepare students for their role as Christian women in a changing world. The Board of Trustees, as the College's governing body, is committed to promoting the Mercy values of social justice, compassion for others, and the pursuit of excellence in all aspects of school life.

BOARD OF PROPRIETORS

The Sisters of Mercy Ministries New Zealand Trust appoint the Directors of St Mary's College Auckland Ltd to represent the community interests and mission of the congregation. The Board of Proprietors key areas of contribution are:

- To ensure Special Character compliance
- To undertake major building maintenance
- To modernise existing facilities/capital works
- To carry out significant emergency work not covered by insurance
- To provide and maintain infrastructure that upholds the Catholic identity and heritage

ST MARY'S COLLEGE MUSIC PROGRAMME

St Mary's College is proud of its strong musical tradition. All students in Year 7-9 learn an instrument for three years and play in an Ensemble. Students have one timetabled lesson a week on Thursday morning and an additional half-hour group lesson with an Itinerant Teacher of Music. Extension/Senior Ensembles are available for students who can already play their instrument or who want to continue playing past Year 9.



Please [click here](#) for the St Mary's College Music 2024 Orientation information. This includes:

- *What instruments are available to learn
- *How to select your musical instrument for 2024
- *Instrument hire
- *Interactive links to exciting video content and much more

If you have any queries, please contact Natalie Tantrum, Head of Instrumental Music – ntantrum@stmaryak.school.nz.

ABSENCES/UNABLE TO ATTEND SCHOOL

Email attendance@stmaryak.school.nz or phone 376 6568 press 778 for absences by 8.15am. State your daughter's Name, Form Class, and the reason for the absence. Please bring a note of absence to the office or your Form Teacher on return to school.

APPOINTMENTS

We discourage appointments during school time. However, should one during school time have to be made we require a note from Parent/Caregiver. Please email attendance@stmaryak.school.nz and copy in your Year Level Dean. A leave pass will be issued. Students must sign out at the office before leaving school and sign in should they return. Students who are in Year 7 & 8 must be collected by the parent or adult named in the note.

CELL PHONES

If students choose to bring a cell phone to school, it is the responsibility of each student to ensure the security of these during school hours. Year 7-11 students may only use their phone before the 8.35am bell and after school. Year 12 and 13 students may use their mobile phones at breaks.

If a student is seen using a mobile phone during class time, or if they are a Year 7-11 student, during a break, it will be confiscated and given to the office. The Parent/Caregiver of the student is notified. If the student has had the phone confiscated one or two times, they may retrieve it at the end of the day from the office. If it has been confiscated three or more times a Parent/Caregiver will need to collect it.

During class, when students request to go to the bathroom, they need to use the sign-out register and place their mobile phones on the teacher's desk. Once they have returned to class, they can collect their mobile phones and sign back in. If you need to communicate with their Parent/Caregiver during the school day, it needs to be done via the school office. If Parents/Caregiver needs to contact student, please [email](#) the school office.

ILLNESS/ACCIDENTS/INJURIES WHILE AT SCHOOL

Report to the school nurse between 9.00am-3.10pm, Monday-Friday. Outside these times go to the school office. If you are unwell during school time, you will need to get a nurse pass from your teacher before leaving class. The nurse will assess you and will contact parents if needed.

LATE FOR SCHOOL

Parent/Caregivers email attendance@stmaryak.school.nz explaining the lateness. Once at school, students sign in at the office.

LEAVE REQUESTS

For three days or less a letter/email needs to be submitted to your daughter's Dean. For more than 3 days a letter addressed to the principal and your daughter's Dean. When leave is acknowledged, a letter will be emailed to you.

LOCKERS

Year 7-8 students are automatically allocated a locker, they are informed of their locker location and number during the first week of school. Year 9-13 students can hire a locker for \$10.00 for the year. This can be paid through OfficeMax Myschool, at the beginning of the school year only, or by contacting the accounts office accounts@stmaryak.school.nz. Once payment is received, locker numbers will be allocated, and an email will be sent out to confirm the locker number. Lockers are randomly allocated. We do not swap lockers unless there is a very good reason to do so, and this would need to be discussed with the Dean. Padlocks are not provided.

PASTORAL CARE CONCERN

See your Dean, Deputy Principal - Ms Elena Grant, or any member of staff. The student planner/handbook also contains lots of good information.

SCHOOL HANDBOOK

Students in Years 7-10 will be issued with a school handbook/planner/diary at the beginning of the school year. This not only serves as a weekly term diary but also contains other essential information including prayers, daily timetables and code of conduct.

STATIONERY

All stationery and workbook requirements for the new school year are listed on the OfficeMax Myschool website <https://www.myschool.co.nz/>. On the website please select St Mary's College, Ponsonby, then press 'view requirements list'. The 'go live' date for our school is early in January. OfficeMax Myschool is a convenient online and delivery service.



OfficeMax Myschool
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Your child's class list will be uploaded to [myschool.co.nz](https://www.myschool.co.nz)

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STUDENT ID CARD

At the beginning of the year, students are issued with a student ID card. The ID card can be used for school printers, student discounts on public transport and student discounts for selected providers. ID cards can be initially registered by swiping at a photocopier. There is a top up, pay-in coin machine at the Library. Students should ensure that they have an adequate balance available for printing and copying as required.

TIMETABLE

Each student will be given a copy of their timetable. To view it digitally, they can access their KAMAR portal. Parents can also see the timetable via the KAMAR Portal.

TUCKSHOP

Our school cafeteria provides a variety of food at interval and lunch. The prices for café food are listed on a board beside the café.

UNIFORM PASSES

On occasion, a student may have a good reason for not wearing part of the school uniform. A note must be brought from home to the student's Dean and a pass will be issued for the day. If there are ongoing issues with uniform, please discuss this with the Dean. Deans will contact parents if a long-term uniform problem persists.

WHERE DO I GO ON MY FIRST DAY AT SCHOOL?

Wear your school uniform. When you arrive, you will be met at the top of the drive by senior students who will take you to the Paul Keane Gymnasium. We will start with a liturgy for all new students and their families.

WHAT DO I BRING ON MY FIRST DAY?

If you are in Year 7 you won't need all your books. Your daughter will need only morning tea, a drink bottle, packed lunch, refill pad and pencil case. Student uniforms and any items brought to school should be clearly named.

Year 8 students, and any new students at Year 8-13, need to bring their devices on their first day of school in order for BYOD orientation to occur.

The school tuck shop will be open to purchase food items. We will send a reminder with all this information in mid-January.



Year 7

Year 7 students will study the following compulsory subjects:

Religious Education, English/English for Speakers of Other Languages (ESOL), Mathematics, Science, Health and Physical Education, Social Studies, Technology, Arts (Art, Music, Drama), Languages - Chinese, French, and Te Reo Māori

Year 8

Year 8 students will study the following compulsory subjects:

Religious Education, English/English for Speakers of Other Languages (ESOL), Mathematics, Science, Health and Physical Education, Social Studies, Technology, Arts (Art, Music, Drama),

AND 2 Languages from Chinese, French and Te Reo Māori

Year 9

All Year 9 students will study the following compulsory subjects:

Religious Education, English/English for Speakers of Other Languages (ESOL), Mathematics, Science, Social Studies, Health and Physical Education, Arts (including Music, Art, Drama), Technology (three trimester courses of Technology, Design & Visual Communication, Digital Technologies, and Fashion & Interior Design)

AND 1 Language from French, Chinese and Te Reo Māori

Year 10

All Year 10 students will study the following compulsory subjects:

Religious Education, English/English for Speakers of Other Languages (ESOL), Mathematics, Science, Social Studies, Health and Physical Education

AND 3 options from the following subjects:

Art, Business Studies, Chinese, Dance, Design and Visual Communication, Digital Technology, Drama, Fashion & Interior Design, French, Health Science, Music, Te Reo Māori

Year 11, 12 and 13

All Year 11 students will study the following compulsory subjects:

Religious Education and one Mathematics Course (Mathematics **or** General Mathematics), English/English for Speakers of Other Languages (ESOL), and Science Course (Science **or** General Science) **AND** three other subjects of their choice.

All Year 12 students will study the following compulsory subjects:

Religious Education and an English/English for Speakers of Other Languages (ESOL) Course **AND** five other subjects of their choice.

All Year 13 students will study Religious Education **AND** five other subjects of their choice.

Please [click here](#) for the link to SchoolBridge. Once on the website, to access the St Mary's College 2024 subject selection information, request a Magic Sign-In Code, using the email address provided at the time of enrolment.

SCHOOL HOUSES

Each student is allocated to one of five houses for Sports and Cultural events. The houses, which are named after significant Mercy women in the history of the College are Dickson, Leo, Loreto, Maher and Leydon. Each House has a House Dean and two Year 13 Prefects to oversee activities and events throughout the year. Our House system fosters a sense of belonging, spirit, and participation. Students will be emailed their House in the new year.



SPORTS

The College has a strong sporting tradition, and all students are encouraged to participate in at least one sport each year. The Director of Sport along with staff, parents and volunteers strive to offer a varied sports programme to cater for the different interests of our students. Students are expected to prioritise playing for the school while they are at the College. Parents are urged to support school teams and inter-school games.

Our Sports Handbook, [available by clicking here](#), outlines the sporting codes available throughout the year

Whilst the handbook aims to provide as much detail as possible, information can often change. Please use this resource as a guide to plan your daughter's sporting activities. Please email sport@stmaryak.school.nz if you have any questions/queries.



REGISTRATION FOR SPORTS

This is 2-part process:

- ** Registering for the sport of your choice – refer to the Sports tab on the school website for online registration forms
- ** Payment – paying for the registered sport

Until BOTH are completed, your daughter will NOT be entered into the sports team. Please note that once registrations close for a sport code, fees are non-refundable.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are an important feature of student life. There is an expectation that students take part in the wide variety of activities that are offered throughout the year. These promote school spirit, fair play, participation and having fun. An example of the types of activities are listed below:

Altar Servers	Dragon Boating	Jazz Band	ShowQuest
Amnesty International	Drama	Kapa Haka	Skiing/Snowboarding
Art Club	Duke Of Edinburgh Award	Lacrosse	Student Productions
Badminton	Equestrian	Librarian	St Vincent de Paul - Young Vinnies
Basketball	Eucharistic Ministers	Liturgical Dance	Swimming
Book Club	Football	Missions	TeenFit
Choirs	Future Problem Solving	Netball	Tennis
Concert Band	Games Club	Orchestra	Touch Rugby
Cricket	Global Citizenship Group	Orienteering	Volleyball
Cultural Groups	Gospel Choir	Rōpu Toitū – Enviro Group	Waterpolo
Dance	Halo Club	Sacramental Groups	Writing Club
Debating	Hockey	Service Leaders	



SCHOOL UNIFORM

St Mary's College has a high-level of expectation that all students will wear their uniform with pride. This means wearing the uniform correctly and taking personal presentation seriously. Students are required to wear the correct uniform, in the correct manner, between home and school. This includes a blazer, or school jacket in winter or shirt in the summer. It is expected that the uniform is clean, always ironed and is in good condition. Make-up and nail polish is not allowed.

JUNIOR SCHOOL UNIFORM - YEAR 7-10

Shirt

A school chambray blue, short sleeved shirt with our school emblem. There is also an optional chambray blue long sleeve shirt for the winter.



Skirt

Royal blue school skirt worn just above the knee



Cardigan

Navy blue school cardigan which zips up the front with the school emblem on it. NB Only to be worn at school.

Blazer

Royal blue with navy stripe blazer to be worn at school events, school assemblies in public.



SENIOR SCHOOL UNIFORM – YEAR 11-13

Shirt

A white, short sleeved shirt with the school emblem.



Skirt

Royal blue school skirt to be worn just above the knee. Navy full length school skirt to be worn in Year 12-13.



Year 11



Year 12-13

Cardigan

Navy blue zip up cardigan with the school emblem in Years 11-12. Year 13 - Red cardigan in Year 13. NB – Only to be worn at school.



Year 11-12



Year 13

Blazer

Navy blazer to be worn at school events and school assemblies and in public.



Year 11



Year 12-13

Shoes

Year 7-11 plain black leather lace up school shoes in Term 1-4, but in Term 2 & 3 are compulsory (no sport shoes, heels, boots, canvas or beach shoes are allowed). This includes Chucks, Vans or similar)

Sandals

In Terms 1 & 4 students can wear black Roman sandals or "Safari" sandals (without socks)



Year 12-13

Flat plain black leather shoes covered toe without any decoration or ornamentation. No stitching on the shoes other than black. (No sport shoes, boots, heels, canvas or beach shoes are allowed).

Socks/Stockings

Year 7-11 Students may either wear the current fold over ankle socks or the short ankle socks. In Terms 2 & 3 black stockings (not knee highs) may be worn).

Year 12-13 Term 1 & 4 black ankle socks are required. Term 2 & 3 black stockings are to be worn.

PE Gear

Royal blue shirt and royal blue PE shorts. Plain sports shoes with non-marking soles and plain white ankle socks. A St Mary's College sports tracksuit may be worn.



Swimsuit

Dark coloured, one-piece swimsuit. A bathing cap is compulsory, preferably in the house colour.

Other Uniform Items:

Scarf - Plain navy blue or black scarf (optional in winter only)

Jacket - A regulation school jacket/anorak in winter is available (optional)

Umbrella - School umbrella (optional)

Raincoat - Plain, navy-blue raincoat may be worn over the blazer outside in wet weather

Hair - Hair which is shoulder length or longer must be tied back. Natural hair colour only. Students may wear plain navy or black ribbons (Year 7-12 Blue and Year 13 red). Narrow blue or black headbands. Elastic hair tie.

Jewellery - One small, metal, stud earring in the lower lobe of each ear. No pearls, diamantes, nose studs or sleepers. No other jewellery to be worn.

Uniform items can be purchased from either Elizabeth Michael Uniforms, email uniforms@emcw.co.nz, website- www.elizabethmichael.co.nz - Ph 358 1680 or St Mary's College Second-Hand Uniform Shop Email - office@stmaryak.school.nz.

SECOND-HAND UNIFORMS

Located in the MK Centre, across from the main school office, the Second-Hand uniform shop is open in term time, Wednesday, 1.20pm - 2.30pm for students and Wednesday after school, for parents and students.

Items can be purchased on Orientation morning and the shop will be open 15 December 2023, 9.00am - 1.00pm. It will also be open for a morning in late January, prior to school commencing for 2024. This will be advertised on the school website.

If you have any questions or queries, please email lmckinney@stmaryak.school.nz

NAME YOUR DAUGHTER'S UNIFORM & LOST PROPERTY

We appeal to you to **NAME ALL OF YOUR DAUGHTER'S UNIFORM** and any other items that she brings to school. Sadly, we get so much lost property! We love returning lost property to its rightful owner, but we can only do this if items are clearly named with first and last name. Lost property items can be viewed outside the Second-Hand uniform shop.

INTERNATIONAL DEPARTMENT



St Mary's College welcomes International Students and the diversity they bring to the College. The International Department have dedicated staff who look after the international students to make sure they are happy and successful. Each student has the support of an Academic Dean who sets realistic expectations and individual timetables, an International Director who looks after their overall wellbeing and a Homestay Manager who looks after their accommodation. Each international student has a buddy in their classes and the support of an international ambassador, who helps students join clubs, sports and to integrate into St Mary's school life.

St Mary's College is looking for caring families to host our school's international students. This could be of interest if you have a spare room and would love to learn about new cultures. If you live in one of the surrounding areas of school, live near a city bound bus route or come into school via one of the designated school buses, we would love to hear from you. Hosting a student can be a rewarding experience, either for short or long term. We have a number of students visiting our school needing accommodation, ranging from two weeks, a term, or a full school year. **A reimbursement of \$360.00 per week is offered in 2023, plus up to \$250.00 winter allowance to help with extra power charges.**

Please pass this information on to other families who may be interested in becoming part of our homestay programme.

If you are enquiring about an international student attending St Mary's College or would like to know more information, please contact [Sue King](#), International Student Director, and if you are interested in becoming part of our valued homestay programme, please contact Alice Caiger on 020 4060 5024 or acaiger@stmaryak.school.nz.

FEES* & CONTRIBUTIONS SUMMARY

Year 7 - 8

Attendance Dues	\$516.00
Subject Costs	\$265.00
Music Tuition Contribution	\$125.00
Building Contribution	\$319.00
Proprietors' Contribution	\$1,365.00
General Purpose Contribution	\$650.00
Compassionate Fund	\$50.00
PTFA Contribution	\$40.00
The Catholic Institute	\$12.00
Special Character Contribution	\$60.00

Total per Year	\$3,402.00
Per Term	\$850.50

Year - 9-13

Attendance Dues	\$1,016.00
Subject Costs	\$255.00
Music Tuition Contribution	\$125.00
Building Contribution	\$319.00
Proprietors' Contribution	\$1,365.00
General Purpose Contribution	\$650.00
Compassionate Fund	\$50.00
PTFA Contribution	\$40.00
The Catholic Institute	\$12.00
Special Character Contribution	\$60.00

Total per Year	\$3,892.00
Per Term	\$973.00

Online secure payment fees apply of \$0.50 per transaction. Bank surcharge for credit card 2.5%

Compulsory* Attendance Dues \$516.00 (Years 7-8) per annum \$1,016.00 (Years 9-13) per annum	<ul style="list-style-type: none"> As a condition of enrolment at an Integrated School, there is a legal requirement for parents to pay Attendance Dues (Education and Training Act 2020). A legally binding charge for all enrolled students Does not qualify for a tax rebate
Subject Costs \$265.00 (Years 7-8) per annum \$255.00 (Years 9-13) per annum Music Tuition Contribution \$125.00 per annum	<ul style="list-style-type: none"> Covers take home items, school diary and student ID card Instrumental, voice and group tuition from Itinerant Teachers of Music (21% Ministry of Education funded, 65% Board of Trustees funded and 14% contributed by families. Contribution for Years 7-9 and Years 10-13 if participating in groups
Buildings Contribution \$319.00 per family per annum Proprietors' Contribution \$1,365.00 per student per annum	<ul style="list-style-type: none"> Pays for long-term capital developments as per the Development Plan Qualifies for a tax rebate These contributions go towards upgrading and maintenance of the buildings and facilities around the school to provide infrastructure and to uphold the Catholic identity and heritage of St Mary's College Qualifies for a tax rebate
General Purpose Contribution \$650.00 per student per annum	<ul style="list-style-type: none"> Your contribution goes towards funding equipment and the many wonderful programmes around the school. The College provides a high quality of academic education and extensive opportunities. It also allows the school to reduce class sizes and be able to offer a wider range of subject choices Pays for learning resources, equipment, IT facilities Pays for maintenance and upgrading of physical environment Qualifies for a tax rebate

Compassionate Fund Contribution \$50.00 per annum PTFA Contribution \$40.00 per annum	<ul style="list-style-type: none"> • <i>The Compassionate Fund offers financial support for disadvantaged students - please see the enclosed Compassionate Fund brochure</i> • <i>Qualifies for a tax rebate</i> • <i>Supports the PTFA in their fund-raising projects e.g. turf for courts, curtains</i> • <i>Qualifies for a tax rebate</i>
The Catholic Institute Contribution \$12.00 per annum Special Character Contribution \$60.00 per annum	<ul style="list-style-type: none"> • <i>Contribution towards development of Religious Education Curriculum forwarded to the Catholic Institute</i> • <i>Qualifies for a tax rebate</i> • <i>Covers costs associated with supporting the school to deliver a high quality Catholic Special Character education, collected on behalf of the Catholic Education Office and Qualifies for a tax rebate</i>

CHARGES FOR TRIPS ACTIVITIES

Trips, activities, and sports will be charged separately. Information will be emailed to Parent/Caregivers. Please use the payment method as instructed in the email.

METHODS OF PAYMENT

Our preferred method of payment is using the parent portal. Your log in details will have been issued to you when your daughter starts at the college via an email at the beginning of the school year. Once on the portal click "Financial" tab.

Alternatively, you can pay school charges directly to the bank account.

Account name	St Mary's College Auckland
Bank account	BNZ 02-0248-0050618-00
Particulars	Student ID
Code	Student name
Reference	School charges

SPECIAL CHARACTER CONTRIBUTION

Catholic Special Character Contribution

SUPPORTING CATHOLIC EDUCATION IN OUR SCHOOLS



The Catholic Special Character contribution is used to fund the staff and services provided by the Catholic Education Services Board who are responsible, on behalf of the Proprietor, for safeguarding and strengthening the Catholic Special Character of our schools.

The contribution is \$15 per term per student or \$60 per student per year.

The contribution is tax deductible and a 33% refund can be claimed from the IRD.

For more information:

www.aucklandcatholic.org.nz/catholic-education-services/

Phone: (09) 3603091 **Email:** ces@cda.org.nz

St Mary's College is a non-profit organisation, and all contributions go into providing for your daughter's education. As we welcome your family in joining the St Mary's College Community there is an expectation that you will become involved on many levels and support the school financially.

A statement for all school charges/contributions will be emailed to you at the start of the school year and each term during the year. A tax donation receipt for the period ending 31 March will be issued for contributions paid during the financial year.

ATTENDANCE DUES



ATTENDANCE DUES

Attendance Dues are used to pay for building related costs at Catholic Schools in the Auckland Diocese.

Paying Attendance Dues is a condition of enrolment for all students attending New Zealand Catholic Schools.

Attendance Dues are compulsory – there is a legal requirement for parents and caregivers to pay Attendance Dues under the Education and Training Act 2020.

ATTENDANCE DUES ARE:

2024	PRIMARY STUDENTS	SECONDARY STUDENTS
per year (incl. GST)	\$516	\$1,016
per term (incl. GST)	\$129	\$254

For more information:

<https://www.aucklandcatholic.org.nz/catholic-schools-2/>

Phone: (09) 360 3040

Email: acfl@cda.org.nz



Mō tātou, ā, mō ngā uri ā muri ake | For us, and our children after us.

COMPASSIONATE FUND

St Mary's College Compassionate Fund

St Mary's College proudly continues in the Mercy tradition to see young women attain an excellent education, so as to take their place in society to work for social justice and compassion for others.

The pressure on many St Mary's families today can be difficult to manage. The loss or long-term illness of a loved one, redundancy and the increases in the cost-of-living places undue strain on many families.

The St Mary's College Compassionate Fund financially supports our families in need by providing a contribution directly towards their subject fees, uniform, and stationery expenses.

This compassionate care is making a huge difference, but with limited funds available we are only able to support a small number of families who really need it. We need your help and invite you to contribute today. Every donation counts and makes a huge difference to our St Mary's College Community.

Please [click here](#) for the Compassionate Fund brochure.





ST MARY'S COLLEGE COMMUNITY SUPPORT

The PTFA meet twice a term on the second and second to last Tuesday of each term, with dates advertised in the school newsletter. Everyone who is a Parent/Caregiver of a current pupil, members of the teaching staff or past students are warmly welcome to join us.

The PTFA is a group of dedicated parents, a representative teacher and friends of the school who give their time voluntarily to assist and support the school. We aim to provide financial support to the school through social and fundraising activities.

In line with our Mercy values, we also help families in need within our community by providing meals to those requiring assistance. Our activities are many and varied, serving St Mary's in a multitude of ways. For example, we have community events such as the Twilight Picnic and Year 13 Breakfast. Open Day, Cultural Night, Movie Nights and Orientation Morning, are all events supported by the PTFA and which are hugely successful every year. The PTFA also support families in times of need through meals that have been provided by other members of the community.

FUNDRAISING - Our fundraising efforts can go towards everything from large infrastructure projects to school trips to academic resources. Here are some examples of fundraising outcomes:

- * Providing furniture for the MB refurbishment
- * Design and installation of the new school playground
- * Curtains in the Stella Maris and Cecilia Maher Hall
- * Foldaway desks to be used at exam time
- * Science equipment for the Mother Bernard Towers Science Centre
- * A new school van
- * Shade sails and outdoor seating

PTFA events are a great opportunity to make and strengthen connections. They are opportunities to meet other families, students, and the teachers.

We warmly welcome you, as new members of the St Mary's community, to join our group, to lend your support in practical, worthwhile ways and have fun at the same time! For further information, please do not hesitate to contact members of our committee: SMCPTFA@stmaryak.school.nz

OTHER WAYS THAT YOU CAN BE INVOLVED

- St Mary's College Whānau Group - meets regularly to support Māori student success
- Pasifika Network Group - meets regularly to support Pasifika student success
- Sports are always looking for coaches and managers
- The Learning Support Department need Reader/Writers to support students, particularly around college examinations

Please see the College newsletter for dates, times, further information and other opportunities.

TRAVEL INFORMATION

Please be aware that St Mary's College does not have a formal contract with the following bus companies: Coachways NZ, Auckland Transport, Kiwi Coaches and Prestige Transport.

Travelling on these buses is a commercial arrangement between the companies and parents. Therefore, if the buses arrive late or there are incident on/with the service, we have no jurisdiction. Please contact the bus companies directly if you have any concerns about their service. We will not pass on any parent contact details to the bus companies.

All students are required to show the Mercy value of Respect in all aspects of their behaviour when traveling to and from school.

These bus runs are operated by Coachways NZ

David Marsden on admin@coachways.co.nz – Ph. 09 276 4130

003 Bus Run Panmure/Ellerslie/Greenlane

005 Bus Run Papakura/Manurewa/Manukau

006 Bus Run Mangere/Onehunga/Mount Eden

These bus runs are operated by NZ Bus/Auckland Transport

operations.occ@nzbus.co.nz - Ph. 09 373 9118

500 Bus Run Point Chevalier Beach/Herne Bay/Westmere (*after school only*)

501 Bus Run Custom Street to School (Britomart)

These bus runs are operated by Kiwi Coaches

Calvin West on info@kiwicoaches.co.nz - Ph. 09 636 5232

001 Bus Run New Lynn/Glen Eden/Titirangi/Hillsborough/White Swan/Richardson/Waterview
Tunnel/Ponsonby

002 Bus Run Green Bay/Godley/Connaught/Blockhouse Bay/Great North/ Point Chevalier/Garnet/Cox's
Bay/Jervois

This bus run is operated by Prestige Transport

Lia Warner - lia@warner.org.nz – Ph. 027 788 7745

A private bus run from Henderson Valley/Glen Eden/Te Atatu South/St Mary's

This ferry run is operated by Fullers Ferry's

www.fullers.co.nz - Ph. 09 367 9111

Devonport Ferry/Stanley Bay/Bayswater

An AT Hop card is needed on this service. Ticketing/fares info can be found on the AT website.

Trains – East/South/West

These train runs are operated by Auckland Transport

Eastern line, Southern line, Western line, Onehunga line <https://at.govt.nz/bus-train-ferry/train-services/>

Ph. 09 366 6400. An AT Hop card is needed on this service. Ticketing/fares info can be found on the AT website.



TAP n GO Bus Card

ST MARY'S COLLEGE 2024

Coachways NZ uses a Tap n Go systems

for students to pay for their bus fares to and from school.

With the **"NEW"** Tap n Go system, this allows you to;

- Access to your account at anytime.
- Top-up your card through your account.
- Block your card if you misplaced or lost your card.
- Monitor your balance.
- Tap on when boarding your bus.
- Tap off when hopping off your bus.



To purchase a Bus Card, go online at coachways.co.nz.

- Go to coachways.co.nz and select the SCHOOLS tab and select your school.
- Click onto the link "Make a one-off Payment"
- Cost for a Bus Card is \$50.00. (**\$40.00 preloaded and \$10 for the card**)

Send us an email when you have done this so we can send you a reply and your card number for you to register your card.

Bus Cards can be collected from the driver, on the first day of school.

Please Note: Replacement Cards cost \$20.00.

Call Coachways NZ on 09-2764130, if you have any questions.

INFORMATION FROM KIWI COACHES



What Kiwi Coaches can provide you when using their passenger management system:

- Know where and when your child boards a bus live.
- Provide a live report of what rides a school child took, including what bus, where and when they boarded. Alternatively, this can help for contact tracing if required.
- Receive live alerts when unauthorised attempts to ride on a bus.
- Allows passengers/parents/teachers etc to see the location of the school bus using their mobile phones so that they are able to determine if it is on time, where it is, or if they have missed the bus.

BUS RUNS OPERATED for ST MARY'S COLLEGE 2023

- **001** New Lynn/Glen Eden/Titirangi
- **002** Green Bay/Blockhouse Bay/Point Chevalier

FARE OPTIONS AVAILABLE:

- Concession Ticket (Casual Rides using MY CARD tap n tag)



- Full Term Pass
- One Way Pass (morning or afternoon)

REGISTER NOW online www.kiwicoaches.co.nz

OR make contact with our office: telephone: 09 6365232

email: info@kiwicoaches.co.nz

HOP CARDS



We receive many lost HOP cards at the school office. We would like to return these to the students as soon as they are found. If you would like to log your daughters hop card number with the school, please email lmckinney@stmaryak.school.nz with the student's name and the 16 digit hop card number.

ROAD SAFETY

In order to keep our students, staff and community safe on their way to and from the College, please:

- *Adhere to all road rules
- *Do not pick up or drop off on yellow lines
- *Note there are parking limitations in the surrounding areas
- *Do not use the main driveway entrance to turn
- *Refrain from entering the driveway and staff carpark areas
- *Students use kea crossing (which is patrolled in the afternoons) to cross New Street
- *Crossing at other places should be avoided
- *Students coming up Jacob's ladder can use the Waitemata St entrance

SCHOOL MAP



SCHOOL UNIFORM SUPPLIERS – ELIZABETH MICHAEL UNIFORMS

St Mary's College uniforms are supplied by Elizabeth Michael Uniforms.

Elizabeth Michael Uniforms

65 New North Road

Eden Terrace, Auckland

Ph. 358 1680 - email: uniforms@elizabethmichael.co.nz

Shop hours are as follows:

Monday - Thursday - 9.00am - 5.00pm

Friday - 9.00am - 4.00pm

Saturday - 9.00am - 12 noon



Wednesday 6 December

This is a great opportunity for families to purchase all uniform requirements for St Mary's College.

Fitting rooms will be available for students to try on the uniforms and Elizabeth Michael staff will be able to assist with fittings.



WHERE: **St Mary's College - CM Hall**

WHEN: **Wednesday 6 December 2023**

TIME: **11am - 1pm**

Cash, Eftpos & Credit Cards (Visa & Mastercard)

Please ensure all WINZ payments are made out to Elizabeth Michael Uniforms

Elizabeth Michael Uniforms • 65 New North Road, Eden Terrace
P: 09 358 1680 • uniforms@elizabethmichael.co.nz
www.elizabethmichael.co.nz

SHOE CLINIC – SUPPORTERS OF ST MARY’S COLLEGE

Need a new pair of shoes for school? The Shoe Clinic, Ponsonby, supports St Mary’s College by providing a special discount for St Mary’s College families. Visit their store or [website](http://www.shoeclinic.co.nz)

You will receive a 10% discount on all purchases when you mention St Mary’s College in your communication with the Shoe Clinic, Ponsonby.



“BACK TO SCHOOL WITH SHOE CLINIC”

School Shoe ‘HERO PICKS’
available from our large range in store

We have chosen this selection of proven, recommended, quality shoes for your BACK TO SCHOOL options. Come into any Shoe Clinic store and let our professional staff help you through your selection and ensure you reap the rewards offered.



Ascent Apex Junior and Senior
Built to last the rigour of everyday wear by the toughest teenagers, Apex provides stability, durability and cushioning. Getting a new standard in quality formal school shoes from young children right through to teenagers and adults. This model is also available in a variety of widths.



Skobi Seebel Junior and Senior
European made Seebel is constructed with premium leather uppers on a durable rubber outsole. Designed to keep up with the most active of kids, Seebel is a robust classic, suited to standard and wide foot types and available in both Junior and Senior sizing.



Ascent Contest Senior
Packed with stability features from the heel through to the midfoot, cushioned and durable for the toughest use, the Contest actively prevents fatigue. With slip resistance that is second to none, as well as great toe protection, this is the ultimate senior school shoe.



Clarks Boston Senior
Boston is a classic low-cut leather senior boys' lace-up shoe with a durable, flexible sole. Features include a leather upper and a triple density removable footbed which includes a heel gel pad for superior comfort. Boston features Fresh Step® technology designed with antibacterial properties to keep feet fresh all year round.



Ascent Adela Junior and Senior
The Ascent Adela is a durable black leather school shoe featuring a Mary Jane style adjustable strap. The durable outsole provides grip on a variety of surfaces, and the heel cushioning helps with shock absorption from young children right through to adults.



Clarks Berkeley Senior
Berkeley is a classic senior boys' slip-on shoe with a durable, flexible sole. Features include a leather upper and a triple density removable footbed which includes a heel gel pad for superior comfort. Berkeley features Fresh Step® technology designed with antibacterial properties to keep feet fresh all year round.



Birkenstock Arizona Senior
The Arizona is a genuine classic that has been delighting wearers for decades. The upper of this unique two-strap sandal can be individually adjusted to the wearer's feet using two sturdy metal buckles, guaranteeing a good fit and firm support. The comfort is from the original BIRKENSTOCK footbed, which is inspired by the natural imprint of a foot in the sand and feels just like walking barefoot. Its anatomical shape ideally supports the natural walking action of your foot.



Rockport Allender Senior
Rockport's Allender weighs less than the average running shoe—and has run in two New York City Marathons to prove the shoes' comfort and durability. Constructed of full-grain leather and featuring mesh linings that help to keep you cool, the PU footbed helps to relieve pressure from your foot, the EVA midsole provides lightweight shock absorption, and the rubber outsole provides grip on nearly any surface.

ST MARY'S COLLEGE



Shoe Clinic
The fitting choice

SCHOOL REWARDS PROGRAM

For every pair of school shoes sold, Shoe Clinic will give a \$10 donation to your school, helping to give your child more opportunities. Simply nominate your school instore.

18 Stores Nationwide – www.shoeclinic.co.nz

don't pick a
shoe
let a shoe pick
you

The perfect shoes for your feet -
or your money back with our
30 Day Money Back Guarantee!

If you're not completely satisfied with how your new shoes fit, you can bring them back within 30 days for a replacement or a full refund.

18 Stores Nationwide

ALBANY	(09) 415 0903	PALMERSTON NORTH	(06) 359 0199
PONSONBY	(09) 360 6032	MASTERTON	(06) 377 2518
NEWMARKET	(09) 529 1998	PORIRUA	(04) 257 0872
SYLVIA PARK	(09) 573 0080	LOWER HUTT	(04) 570 2577
MANAKAU	(09) 262 4545	WELLINGTON	(04) 499 4405
HAMILTON	(07) 839 7100	NELSON	(03) 545 8060
TAUPO	(07) 378 0671	RICCARTON	(03) 348 0841
NEW PLYMOUTH	(06) 758 5146	DUNEDIN	(03) 474 1707
NAPIER	(06) 835 6468	INVERCARGILL	(03) 218 2266

Shop online: www.shoeclinic.co.nz



Note: Not all models are available in all Shoe Clinic stores

