

# St Mary's College

11 New Street, Ponsonby,  
Auckland 1011



**Enrolment Information for  
Students and Parents  
2018**



ST MARY'S COLLEGE  
AUCKLAND  
CATHOLIC SCHOOL FOR GIRLS

Dear Parents/Guardians

We invite you to consider the many benefits of Catholic education in the Mercy tradition at St Mary's College.

St Mary's College is a Catholic Integrated school for girls, offering a Catholic education to students, Year 7 to Year 13.

St Mary's College offers a wonderful 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 and confidence.

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. An holistic education has been key to the success of Mercy education since its inception in Ireland in 1831.

We aim to educate our students to be *"21<sup>st</sup> 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 our world with you and your family.

Yours sincerely  
Bernadette Stockman  
**Principal**

**Please ensure you send all documents listed on the St Mary's College "Application for Enrolment Form". The following documents may form part of your application.**

**NB applications will not be accepted until all documents are provided.**

- \*\*St Mary's College Enrolment Form*
- \*\*Two passport-sized photos attached to application*
- \*\*Preference students - The Preference of Enrolment Certificate signed by the Parish Priest*
- \*\*Preference students - 5.1-Copy of Catholic Baptismal Certificate if Baptised and any Sacramental Certificates or*
- \*\*Preference students - 5.2-5.5 - Copy of Sponsors Baptismal Certificate*
- \*\*Non-preference students a reference from your church community, daughter's Principal or close family friend*
- \*\*Copy of Birth Certificate*
- \*\*Non NZ residents - a copy of passport with visa/permit which states the student is a domestic student*
- \*\*Copy of student's most recent school report*
- \*\*Use of Devices and Internet Agreement - signed student agreement*

You will be notified when a decision has been made on the availability of a place and you will receive a letter confirming the Principal's decision.

**Friday 24 March 2017** - Closing Date for Enrolments. Enrolments close for Year 7 and 9, 2018 intake. If you are contacted regarding an appointment, please ensure you bring your daughter to the interview. Late enrolment applications may be considered in August/September. If you are applying under Preference 5.4 you may be asked to bring your sponsor with you to the interview. Please note that not all applicants are interviewed.

**Thursday 4 May 2017** - Families with an offer of place are required to confirm acceptance of place by 4 May 2017 by returning the signed acceptance form either by email to [enrolments@stmaryak.school.nz](mailto:enrolments@stmaryak.school.nz) or by post. Failure to do so will see the enrolment place forfeited. Once an offer of placement has been made, acceptance will be confirmed upon meeting the conditions of enrolment.

**Please return the completed enrolment forms to:**

The Enrolment Officer  
St Mary's College  
PO Box 47003  
Ponsonby  
Auckland 1144



*“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”*

## **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 our College life. The Special Character programmes that we offer draw deeply on the values of the Gospel and the spirit of Mercy.

The Catholic 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. More particularly, 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 Diocese of Auckland.”*

## **ST MARY’S COLLEGE** **EDUCATION PHILOSOPHY**

In the spirit of our foundress, Catherine McAuley, the St Mary's College 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 at St Mary's College 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

### **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

### **SCHOOL MASS**

Each Religious Education class prepares a Mass throughout the year and these are held every Thursday at 1.25pm in our school Chapel. The class Mass roster is on our website. This is a wonderful opportunity for families to join us as we celebrate our faith. We will be encouraging our students to formally invite their parents the week that their class is on Mass



## **ST MARY'S COLLEGE BOARDS**

### **BOARD OF TRUSTEES**

The Board of Trustees' key areas of contribution are:

- Representation
- Leadership
- Accountability
- Employer Role

### **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 (e.g. replacing roofs, boilers)
- To modernise existing facilities/capital works
- To carry out significant emergency work not covered by insurance
- To insure buildings

## **ST MARY'S COLLEGE PTFA**

### **WHAT WE DO**

St Mary's College PTFA is a positive, fun and energetic group who support the school and school families through fundraising and school community activities.

### **PTFA GOALS AND OBJECTIVES**

- Support the Board of Trustees' plans for improvements to school facilities and school services
- Support our own school families and the Catholic faith community in times of need through our commitment to pastoral care
- Support the school in fostering a strong and dynamic school community by coordinating and managing a range of social activities that benefit the school and school families

### **THERE ARE A NUMBER OF WAYS YOU CAN BE INVOLVED**

- PTFA Member
- PTFA Sponsor
- Expert Skills and Suppliers
- PTFA Friend

## STUDENT CODE OF CONDUCT

The Student Code of Conduct which is published in the Student Handbook and is a condition of entry into St Mary's College states 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. Parents are reminded that the enrolment form is a legal document and that a condition of enrolment is that the pupil is fully prepared to abide by the rules of the school.

### ***Student Code of Conduct***

1. Classroom rules: a) show respect for others b) do quality work.
2. I will work to the best of my ability.
3. I will respect the right of others to learn.
4. I will respect the person and property of every other member of the school community.
5. I will care for the school environment.
6. I will show courtesy and respect towards all staff and I will meet their requirements in and out of the classroom.
7. I will arrive at school on time and attend all classes punctually.
8. I will wear my school uniform correctly and with pride.
9. I will be properly equipped for all lessons and do the homework set in each subject.
10. I will not bring into the school grounds or buildings: alcohol, drugs, offensive or dangerous weapons, cigarettes, lighters or matches or use them on any school occasion, or at any time when I am wearing my school uniform.
11. I will behave responsibly when representing the school and will obey the rules set for school teams and functions.
12. I will travel to and from school by the most direct route without stopping unnecessarily.
13. I will be courteous and helpful to school visitors and to members of the public on the street and in public transport.
14. I will not bring gum to school and I will not chew gum.
15. Personal property such as cell phones or i-Pods are not to be used or seen during class. If they are confiscated, they will only be returned to a parent/guardian of the student during school hours.
16. I will obtain permission from the school before I drive a motor vehicle to school.
17. I will take responsibility for my personal property. Large sums of money will be handed to the Office for safekeeping.
18. I will keep my passwords private and confidential.

## SCHOOL HOURS

The school day begins	Monday to Friday - 8.35am
All students in Form Class	Monday to Friday - 8.55am
Interval	Monday 11.00am, Tuesday, Thursday and Friday 10.55am and Wednesday 10.45am
Lunch	1.20pm - 2.10pm (except Wednesday 1.40pm - 2.20pm)
The school day finishes at	3.10pm

**These times are subject to change**

## TRAVEL INFORMATION

003 Bus Run Panmure/Ellerslie/Greenlane  
006 Bus Run Mangere/Onehunga/Mt Eden  
005 Bus Run Papakura /Manurewa/Manukau

**These bus runs are operated by:**

Coachways Limited  
David Marsden on [info@coachways.co.nz](mailto:info@coachways.co.nz)  
Ph. 276 4130

095 Bus Run Pt Chevalier Beach/Herne Bay/ Westmere  
012 Bus Run Custom Street to School (Britomart)

**This bus run are operated by:**

Auckland Transport  
Craig Delahunty on [Craig.Delahunty@nzbus.co.nz](mailto:Craig.Delahunty@nzbus.co.nz)  
Ph. 373 9125

Titirangi/Blockhouse Bay/Pt Chevalier

**These bus runs are operated by:**

Kiwi Coaches  
Calvin West on [info@kiwicoaches.co.nz](mailto:info@kiwicoaches.co.nz)  
Ph. 636 5232

Private Van Pukekohe to School

**These bus runs are operated by:**

Lisa and Peter Thom  
[thoms@nettel.net.nz](mailto:thoms@nettel.net.nz)  
Ph. 09 963 0773

### **HOP Card is needed for the following services**

Devonport Ferry/Stanley B/Bayswater

**These trains runs are operated by:**

Fullers Ferry's, [www.fullers.co.nz](http://www.fullers.co.nz), Ph. 09 367 9111

Trains South/West

**These trains runs are operated by:** AT Transport, Ph. 09 366 6400

<https://at.govt.nz/bus-train-ferry/at-hop-card/>

012 Britomart to school and return  
to Britomart

School Bus to and from St Mary's College

**NOTE:** Reminder that parking on New Street and surrounding areas has a limit of 2 hours.

## COMMUNICATION

### **ST MARY'S COLLEGE WEBSITE**

The St Mary's College website is [www.stmaryak.school.nz](http://www.stmaryak.school.nz). Our website gives you information regarding the College. Parents of students can access the Parent Portal from this website. Weekly newsletters are also available here for you to view.

### **NEWSLETTER**

We believe you should be well informed about the College, so each week on a Friday you will be emailed a copy of 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.

### **ST MARY'S COLLEGE PARENT PORTAL**

Parents are able to access information such as their daughter's timetable, academic record, attendance, a calendar of events and fees/contributions through Kamar, our Student Management Portal.

<https://portal.stmaryak.school.nz>. All parents will be issued their Parent Portal user name and password. If you have problems logging on, please email [bnolan@stmaryak.school.nz](mailto:bnolan@stmaryak.school.nz) together with your daughter's name and Form Class and he will assist you.

### **SCHOOL COMPUTER LOG IN**

Your daughter will be issued a computer log in after starting at St Mary's College. Any problems please see the IT technician or Mrs Kaaren Hirst - Librarian

### **REPORTING TO PARENTS**

A general guide to the year's programme for all students:

Junior Reports	Term Two and Term Four
Senior Reports	Term Two and Term Four

During the year there will be a parent evening where parents have the opportunity to meet staff and discuss their daughters progress. These dates, once finalised will be advertised in the College newsletter.

## TEACHING AND LEARNING

**Year 7** and **Year 8** students will study a compulsory core:

Religious Education

English / ESOL

Mathematics

Science

Health and Physical Education

Social Studies

Technology

Arts (Art, Music, Drama)

Latin/Chinese/French/Te Reo Māori (4 languages in Year7; 2 Languages in Year 8)

All **Year 9** students will study a compulsory core:

Religious Education

English/ESOL

Mathematics

Science

Social Studies

Health and Physical Education

Arts (including Music, Art, Drama)

Technology (three trimester courses of Design & Visual Communication, Fashion & Interior Design and Digital Technology)

One Language from French, Chinese, Latin and Te Reo Māori (numbers permitting)

All **Year 10** students will study:

English / ESOL

Mathematics

Science

Social Studies

Health and Physical Education

Religious Education

All **Year 10 students** will choose three options from:

(numbers permitting)

Art

Business Studies

Chinese

Dance

Design & Visual Communication

Digital Technology

Drama

Fashion & Interior Design

French

Health Science

Latin

Music

Te Reo Māori

New Health and PE course

All **Year 11** students will study:

Religious Education

One Mathematics (Mathematics with Externals or Mathematica with Internals)

English

Science

Plus **THREE** other option subjects

*Geography, History, Health, Physical Education, Dance, Art, Drama, Music, Chinese, French, Latin, Te Reo Māori, English for Speakers of Other Languages, Accounting, Economics, Design & Visual Communication, Digital Technologies, Fashion & Interior Design, Computer Science: Coding.*

All **Year 12** students will study:

Religious Education

English

Plus **FIVE** other option subjects

*Media Studies, Mathematics with Externals, Mathematics with Internals, Biology, Chemistry, Physics, Laboratory Science Geography, History, Gateway, Health, Physical Education, Dance, Art, Art Design, Art Photography, Drama, History of Art, Music, Chinese, French, Latin, Te Reo Māori, Classical Studies, English for Speakers of Other Languages, Business Studies, Accounting, Economics, Design & Visual Communication, Digital Technologies, Fashion & Interior Design, Computer Science: Coding, Supported Study*

All **Year 13** students will study:

Religious Education

Plus **FIVE** other option subjects

*Media Studies, Calculus, Statistics, Mathematics, Science, Chemistry, Physics, Laboratory Science, Social Studies, Geography, History, Travel & Tourism, Health, Physical Education, Dance, Art Painting, Art Design, Art Photography, Drama, History of Art, Music, Chinese, French, Latin, Te Reo Māori, Classical Studies, English for Speakers of Other Languages, Business Studies, Accounting, Economics, Design & Visual Communication, Digital Technologies, Fashion & Interior Design, Computer Science: Coding and Supported Study*

***Young people who will be Confident, Connected, Actively, Lifelong Learners***

## FACULTY OF PERFORMING ARTS

One of the visions for St Mary’s College is to foster the tradition of music by providing a compulsory music programme in Year 7 to Year 9 which enables and enhances creativity and academic development. Benefits from the scheme include improved memory, reasoning skills, concentration, brain organisation and co-ordination. Co-operation, teamwork and self-expression are also developed. Personal development in terms of confidence, enjoyment, self-directed learning and personal creativity can all flourish.



St Mary’s College Music Department provides a wide range of musical opportunities. Students at all levels are encouraged to participate in a wide variety of bands, orchestras and choirs.

The following instrumental tuition is offered:

Flute	Trumpet	Violin	Percussion
Oboe	French Horn	Viola	
Clarinet	Trombone	Cello	
Bassoon	Tuba	Double Bass	
Saxophone	Euphonium		

Students can also participate in the following ensembles:

Year 7 Band	Junior Chamber Orchestra
Year 7 String Orchestra	Junior Orchestra
Year 8 Band	Symphonic Band
Year 8 String Orchestra	Senior Orchestra
Year 8 Choir	St Mary’s Choir
Year 9 Band	Chamber Choir
Year 9 String Orchestra	Concert Band
Year 9 Orchestra	Chamber Orchestra
Year 9 Choir	Small Ensembles

The Music Department tries to create as many performance opportunities as possible. Senior ensembles can travel overseas and participate in local and International Festivals and Cultural events. We also undertake a tour of Primary and Intermediate Schools, regular school performances and Proms concerts every year. Chamber music ensembles are invited to play regularly in the community. The Music Department also participates in religious services as part of our school’s Special Character.

## **PASTORAL**

The Pastoral Care team is led by Elena Grant, Deputy Principal and includes Deans, Counsellors, Careers 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 Guidance 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 Guidance Network have particular responsibility in this area.

### **DEANS AND FORM TEACHERS**

The Form Teacher forms the basis of the network and plays the major role in providing for the pastoral care of pupils in their form. Each Year level has a Dean who works closely with students' Form Teachers and class teachers.

### **COUNSELLORS**

The school has fully trained and experienced Counsellors who are available to assist with any personal or academic difficulties. Students and parents are encouraged to make contact when they feel they need help and support. They work with students, individually as well as with their peers and family, and can act as their advocate with Teachers and Deans. Year 7 and Year 8 students are generally referred by a Parent and /or Dean. Older students may self-refer.

### **STUDENT DEVELOPMENT PROGRAMMES**

A Peer Support Programme is in place to assist students to make the transition to College a positive and enjoyable experience. In Term 1 the Year 13 leaders are placed with Year 7 and Year 9 Form Classes and each week participate in a series of games and activities to promote social skills.

Leadership Training is provided for students either as part of their regular classes or in specific intensive courses as in Year 12.

Peer Tutors - A number of Year 12 and 13 students are available as mentors for younger students to assist with their learning.

## LEARNING SUPPORT

We have a Learning Support Department which provides support to students with special learning needs.

### **RECOGNISE      RESPECT      RESPOND      REVIEW**

These four words summarise the rationale and work of the Faculty. We recognise that our learners present with a very wide range of needs. Each learner is unique and we **respect** their individual personalities, their strengths and weakness. In **responding** to this diversity, we are constantly open to learning about new conditions, alternative teaching methods and strategies. Our progress and interventions are regularly discussed and **reviewed**, especially during our weekly Diverse Needs meetings, which are attended by a multi-disciplinary team.

The following is available through learning support:

- Learning Support Checklists
- Special Assessment Conditions (SAC)
- Senior Tutoring Juniors
- Gifted and Talented
- A dynamic place of learning for our ORRS students
- Volunteers are able to assist the Faculty in a variety of ways

### **DEVICES – BRING YOUR OWN DEVICE (BYOD)**

BYOD is currently for Year 8 to Year 12 students, who are asked to purchase specific devices. Information will be given out towards the end of each year. A meeting regarding BYOD at St Mary's College will be held and information will be published in the school newsletter. 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.

### **LOCKERS**

Lockers for Year 7 & 8 students are compulsory. The Year 7 & 8 Dean will give students their locker number and location during the first week of Term 1.

Lockers for Years 9 - 13 are optional. A locker will only be issued once payment has been received, either through OfficeMax or into the School Bank Account. Locker Numbers are published on a Student's Kamar portal page (under Profile/General). Students will need to provide a padlock.

### **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. We discourage use during break times and use in class is at the professional discretion of the teacher for curriculum related use. We recommend Year 7 students do not bring Smartphones.

## **HOMEWORK**

Subject teachers regularly set homework. Each student is expected to set time aside on a regular basis to complete it. Homework may consist of going over the days lessons, set work on a particular subject. A long term assignment which is worked on over a period of time, study of work already completed and preparation for tests/examinations.

## **INTERNATIONAL DEPARTMENT**

St Mary's College welcomes enrolment enquires from International Students. We welcome the diversity that International Students bring to the College. Our International Student Director, the ESOL, International Dean, the Deans and Guidance Counsellors work closely alongside teachers to support our International Students and to ensure their happy integration into school life. Students are guaranteed individual attention as classes are small. In addition, tutorial and homework groups are provided to support students' learning. Furthermore students have access to English language support through the ESOL Department. Besides small classes and supportive environment, students have the benefits of excellent up-to-date facilities.

### **The Vision Statement for the International department states:**

“To provide St Mary's College students exposure to, and interaction with, students of other cultures and to provide those international students with involvement in the St Mary's College way of life”.



If you are enquiring about an International student attending St Mary's College or would like to know more information please contact Sue King via email on [sking@stmaryak.school.nz](mailto:sking@stmaryak.school.nz).

## **PHYSICAL EDUCATION/HEALTH/SPORTS**

Physical Education and Health is compulsory unless students are certified as medically unfit. Swimming is part of our school curriculum and students are expected to participate.

If your child is unable to participate for medical reasons, please send a letter to the PE teacher. Parents are requested to discuss any disabilities suffered by pupils at the interview.



The College has a strong sporting tradition and all students are encouraged to participate. Many of our teachers and parents put a great deal of time and effort into sport. As a result we are represented in most sports and have several champion teams.

Students are expected to play for the school while they are at College.

Parents are urged to support school teams on Saturdays and whenever inter-school games are played.

The Sports Advisory Group has introduced a Sports Handbook which is a brief outline of the different sports that are available at St Mary's. Each sport will give you a brief outline on where they play competition game, where they train and fees for the season etc.

This will enable you to plan your daughter's sporting activities while attending St Mary's College.

## EXTRA-CURRICULAR ACTIVITIES

All girls are expected to participate in a sport, music or a club during the year. A wide variety of activities are offered and commitment, fair play, having fun and school spirit are considered important. A teacher will be in charge of the following activities:

Amnesty International	Future Problem Solving	Productions
Art Club	Gospel Choir	Running Club
Athletics	Hockey	Sacramental Group
Badminton	International Clubs	St Vincent de Paul Group
Basketball	Lacrosse	Servant Leaders
Book Clubs	KidsFit	Skiing
Cheerleading	Kilikiti	Soccer
Choirs	Librarian	Softball
Concert Band	Liturgical Dance	Stage Challenge
Cross Country	Magazine	Swimming
Cultural Groups	Kapa Haka	Tennis
Cycling	Missions	Touch Rugby
Dance	Netball	Volleyball
Debating	Orchestra	Waterpolo
Dragon Boating	Orienteering	Writing Clubs
Drama		
Duke of Edinburgh Award		
Environmental Group		

# SCHOOL UNIFORM

	<b>JUNIOR UNIFORM</b> Year 7-11	<b>SENIOR UNIFORM</b> Year 12-13
<b>SUMMER UNIFORM</b>	<ul style="list-style-type: none"> <li>• Royal Blue Skirt</li> <li>• Short Sleeved Chambray Shirt</li> <li>• Navy Blue Cardigan</li> <li>• Royal Blue With Navy Stripe Blazer</li> <li>• Regulation school sunhat (optional)</li> </ul> <p><b>FOOTWEAR</b> - Black Roman sandals (without socks) or plain black leather lace up school shoes (no sports, canvas or beach shoes are allowed. This includes Chucks, Vans or similar). Year 7-11, white ankle socks and Year 12-13, black ankle socks.</p>	<ul style="list-style-type: none"> <li>• Navy Skirt</li> <li>• Short Sleeved White Shirt</li> <li>• Year 12 Navy Blue Cardigan</li> <li>• Year 13 Red Cardigan</li> <li>• Navy Blazer</li> </ul> <p><b>FOOTWEAR</b> - Black Roman sandals (without socks) or flat plain black leather shoes with covered toe and back and without any decoration or ornamentation.</p> <p>No stitching on the shoes in any colour other than black. (No sports shoes, boots, canvas or beach shoes are allowed.) Year 7-11, white ankle socks and Year 12-13, black ankle socks</p>
<b>WINTER UNIFORM</b>	<ul style="list-style-type: none"> <li>• Royal Blue Skirt</li> <li>• Long Sleeved Blue Shirt</li> <li>• Navy Blue Cardigan</li> <li>• Royal Blue With Navy Stripe Blazer</li> <li>• School scarf or plain navy blue or black scarf (optional)</li> <li>• A regulation school jacket is available (optional).</li> </ul> <p><b>FOOTWEAR</b> - Plain black leather lace up school shoes with black stockings (black knee highs are not to be worn) or white ankle socks (no sports, canvas or beach shoes are allowed. This includes Chucks, Vans or similar). Year 7-11, white ankle socks and Year 12-13, black ankle socks</p>	<ul style="list-style-type: none"> <li>• Navy Skirt</li> <li>• Long Sleeved White Shirt</li> <li>• Year 12 Navy Blue Cardigan</li> <li>• Year 13 Red Cardigan</li> <li>• Navy Blazer</li> <li>• School scarf or plain navy blue or black scarf (optional)</li> <li>• A regulation school jacket is available (optional).</li> </ul> <p><b>FOOTWEAR</b> - Black stockings and flat plain black leather shoes with covered toe and back and without decoration or ornamentation. No stitching on the shoes in any colour other than black. (No sports shoes, boots, canvas or beach shoes are allowed.) Year 7-11, white ankle socks and Year 12-13, black ankle socks</p>
<b>PE UNIFORM</b>	<ul style="list-style-type: none"> <li>• Royal blue shirt and royal blue PE shorts</li> <li>• Plain sports shoes with non-marking soles</li> <li>• Plain white ankle socks</li> <li>• Swim suit – royal blue one piece with compulsory bathing cap, preferably in the House colour</li> <li>• A St Mary’s College tracksuit may be worn</li> </ul>	
<b>ACCESSORIES</b>	<ul style="list-style-type: none"> <li>• School scarf or plain navy blue or black scarf (optional in winter only)</li> <li>• School umbrella (optional)</li> <li>• A plain, navy blue raincoat may be worn over the blazer outside in wet weather</li> </ul>	
<b>OTHER UNIFORM REQUIREMENTS</b>	<p><b>HAIR</b></p> <ul style="list-style-type: none"> <li>• Hair of shoulder length or longer must be tied back</li> <li>• Students may wear plain navy or black ribbons (Year 13 Red)</li> <li>• Narrow headbands</li> <li>• Elastic hair ties</li> </ul> <p><b>JEWELLERY</b></p> <ul style="list-style-type: none"> <li>• One small, metal, stud earring in the lower lobe of each ear. No pearls, diamantes or nose studs</li> <li>• A watch.</li> <li>• Necklaces, taonga must not be visible</li> </ul> <p><b>MAKE-UP AND NAIL POLISH IS NOT ALLOWED</b></p>	
<b>UNIFORM EXPECTATION</b>	<p>Full school uniform is to be worn between home and school. This includes a blazer, or school jacket in winter or shirt in the summer. Cardigan’s are not to be worn on the street. It is expected that the uniform is clean, ironed and mended at all times.</p>	

## NAME YOUR DAUGHTERS UNIFORM & PROPERTY

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We appeal to you to **NAME ALL OF YOUR DAUGHTERS 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. The lost property items can be viewed on Tuesdays from 11.00am-11.30am in the BT locker block and also Wednesday 1.30pm - 2.10pm.

## SCHOOL UNIFORM SUPPLIERS – ELIZABETH MICHAEL UNIFORMS

St Mary's College uniforms are supplied by Elizabeth Michael Uniforms and they will be available for all uniforms purchases on Orientation Morning from 11.30am - 1.30pm in the CM Hall.

Elizabeth Michael Uniforms

357 New North Rd

Kingsland, Auckland

Ph. 358 1680 email: [uniforms@elizabethmichael.co.nz](mailto: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

### UNIFORMS - SPECIAL FITTINGS

Elizabeth Michael Uniforms offers a "Made-to-Measure" service at no extra cost to those students who fall outside our school uniform size range. Students will need to visit Elizabeth Michael Uniforms shop at 357 New North Road, Kingsland, Auckland.

Please call them to book an appointment for this service.

Please note that Elizabeth Michael Uniforms do not offer an alteration service for standard size garments

## SECOND HAND UNIFORMS

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The second hand uniform shop will also be available for item purchase during the Orientation morning in the PK Gym. During the year the second hand items are available for purchase on Wednesday 1.30pm - 2.10pm.

The shop is managed by Mrs Susan Comrie - [scomrie@stmaryak.school.nz](mailto:scomrie@stmaryak.school.nz). If you have any questions or queries, please contact her via email.

## FEES\* & CONTRIBUTIONS SUMMARY – 2017

<b>Year 7 - 8</b>		<b>Year - 9-13</b>	
Attendance Dues	\$420.00	Attendance Dues	\$824.00
Subject Costs	\$255.00	Subject Costs	\$245.00
Music Tuition Costs	\$75.00	Music Tuition Costs	\$75.00
Building Contribution per family	\$270.00	Building Contribution per family	\$270.00
Proprietors' Contribution	\$1,105.00	Proprietors' Contribution	\$1,105.00
General Purpose Contribution	\$480.00	General Purpose Contribution	\$480.00
Compassionate Fund Contribution	\$40.00	Compassionate Fund Contribution	\$40.00
PTFA Contribution	\$40.00	PTFA Contribution	\$40.00
Special Character & The Catholic Institute	\$56.00	Special Character & The Catholic Institute	\$56.00
<b>Total per Year</b>	<b>\$2,741.00</b>	<b>Total per Year</b>	<b>\$3,135.00</b>
Cost per Term	\$685.25	Cost per Term	\$783.75

<p>Attendance Dues - Compulsory* \$420.00 (Years 7-8) per annum \$824.00 (Years 9-13) per annum</p>	<p><i>As a condition of enrolment at an Integrated School, there is a legal requirement for parents to pay Attendance Dues (Section 36 of the Private Schools Conditional Integration Act 1975). The attendance dues collected by St Mary's College are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic integrated schools in the Diocese of Auckland responsible for the collection of attendance dues.</i></p> <p><i>A legally binding charge for all enrolled students Does not qualify for a tax rebate</i></p>
<p>Subject Costs - Compulsory* \$255.00 (Years 7-8) per annum \$245.00 (Years 9-13) per annum</p>	<p><i>Covers all take home items, school diary and student ID card.</i></p>
<p>Music Tuition Costs - Compulsory* \$75.00 per annum</p>	<p><i>Instrumental, voice and group tuition from Itinerant Teachers of Music. (40% Ministry of Education funded, 45% Board of Trustees funded and 15% charged to families)</i></p> <p><i>Years 7-9 – compulsory; Years 10-13 compulsory if participating in groups</i></p>
<p>Buildings Contribution \$270.00 per family per annum</p>	<p><i>Pays for long-term capital developments as per the Development Plan Qualifies for a tax rebate</i></p>
<p>Proprietors' Contribution \$1,105.00 per student per annum</p>	<p><i>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</i></p>
<p>General Purpose Contribution \$480.00 per student per annum</p>	<p><i>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</i></p>
<p>Compassionate Fund Contribution \$40.00 per annum</p>	<p><i>The Compassionate Fund offers financial support for disadvantaged students.</i></p>
<p>PTFA Contribution \$40.00 per annum</p>	<p><i>Supports the PTFA in their fund raising projects e.g. turf for courts, curtains</i></p>
<p>The Catholic Institute &amp; The Special Character Contribution \$56.00 per annum</p>	<p><i>Contribution towards Religious Education Curriculum &amp; covers costs associated with supporting the school to deliver a high quality Catholic Special Character education, collected on behalf of the Catholic Education Office</i></p>

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.

Payments are accepted either through Direct Credit to the school (as below) or automatic payment (forms available on request to [accounts@stmaryak.school.nz](mailto:accounts@stmaryak.school.nz))

A statement for all the fees/contributions will be emailed to you in January and each term during the year.

An annual receipt for the period ending 31 March will be issued for all contributions to General Purpose, Proprietors, Buildings, Special Character, PTFA and the Compassionate fund for tax refund purposes. (refer to [www.ird.govt.nz](http://www.ird.govt.nz)).

**We thank you for using ONLINE BANKING which is the preferred method of payment.**

Bank account BNZ 02-0248-0050618-00

Particulars Please enter student name or enrolment number

Code Please enter the form class

Reference Fees/contributions

## **CHARGES FOR TRIPS ACTIVITIES**

Trips, activities and sports will be charged separately. Information for chargeable trips, activities and sports will be provided in a letter with an attached permission slip. Payment must be made by the deadline or your daughter will not be able to attend. Please pay by direct credit into the St Mary's College bank account with the reference provided in trip/activity letter. The permission slip for the trip will go to the teacher in charge.

Bank account BNZ 02-0248-0050618-00

Particulars Please enter student name

Code Please enter the form class

Reference Please enter the date of the trip/event or relevant code as per the letter



***“We must strive to do ordinary things extraordinarily well.”***

***Catherine McAuley***