



St Mary's College

11 New Street, Ponsonby,
Auckland 1011



Orientation Information For New Students in 2022

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 daughters. We are a Catholic integrated school for girls, offering an education for students from 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, 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.

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.

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 programmes 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 Diocese of Auckland.

(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.

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

Thursday 27 January 2022	Year 12 and 13 course changes
Friday 28 January 2022	School holidays - school closed
Monday 31 January 2022	Auckland Anniversary Day - school closed
Tuesday 1 February 2022	Teacher Only Day
Wednesday 2 February 2022	Years 7, 8, 13, and students new to St Mary's start school, 9.00am. Years 7 and 8 finish at 2.00pm Year 13 finish at 12.20pm New students finish at 12.20pm
Thursday 3 February 2022	All students at school
Friday 4 February 2022	All students at school
Sunday 6 February 2022	Waitangi Day
Monday 7 February 2022	Waitangi Day Observed – SCHOOL CLOSED

TERM DATES - 2022

Term 1	Wednesday 2 February 2022 to Thursday 14 April 2022
Term 2	Monday 2 May 2022 to Friday 8 July 2022
Term 3	Monday 25 July 2022 to Friday 30 September 2022
Term 4	Monday 17 October 2022 to Wednesday 14 December 2022

2022 Public Holidays

New Year's Day	Saturday 1 January 2022	
Day after New Year's Day	Sunday 2 January 2022	
New Year Holiday Observed	Monday 3 January 2022	
Day after New Year Holiday Observed	Tuesday 4 January 2022	
Auckland Anniversary Day	Monday 31 January 2022	
Waitangi Day	Sunday 6 February 2022	
Waitangi Day Holiday Observed	Monday 7 February 2022	
Good Friday	Friday 15 April 2022	EASTER
EASTER SUNDAY	Sunday 17 April 2022	EASTER
Easter Monday	Monday 18 April 2022	EASTER
Day after Easter	Tuesday 19 April 2022	EASTER
Anzac Day	Monday 25 April 2022	
Queen's Birthday	Monday 6 June 2022	
Matariki	Friday 24 June 2022	
Labour Day	Monday 24 October 2022	
Christmas Day	Sunday 25 December 2022	
Boxing Day	Monday 26 December 2022	
Christmas Day observed	Tuesday 27 December 2022	

SCHOOL HOURS

The school day begins at 8.40am and finishes at 3.10pm. 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

DEANS

Year 7 Dean	Suey Bignall	year7dean@stmaryak.school.nz
	Kate Eastwood	
Year 8 Dean	Nicole Lorimer	nlorimer@stmaryak.school.nz
Year 9 Dean	Abigail Shaw	ashaw@stmaryak.school.nz
Year 10 Dean	Sandy Wong	swong@stmaryak.school.nz
Year 11 Dean	Monique Williams	mwilliams@stmaryak.school.nz
Year 12 Dean	Daniel Ting	dting@stmaryak.school.nz
Year 13 Dean	Charlotte Murray	cmurray@stmaryak.school.nz
International Dean	Bev Steward	bsteward@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 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 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, levening@stmary.ak.school.nz should you wish to discuss support for your daughter's learning needs.

COMMUNICATION

ST MARY'S COLLEGE KAMAR 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 KAMAR username and password. If you have problems logging on, please email office@stmaryak.school.nz together with your daughter's name and Form Class.

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

SCHOOL APP

To download the School App, locate "School Apps NZ" and then search for "St Mary's College Ponsonby." The newsletters, notices, and calendar and KAMAR portal can be accessed via the app. When your daughter is absent you can notify the school using the app. Access the link below for additional information including helpful tips and an instructional video. <https://schoolappsnz.co.nz/>.

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. These dates, once finalised will be advertised in the College newsletter.

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.

STUDENT CODE OF CONDUCT

The Student Code of Conduct which is published in the student diary 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.

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.

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 e-cigarettes, 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 or chew gum while at school.

Personal property such as mobile phones are not to be used or seen during class, without the teacher's permission. If they are confiscated, they will only be returned to a Parent/Caregiver of the student during school hours.

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

I will take responsibility for my personal property.

I will keep my passwords private and confidential.

I will only use headphones in class with the teacher's permission.

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.

ST MARY'S COLLEGE BOARDS

BOARD OF TRUSTEES

The Board of Trustees key areas of contribution are:

- Representation
- Leadership
- Accountability
- Employer Rôle

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 for the St Mary's College Music 2022 Orientation information. This includes:

- *What instruments are available to learn
- *How to select your musical instrument for 2022
- *Instrument hire and associated fees
- *Interactive links to exciting video content....and much more.

If you have any queries, please contact Rachel Snelling, Head of Instrumental Music - rsnelling@stmaryak.school.nz

TRAVEL INFORMATION

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

Travelling on these buses is a commercial arrangement between the companies and Parents/Caregivers. Therefore, if the buses arrive late, we have no jurisdiction. Please contact the bus companies directly if you have any concerns about their service. See below for their contact details:

These bus runs are operated by: Coachways NZ

David Marsden on info@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

(See flyer on next page for more information)

These bus runs are operated by: Auckland Transport

Craig Delahunty on Craig.Delahunty@nzbus.co.nz Ph. 09 373 9125

500 Bus Run Point Chevalier Beach/Herne Bay/Westmere

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/Kinross/White Swan/Richardson/
Waterview Tunnel/Ponsonby

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

This bus run is operated by: Brougham Buses (private bus run)

Paul Puna www.broughambuses.co.nz Ph. 021 439 966

Private bus runs from Pukekohe and Drury

An AT HOP Card is needed for the following services:

This ferry run is operated by: Fullers Ferry's

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

Devonport Ferry/Stanley Bay/Bayswater

Trains - South/West

These train runs are operated by: AT Transport

Ph. 09 366 6400 <https://at.govt.nz/bus-train-ferry/at-hop-card/>

501 Britomart to school & return school bus to and from St Mary's College/Britomart

All students are required to show the Mercy value of Respect in all aspects of their behaviour when traveling to and from school. Please see the guidelines for behaviour on our school app: Guidelines for Behaviour on the Buses.



COACHWAYS
NEW ZEALAND

Tap n Go Bus Card

ST MARY'S COLLEGE 2022

With the new Tap n Go system, this allows you to:

- Scan Bus Card when boarding.
- Scan Bus Card when disembarking.
- Load money using your phone or computer.
- Monitor your balance.
- Block your card if you have misplaced or lost your card.
- Access to your own account information.



Available from 15th November 2021

How do I get a Bus Card?

1. Email info@coachways.co.nz and request information regarding the "NEW" Coachways Tap n Go Bus Cards.

We will send you information of how to purchase your new card. Once we have received payment, we will send you an email with your new card number so you will be able to create your on-line account.

Once you have registered your card and created your account, \$40.00 will be added to your account then you are ready to tap n go.

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



Bus Card - \$50.00



Head Office: 23A Mahunga Drive, Mangere Bridge, Auck 2022 Email: info@kiwicoaches.co.nz
www.kiwicoaches.co.nz

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 2022

- **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

We're Covid Safe and 100% Vaccinated!

SCHOOL ROAD SAFETY AWARENESS

Parking on New Street and surrounding areas has a limit of 2 hours parking. It is illegal to stop and load or unload passengers on yellow lines. **Please do not drop off or pick up your daughter on YELLOW LINES or use the MAIN DRIVEWAY to turn.** For the safety reasons, do not enter the driveway and staff car park area when dropping off or collecting students during the following times:



HOP CARD



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 student name and 16 digit Hop card number.

LOCKERS

Year 7-8 students are automatically allocated a locker and 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 per 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 through the KAMAR Portal. Go to Details/Information and the locker number will be there. 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.

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 in the Library. Students should ensure that they have an adequate balance available for printing and copying as required.

MOBILE PHONES

If students choose to bring a mobile 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 and parents do not provide data. However, if parents choose to provide their daughters with smartphones, they need to take responsibility for the apps that their daughters have downloaded and their daughters use of the phones at home. The Form Teacher will set up and monitor a Form Class TEAM. Students are not to set up their own St Mary's College Form Class chat groups.

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 day's 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.

SCHOOL DIARY

Your daughter will be issued with a school 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.

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.

OPEROO

St Mary's College uses Operoo as our digital platform to manage our school trips/events. Information about Operoo can be found at their website - <https://www.operoo.com/intro-for-parents/>.

How do I sign up? - There's nothing for you to do until you receive an email invitation from us before school commences. The invitation will contain a link for you to click which will allow you to create your Operoo account and access the system. Please email operoo@stmaryak.school.nz for any access issues.

TUCKSHOP

Our school cafeteria provides a variety of food at interval and lunch. Charges for each item is on a board beside the café.

STATIONERY

All stationery and workbook requirements for the new school year are listed on the OfficeMax Myschool website www.myschool.co.nz. OfficeMax Myschool is a convenient online and delivery service.

On the Myschool website please select St Mary's College, Ponsonby, then press "view requirements list".



*get
back to school
ready!*

We've teamed up with OfficeMax
to make back to school easy!

**Your child's
class list will
be uploaded to
myschool.co.nz**

Help yourself.
Help your school.

As part of giving back to the community,
we offer School Rewards*, so when you
order with MySchool your school earns
rewards for extra items they really need.



* Terms and conditions apply, see myschool.co.nz

myschool.co.nz
0800 724 440

free
delivery



price match



1

of 1



Get
school ready
faster

SCHOOL CURRICULUM

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/ 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 find linked below to the St Mary's College 2022 Options Booklet:

<https://stmaryscollege.partica.co.nz/st-marys-college/st-marys-y10-13-2022/flipbook/1/>

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.



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.



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 Microsoft 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.

Amnesty International	Dragon Boating	Lacrosse	Stage Challenge
Art Club	Drama	Kapa Haka	St Vincent de Paul
Badminton	Duke of Edinburgh Award	Librarian	Swimming
Basketball	Environmental Group	Liturgical Dance	TeenFit
Book Clubs	Equestrian	Missions	Tennis
Choirs	Football	Netball	Touch Rugby
Concert Band	Future Problem Solving	Orchestra	Volleyball
Cricket	Games club	Orienteering	Waterpolo
Cultural Groups	Gospel Choir	Sacramental Group	Writing Club
Dance	Hockey	Servant Leaders	
Debating	International Club	Skiing/Snowboarding	



WHAT TO DO IF YOU?

Are unable to come to 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.
Have been absent	Email attendance@stmaryak.school.nz or bring a note of absence to the office or your Form Teacher on return to school.
Are late for school	Parent/Caregivers email attendance@stmaryak.school.nz explaining the lateness. Once at school, students sign in at the office.
Have an appointment	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. Students who are in Year 7 & 8 must be collected by the parent or adult named in the note.
Are ill while at school	Report to the school nurse between 9.00am-3.10pm, Monday-Friday. If it is before this time parents will be called to collect their daughter. 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.
Have an accident	Go to the school nurse between 9.00am and 3.10pm. Outside these times go to the school office.
Have a leave request	For 3 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 granted, a letter will be emailed to you.
Need a uniform pass	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.
Have a question about Sports	Please email sports@stmaryak.school.nz
Have a Pastoral Care concern	See your Dean, Deputy Principal, Ms Elena Grant, or any member of staff
Require Physio	Baseline Physiotherapy – www.baselinephysio.co.nz . No surcharge to St Mary's students under ACC. Call 021 866 867 or enquire through the Nurse. No GP referral required.

SCHOOL UNIFORM

St Mary's College has a high-level of expectation that all students will wear their uniform with pride. This always 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 always mended. Make-up and nail polish is not allowed.

Uniform items can be purchased from either Elizabeth Michael Uniforms, 4 Bond Street, Grey Lynn or register to purchase online at www.elizabethmichael.co.nz, quoting **SM196** as your school code; **Ph:** (09) 358 1680 uniforms@elizabethmichael.co.nz or St Mary's College Second Hand Uniform Shop **email address:** office@stmaryak.school.nz.

JUNIOR SCHOOL UNIFORM – YEAR 7-10

Shirt

A school chambray blue, short sleeved shirt with the St Mary's College emblem on it. There is also available for winter a chambray blue long sleeve shirt that can be worn but is optional.



Skirt

Royal blue school skirt worn just above the knee



Cardigan

Navy blue school cardigan, and has the St Mary's College emblem on it.



Blazer

Royal blue with navy stripe blazer and must be worn at school events and at school assemblies during Term 2 & 3.



SENIOR SCHOOL UNIFORM – YEAR 11-13

Shirt

A white, short sleeved shirt with the St Mary's College emblem on it. There is also available for winter a long white sleeve shirt that can be worn but is optional. In 2023 the white shirt is compulsory.



Skirt

Royal blue school skirt worn just above the knee



Year 11

Navy full length school skirt worn in Year 12-13



Year 12-13

Cardigan

Navy blue cardigan in Years 11-12 and a red cardigan in Year 13. Both have the St Mary's College emblem on them ONLY.



Year 11-12



Year 13

Blazer

Navy blazer and must be worn at school events and school assemblies during Term 2 & 3.



Year 11



Year 12-13

Sandals

Year 7-13 in Term 1 & 4 can wear black leather Roman sandals or similar (worn without socks)



Shoes

Year 7-13 plain black leather school shoes in Term 1-4, compulsory in Term 2 & 3 (no sports, canvas or beach shoes are allowed).

Socks/Stockings

Year 7-11 Term 1 & 4 white ankle socks if wearing shoes. **Term 2 & 3** black stockings (black knee highs are not to be worn) or white ankle socks worn with shoes.

Year 12-13 Term 1 & 4 black ankle socks if wearing shoes. 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 with compulsory bathing cap, preferably in the house colour.

OPTIONAL UNIFORM ITEMS AND OTHER UNIFORM REQUIREMENTS

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



Scarf - Plain navy blue or St Mary's College scarf (optional in winter only)

Anorak - A regulation school 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

Sun Hat - St Mary's College cap or bucket hat is available (optional)

Jewellery - No jewellery or piercings are to be worn except for one small, metal, stud earring in the lower lobe of each ear. No pearl, diamante, or sleeper earrings. A watch can be worn. Necklaces, taonga must not be visible.

SECOND-HAND UNIFORMS

Located in the MK Centre, the shop is open Wednesday, 1.20pm - 2.30pm, in term time only during the school year. We will contact you should the Second-Hand uniform shop be able to open in late January, prior to school commencing for 2022.

Due to the current Covid19 restrictions the Second-Hand Uniform shop will remain closed until alert level restrictions are lifted.

If you have any questions or queries, please email office@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 Monday to Friday outside the Second-Hand uniform shop on the lower level of the MK Centre locker room.

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 and an International Director who looks after their overall wellbeing and accommodation. Each international student has a buddy in their classes and the support of an international ambassador who helps students join clubs, sports and help integrate into St Mary's school life. All students are invited to join the programme.

St Mary's College is also 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 six designated school buses we would love to hear from you.

If you can host a student, short or long term, we would love to hear from you and please feel free to pass this information on to other families who may be interested in becoming part of our homestay programme. 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 \$320.00 per week is offered in 2022.

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, sking@stmaryak.school.nz.

FEES* & CONTRIBUTIONS SUMMARY – 2022

Year 7 - 8

Attendance Dues	\$468.00
Subject Costs	\$265.00
Music Tuition Contribution	\$120.00
Building Contribution	\$299.48
Proprietors' Contribution	\$1,286.96
General Purpose Contribution	\$592.00
Compassionate Fund	\$40.00
PTFA Contribution	\$40.00
The Catholic Institute	\$12.00
Special Character Contribution	\$50.00

Total per Year	\$3,173.44
Per Term	\$793.36

Year - 9-13

Attendance Dues	\$916.00
Subject Costs	\$255.00
Music Tuition Contribution	\$120.00
Building Contribution	\$299.48
Proprietors' Contribution	\$1,286.96
General Purpose Contribution	\$592.00
Compassionate Fund	\$40.00
PTFA Contribution	\$40.00
The Catholic Institute	\$12.00
Special Character Contribution	\$50.00

Total per Year	\$3,611.44
Per Term	\$902.86

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

Compulsory* Attendance Dues \$468.00 (Years 7-8) per annum \$916.00 (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 \$120.00 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 \$299.48 per family per annum Proprietors' Contribution \$1,286.96 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 \$592.00 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 \$40.00 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 \$50.00 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/Caregiver through Operoo. Please use the payment method as instructed in the email.

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 \$12.50 per term per student or \$50 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.

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



Providing for
Catholic Schools
in the Auckland
Diocese

THE MARY THOMAS
BUILDING

Rosmini College, Takapuna



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:

2022	PRIMARY STUDENTS	SECONDARY STUDENTS
per year (incl. GST)	\$468	\$916
per term (incl. GST)	\$117	\$229

For more information:
www.aucklandcatholic.org.nz/Compulsory-Charges-and-Contributions
Phone: (09) 360 3040 **Email:** acfl@cda.org.nz






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.



WAITEMATA STREET



ST MARY'S COLLEGE PTFA



We meet twice a 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 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 the Twilight Picnic, which showcases many of our school's musicians and artists. Open Day, Cultural Night, Movie Nights, and the Year 13 Breakfast, are all events supported by the PTFA and which are hugely successful every year.

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:

- Outfitting the students' café
- Design and installation of the new school playground
- Donations towards the Music, Dance, Library and Drama Departments
- Resurfacing the Tennis Courts
- 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.

"My main reason for coming onto the PTFA was for my daughter. I have found through past experience what when I am informed of what is going on at school, and when I have an association with the teachers and admin staff, that Antonia feels more connected, with a stronger sense of security and belonging, to the school community. Also, for me personally it is a great way of getting to meet people. especially as St Mary's College does not have a school zone and we started at the school not knowing anyone." - Anna-Marie Arnerich

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:

Our Treasurer: Roger Shearer, email: rogershearer@me.com

Our Volunteers Co-ordinator: Sally O'Brien email welcome.rock12@gmail.com

SCHOOL UNIFORM SUPPLIERS – ELIZABETH MICHAEL UNIFORMS

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

Elizabeth Michael Uniforms

4 Bond Street

Grey Lynn, 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

SPECIAL EXTENDED HOURS FOR UNIFORMS

Thursday 9 December 2021

In the absence of the normal St Mary's orientation day this is a great opportunity for families to purchase all uniform requirements.

WHERE: **Elizabeth Michael Uniforms, 4 Bond St, Grey Lynn**
WHEN: **Thursday 9 December 2021**
TIME: **5.00pm to 9.00pm (only for St Mary's)**

You can buy your uniforms online at www.elizabethmichael.co.nz by registering and entering the school code SM196.
When retail is allowed to open our normal hours are:

Monday - Thursday 9.00am - 5.00pm
Friday 9.00am - 4.00pm
Saturday 9.00am - 12 noon

BACK TO SCHOOL - SATURDAY OPENING HOURS

Extended Saturday hours from 4 Dec 2021 to 12 Feb 2022 are as follows:

Saturday 4, 11, 18 Dec 2021 9.00am-3.00pm
Saturday 8, 15, 22, 29 Jan 2022 9.00am-3.00pm
Saturday 5, 12 Feb 2022 9.00am-3.00pm

ElizabethMichael
UNIFORMS

Elizabeth Michael Uniforms • 4 Bond Street, Grey Lynn, Auckland 1021
P: 09 358 1680 • uniforms@elizabethmichael.co.nz
www.elizabethmichael.co.nz

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. Please contact Leanne at leanne@elizabethmichael.co.nz and advise your name, child's name, year group and your contact phone number. We will contact you regarding an appointment and any relevant contact rules that will apply based on current covid contact restrictions.

Shoe Clinic
The fitting choice

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



Ascent Contast Senior
Packed with stability features from the heel through to the midfoot, cushioned and durable for the toughest use, the Contast 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 Steps' technology designed with antibacterial properties to keep feet fresh all year round.



Ascent Adels Junior and Senior
The Ascent Adels 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 Berkley Senior
Berkley 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. Berkley features 'Fresh Steps' 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 wearers' feet using two sturdy metal buckles, guaranteeing a good fit and firm support. The comfort is from the original BERKENSTOCK 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 Allander Senior
Rockport's Allander weighs less than the average running shoe—and has run in two New York City Marathons to prove the shoe's comfort and durability. Constructed of full-grain leather and featuring mesh linings that help to keep you cool, the EVA 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 in store.

18 Stores Nationwide - www.shoecclinic.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 are 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) 237 0872
SYLVIA PARK	(09) 573 0080	LOWER HUTT	(04) 570 2577
MANAKAU	(09) 262 4545	WELLINGTON	(04) 499 4495
HAMILTON	(07) 839 7100	NELSON	(03) 545 8080
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.shoecclinic.co.nz

Shoe Clinic
Webstore

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



PodiatryNZ
To advance the quality of and access to podiatry