



St Mary's College

11 New Street, Ponsonby,
Auckland 1011



Orientation Information Booklet For New Students in 2021

A WELCOME FROM THE PRINCIPAL – MS SARAH DWAN



Dear Parents/Caregivers

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. There are many benefits of Catholic education in the Mercy tradition at St Mary's College.

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 our world 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 our College life. The Special Character programmes that we offer 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. 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 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

Every junior Religious Education class, supported by our senior students, prepares a Thursday lunchtime Mass throughout the year. The class Mass roster is advertised in the weekly newsletter. 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 Mass, on the week that their class has prepared it.



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

ST MARY'S COLLEGE BOARDS

BOARD OF TRUSTEES

The Board of Trustees key areas of contribution are:

- Representation
- Leadership
- Accountability
- Employer Role

Our mission: The Mercy tradition of love in action

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

BOARD OF PROPRIETORS

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

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

Working collaboratively

The Board of Directors work closely with the Board of Trustees, which has operational management for the day-to-day running of the College. The Board of Directors also works closely with the Principal of the College, Sarah Dwan as well as teaching and support staff.

The Board of Directors is delighted with the way in which the College is growing, and the wonderful achievements being obtained academically and in the areas of music and sport.

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**

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 gum to school and I will not chew gum while at school.

Personal property such as cell phones are not to be used or seen during class. They can only be seen with 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.

STUDENT CALENDAR TERM DATES

Thursday 28 January 2021	Year 12 and 13 course confirmation - times to be advised
Friday 29 January 2021	School holidays - SCHOOL CLOSED
Monday 1 February 2021	Auckland Anniversary Day – SCHOOL CLOSED
Wednesday 3 February 2021	Year 7, 8, 9 and 13 return to school – School finishes at 12.20pm (except Year 13)
Thursday 4 February 2021	All students at school
Friday 5 February 2021	All students at school
Saturday 6 February 2021	Waitangi Day
Monday 8 February 2021	Waitangi Day Observed – SCHOOL CLOSED

TERM DATES - 2021

Term 1	Wednesday 3 February 2021 to Friday 16 April 2021
Term 2	Monday 3 May 2021 to Friday 9 July 2021
Term 3	Monday 26 July 2021 to Friday 1 October 2021
Term 4	Monday 18 October 2021 to 14 December 2021

2021 Public Holidays

New Year's Day	Friday 1 January 2021	
Day after New Year's Day Saturday	Saturday 2 January 2021	
New Year Holiday Observed	Monday 4 January 2021	
Auckland Anniversary Day	Monday 1 February 2021	
Waitangi Day	Saturday 6 February 2021	
Waitangi Day Holiday Observed	Monday 8 February 2021	
Good Friday	Friday 2 April 2021	EASTER
EASTER SUNDAY	Sunday 4 April 2021	EASTER
Easter Monday	Monday 5 April 2021	EASTER
Day after Easter	Tuesday 6 April 2021	EASTER
Anzac Day	Sunday 25 April 2021	
Anzac Day observed	Monday 26 April 2021	
Queen's Birthday	Monday 7 June 2021	
Labour Day	Monday 25 October 2021	
Christmas Day	Saturday 25 December 2021	
Boxing Day	Sunday 26 December 2021	
Boxing Day observed	Tuesday 28 December 2021	

SCHOOL HOURS

The school day begins at 8.35am and finishes at 3.10pm but students should be at school at 8.30am. All students in Form Class 8.40am.

Each Friday morning the teachers are involved in Professional Development from 8.15am to 8.50am. Students in 2020 will be 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	Constance McCombe	cmccombe@stmaryak.school.nz
Year 8 Dean	Sharon Davies	sdavies@stmaryak.school.nz
Year 9 Dean	Sandy Wong	swong@stmaryak.school.nz
Year 10 Dean	Monique Williams	mwilliams@stmaryak.school.nz
Year 11 Dean	Daniel Ting	dting@stmaryak.school.nz
Year 12 Dean	Charlotte Murray	cmurray@stmaryak.school.nz
Year 13 Dean	Deborah Foote	dfoote@stmaryak.school.nz
International Dean	Bev Steward	bsteward@stmaryak.school.nz

COMMUNICATION

ST MARY'S COLLEGE KAMAR 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 username and password.

If you have problems logging on, please email office@stmaryak.school.nz together with your daughter's name and Form Class and they will assist you.

SCHOOL COMPUTER LOG IN

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

Password Party2021 - (then set your own password for the first time)

Any problems please see the IT technician in the Library at interval

SCHOOL APP

The school app can be downloaded on your device by entering "School Apps NZ" and then searching 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.

Go to the three bars on the side to access maps, alert subscriptions, and information about the app and to enlarge the text. Subscribe to the groups that you would like alerts for e.g. basketball. The sports tab has links to key websites with the draws. Access the calendar, then access the event. If there is an event that you would like to add to your personal calendar on your phone you can download the tab.

Term dates and additional links are also available for easy access. Access the links below for additional information. <https://schoolappsnz.co.nz/>. On this link there are also more helpful tips and an instructional video.

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.

PASTORAL

The Pastoral Care team is led by Elena Grant, Deputy Principal 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 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 students in their form. Each Year level has a Dean who works closely with students' Form Teachers and Class Teachers.

LEARNING SUPPORT

We have a Learning Support team who provide support to students with diverse learning needs.

RECOGNISE

RESPECT

RESPOND

REVIEW

These four words summarise the rationale and work of the team. We recognise that our learners present with a very wide range of learning 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**, during our fortnightly Diverse Needs meetings, which are attended by a multi-disciplinary team. Please contact Lorraine Evening, Head of Learning Support – levening@stmary.ak.school.nz should you have any concerns about your daughter's progress.

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. There is a brochure included in this Orientation pack and there are more brochures available to collect regarding the Compassionate Fund at the main office. Every donation counts and makes a huge difference to our St Mary's College Community.



DEVICES PROGRAMME

We have a device programme for Year 8 to Year 13 students. The students 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.

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

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

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.

SCHOOL ROAD SAFETY AWARENESS

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

Road safety on New Street and school driveway. 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 safety of our students when arriving and leaving school parents are asked to please not to drive into the school driveway and staff car park area when dropping off or picking up their daughter during the following times:

- Before school from 7.30am – 9.00am
- After school from 3.00pm – 3.45pm

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 the 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 purchase a locker for \$10.00. This can be paid through OfficeMax Myschool. Lockers can also be requested by contacting the accounts office accounts@stmaryak.school.nz Once payment is received your locker number can be found through the Parent Portal.

- Go to “Details”
- “Information” - and your 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 will need to be discussed with the Year level Dean. Padlocks are not supplied and will need to be purchased.

STUDENT ID CARD

At the beginning of the year students are issued with a student ID card. This is paid for in your school fees/contributions. Students are able to use their card to get student discounts for things such as bus passes, cinema tickets, books etc.

PHOTOCOPYING CARD

The issued student ID card is also the student photocopy card. Money can be loaded onto the ID card by using the “top up machine” located just outside the Library entrance. Please note it is coin only and the office do not supply change. There are instructions near the machine on how to use it and the school librarian is also there to help if needed.

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 and parents do not provide data.

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, which not only serves as a weekly term diary but is also full of other information to assist her. It includes the daily timetable of the school year with form times, period times, interview, lunch and assembly times.

TIMETABLE

Each student will be given a copy of their timetable. Students can utilise their school diary to record their own timetable. To view it digitally, they can access their Kamar portal. You can also see the timetable via the Parent Portal.

TUCKSHOP

Our school cafeteria provides a variety of food at interval and lunch. Charges for each item is on the board beside the café. There is also a click and collect option where you can order food online by visiting stmaryslunch.com.

SCHOLARSHIPS

Scholarships are offered to current students attending St Mary's College. A scholarship booklet will be available to all students and family attending St Mary's College to view in November. Details will be published in the school newsletter at the beginning of Term 4.

STATIONERY

All stationery and workbook requirements are listed on the OfficeMax Myschool website www.myschool.co.nz.

Access this website and then -

- select St Mary's College, (Ponsonby) then
- press "view requirements list"

OfficeMax Myschool is a convenient online and delivery service. *An OfficeMax brochure is included with this Orientation Booklet.* Alternatively, stationery may be purchased at a store of your choice.

OPEROO

St Mary's College uses Operoo as our digital platform to manage our school trips/events.

For more information about Operoo please go to their website - <https://www.operoo.com/intro-for-parents/>

Any issues with accessing St Mary's College school trips/event information on Operoo please email operoo@stmaryak.school.nz.

SCHOOL HOUSES

Each student is allocated to a House for Sports and Cultural events in the school. The houses are Dickson, Leo, Loreto, Maher and Leydon. The Houses are named after significant women in the history of the College.

House Dean - each House has a teacher allocated to oversee activities and events that students participate in throughout the year.



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 (numbers permitting)

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 (numbers permitting)

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, and Science Course (Science, 20 credits **or** Science, 16 credits) **AND** three other subjects of their choice.

All Year 12 students will study the following compulsory subjects:

Religious Education and an English 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 2021 Options Booklet:

https://stmaryscollege.partica.co.nz/st-marys-college/st-marys-options-y10-13_2021/flipbook/

"21st Century Women of Mercy"

MUSIC

ST MARY'S COLLEGE MUSIC PROGRAMME

St Mary's College has an amazing musical tradition that continues to this day. All students in Year 7-9 learn a Band/Orchestra 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 want to continue playing past Year 9.



During Orientation morning new students are shown a range of instruments that are taught at St Mary's College. Students are asked to select their top 3 choices and most students get allocated their first choice of instrument.

Band Instruments are Flute, Clarinet, Saxophone, Trumpet, Percussion, Trombone, French Horn, Euphonium and Tuba.

String Instruments are Violin, Viola, Cello and Double Bass.

St Mary's does not teach piano or guitar as the teaching programme is based around the instruments listed above.

We advise your daughter to keep learning piano and guitar outside the St Mary's College programme, as well as learning a new instrument at St Mary's.

Students that already play the above instruments can create their own smaller ensembles from Year 7 and will be placed in an appropriate lesson group.

All Year 7 students sing together during the Thursday music period. In Year 8, students audition for a choir that runs during lunchtime. The Year 9 choir rehearse twice a week and performs throughout the year.

Students after Year 9 can choose to keep playing their instrument or sing in a choir and can continue with weekly lessons at St Mary's and become part of senior ensembles.

Rachel Snelling, Head of Instrumental Music - rsnelling@stmaryak.school.nz

LYN INSLEY TRUST - INSTRUMENT HIRE & FEES

The following musical instruments (owned by the Lyn Insley Music Trust) can be hired through the St Mary's College Music Department:

• Flute	\$150.00	• Trumpet	\$150.00	• Violin	\$120.00	• Percussion	\$80.00
• Oboe	\$280.00	• French Horn	\$280.00	• Viola	\$160.00	• Tuba	\$80.00
• Clarinet	\$150.00	• Trombone	\$150.00	• Cello	\$280.00	• Double Bass	\$80.00
• Saxophone	\$270.00	• Bassoon	\$280.00	• Euphonium	\$150.00		

Your daughter will be allocated an instrument by the Music Department after orientation Day. An email will be sent to parents confirming instrument details. Confirmation will be sought if you have your own instrument or if you would like to hire one through the school.

If hiring an instrument, the fee will be added to your daughter's school account and the cost will appear on her main school invoice, which you receive term. Hire instruments are handed out in week 4 of the new year.

HEALTH AND PHYSICAL EDUCATION

Health and Physical Education is compulsory unless students are certified as medically unfit. Swimming is part of our school curriculum and all students are expected to participate. If your child is unable to participate in any lesson for medical reasons, please communicate with the Physical Education teacher over email or a written letter.



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 program 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.

A Sports Handbook is available which provides a brief outline of the different sports that are available at St Mary's. 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 while attending St Mary's College.

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, fees are non-refundable.






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 for all activities. A teacher will be in charge of the following activities:

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



SCHOOL UNIFORM

SUMMER UNIFORM	JUNIOR UNIFORM Year 7-11	SENIOR UNIFORM Year 12-13
	<ul style="list-style-type: none"> Royal blue skirt Short sleeved chambray shirt Year 11 white shirt Navy blue cardigan Royal blue with navy stripe blazer Regulation school sunhat (optional) <p>FOOTWEAR - Black Roman sandals or “Safari” 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). Girls are able to wear both the current fold over ankle socks and the short ankle socks.</p>  <p><u>The “Safari” sandal is produced by McKinley Footwear and available from Elizabeth Michael Uniforms</u></p>	<ul style="list-style-type: none"> Navy skirt Short sleeved white shirt Year 12 navy blue cardigan Year 13 red cardigan Navy blazer <p>FOOTWEAR - Black Roman sandals or “Safari” sandals (without socks) or flat plain black leather shoes with covered toe and back and without any decoration or ornamentation. These are worn with black ankle socks. No stitching on the shoes in any colour other than black. (No sports shoes, boots, heels, canvas or beach shoes are allowed.)</p> 
WINTER UNIFORM	<ul style="list-style-type: none"> Royal blue skirt Long sleeved blue shirt Year 11 white Shirt Navy blue cardigan Royal blue with navy stripe blazer <p>School scarf or plain navy blue or black scarf (optional) A regulation school jacket is available (optional).</p> <p>FOOTWEAR - Plain black leather lace up school shoes with black stockings (black knee highs are not to be worn) or girls are able to wear both the current fold over ankle socks and the short ankle socks (no sports, canvas or beach shoes are allowed. This includes Chucks, Vans or similar).</p> 	<ul style="list-style-type: none"> Navy skirt Long sleeved white shirt Year 12 navy blue cardigan Year 13 red cardigan Navy blazer <p>School scarf or plain navy blue or black scarf (optional) A regulation school jacket is available (optional).</p> <p>FOOTWEAR - 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, heels, canvas or beach shoes are allowed.) These are worn with black ankle socks</p>
PE UNIFORM	<ul style="list-style-type: none"> Royal blue shirt and royal blue PE shorts Plain sports shoes with non-marking soles Plain white ankle socks Swimsuit – dark coloured, one piece with compulsory bathing cap, preferably in the house colour A St Mary’s College sport tracksuit may be worn 	
ACCESSORIES	<ul style="list-style-type: none"> School scarf or plain navy blue or black scarf (optional in winter only) School umbrella (optional) A plain, navy blue raincoat may be worn over the blazer outside in wet weather 	
OTHER UNIFORM REQUIREMENTS	<p>HAIR</p> <ul style="list-style-type: none"> Hair of shoulder length or longer must be tied back. Natural hair colour only. Students may wear plain navy or black ribbons (Year 7-12 Blue and Year 13 Red) Narrow blue or black headbands Elastic hair ties <p>JEWELLERY</p> <ul style="list-style-type: none"> One small, metal, stud earring in the lower lobe of each ear. No pearls, diamantes, nose studs or sleepers A watch. Necklaces, taonga must not be visible <p>MAKE-UP AND NAIL POLISH IS NOT ALLOWED. ANY TATTOOS MUST BE COVERED AT ALL TIMES.</p>	
UNIFORM EXPECTATION	<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. Cardigans 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 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.

The lost property items can be viewed Monday to Friday outside the second-hand uniform shop on the lower level of the MK Block locker room between school opening hours.

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 (special fittings are not available on this day and must be pre-booked as per below).

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

Shop hours on Saturday from 12 December 2020 to 13 February 2021 are as follows:

Saturday 12, 19 December 2020 9.00am-3.00pm

Saturday 9, 16, 23, 30 January 2021 9.00am-3.00pm

Saturday 6, 13 February 2021 9.00am-3.00pm

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 4 Bond Street, Grey Lynn, Auckland 1021.

Please call them to book an appointment by 12 November for this service. Ph 358 1680.

SECONDHAND UNIFORMS

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 1.20pm - 2.30pm.

The shop is managed by Deborah Cameron - dcameron@stmaryak.school.nz. If you have any questions or queries, please contact her via email.



EXTENDED

ELIZABETH MICHAEL UNIFORMS SHOP HOURS OVER CHRISTMAS & NEW YEAR

Friday 18 December 9 to 12 midday only

We close for Christmas at 3pm Saturday 19 December 2020

We open in the New Year on Wednesday 6 January 2020 at 9am

Mon-Thurs	9am-5pm	
Fri	9am-4pm	
Sat	9am-12pm	
Sat	9am-3pm	12,19 December 2020
Sat	9am-3pm	9,16,23,30 January 2021
Sat	9am-3pm	6,13 February 2021

ElizabethMichael
UNIFORMS

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

FEES* & CONTRIBUTIONS SUMMARY – 2020

Please note – this is the 2020 fees* & contributions summary
2021 fees* & contributions – to be advised

Year 7 - 8

Attendance Dues	\$448.00
Subject Costs	\$265.00
Music Tuition Costs	\$90.00
Building Contribution	\$283.67
Proprietors' Contribution	\$1,219.00
General Purpose Contribution	\$542.00
Compassionate Fund	\$40.00
PTFA Contribution	\$40.00
The Catholic Institute	\$6.00
Special Character	\$50.00
Total per Year	\$2,983.67
Per Term	\$745.92

Year - 9-13

Attendance Dues	\$880.00
Subject Costs	\$255.00
Music Tuition Costs	\$90.00
Building	\$283.67
Proprietors' Contribution	\$1,219.00
General Purpose Contribution	\$542.00
Compassionate Fund	\$40.00
PTFA Contribution	\$40.00
The Catholic Institute	\$6.00
Special Character	\$50.00
Total per Year	\$3405.67
Per Term	\$851.42

Compulsory* Attendance Dues \$448.00 (Years 7-8) per annum \$880.00 (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 (Section 36 of the Private Schools Conditional Integration Act 1975). 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 Costs \$80.00 per annum	<ul style="list-style-type: none"> Covers all take home items, school diary and student ID card. 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) Compulsory Years 7-9 and Years 10-13 if participating in groups
Buildings Contribution \$283.67 per family per annum Proprietors' Contribution \$1,219.00 per student per annum	<ul style="list-style-type: none"> Pays for long-term capital developments as per the Development Plan Qualifies for a tax rebate These contributions go towards upgrading and maintenance of the buildings and facilities around the school to provide infrastructure and to uphold the Catholic identity and heritage of St Mary's College Qualifies for a tax rebate
General Purpose Contribution \$542.00 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 Ministry of Education funding only meets 68% of College expenditure 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"> The Compassionate Fund offers financial support for disadvantaged students - please see the enclosed Compassionate Fund brochure Qualifies for a tax rebate Supports the PTFA in their fund-raising projects e.g. turf for courts, curtains

The Catholic Institute Contribution \$6.00 per annum Special Character Contribution \$50.00 per annum	<ul style="list-style-type: none"> • <i>Qualifies for a tax rebate</i> • <i>Contribution towards Religious Education Curriculum</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>
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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 started at the college or via an all parent 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

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.

INTERNATIONAL DEPARTMENT

St Mary's College welcomes International Students and the diversity they bring to the College. The International department have dedicated staff who look after the international students to make sure they are happy and successful. Each student has the support of an Academic Dean who sets realistic expectations and individual timetables, an International Director who looks after their overall wellbeing, and an accommodation coordinator. 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.

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**.



Can you host an International Student?

St Mary's College is looking for caring families to host our school's international students.

This could be of interest if you have a spare room and would love to learn about new cultures. If you live in one of the surrounding areas of school, live near a city bound bus route or come into school via one of the six designated school buses we would love to hear from you.

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 \$310.00 per week is offered in 2021.

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.

Please email us for more information or register your interest to Samantha van Deventer at **svandeventer@stmaryak.school.nz** or phone her on 376 6568 ext. 817

WHAT TO DO IF YOU?

Are unable to come to school	Email attendance@stmaryak.school.nz or phone 376 6568 press 1 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 after Form Time	Email attendance@stmaryak.school.nz Report to the main office and sign in on the Reception iPad. An email or note is required explaining your lateness.
Have an appointment during school time	We discourage appointments during school time. However, should one 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 a parent or adult named in the note.
Are ill while at school	Report to the school nurse between 9.30am-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. However, it is unacceptable for any student to continually apply for a uniform pass. Deans will contact parents if a uniform problem persists. Located in the MK Centre, Wednesdays 1.40pm-2.30pm.
Need second-hand uniform	sports@stmaryak.school.nz
Have a question about Sports	Miss Rachel Snelling - rsnelling@stmaryak.school.nz
Have a question about the Instrumental Music Scheme	
Have a Pastoral Care issue	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 MAP



St Mary's College
Catholic School for Girls





ST MARY'S COLLEGE PTFA

Information about the Committee and how you can help

St Mary's PTFA – (Parents, Teachers and Friends Association) – 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.

Parent participation aims to enrich the school community through the many social and fundraising events we hold throughout the year. The PTFA parents you see serving drinks and treats on Open Days, Orientation, and other significant events are there to support your family as your daughter progresses through the school. The PTFA are by nature a social bunch, so events are fun, well-organised and rewarding for all involved. The PTFA also manages 'Whanau Fridge', which provides meals for St Mary's families and friends in times of need.

Our charter is to promote and provide opportunities for families to form a close community. The planning and preparation of our key fundraising events have a strong focus on community-building. Unfortunately, with the challenges of 2020, the regular community focussed events organised by the PTFA had to be put on hold. This does not mean that considerable thought and preparation for these events did not occur. Much planning had gone into revamping the Twilight Picnic, which will be back bigger and better next year. Luckily, we managed to hold the Open Day, New Families Evening, and the s Year 13 Breakfast, which was a huge success thus year.

Sadly, we missed the parents and students Movie Nights and, plans were underway to hold a Musical Garden Tour major fundraiser for 2020. We look forward to getting together again as soon as we can and celebrating our community.

These opportunities to meet other families, students and the teachers are especially important for a college. Students become more independent when they reach year seven, and there is not the same access to classrooms and teachers as there is at primary school. PTFA events are a great opportunity to make and strengthen connections.

We would like to invite all new parents to St Mary's College to join our group and lend support. You can be involved as much or as little as you like. If you cannot make the term evening meetings, we can still put you on the email list, and you can choose which events you want to help run. It is a great way of getting to know the school and other supportive parents.

SOME OF OUR EVENTS

Evening for Parents of New Students in Year 7 and Year 9

The PTFA help with the presentation of food and drinks for these Parent/Caregivers evenings. It is a chance for new parents to meet the Deans, Form Teachers, Sports and Music staff.

Open Day

All prospective students and caregivers are invited to our Open Day. They start at the PK Gym for a formal welcome, before going on a guided tour around the school. The PTFA presents food, teas, and coffees in the café afterwards. We can have as many as 1,000 people attend this significant event.

Year 13 Breakfast

This is a special event held for our Year 13 students, their parents, and caregivers. The PTFA run this event, organising a guest speaker, and serving breakfast and helping to make it a special occasion.

Movie Night

Every year we hold a community movie night with great raffles, auctions, and door prizes. Timed for a popular new release, it provides an opportunity for parents and teachers to mix, and mingle at one of Auckland's characterful independent cinemas, the Lido.

Community Picnic

Planned for Term 1 each year, our Community Twilight Picnic is an all-ages Friday afternoon gathering. The students and PTFA run food stalls and fun games. Student stalls focus on fundraising for their class mission. The focus is a social get-together, and it is particularly enjoyed by new families to St Mary's College.

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
- Technology equipment requirements such as computer suites and smart boards
- Donations towards the Music, Dance, Library and Drama Departments
- \$80,000 to resurface 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 to transport students to sports or school activities
- Shade sails and outdoor seating

WOULD YOU LIKE TO BE PART OF THE PTFA?

As a group, we meet twice a term with dates advertised in the school newsletters. Everyone who is a Parent/ Caregiver of a current pupil, members of the teaching staff or past students, who wish to come and join us are warmly welcome.

"The PTFA is a great opportunity to be involved with parents and staff at St Mary's College. Through the years I have heard many parent's reflections of their children excelling in such a professionally caring environment. I believe this reflects the Mercy Values of this College which have been upheld by the Sisters of Mercy and staff." - *Lou Dowd*

"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*

Contact

For any further information, please do not hesitate to contact members of our committee:

Our Chairperson: Majella McIntosh, email: majellaptfa@gmail.com

Our Secretary: Andrea Stevens, email: andrea@folio.nz

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

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

We look forward to hearing from you for any help you might be able to offer, your time, and your expertise of even raffle donations.

NOTES