



St Mary's College

11 New Street, Ponsonby,
Auckland 1011



International Student Information for Students and Parents 2021

A WELCOME FROM THE PRINCIPAL – MS SARAH DWAN



Dear Parents/Caregivers

St Mary's College is a Catholic School for Girls situated in Central Auckland. It has enjoyed a long tradition of academic excellence for students from Years 7 to 13 (ages 11-18) and is consistently one of the top academic performing schools in Auckland providing an enriched, cultural and excellent, educational experience for all international students. St Mary's philosophy is to support the girls with their English learning and ensure they are given every opportunity to successfully achieve so they can go on to study at a university of their choice.

Established in 1850, St Mary's College is the oldest girls' school in New Zealand and is steeped in history, traditions and cultural richness. It offers a rich and diverse range of learning experiences for and creates individual study plans for each student. The school has an outstanding, award winning, music programme and an extensive range of competitive sporting activities. St Mary's students are generous in their service to others based on the spiritual values of Mercy and develop a strong sense of community, showing respect and compassion to all.

"Our commitment is to provide an excellent education and enriched cultural experience to all international students whilst they are studying at St Mary's College."

Yours in Mercy

A handwritten signature in black ink, appearing to read 'Sarah Dwan', written on a light-colored background.

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 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 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

CODE OF CONDUCT FOR INTERNATIONAL STUDENTS

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**

International students, whilst enrolled at St Mary's College, are not permitted to drink alcohol, smoke cigarettes including e-cigarettes, own or drive motorcars or motorcycles.

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.

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.

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	cmmcombe@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

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 – times to be advised
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

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 2021 will be required to be at school by 8.45am on Fridays ready for classes to start at 8.55am

INTERNATIONAL OFFICE STAFF



Mrs Sue King – International Student Director

Tel: +64 9 376 6568 ext 817

Mob: +64 21 157 8776

sking@stmaryak.school.nz

Mrs Sue King is the **Director** of International Students and manages all student welfare including communications with the students' families or agents. Please make sure you have Mrs King's number in your phone for an emergency.



Mrs Samantha van Deventer – Homestay Coordinator

Tel: +64 9 376 6568 ext 817

Mob: 021 261 2779

svandeventer@stmaryak.school.nz

Mrs Samantha van Deventer is the **Homestay Coordinator** and manages all your accommodation requirements. Please make sure you have Mrs van Deventer number in your phone for an emergency.



Ms Beverley Steward – International Dean

+64 9 3766568 ext 722

Mob: +64 21 025 05758

bsteward@stmaryak.school.nz

Ms Beverley Steward is the **International Dean** and Teacher of ESOL (English as a Second Language) who ensures that the students are supported in their English language and are achieving the academic standards. Ms Steward monitors attendance, advises on subject choices and can recommend extra tutoring during school lunchtimes or after school if required.



Mrs Rachel Boyle – International Administrator

+64 9 3766568 ext 817

rboyle@stmaryak.schoool.nz

Mrs Rachel Boyle is the **International Administrator** and helps manage day to day tasks within the department.



Ms Mika Mu – International Guidance Counsellor

+64 9 3766568 ext 722

Mob: +64 21 025 05758

mikam@stmaryak.schoool.nz

Ms Mu is the **International Guidance Counsellor** who offers support and well-being advice to students.

IN AN EMERGENCY DIAL 111

FOR ANY OTHER MATTERS CALL MS SAM on 021 261 2779

St Mary's College provides a caring environment with a dedicated team of International staff offering 24-hour support

STUDENT SUPPORT NETWORK

BUDDIES ON ARRIVAL

During the first week students will meet their teachers and be assigned with a 'buddy' to help them settle into classes and find their way around the school. There is an International Ambassador programme to help students integrate into the school whilst at St Mary's. Every student has regular meetings with the International Student Director and Dean.



CAREERS ADVISER

The Careers Adviser, Mrs Judith Adams is available by appointment to all students at any level to discuss their career planning.

NURSE

Students who are sick or injured go to the nurse. If discomfort prevents the student from returning to class, the nurse will call the parent or homestay parent in order to have the student collected and taken home.



COMMUNICATION

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://schoolapps.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.

STUDENT DEVELOPMENT PROGRAMMES

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

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



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.
Need second-hand uniform	Located in the MK Centre, Wednesdays 1.40pm-2.30pm.
Have a question about Sports	sports@stmaryak.school.nz
Have a question about the Instrumental Music Scheme	Miss Rachel Snelling - rsnelling@stmaryak.school.nz
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.



Leaving Home

- ◆ Nervous
- ◆ Excited
- ◆ Happy
- ◆ Sad
- ◆ Full of Hope



Arrival in New Zealand

- ◆ Confused
- ◆ Tired
- ◆ Still Happy
- ◆ Adventurous
- ◆ Everything is new
- ◆ Everything is different

Culture Shock

- ◆ Lonely
- ◆ New Food
- ◆ New Language
- ◆ Difficult to Study
- ◆ Foreign Environment
- ◆ Frightened
- ◆ Hard to make friends
- ◆ Tired from speaking English all the time
- ◆ Nothing seems right



What Have I Done?

- ◆ Extremely homesick, missing family, friends, shops, food and pets
- ◆ Miserable
- ◆ Was I right to come to New Zealand?
- ◆ Does anybody like me?
- ◆ Hopelessness
- ◆ Everything is terrible
- ◆ Want to sleep all the time



Settling In

- ◆ Enjoying study
- ◆ Making friends
- ◆ Beginning to adapt to new culture
- ◆ Things are not so bad
- ◆ Getting involved in school activities
- ◆ Enjoying different food
- ◆ Understanding English
- ◆ My homestay feels like home



New Zealand is Great

- ◆ Now feeling confident, successful and happy
- ◆ Hope for the future
- ◆ Looking forward to University

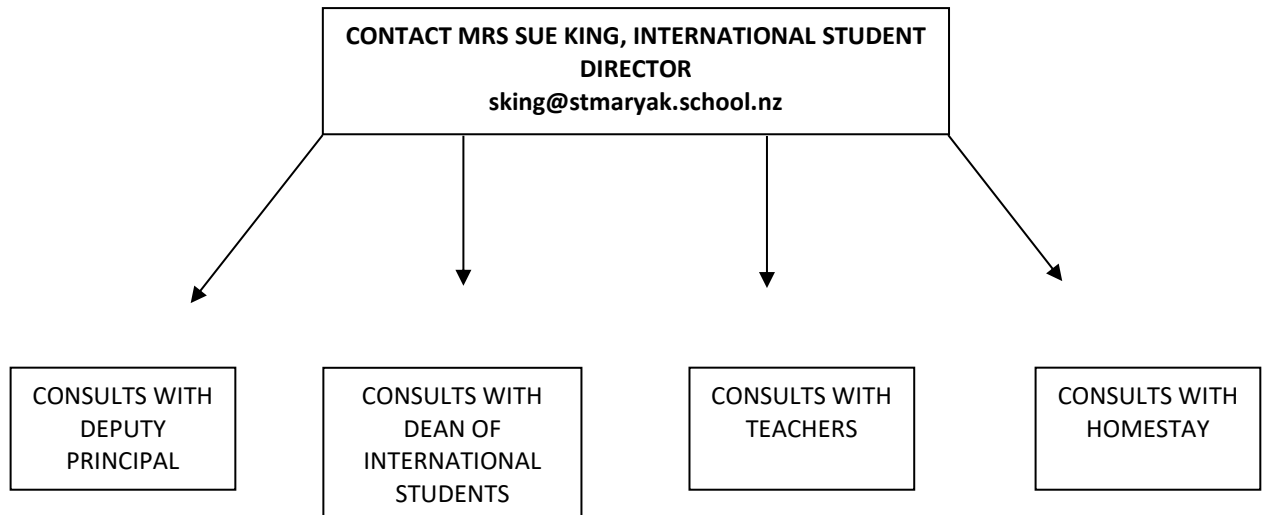


FOLLOW YOUR DREAMS





DO YOU HAVE A GRIEVANCE OR COMPLAINT?



**90% OF
ISSUES ARE
RESOLVED!**

IF THE GRIEVANCE OR COMPLAINT IS NOT RESOLVED SEE THE INTERNATIONAL DIRECTOR TO FIND OUT THE PROCESS FOR LODGING A COMPLAINT OR VISIT
<http://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>

For more information on the complaint process, students can contact NZQA on 0800 697 296.

CODE OF PRACTICE AND RESOLVING GRIEVANCES OR COMPLAINTS

When a student comes to New Zealand to study as an international student, education providers have a responsibility to ensure that they are well informed, safe and properly cared for. In New Zealand this is called 'pastoral care' and to support this, the New Zealand government has developed the Education (Pastoral Care of International Students) Code of Practice 2016.

In 1 July 2016 there were significant changes to the Code of Practice and a new dispute resolution scheme. Both these documents regulate the care and support of your daughter or student you are representing whilst she is studying at St Mary's College.

The Education (Pastoral Care of International Students) Code of Practice 1 July 2016 (which replaces the existing Code of Practice)

<http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>

The new International Student Contract Dispute Resolution Scheme (DRS) which has been established to resolve contractual and financial disputes between international students and education providers.

<http://www.nzqa.govt.nz/about-us/make-a-complaint/>

Please be assured that St Mary's College upholds and supports the Code of Practice, however, if for any reason you have concerns about your daughter's/student's treatment by the school or by one of the school's agent's your first step is to talk to the school's International Director, Mrs Sue King, (sking@stmaryak.school.nz) and if your concerns are not resolved by the school you can contact the New Zealand Qualifications Authority (NZQA), who will process your complaint through the DRS scheme. The website address is above or, for more information on the complaint process, you can contact NZQA on 0800 697 296.

OTHER USEFUL INFORMATION

Activity Fee

Students pay \$250.00 towards school related activities throughout the year. This can be used for activities during school time or after school which the international department organises from time to time. Any unused activity fee will be refunded when the student leaves the school.

Term Holidays

Each term the International Student Director will ask each International Student for written advice of their holiday arrangements. The student's Parent/guardian must sign this and return before the end of the term. No leave is to be taken out of term unless with the principal's permission.

Library

The library is open from 8.00am to 4.30pm every day.

Extra English tuition

If your Dean recommends that you need extra support in English, then your parents will be notified and the fee for the lessons invoiced.

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 yourselves.

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.

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.

Assemblies – two to make a note of:

Full school assembly in the PK Gym after Period 4 on Wednesday

Each year level has a form assembly once a week in form time

International Form Time Meeting

These meetings are compulsory and are held in MK3 every Wednesday at form time.

This gives you a chance to find out what is happening at school, ask any questions and meet other international students.

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.

DEVICES – 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

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/

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 each 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

	JUNIOR UNIFORM Year 7-11	SENIOR UNIFORM Year 12-13
SUMMER UNIFORM	<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	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.	

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.

SUBJECTS AT ST MARY'S 2021

Subjects at St Mary's College

YEAR 7	YEAR 8	YEAR 9	YEAR 10
Religious Education	Religious Education	Religious Education	Religious Education
English	English	English	English
English for Speakers of other Languages	English for Speakers of other Languages	English for Speakers of other Languages	English for Speakers of other Languages
Mathematics	Mathematics	Mathematics	Mathematics
Science	Science	Science	Science
Social Studies	Social Studies	Social Studies	Social Studies
Health & Physical Education	Health & Physical Education	Health & Physical Education	Health & Physical Education Health Science Dance
Art Drama Music	Art Drama Music	Art Drama Music	Art Drama Music
Chinese French Te Reo Māori	Chinese French Te Reo Māori	Chinese French Te Reo Māori	Chinese French Te Reo Māori
			Business Studies
Technology	Technology	Design & Visual Communication Digital Technologies Fashion & Interior Design (trimester programme)	Design & Visual Communication Digital Technologies Fashion & Interior Design

SUBJECTS AT ST MARY'S 2021

YEAR 11	YEAR 12	YEAR 13
Religious Education	Religious Education	Religious Education
English	English	English
English for Speakers of other Languages	English for Speakers of other Languages	English for Speakers of other Languages
	Media Studies	Media Studies
Mathematics	Mathematics	Mathematics and Calculus
General Mathematics	Mathematics and Statistics	Mathematics and Statistics
Science (20 Credits)	Biology	Biology
Science (16 Credits)	Chemistry	Chemistry
	Physics	Physics
Geography	Geography	Geography
History	History	History
		Social Studies
	Gateway	Gateway
Health	Health	Health
Physical Education	Physical Education	Physical Education
Dance	Dance	Dance
Art	Art Painting	Art Painting
	Art Design	Art Design
	Art Photography	Art Photography
Drama	Drama	Drama
	History of Art	History of Art
Music	Music	Music
Chinese	Chinese	Chinese
French	French	French
Te Reo Māori	Te Reo Māori	Te Reo Māori
	Classical Studies	Classical Studies
	Business Studies	Business Studies
Accounting	Accounting	Accounting
Economics	Economics	Economics
Design & Visual Communication	Design & Visual Communication	Design & Visual Communication
Digital Technologies	Digital Technologies	Digital Technologies
Fashion & Interior Design	Fashion & Interior Design	Fashion & Interior Design
Computer Science & Coding	Computer Science & Coding	Computer Science & Coding

The next pages outline the subjects offered at each level. The following abbreviations are used:

C = Compulsory Subjects

O = Optional Subjects

AS/US = Achievement Standard/Unit Standard

I/E = Internal and External standard

CR = Credits

UE Lit = University Entrance Literacy Requirement

THE NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT - NCEA

The New Zealand national qualification for secondary school students is the National Certificate of Educational Achievement (NCEA).

Under NCEA students are assessed through a combination of examinations and internal assessment. In subjects where a written examination is not appropriate, such as Visual Arts Painting, assessment is by portfolio submission. Under NCEA students are also able to gain NCEA credits from standards developed by industry.

Each subject may offer between 16 and 24 credits, divided into individual Standards that can be worth between 2 and 14 credits each. There are two types of Standards - Achievement Standards and Unit Standards. Students gain results of Not Achieved, Achieved, Achieved with Merit or Achieved with Excellence for Achievement Standards. Results for Unit Standards are Achieved or Not Achieved, although some are now offered at Merit and Excellence levels. It is important to note that the annual NZQA Record of Achievement does not include Not Achieved results.

Course Endorsement

To enable students to gain a "Course Endorsement" in a subject, they must achieve at least 14 credits in that subject within the year. Of those 14 credits, there must be a minimum of 3 internally assessed credits and 3 externally assessed credits (Except Physical Education, Level 3 Visual Arts and Religious Education).

- To gain a "Course Endorsement" at Excellence level, students must achieve 14 or more credits at Excellence in that subject
- To gain a "Course Endorsement" at Merit level, students must achieve 14 or more credits at Merit (or a combination of Merit and Excellence) in that subject

Level Certificates

NCEA Level 1:

80 credits at Level 1 or above, including 10 credits in literacy and 10 credits in numeracy.

NCEA Level 2:

60 credits at Level 2 or above + 20 credits from any level

NCEA Level 3:

60 credits at Level 3 + 20 credits from Level 2 or above

NCEA Levels 1-3 Certificate Endorsement

If a student gains 50 credits at Excellence, over all the courses they are studying their Level Certificate will be endorsed with Excellence.

If a student gains 50 credits at Merit (or a combination of Merit and Excellence) over all the courses they are studying, their Level Certificate will be endorsed with Merit.

The purpose of these endorsements is to encourage students to strive to produce work of high quality and to recognise that achievement. This provides students with challenging but achievable goals.

NZQA Scholarship Exams

Students may enter to sit one or more Scholarship examinations as well as their Level 3 Standards. These examinations extend very able students and offer monetary awards ranging from one off payments of \$500 right up to \$10,000 each year for three years of tertiary study in New Zealand. Course material related to Level 3 subject courses is examined. However, the skills and understanding required to meet Scholarship criteria are considerably more advanced. Students are required to demonstrate high-level abstract and critical thinking. Scholarship is not a qualification and does not generate credits towards NCEA. For further information visit the New Zealand Qualifications Authority website: www.nzqa.govt.nz and pages 69-72.

NCEA Review

In 2019 there was a review of NCEA by the Ministry of Education. Changes to NCEA Level 1 will be fully implemented by 2023. The full report on the year long review of NCEA can be read on the following link: <http://www.conversation.education.govt.nz/conversations/ncea-review>

Digital Assessment

Future State is the part of NZQA that is committed to developing the 21st Learners for the digital age. One branch of Future State is Moving to digital assessment - utilising new technologies to deliver assessments that reflect digitally supported teaching and learning, are available online and eventually available "anytime". To do this they are planning for all external assessments to be delivered digitally where appropriate.

St Mary's College has started to trial digital assessments in exam situations and students can expect to sit NCEA digitally within the next few years.

From: <https://www.nzqa.govt.nz/about-us/future-state/>
<https://www.nzqa.govt.nz/about-us/future-state/digital-assessment-ncea-online/>

UNIVERSITY ENTRANCE

UNIVERSITY ENTRANCE

The diagram below represents the requirements of New Zealand University Entrance.

Please note: to gain selection into many university courses, your level of achievement needs to be well above the minimum requirement of University Entrance. Please check the website of the university you wish to attend for any additional requirements such as specified subjects/credits and rank scores.

University Entrance Using NCEA (has 4 components)

NUMERACY = 10 credits @ Level 1 or higher

from specified achievement standards available through a range of subjects

or

three numeracy unit standards (26623, 26626, 26627 – all three required)

LITERACY = 10 credits @ Level 2 or higher

from specified achievement standards available through a range of subjects

5 credits in **READING** from a specified list

5 credits in **WRITING** from a specified list

THREE APPROVED SUBJECTS

(Level 3 Credits achieved in Years 11 & 12 count towards University Entrance) minimum of 14 credits in **one approved subject**, minimum of 14 credits in **second approved subject**, minimum of 14 credits in **third approved subject**

ACHIEVE NCEA LEVEL 3 CERTIFICATE = 80 credits
(minimum of 60 credits @ Level 3 or higher+ 20 credits @ Level 2)

Credits from both Achievement and Unit Standards can be counted towards NCEA Level 3

Numeracy Requirements

The numeracy component for University Entrance (10 credits) is the same as the numeracy requirement for achieving NCEA Level 1, 2 & 3. The majority of students will complete this through their compulsory study of a Maths course at Year 11. Numeracy can be gained through other designated Achievement Standards from a range of subjects other than Maths.

Literacy Requirements

Literacy for University Entrance is set at Level 2 or higher. The University Entrance literacy component can be met through specified standards in a range of subjects at Level 2 or 3. The standards which qualify for University Entrance literacy (reading and/or writing) are shown in the subject pages of this booklet.

Please note: The University of Auckland has an Academic English Language Requirement (AELR) which may be met through gaining a minimum of 17 credits in English at level 2 or 3 OR through satisfactory completion of an approved course in your first 12 months of study at University of Auckland. Applicants who meet the UE Literacy Standard in Te Reo are exempt from meeting AELR.

<https://www.auckland.ac.nz/en/for/current-students/cs-academic-information/aelr.html>

Approved Subjects for University Entrance Offered at St Mary's College

Accounting	Media Studies
Biology	Music Studies
Business Studies	Painting (Practical Art)
Calculus	Photography (Practical Art)
Chemistry	Physical Education
Chinese	Physics
Dance	Religious Studies
Classical Studies	Social Studies
Design (Practical Art)	Statistics
Digital Technologies (including Coding)	Technology (including Fashion and Interior Design)
Design and Visual Communication	Te Reo Māori
Drama	
Economics	
English	
French	
Geography	
Health	
History	
History of Art	
Mathematics	

Due to COVID-19, NZQA has altered UE for 2021 (only) with the three approved subjects now only requiring 12 credits in each subject. All other UE requirements remain the same.

SCHOOL MAP



St Mary's College
Catholic School for Girls



NOTES