



# St Mary's College

11 New Street, Ponsonby,  
Auckland 1011



**International Student  
Information for Students starting  
2025**

## 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.

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 "*21<sup>st</sup> Century Women of Mercy*", prepared for the changing world and with a focus on reaching out to others.

St Mary's College is a very special place, and we are delighted to share it with you and your family.

Yours in Mercy

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

Sarah Dwan  
**Principal**

## **SPECIAL CHARACTER OF ST MARY'S COLLEGE**

St Mary's College is a Catholic School from Years 7-13 with a Mercy charism. There is a strong tradition of successfully preparing young women to make a difference through academic success, holistic education and the building of strong Mercy values. We are a forward-thinking school with a strong use of technology, excellent facilities, and supportive staff.



The 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 uphold the Mercy tradition of compassion and social justice.

### **SCHOOL MASS**

Several times a year the whole school celebrates Mass (special religious service) together, either at school or at St Patrick's Cathedral. Mass takes place in our school chapel most Thursday's and each junior Religious Education class, supported by senior students, prepares a Thursday lunchtime Mass throughout the year.

### **RELIGIOUS EDUCATION (RE)**

Religious Education (RE) is a compulsory subject at all year levels and taught about three times a week. In years 11-13, RE offers valuable NCEA credits through assessments that are based on students' learning and graded by their teacher. Unlike other subjects, RE does not have end-of-year external exams.

Religions around the world include Christianity; Buddhism, Muslim, Catholic and many others. We understand that most international students are not religious and all religious beliefs are valued and respected at St Mary's College. All students will take part in a one-day (overnight in Year 13) Retreat where students get to reconnect and reflect on the purpose of life with their peers.

Here are some facts to help introduce St Mary's College as a Catholic school:

# **SISTERS' OF MERCY, ST MARY'S COLLEGE**

## **EDUCATION PHILOSOPHY**

### **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.

### **2025 MERCY VALUE – TIKA – JUSTICE**

### **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***

## SCHOOL INFORMATION

### SCHOOL HOURS

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

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

#### DAILY TEACHING TIMETABLE TERM 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Form time</b>	8.35am to 9.00am	8.40am to 8.55am	8.40am to 8.55am	8.40am to 8.55 am	no form time. warning bell at 8.50am
<b>Period 1</b>	9.00am to 10.00am	8.55am to 9.55am	8.55am to 9.50am	8.55am to 9.55am	8.55am to 9.55am
<b>Period 2</b>	10.00am to 11.00am	9.55am to 10.55am	9.50am to 10.45am	9.55am to 10.55am	9.55am to 10.55am
<b>Morning interval</b>	11.00am to 11.20am	10.55am to 11.20am	10.45am to 11.05am	10.55am to 11.20am	10.55am to 11.20am
<b>Period 3</b>	11.20am to 12.20pm	11.20am to 12.20pm	11.05am to 12.00pm	11.20am to 12.20pm	11.20am to 12.20pm
<b>Period 4</b>	12.20pm to 1.20pm	12.20pm to 1.20pm	12.00pm to 12.50 pm	12.20pm to 1.20pm	12.20pm to 1.20pm
<b>Assembly</b>			12.55pm to 1.40 pm		
<b>Lunchtime</b>	1.20pm to 2.10pm	1.20pm to 2.10pm	1.40pm to 2.20pm	1.20pm to 2.10pm	1.20pm to 2.10pm
<b>Period 5</b>	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)

#### DAILY TEACHING TIMETABLE TERM 2, 3 AND 4

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Form time</b>	8.40am to 8.55am	8.40am to 8.55am	8.40am to 8.55am	8.40am to 8.55am	no form time. warning bell at 8.50am
<b>Period 1</b>	8.55am to 9.55 am	8.55am to 9.55am	8.55am to 9.50am	8.55am to 9.55am	8.55am to 9.55am
<b>Period 2</b>	9.55am to 10.55am	9.55am to 10.55am	9.50am to 10.45am	9.55am to 10.55am	9.55am to 10.55am
<b>Morning interval</b>	10.55am to 11.20am	10.55am to 11.20am	10.45am to 11.05am	10.55am to 11.20am	10.55am to 11.20am
<b>Period 3</b>	11.20am to 12.20pm	11.20am to 12.20 am	11.05am to 12.00pm	11.20am to 12.20 am	11.20 to 12.20pm
<b>Period 4</b>	12.20pm to 1.20pm	12.20pm to 1.20pm	12.00pm to 12.55pm	12.20pm to 1.20pm	12.20pm to 1.20pm
<b>Assembly</b>			12.55pm to 1.40 pm		
<b>Lunchtime</b>	1.20pm to 2.10pm	1.20pm to 2.10 pm	1.40pm to 2.20pm	1.20pm to 2.10 pm	1.20pm to 2.10 pm
<b>Period 5</b>	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)	2.10pm to 3.05pm (y7-9) 2.10-3.10 (y10-13)



## **BEFORE ARRIVING**

### **BUYING SCHOOL UNIFORM (short term students can wear their own school uniform)**

Bring a credit card to buy school uniform if you are a long-term student (one term students wear their own school uniform). Second Hand uniforms cost approx. \$250.00-\$300.00 (bought from shop at school). Some students have funds at school to pay for this. Black shoes and white socks are also needed. New uniforms are purchased off-site at Prestidges, 65 New North Road, Eden Terrace, Auckland. 09 358 1680. <https://prestidges.co.nz/school-wear/>

### **STATIONERY AND WORKBOOKS**

Bring Pen and paper to school and you will be supplied with subject workbooks as well as a Graphic calculator (from year 10) and Art supplies if you are taking Art.

### **SWIMMING & PHYSICAL EDUCATION (PE)**

Years 7-10 Compulsory swimming. One piece swimming costume (togs) and a swim cap which can be purchased from school) are required.

All long term students purchase PE uniform but all short-term students need to bring shorts, T- shirt and sneakers for PE (like in this picture on the right)



### **AUCKLAND TRANSPORT (AT) HOP CARD**

Students will need an Auckland Transport (AT Hop Card) used for buses and trains. These can be purchased at most small grocery shops (called a “dairy” in NZ). Students need to apply for a student concession to get cheaper transport. This is done online or with a student ID card issued from school.

### **BRING YOUR OWN DEVICE (BYOD) – PLEASE MAKE SURE ALL STUDENTS HAVE A “WINDOWS” COMPATABLE DEVICE – UNLOCKED AND SET TO ENGLISH**

We don’t recommend bringing Ipads or Chromebooks to use at school – of course they can be used in the student’s home. Ipads and Chromebooks use a web version so it limits the use of the Office 365 Apps that can be downloaded and used at school i.e. Teams.

The school can make an Apple Macbook work however the updates are not in sync with Windows so they are not as reliable but is better option than an iPad.

### **MUSICAL INSTRUMENTS**

It is encouraged, if possible, that students bring their own instruments if they are intending to be involved in the music programme (instruments can be hired, depending on availability).

### **HOUSE & BUDDY ALLOCATION**

Each new student is allocated a buddy at the start of school. The new student will be in the same “House” as their buddy and may need to purchase a T-shirt in their house colour.



### **TIPS**

- Bring warm clothes – even in Summer, Auckland can be cold
- If coming for the year... bring some black stockings for winter
- St Mary’s is a phone free school so you are not able to use your phone during school hours. You must get a NZ Sim when you arrive.

### **TERM DATES FOR 2025**

Term 1	28 January 2025 to 11 April 2025
Term 2	28 April 2025 to 27 June 2025
Term 3	14 July 2025 to 19 September 2025
Term 4	6 October 2025 to 11 December 2025

## SENIOR LEADERSHIP TEAM

Principal	Sarah Dwan	<a href="mailto:principal@stmaryak.school.nz">principal@stmaryak.school.nz</a>
Deputy Principal - Administration	Marianne Bray	<a href="mailto:mbray@stmaryak.school.nz">mbray@stmaryak.school.nz</a>
Deputy Principal - Teaching and Learning	Aneta Dezoete	<a href="mailto:adezoete@stmaryak.school.nz">adezoete@stmaryak.school.nz</a>
Deputy Principal - Pastoral	Elena Grant	<a href="mailto:egrant@stmaryak.school.nz">egrant@stmaryak.school.nz</a>

## DEANS

Year 7 Dean	Monique Williams	<a href="mailto:mwilliams@stmaryak.school.nz">mwilliams@stmaryak.school.nz</a>
Year 8 Dean	Tim Atkinson	<a href="mailto:tatkinson@stmaryak.school.nz">tatkinson@stmaryak.school.nz</a>
Year 9 Dean	Bev Steward	<a href="mailto:bsteward@stmaryak.school.nz">bsteward@stmaryak.school.nz</a>
Year 10 Dean	Dora Salesa	<a href="mailto:dsalesa@stmaryak.school.nz">dsalesa@stmaryak.school.nz</a>
Year 11 Dean	Nicole Paulin	<a href="mailto:npaulin@stmaryak.school.nz">npaulin@stmaryak.school.nz</a>
Year 12 Dean	Charlotte Murray	<a href="mailto:cmurray@stmaryak.school.nz">cmurray@stmaryak.school.nz</a>
Year 13 Dean	Sandy Wong	<a href="mailto:swong@stmaryak.school.nz">swong@stmaryak.school.nz</a>
International Dean	Bev Steward	<a href="mailto:bsteward@stmaryak.school.nz">bsteward@stmaryak.school.nz</a>

## SCHOOLBRIDGE APP – FOR ALL PARENTS/CAREGIVERS



The SchoolBridge app is a very easy way to keep up to date with events and notifications about trips and in-school events. Please ensure you turn on notifications.

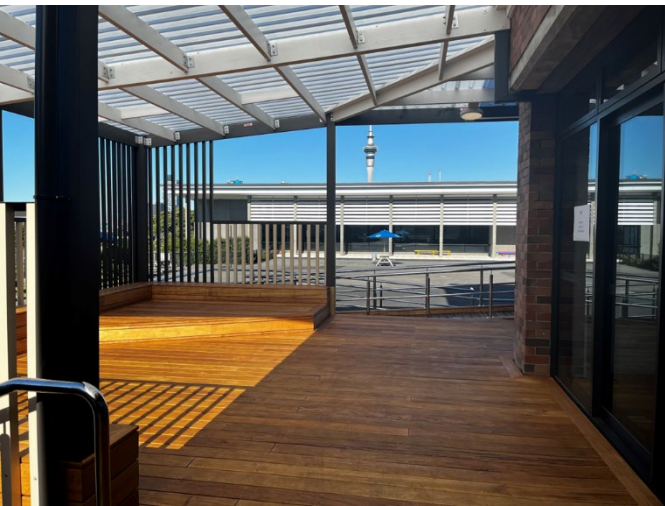
Parents/caregivers need to download the app as this is the best way to access information, receive notifications about what is going on at school and consent to school trips and activities.

Scan the QR code or [click here](#).





## VIEWS FROM AROUND THE SCHOOL





## 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](mailto:sking@stmaryak.school.nz)

Mrs King is the Director of International Students and manages all student welfare including helping with insurance claims, visa applications and health and medical queries. She makes sure that students are involved and happy at school and that they have the information and support they need to be academically successful and prepared for their next phase of life, after St Mary's College.



**Ms Beverley Steward – International and Year 7 Dean**

Mob: +64 21 025 05758

[bsteward@stmaryak.school.nz](mailto:bsteward@stmaryak.school.nz)

Ms Steward is the International and Year 7 Dean as well as Teacher of ESL (English as a Second Language). She ensures that the students are supported in their English language and are achieving the academic standards to gain NCEA. Ms Steward monitors attendance, advises on subject choices and helps students access extra tutoring or courses, if needed, to be assured of academic success.



**Ms Alice Caiger – Homestay Coordinator**

Tel: +64 9 376 6568 ext 817

Mob: +64 204 060 5024

[acaiger@stmaryak.school.nz](mailto:acaiger@stmaryak.school.nz)

Miss Alice checks and makes sure students' accommodation is at a safe and acceptable standard and that students are happy and settled. She is available on text and email and all students are encouraged to reach out to her with any concerns. She will interview and meet with students regularly to ensure that they are comfortable in their homes.



**Ms Julianna Chan – Admin & Student Support**

+64 9 3766568 ext. 817

[jchan@stmaryak.school.nz](mailto:jchan@stmaryak.school.nz)

Ms Chan offers support to the students and makes sure each new student has a buddy who is looking after them and that they have access to sports and clubs. She works part time in the music department so can help students get involved in any of the many music ensembles and singing lessons.

**INTERNATIONAL COUNSELLOR AVAILABLE THURSDAY'S - TBC**

## **STUDENT SUPPORT NETWORK**

### **BUDDIES ON ARRIVAL**

From their first day at school, new students are assigned a buddy who will be in the same form class as their student and help them find their way around the school. They will meet their student at morning tea and lunchtime to sit with them. The buddy may not be in all the new student's classes which is when the teacher will allocate another student to help them. The buddies will help students sign up to clubs, sports and music.



### **SCHOOL NURSE ON SITE**

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 to have the student collected and taken home. International students can also register with a medical practice near the school and the international staff can take them to see a doctor, usually within the same day.

### **CAREERS AND UNIVERSITY CONSULTING**

There are so many varied options for our students in terms of the study or careers they will move into after St Mary's College. The world of work continues to change and evolve and there are so many options for students to pursue. Having good quality information about what is available is a key part of this.

The school has a Careers Adviser who is available by appointment and works closely with Year 12 and 13 students to help navigate them through their pathway choices. Each year the adviser will invite the main university providers to come to the school to talk about options and courses. Every second year the school puts on a Career Expo where many tertiary providers and employment opportunities are showcased.

There is extra career support for international students. The international department works with Look Education New Zealand (LENZ) who specialise in consulting with international students while studying in New Zealand. If requested, a representative will work with individual students to help with course selection for future employment options, apply to any university in NZ or around the World and provide visa and immigration advice.

# COMMUNICATION

## MOBILE PHONES

St Mary's is phone free. Students can use their phone before and after school but not during school. If students choose to bring a mobile phone to school, it is the responsibility of each student to ensure the security of these during school hours.

Whilst in NZ, students will need a phone with a New Zealand Sim card and number (the most common are Vodafone and Spark).

The IT department will help set up phones to receive notifications from EMAILS & TEAMS messages

You will download these Apps on your phone:



## BYOD PROGRAMME (BRING YOUR OWN DEVICE)

Each student (except for Year 7) will bring a Windows compatible device or laptop to school everyday. **We don't recommend bringing Ipads or Chromebooks to use at school – of course they can used in the student's home.**

**Ipads and Chromebooks use a web version so it limits the use of the Office 365 Apps that can be downloaded and used at school i.e. Teams.**

**The school can make an Apple Macbook work however the updates are not in sync with Windows so they are not as reliable but is better option than an iPad.**

During Orientation, the IT department will install Office 365 and help the students get their device ready to use.

### DEVICES NEED TO BE SET IN ENGLISH:

#### Initial Setup of Device

Before starting at St Mary's College: wireless or wired internet access is required to complete this setup.

1. Turn on your new device. If you are prompted with regional setting, please choose the right Region

2. If you are prompted with the keyboard layout setting, choose the keyboard layout: We usually use US keyboard

Note: You can add another keyboard layout or choose Skip to continue.

#### Parent/Student Portal on KAMAR

KAMAR is what our school uses to access your time table, academic record, attendance (48 hour delay) and a calendar of events.

To access the portal, you will need to go into <https://portal.stmaryak.school.nz/>

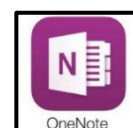
Once you are there, you will be asked your username and password. The username for the student portal is the student's first and last name. All students will be issued with their password.



#### We will install Office 365

- The school and teachers will communicate with you through your school EMAIL and MICROSOFT TEAMS.
- Your school work will be on your class ONENOTE

**We will make sure you get notifications of TEAMS and EMAILS – you must read the posts or you will miss out on important information**

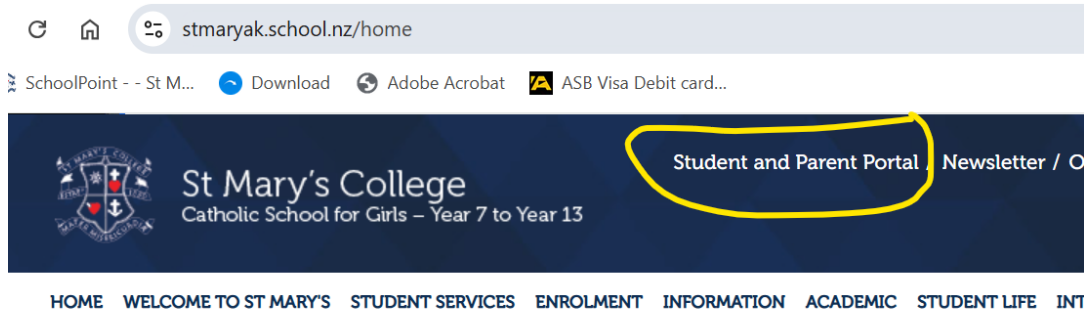




## ACCESS TO THE STUDENT PORTAL for Parents and Students

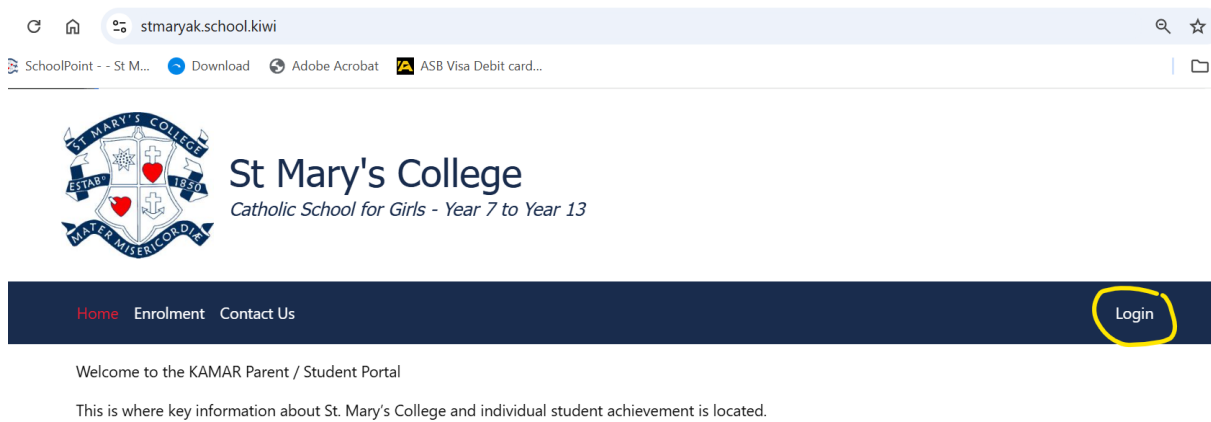
Please go to the St Mary's College website : [www.stmaryak.school.nz](http://www.stmaryak.school.nz)

Click on "Student and Parent Portal"



You will be directed to a website : [stmaryak.school.kiwi](http://stmaryak.school.kiwi)

Please click "Login"

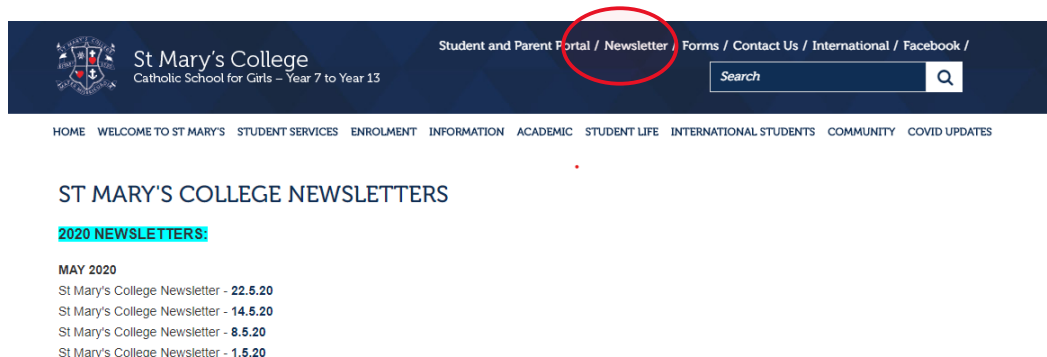


Enter **student's username** and **password** and click "Login" to proceed. This will be provided by the school

A screenshot of the 'St Mary's College Login' form. The form has a title bar with a close button. It contains two input fields: 'Username' and 'Password'. Below these fields is a green checkmark icon with the text 'Success!'. At the bottom of the form is a dark blue 'Login' button and an orange 'Sign in with SchoolBridge' button. A Cloudflare logo is visible in the bottom right corner of the form area.

## NEWSLETTER

We believe you should be well informed about the College. Each week parents and homestays will be emailed the College newsletter which contains information about College activities, parent evenings, community notices and other matters of interest. The newsletter is found on St Mary's home page. Select the week you want to view in your web browser and translate if necessary using the Translate button, as below.



The newsletter can be translated.



## REPORTING TO PARENTS

Twice during the year Junior and Senior reports are sent to parents. One will be an overview of the students' progress and making sure they are meeting expectations while the second one will be more detailed with teacher comments.

There are also student-parent-teacher conferences held for all students and parents. More information will be available about these in the school newsletter. If a parent ever wants information about the progress of their daughter, they can email the International Student Director [sking@stmaryak.school.nz](mailto:sking@stmaryak.school.nz)

Senior students will also receive an individual NCEA tracking sheet in the middle of the school year. It is important for students to review where they are at, if they are likely to achieve and what they need to review or work on for the next part of the year.

## CODE OF CONDUCT FOR INTERNATIONAL STUDENTS

The Student Code of Conduct, which is published in the student diary and in the international student contract, 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

**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.**

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 or while in uniform.

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

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.

All students will sign homestay rules if they are living in a homestay. This ensures the safety of students and their host families.



## ST MARY'S COLLEGE MUSIC PROGRAMME



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

Instruments available to learn:

### **Wind Instruments**

Clarinet  
Flute  
Saxophone  
Trombone  
Trumpet

### **String Instruments**

Violin  
Viola  
Cello  
Double Bass

### **Percussion Instruments**

Glockenspiel

Here is a link to music at St Mary's College for 2023 (similar in 2024)

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:f14e7f54-6518-389c-a3a1-94499c8f7b08>

<b>INSTRUMENT HIRE 2024</b>			
<b>INSTRUMENT</b>	<b>RENTAL PER YEAR</b>	<b>INSTRUMENT</b>	<b>RENTAL PER YEAR</b>
<b>Violin (all sizes)</b>	\$120.00	<b>Saxophone</b>	\$270.00
<b>Viola (14", 15" &amp; 16")</b>	\$160.00	<b>French Horn</b>	\$280.00
<b>Euphonium</b>	\$150.00	<b>Oboe</b>	\$280.00
<b>Flute</b>	\$150.00	<b>Bassoon</b>	\$280.00
<b>Clarinet</b>	\$150.00	<b>Cello (½, ¾, ¾, ¾/4)</b>	\$280.00
<b>Trumpet</b>	\$150.00	<b>Percussion</b>	\$80.00
<b>Trombone</b>	\$150.00	<b>Tuba</b>	\$80.00
<b>Baritone Horn</b>	\$150.00	<b>Double Bass</b>	\$80.00

## TRAVEL INFORMATION – SIX SCHOOL BUSES

Travelling on these buses is a commercial arrangement between the companies and Parents/ Caregivers. There are six school buses and cost about \$60 per week

### **More information available from the international department**

Coachways NZ

David Marsden on [info@coachways.co.nz](mailto: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



Auckland Transport – special service

Craig Delahunty on [Craig.Delahunty@nzbus.co.nz](mailto: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)

Kiwi Coaches

Calvin West on [info@kiwicoaches.co.nz](mailto: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

## AT HOP CARD



The AT (Auckland Transport) HOP card gets students on and off buses and trains. The homestay can help buy a card from dairies or specific shops. Once purchased they need to have a 'child' concession added to them to make travelling cheaper.

### Instructions:

Login to MyAT and register your AT HOP card. If you are under 16 years of age, a child concession will be applied automatically when you register your AT HOP card with the correct date of birth. If you are aged 16-19 years you can apply for your student concession by visiting one of AT's [customer service centres](#) with a valid student ID card or apply online (see below).

<https://at.govt.nz/bus-train-ferry/at-hop-card/card-concessions-discount-fares/child-student-discount/secondary-school-students-16-to-19-years-old/> .

You must register your AT HOP card before you can apply for a secondary student concession

### Apply for your concession Online

Make sure you have your [National Student Number](#) handy. (This is given to you by the school)

#### **Step 1: Submit your secondary student concession application.**

In your MyAT account, under "View all cards":

Select the card you want to apply the secondary student concession to Select the "Available products" tab

Select "Apply for a concession". Choose "Secondary" from the concession type list and complete the application form

#### **Step 2: You will receive an email when your concession is loaded**

It may take 24 to 72 hours for it to be available on your AT HOP card

#### **Step 3: Tag on to activate**

You will need to tag on to an AT HOP card reader or electronic gate at a train station within 60 days for your concession to be activated on your AT HOP card.

## OTHER INFORMATION

### LOCKERS

Students will be allocated a locker which are situated outside the International Department. Padlocks are not provided.

### STUDENT ID CARD

The school will issue a student ID card. The ID card can be used for school printers, student discounts on public transport (AT Hop Cards) and student discounts for selected providers. ID cards can be initially registered by swiping at a photocopier. There is a top up, pay-in coin machine in the Library (\$5 in coins provides sufficient copies). Students should ensure that they have an adequate balance available for printing and copying as required.

### HOMEWORK

Subject teachers regularly set homework. This could consist of set work on a particular subject, a long-term assignment which is worked on over a period of time or preparation for tests/examinations. Homework may consist of going over the day's lessons, learning vocabulary words and translating the work to understand it better. Each student is expected to set time aside on a regular basis to complete it. There is an expectation that international students need to do work each night to improve their English.

### SCHOOL DIARY

We issue international students a school diary when they arrive. This not only serves as a daily diary but also contains other essential school information including class times and school procedures.

### TIMETABLE

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

### TUCKSHOP

Our school cafeteria provides a variety of food before school, at interval and lunch. Charges for each item is on a board beside the café. Students can buy noodles and get hot water from the tuckshop but there is no microwave available to heat food up.

Instead, we recommend a flask that keeps food warm.

These are available online at Briscoes, a popular store for household items

<https://www.briscoes.co.nz/product/1050730/thermos-food-flask-470ml/?gclid=EAlaIQobChMI2caay-r7 wIVQ6iWCh05EAcqEAQYAyABEgKwmfD BwE&gclsrc=aw.ds>



### ACTIVITY FEE

Students pay \$350.00 towards school related activities throughout the year. This can be used for sports/clubs/music or activities that the international department organises from time to time. Any unused activity fee will be refunded when the student leaves the school.



## SCHOOL BRIDGE

St Mary's College uses School Bridge which is an App allowing permission for a student to go on any school trips and take part in activities. If the parent lives with their daughter they sometimes manage the App themselves, otherwise the International Director will manage and consent to ALL low-risk school organised trips and activities.

## TERM HOLIDAYS

Each term the International Student Director will ask international students for written advice of their holiday arrangements. The student's Parent/guardian must email any proposed flight tickets and approval to leave the country. No leave is to be taken out of the school term unless permission has been given by the Director/Dean or Principal.

## LIBRARY

The library is open from 8.00am to 4.30pm every day. There is also an International classroom available for study in CM2 at lunchtimes.

## EXTRA ENGLISH TUITION

There is a school peer tutoring programme offered. If the International Dean recommends extra support in English or tutoring in other subjects the international department will notify the parents.

## ASSEMBLIES

Most Wednesdays there is a school assembly in PK Gym, after Period 4.

Each year level has a form assembly once a week in form time. 2025 assemblies are (TBC) :

Levels Assembly	Yr 7 Tuesday PK Gym	Yr 8 Thursday PK Gym	Yr 9 Wednesday PK Gym	Yr 10 Monday PK Gym	Yr 11 Wednesday CM Hall	Yr 12 Monday CM Hall	Yr 13 Tuesday CM Hall
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## INTERNATIONAL FORM TIME MEETING

These meetings are compulsory for all international students and are held in CM6 at form time (8.40am) on a Wednesday.

This gives the international team a chance to check in with students to make sure they are tracking ok, getting involved and have the information they need for various events and activities happening around the school.

## STATIONERY

All subject workbooks will be supplied by the school. The student needs pens and pencils etc. From year 10 a graphic calculator is required which is usually paid in the school fees. The international department can order one (they cost approximately \$165.00). The student may need to pay for paints and art supplies if they do art and design.

## SETTING UP A BANK ACCOUNT

The International Department or homestay can help set up a bank account. An appointment needs to be made at a bank and a proof of address letter needs to be prepared which is taken to the appointment along with the student's passport and visa. The bank then sends a letter to the student's home address which can take a week or two to set up.

## **INSURANCE**

It is compulsory for every international student to have medical and travel insurance. If the insurance is purchased through the school the International Department can help make a claim for you. Below is the insurance cover provided:

<https://www.insurancesafenz.com/studentsafe/student-safe-inbound-young-learners>

## **SCHOOL HOUSES**

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

Each student will be advised what House they belong to (which is usually the same as their buddy) prior coming to the College so they can pack a coloured T-shirt in their house colour.



## **SPORTS**

The College has a strong sporting tradition, and all students are encouraged to participate in at least one sport each year. The Director of Sport along with staff, parents and volunteers strive to offer a varied sports programme to cater for the different interests of our students.

Our Sports Handbook outlines the sporting codes available throughout the year

<https://www.stmaryak.school.nz/images/Article-Attachments/Student-life/2024-FINAL-Sports-Handbook-002.pdf>

Whilst the Handbook aims to provide as much detail as possible, information can often change. Please use this resource as a guide to plan your daughter's sporting activities.



### **REGISTRATION FOR SPORTS**

This is 2-part process:

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

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

### **CLUBS AND CO-CURRICULAR 2024/2025 – OR START YOUR OWN!**

1. Amnesty International - Advocate for human rights and work towards creating a more just world.
2. Art Club - Unleash your creativity and express yourself through various art forms.
3. AV Club - Learn audio-visual production and support school events with your technical skills.
4. Book Club - Dive into captivating stories and engage in literary discussions with fellow bookworms.
5. Concert Band - Showcase your musical talents and perform in thrilling band performances.
6. Dance Club - Move to the rhythm and learn different dance styles with a talented community.
7. Debating - Engage in thoughtful discussions and enhance your public speaking and critical thinking skills.
8. Drama Club - Unleash your inner actor or actress and participate in thrilling theater productions.
9. Duke of Edinburgh Award - Challenge yourself and develop skills through outdoor activities and community service.
10. Environment Club - Take action for a greener future and participate in eco-friendly initiatives.
11. Equestrian Club - Connect with horses and enjoy horse riding and related activities.
12. Future Problem Solving - Tackle complex issues and develop creative problem-solving skills.
13. Games Club - Connect with fellow gamers and enjoy a variety of tabletop and video games.
14. Global Citizenship Group - Foster cross-cultural understanding and engage in global issues.
15. Gospel Choir - Sing and spread joy through gospel music with a passionate choir.
16. Guitar Club - Learn to play the guitar and jam with other music enthusiasts.
17. Help with DVC - Support fellow students with design and visual communication tasks.
18. Hip Hop Club - Learn hip hop dance moves and express yourself through urban dance styles.
19. Kapa Haka - Embrace Māori culture through traditional songs, dance, and performance.
20. Knitting Club - Learn the art of knitting and create beautiful handmade creations.
21. Librarian Club - Support the library and engage in activities related to books and reading.

22. Lunchtime Mass - Attend and participate in lunchtime Mass sessions.
23. Maths Club - Explore and challenge your mathematical skills through engaging activities.
24. Maths Help - Receive assistance and support in understanding mathematical concepts.
25. Orchestra (Strings and Chamber) - Showcase your musical talent in an orchestral setting.
26. Piano Club - Learn to play the piano and share your musical skills with others.
27. Present for you - Charity sewing bee - Contribute to charity by creating handmade gifts through sewing.
28. Rock Group/Band - Form a band and rock out to your favourite tunes.
29. Rosary - Participate in Rosary prayer sessions.
30. Sacramental Group - Engage in activities related to sacraments and religious ceremonies.
31. Servant Leaders - Develop leadership skills and engage in service-oriented projects.
32. Skiing/Snowboarding - Hit the slopes and enjoy skiing or snowboarding adventures.
33. Songwriting Club - Explore the art of songwriting and create your own original compositions.
34. St. Vincent de Paul charity workshops - Engage in workshops and initiatives to support the St. Vincent de Paul charity.
35. Stage Challenge Dance Group - Participate in dance performances and competitions.
36. STEM Club - Explore science, technology, engineering, and mathematics through exciting projects.
37. Tech Angels (Yr 11-13 only) - Assist with technology-related tasks and support peers with tech issues.
38. Teenfit Morning Sessions - Engage in fitness activities and start your day with a boost of energy.
39. Volunteering - Make a difference in your community through meaningful volunteer work.

## WHAT TO DO IF YOU ....?

<b>Are unable to come to school</b>	The homestay or caregiver emails <a href="mailto:attendance@stmaryak.school.nz">attendance@stmaryak.school.nz</a> or phone 376 6568 press 779 for absences by 8.15am. <b>State your student's name, form class, and the reason for the absence.</b>
<b>Have been absent</b>	Email <a href="mailto:attendance@stmaryak.school.nz">attendance@stmaryak.school.nz</a> or bring a note of absence to the office or your Form Teacher on return to school.
<b>Are late for school</b>	Students must sign in at the main office.
<b>Have an appointment</b>	<b>We discourage appointments during school time.</b> However, should one during school time have to be made we require a note from Parent/Caregiver or International Director/Dean. A leave pass will be issued. Students must sign out at the office before leaving school. Students who are in Year 7 & 8 must be collected by the homestay parent or adult named in the note.



<b>Are ill while at school</b>	Report to the school nurse between 9.00am-3.10pm, Monday-Friday. The nurse will assess you and if you need to see a doctor the international staff will arrange for you. If you need to be collected from school the Nurse will contact the homestay/caregivers.
<b>Have an accident</b>	Go to the school nurse between 9.00am and 3.10pm. Outside these times go to the school office.
<b>Have a leave request</b>	For <b>three</b> days or less a letter/email needs to be submitted to the international staff or Dean. For more than three days a letter addressed to the Principal, and your daughter's Dean. When leave is granted, a letter will be emailed to you.
<b>Need a uniform pass</b>	Occasionally, a student may have a good reason for not wearing part of the school uniform. A note must be brought from home to the student's Dean and a pass will be issued for the day. If there are ongoing issues with uniform, please discuss this with the Dean. Deans will contact parents if a long-term uniform problem persists.
<b>Have a question about Sports</b>	Please email <a href="mailto:sports@stmaryak.school.nz">sports@stmaryak.school.nz</a>
<b>Have a question about Music</b>	Please email <a href="mailto:jchan@smaryak.school.nz">jchan@smaryak.school.nz</a>
<b>Physio</b>	Baseline Physiotherapy – <a href="http://www.baselinephysio.co.nz">www.baselinephysio.co.nz</a> . No surcharge to St Mary's students under ACC. Call 021 866 867 or enquire through the Nurse. No GP referral required. International students qualify too.

## SCHOOL UNIFORM

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

### JUNIOR SCHOOL UNIFORM – YEAR 7-10

#### Shirt

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



#### Skirt

Royal blue school skirt worn just above the knee.



#### Cardigan

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



#### Blazer

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



### SENIOR SCHOOL UNIFORM – YEAR 11-13

#### Shirt

A white, short sleeved shirt with the school emblem.



#### Skirt

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



Year 11



Year 12-13

#### Cardigan

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



Year 11-12



Year 13

#### Blazer

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



Year 11



Year 12-13

#### Shoes

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



#### Sandals

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



#### Year 12-13

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



#### Socks/Stockings

**Year 7-11** students may wear either the current fold over ankle socks or the short ankle socks. In Terms 2 & 3 black stockings (not knee highs) may be worn **Year 12-13** Term 1 & 4 black ankle socks are required. Term 2 & 3 black stockings are required.

#### PE Gear

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



#### Swimsuit

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

#### Other uniform items:

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

**Jacket** A regulation school jacket in winter is available (optional)

**Umbrella** School umbrella (optional)

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

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

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

Uniform items can be purchased from either Elizabeth Michael Uniforms, email [uniforms@emcw.co.nz](mailto:uniforms@emcw.co.nz) website - [www.elizabethmichael.co.nz](http://www.elizabethmichael.co.nz), Ph: (09) 358 1680 or St Mary's College Second Hand Uniform Shop Email - [office@staryak.school.nz](mailto:office@staryak.school.nz)

## SECOND-HAND UNIFORMS COST AROUND \$250.00

The second hand uniform shop is located in the MK Centre, the shop is open Wednesday, lunchtime for students and after school (3.20pm – 3.50pm) for parents/caregivers, in term time only during the school year.

If you are only at the school for one term, you can wear your own school uniform.

## NEW SCHOOL UNIFORM SUPPLIERS – ELIZABETH MICHAEL UNIFORMS - APPROX \$500

St Mary's College uniforms are supplied by Prestidges  
65 New North Road,  
Eden Terrace  
Auckland  
Ph. 09 358 1680  
Email: <https://prestidges.co.nz/>

**Shop hours are as follows:**

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

## NAME YOUR UNIFORM & LOST PROPERTY

We strongly recommend to you to **NAME YOUR UNIFORM** and any other items that you brings to school. Sadly, we get so much lost property! We love returning lost property to its rightful owner, but we can only do this if items are clearly named with first and last name.

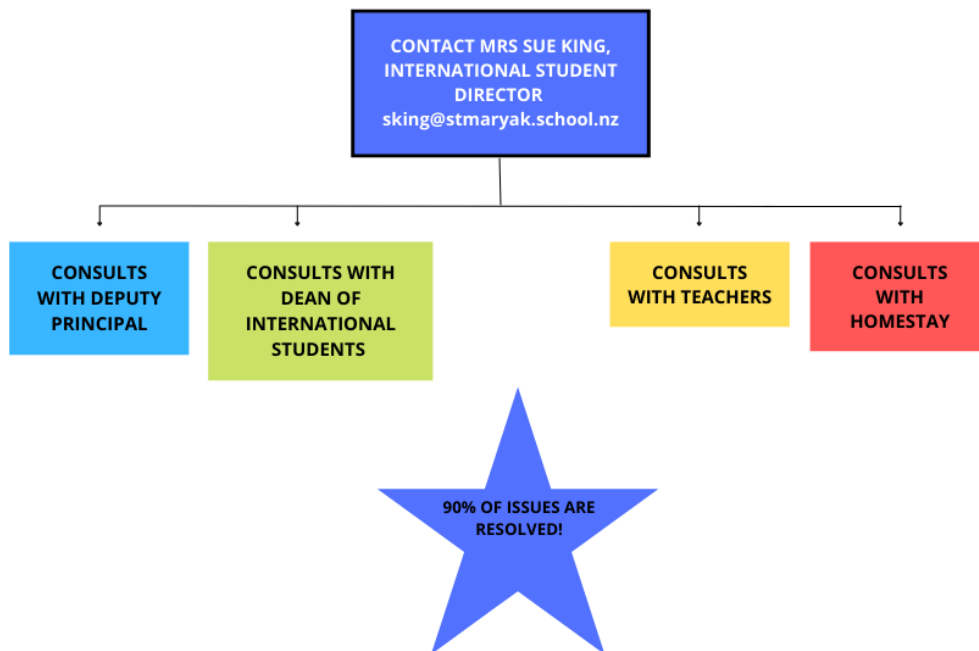
Lost property items can be viewed Monday to Friday outside the Second-Hand uniform shop on the lower level of the MK Centre locker room.

## SWIMMING IN TERMS ONE AND FOUR (NEW ZEALAND'S SUMMER)

St Mary's has a heated 30m swimming pool that is open in terms one and four. Swimming is compulsory for Years 7-10 in their Physical Education classes so students need to bring swimming togs or a bathing costume, preferably in a dark colour. Swimming caps are compulsory and can be purchased from school. Goggles are recommended.



**THERE IS A CODE OF PRACTICE TO LOOK AFTER INTERNATIONAL STUDENTS. IF YOU DO NOT THINK YOU HAVE BEEN TREATED FAIRLY OR HAVE A GRIEVANCE OR COMPLAINT, FOLLOW THIS GUIDELINE.**



**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.