



# SANCTA MARIA COLLEGE

## 2025 Parent and Student Handbook



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# HISTORY AND CATHOLIC CHARACTER OF SANCTA MARIA COLLEGE

## HISTORY

Sancta Maria College is a Year 7-13 integrated co-educational school for Catholic families. We opened in January 2004, initially for Years 7, 8 and 9 students, and we now provide quality secondary education for Years 7 to 13 with a full roll of 1,000.

The College is named after the mission schooner *Sancta Maria* on which Bishop Jean Baptiste Pompallier sailed around New Zealand. The name *Sancta Maria* is a Latin title for Mary the mother of God. It means *Holy Mary*. In New Zealand, Bishop Pompallier first celebrated Mass on Saturday 13 January 1838 in the Hokianga. It was at this Mass that our first Bishop dedicated Aotearoa to the protection of Mary under the title of her Assumption.

Just as Pompallier identified Mary's importance in establishing the faith in New Zealand, Sancta Maria College exalts Mary's position as the first Christian and model of piety. We find inspiration in Mary's example of humble service, particularly as seen in the Feast of the Visitation, which we celebrate annually at our College Feast Day.

In 1840 Bishop Pompallier purchased a schooner and renamed her the *Sancta Maria*. This ship enabled Pompallier to transport the faith the length and breadth of Aotearoa and beyond. Through the vessel of our College, New Zealand will continue to receive the Good News which the true Sancta Maria, our Holy Mother, brings to us.

The College's name commemorates the historic arrival and work of Bishop Pompallier. There is a comparison between the vessel *Sancta Maria* being used to spread the Word and our College being a vessel for furthering the faith and education of young people in our area.

## WHAT IS A CATHOLIC SCHOOL?

The deepest nature of the Catholic Church is expressed in her three-fold responsibility of proclaiming the word of God, celebrating the sacraments, and exercising the ministry of charity duties, which are inseparable. A Catholic school is embedded in the Church; it is the Church in action, an authentic expression of the Church's mission.

A Catholic school is not just another school or the equivalent of a state school with the addition of a religious education programme.

A Catholic school is an ecclesial (Church) entity, reflecting the "deepest nature" of the Church in its life, and participating fully in the Church's mission by forming Christ in the lives of others.

## WHAT MAKES SANCTA MARIA COLLEGE UNIQUE?

Our Charism (the spirit by which we seek Christ) is linked with our nation's first Catholic Bishop, Jean-Baptiste François Pompallier and his strong devotion to Mary.

Sancta Maria College's Charism therefore is to sail through life with "Faith as our Compass", our sails filled with Mary's grace, as we journey towards eternal communion with God in heaven.



# HOUSES AND PASTORAL STRUCTURES

House names were chosen as Bishop Pompallier stopped at these places as he travelled around the coast of Aotearoa New Zealand.

- Kororāreka
- Waitematā
- Hokianga
- Akaroa

**KORORAREKA**  
Maori translation = *How sweet is the penguin*




In 1841-1842 Bishop Pompallier established a Catholic mission in Russell (Kororareka) which contained a printing press for the production of Maori language religious texts.

The printing press was brought from France and housed in the newly built Pompallier House, printing over 30,000 books.




**WAITEMATA**  
Maori translation = *The sparkling waters*



In the 1850s Bishop Pompallier based himself in Auckland serving Catholic migrants and Maori.

Bishop Pompallier established the Cathedral of St Patricks and Joseph, with it being designated in 1848.



**HOKIANGA**  
Maori translation = *The place of Kupe's great return*



Hokianga is the first mission station of Bishop Pompallier. It was here that he celebrated the first Catholic Mass at Totara Pt. on the 13th of January 1838.

Bishop Pompallier returned to France where he died in 1871. Revered by Maori, in 2002 his remains returned to New Zealand where they were buried at St Marys church, Motuiti in the Hokianga.



**AKAROA**  
Maori translation = *The long harbour*



This part of New Zealand was originally settled by the French, calling it Port Louis-Phillipe.

With French settlers prominent, Bishop Pompallier set up a mission station in Akaroa in 1840 to serve their needs and those of local Maori




St Patrick's Church, Akaroa

## HOMEROOMS AND JUNIOR CORE CLASSES

Each core class is named after past or present Bishop of the Diocese of Auckland. The names of these bishops are as follows:

**BRN** Bishop Denis George Browne  
**DNN** Bishop Patrick James Dunn  
**LIS** Archbishop James Michael Liston

**CLE** Bishop Henry William Cleary  
**GNS** Bishop Edward Russell Gaines  
**MAC** Bishop John Mackey

## NAVIGATION



*Navigation* occurs twice a week and each group is steered by a Kaiurungi (tutor teacher) who shares the journey over the years. Each navigation group includes students from either Years 7-10 or Years 11-13. A peer mentoring space, it aims to develop tuakana-teina. It supports our students' spiritual, educational and personal growth in a holistic and purposeful way. *Navigation* will support our students to thrive and to succeed by building a strong sense of belonging and connection (whanaungatanga) that will support their hauora.



## KAIHAUTŪ

Each house is led by a Junior (Year 7-10) and a Senior Kaihautū (Year 11-13)

- **Akaroa:** Mr Richard Campbell (Junior) and Mrs Joanne Al-Rubaie (Senior)
- **Hokianga:** Mrs Averil Hiddleston (Junior) and Mr Kieran Gutry (Senior)
- **Kororāreka:** Mr Callum MacLeod (Junior) and Miss Makayla Samaeli (Senior)
- **Waitematā:** Mrs Tilly Curham (Junior) and Mr Ash Bali (Senior)

A Kaihautū is a leader, they are the person in the waka who gives time to the paddlers ensuring that everyone is moving forward towards that common goal – which here at Sancta Maria College is personal excellence.

If you have any concerns about student wellbeing, achievement or attendance please contact the relevant Kaihautū.

Click the following link for a [Staff List | Sancta Maria College](#)

## KAIURUNGI

The Kaiurungi is a significant adult who acts as a co-navigator along a student’s personalised learning and growth journey. The title Kaiurungi was chosen because that is the ‘steerer’ in a waka, they are the people that will keep students on course and help them get to their personal destination. They assist in improving students’ understanding of themselves as a learner whilst fostering a nurturing relationship which enhances social, emotional, and cognitive growth by building Catholic spirit, cultural competency, understanding of our twelve *SMC Virtues* and our eight *SMC Learning Attitudes*, and the responsibility of being both a global and a local citizen.

The Kaiurungi works collaboratively with each student to grow their capability to take personal responsibility for their own growth, and become self-monitoring, self-regulating, and self-determining learners.

You can contact the Kaiurungi directly if you have any general concerns.

## SCHOOL PRAYERS AND TRADITIONAL PRAYERS AND WAIATA

<p style="text-align: center;"><b>School Prayer</b></p> <p style="text-align: center;">Heavenly Father, we thank you for gathering us together in faith. We pray that Mary’s integrity and humility will continue to guide us on our journey through Sancta Maria College.</p> <p style="text-align: center;">May we always open our hearts to Christ, supporting and encouraging each other in our pursuit of excellence. Help us to see the face of Christ in one another. Ake Ake Ake Amene.</p>	<p style="text-align: center;"><b>The Lord’s Prayer (Traditional)</b></p> <p style="text-align: center;">Our Father, Who art in heaven, hallowed be Thy name, Thy kingdom come; Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation; but deliver us from evil. Amen.</p>
<p style="text-align: center;"><b>Sign of the Cross</b></p> <p style="text-align: center;">In the name of the Father And of the Son And of the Holy Spirit Amen</p>	<p style="text-align: center;"><b>Sign of the Cross (Māori)</b></p> <p style="text-align: center;">Ki te ingoa o te Matua, O te Tamaiti, O te Wairua Tapu Amene</p>
<p style="text-align: center;"><b>Praise to the Trinity</b></p> <p style="text-align: center;">Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be. World without end. Amen</p>	<p style="text-align: center;"><b>Hail Mary</b></p> <p style="text-align: center;">Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, mother of God, pray for us sinners Now and at the hour of our death. Amen</p>



### School Waiata

O Sancta Maria, lead us to your son,  
with faith as our compass the victory is won.

Ave, Ave, Ave Maria

Ave, Ave, Ave Maria

You are our True mother, in you we do see,  
To care for each other and act in unity.

Ave, Ave, Ave Maria

Ave, Ave, Ave Maria

Believe in one God, the most Holy Trinity,  
We think as we learn and we grow in charity.

Ave, Ave, Ave Maria

Ave, Ave, Ave Maria

O Sancta Maria, lead us to your son,  
with faith as our compass the victory is won.

Ave, Ave, Ave Maria

Ave, Ave, Ave Maria

### Mō Maria

Mō Maria aianei

O tatou waiata

Kia kaha rā tātou

Kia nui te aroha

Aroha ki te Atua

Aroha ki a Maria

I te Rangi

te whenua

āke tonu, āke tonu

[English]

For Mary now

Our songs

Let us be strong

Let there be great love

Love God

Love Mary

In heaven

And on earth

For ever and ever

### O Hana Maria

Tenei te whanau awhina

O Hana Maria

E mihi kau ana

Ki a koutou katoa

E nga matua

Te iwi e

Ka mihi tuku roimata e

Mai i a matou

O Hana Maria

Nau mai whakatau mai ra

Ki te reo karanga e

Nga mihi tangi aroha

Mai i a matou manawa

O Hana Maria

Mai i te tumuaki

Kaiako rangatahi e

E nga iwi

Tena koutou katoa x3



## TIMETABLE

Mon	Tues	Wed	Thurs	Fri
Staff meeting	Staff meeting	Staff meeting	Late Start (Staff Professional Learning)	Staff meeting
Homeroom 8.45-9.00	Assembly 8.45-9.15	Homeroom 8.45-9.00		Homeroom 8.45-9.00
<b>Period 1</b> 9.00 - 10.00	<b>Period 1</b> 9.15-10.15	<b>Period 1</b> 9.00 - 10.00	<b>Period 1</b> 9.30 - 10.30	<b>Period 1</b> 9.00 - 10.00
<b>Period 2</b> 10.00 - 11.00	<b>Navigation</b> 10.15-11.00	<b>Period 2</b> 10.00 - 11.00	<b>Navigation</b> 10.30-11.00	<b>Period 2</b> 10.00 - 11.00
Interval 11.00 - 11.25	Interval 11.00 - 11.25	Interval 11.00 - 11.25	Interval 11.00 - 11.25	Interval 11.00 - 11.25
<b>Period 3</b> 11.30 - 12.30	<b>Period 3</b> 11.30 - 12.30	<b>Period 3</b> 11.30 - 12.30	<b>Period 3</b> 11.30 - 12.30	<b>Period 3</b> 11.30 - 12.30
<b>Period 4</b> 12.30 - 1.30	<b>Period 4</b> 12.30 - 1.30	<b>Period 4</b> 12.30 - 1.30	<b>Period 4</b> 12.30 - 1.30	<b>Period 4</b> 12.30 - 1.30
Lunch 1.30 - 2.10	Lunch 1.30 - 2.10	Lunch 1.30 - 2.10	Lunch 1.30 - 2.10	Lunch 1.30 - 2.10
<b>Period 5</b> 2.15-3.15	<b>Period 5</b> 2.15-3.15	<b>Period 5</b> 2.15-3.15	<b>Period 5</b> 2.15-3.15	<b>Period 5</b> 2.15-3.15

All students are to be at school by 8.40am ready to attend first period. There is a prayer to begin each day.

## ATTENDANCE PROTOCOLS FOR ABSENCE, LATENESS AND LEAVE

We have a SchoolBridge App that enables parents and students to report any absences.

### SANCTA MARIA COLLEGE SCHOOLBRIDGE APP

Download the *SchoolBridge* App on your device to be up to date with College events and news.

This app can be downloaded free on your mobile device by [clicking this link](#)

Alternatively, you can download it using the App Store or Google Play by clicking the following links:

[SchoolBridge on the App Store \(apple.com\)](#) or [Get it via Google Play \(Android\)](#)

On the App you can find all school contact details, daily notices and newsletters, as well as report a student absentee (with one click), plus you can access KAMAR (our Student Management System) where you can track your child's academic results and, where relevant, NCEA progress. Useful links on the App include our website, Microsoft 365, [Facebook page](#), and Schoology access (for students).

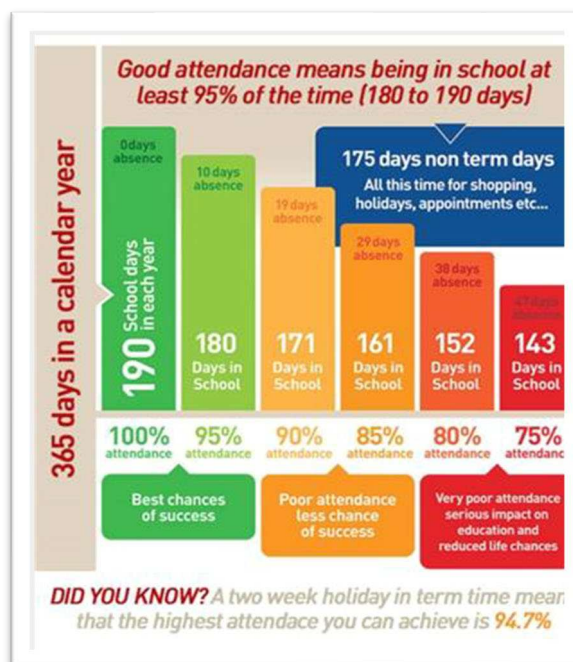


## ABSENCE

If a student is going to be absent for the day, a parent / caregiver should let the school office know **BEFORE 8.30am** on the day of the absence. It is the parents' / caregiver's responsibility to communicate this absence by either, emailing [attendance@sanctamaria.school.nz](mailto:attendance@sanctamaria.school.nz), or using the *SchoolBridge* app to notify the College every day a student is absent.

If a student is absent during the first two classes of the day and no notification has been received by the school, an automated text message will be sent to parents / caregivers to inform them of their child's unexplained absence.

The student must notify the school explaining the absence to their Homeroom teacher as soon as they return to school, in addition to the phone call as this is a legal requirement set out by the Ministry of Education.



## LATENESS

### School Procedure

In the first instance, please use SchoolBridge App to report any lateness to school. Students arriving late must report to the Student Centre to obtain a Late Pass. Students will not be allowed into class without this Late Pass.

If lateness persists, parents/caregivers will be contacted by their Kaiurungi, and a meeting will be arranged with parents/caregivers to discuss options to get students to school on time.

If there are exceptional circumstances where no other options are available, and the student will be regularly late, an email must be written to the principal [slt@sanctamaria.school.nz](mailto:slt@sanctamaria.school.nz) for consideration.

If a senior student in possession of a Parking Permit is consistently late, their parking privileges may be taken away.



## LEAVE PASSES (incl DAY TIME APPOINTMENTS)

No student may leave the school grounds during the day including morning tea and lunchtime without a valid reason and without following the procedures.

If you wish to take your child out of school during school hours, the student must bring a signed and dated note from a parent/caregiver requesting leave during the day. Parents/Caregivers are required to come to the Student Centre to sign the student out.

**Please note:** Students are not allowed to phone or text home via cell phone. All calls should take place from the Student Centre.

## CARPARKING PRIVILEGES

The College has limited carparking available on-site. Students can apply for a permit to park on-site in the grassed area adjacent to Te Irirangi Drive. The application can be collected from, and returned to, the Student Centre. Priority is given to Year 13 students.

Permits must be visible on the dashboard or windscreen during school hours. Students driving to school are expected to be on time, have acceptable attendance, and meet all legal requirements.

If a student in possession of a Parking Permit is consistently absent or late, their parking privileges may be taken away.

## ILLNESS OR INJURY DURING THE SCHOOL DAY

If your child becomes ill during the school day, then they must report to the school's medical room. The school medic will make an assessment and if required she will contact the parent/caregiver to organise a pickup from school. Students are not allowed to directly phone or text home. If you are asked to collect your child, Parent/Caregivers are required to act with urgency and come into the Medical Centre via the College Main Reception.

## TAKING YOUR CHILD OUT DURING THE SCHOOL TERM - APPROVED LEAVE

All requests for leave from school for non-medical reasons (e.g., family holiday during school time) must be made in writing to Mrs Dianne Blackbourn ([d.blackbourn@sanctamaria.school.nz](mailto:d.blackbourn@sanctamaria.school.nz)) at least two weeks prior to the event. With 12 weeks holiday annually, the College strongly recommends there are no trips outside of these times. There is a strong correlation between attendance and achievement.

## ASSEMBLIES

Assemblies are held to celebrate student success, recognise important calendar events, to celebrate achievements and communicate important information to students. These are formal occasions.

- Full School Assemblies: These are held every Tuesday.
- House Assemblies: These are generally held fortnightly and are an opportunity for all House Navigation Groups to come together.

## SCHOOL ACCESS

If you have anything to drop off to your child during school hours, please report to the **Student Centre**. Parents cannot go directly to classrooms during the day. **Uber Eats deliveries are not accepted at school.**

## SCHOOL BUSES TO SANCTA MARIA COLLEGE

If parents wish to find out more about school bus services, public transport or fare information, please contact Auckland Transport on 09 366 6400 or view the AT website at [School buses to Sancta Maria College and Primary](#)

## DROPPING OFF AND PICKING UP

If your child/ren are not catching a school bus home and you need to drop off and collect your child/ren from school, please read the following protocols:

### Morning drop off: Chapel Road entrance

You can access the *Drop Off Zone* from Chapel Road for morning drop off only (there is no access from Chapel Road in the afternoon).

Students must have their bags with them in the back seat when they drive into the *Drop Off Zone*. Students can only exit on the left-hand side of the vehicle. Parents follow the one-way system onto the side road, then exit **left only** onto Chapel Road. Turning right delays the traffic flow behind and creates a traffic jam.



### Morning drop off: Te Irirangi Drive entrance

#### Before 8.20am:

Parents can drive straight up the driveway or they can turn left into the lower carpark to drop their children off. However, if parents drive up the driveway, can we ask that there is no stopping in the designated bus stop area (see map). This area is reserved for buses only. Instead, please follow the traffic flow and drop your children off outside the Primary school. It is vital that we minimise disruption to the traffic flow.

**After 8.20am**, parents must only drop off their children in the lower carpark which is on the left. However, if parents are dropping off a child at the Primary School, they can also drop their College student off outside the Primary School.

**No parent can drop off their College student outside the Primary School after 8.20am without also dropping off a Primary School child.**



## Collecting after school

Collection of students is only permitted from Te Irirangi Drive entrance.

### Before 3.30pm:

Parents must wait in either:

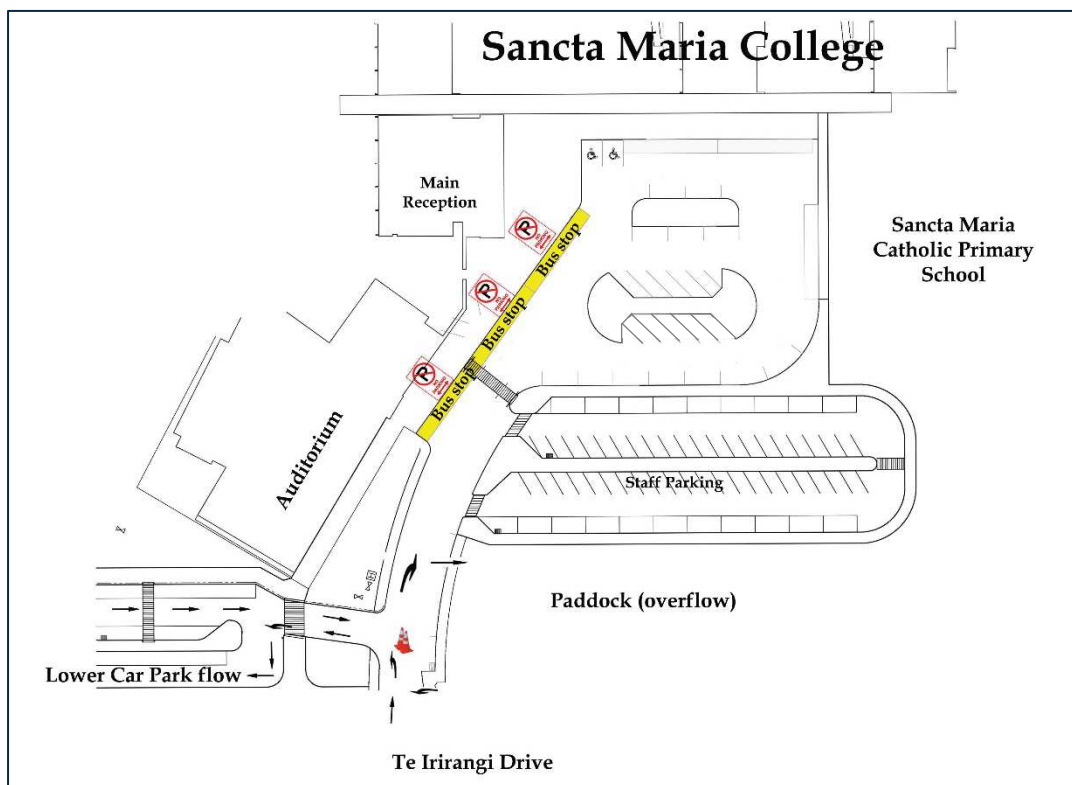
- Lower carpark on the left-hand side of the campus (you will be directed there by wardens).
- Paddock overflow carpark.

**There is no collection of students from Chapel Road entrance. This is a staff carpark only.**

If parents need to pick up a child from the Primary School, follow the directions of the Primary School traffic wardens off Te Irirangi Drive entrance.

### After 3.30pm:

After the buses have departed the campus, parents can collect students from the top area. However, parking is not permitted.

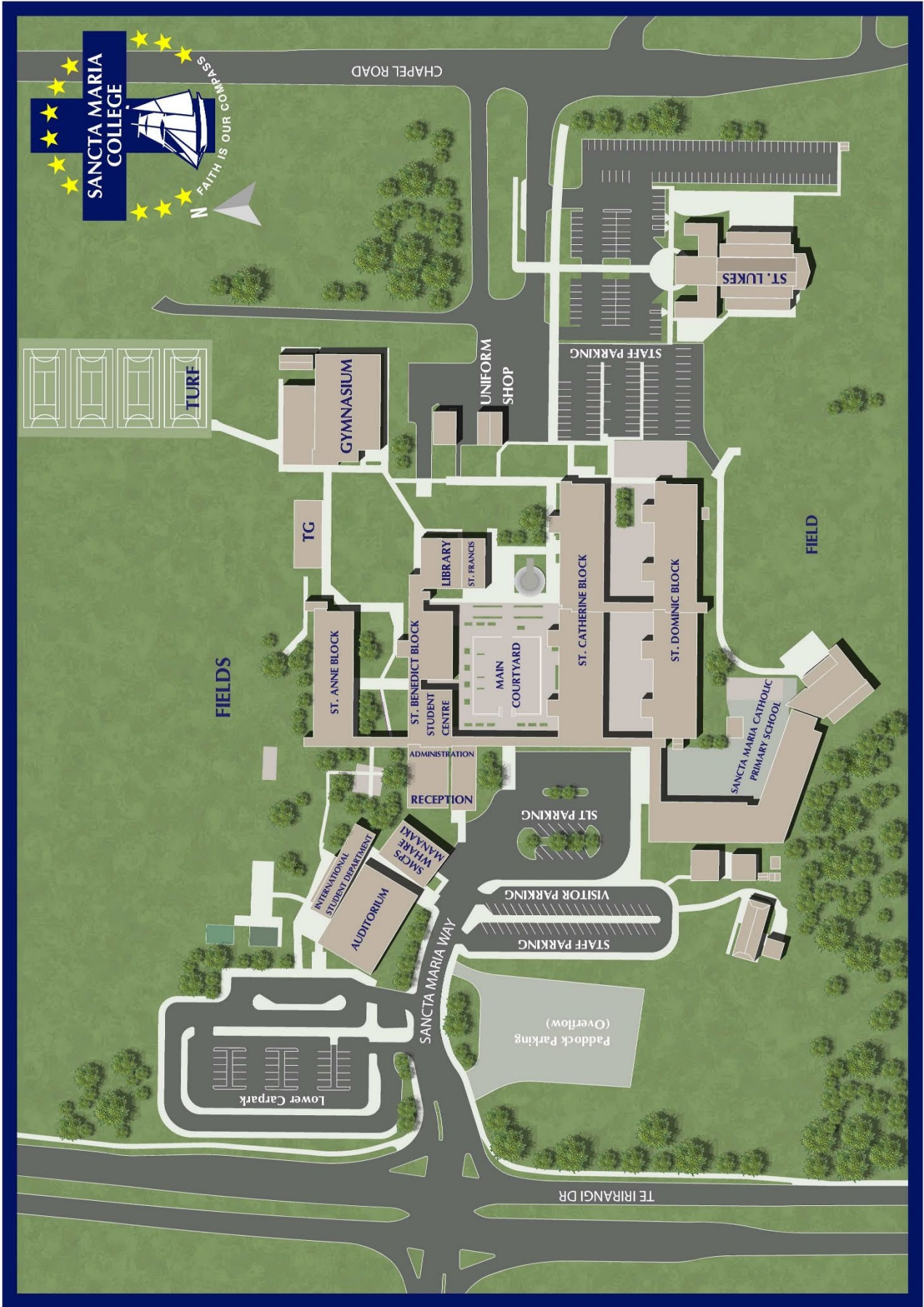


Please enter the Paddock car park at the top entrance and leave through the lower exit in order to maintain traffic flow.

**We have teams of students directing traffic to the best of their ability to maintain traffic flow.**

**Please appreciate this help and continue to co-operate with directions to benefit all parents at these busy times.**

# SCHOOL MAP



## SCHOOL CONTACTS

319 Te Irirangi Road  
Flat Bush,  
Auckland 2016

PO Box 64437  
Botany South  
Botany Town Centre  
Auckland 2163

Phone: 274 4081  
Email: [admin@sanctamaria.school.nz](mailto:admin@sanctamaria.school.nz)  
Website: [www.sanctamaria.school.nz](http://www.sanctamaria.school.nz)

### SENIOR LEADERSHIP TEAM [slt@sanctamaria.school.nz](mailto:slt@sanctamaria.school.nz)

Ms Louise Moore	Principal
Mr Ray Green	Associate Principal (Acting Principal Term 1)
Mrs Chris Sullivan	Deputy Principal, Senior School Curriculum
Mr Lawrence Naicker	Assistant Principal, Pastoral Care and Wellbeing
Ms Carol Du-Blom	Acting Assistant Principal, Junior School Curriculum and Pastoral Care (Term 1)
Miss Makayla Samaeli	Acting Assistant Principal, Junior School Curriculum and Pastoral Care (Term 1)

### KAIHAUTŪ

Kaihautū have pastoral and student management responsibilities for their respective year level.

Parents wishing to contact the school about their child should, in the first instance, contact the Kaihautū.

Akaroa (Junior)	Richard Campbell	<a href="mailto:r.campbell@sanctamaria.school.nz">r.campbell@sanctamaria.school.nz</a>
Akaroa (Senior)	Joanne Al-Rubaie	<a href="mailto:j.al-rubaie@sanctamaria.school.nz">j.al-rubaie@sanctamaria.school.nz</a>
Hokianga (Junior)	Averil Hiddleston	<a href="mailto:a.hiddleston@sanctamaria.school.nz">a.hiddleston@sanctamaria.school.nz</a>
Hokianga (Senior)	Kieran Gutry	<a href="mailto:k.gutry@sanctamaria.school.nz">k.gutry@sanctamaria.school.nz</a>
Kororāreka (Junior)	Callum MacLeod	<a href="mailto:c.macleod@sanctamaria.school.nz">c.macleod@sanctamaria.school.nz</a>
Kororāreka (Senior)	Makayla Samaeli	<a href="mailto:m.samaeli@sanctamaria.school.nz">m.samaeli@sanctamaria.school.nz</a>
Waitematā (Junior)	Tilly Curham	<a href="mailto:t.curham@sanctamaria.school.nz">t.curham@sanctamaria.school.nz</a>
Waitematā (Senior)	Ash Bali	<a href="mailto:a.bali@sanctamaria.school.nz">a.bali@sanctamaria.school.nz</a>

### HEADS OF DEPARTMENT

Specific concerns about learning within a subject area should be directed to the classroom teacher in the first instance, and / or the relevant Head of Department.

Art	Jules Turner	<a href="mailto:j.turner@sanctamaria.school.nz">j.turner@sanctamaria.school.nz</a>	Ext 425
Careers	Lucy Rogers	<a href="mailto:l.rogers@sanctamaria.school.nz">l.rogers@sanctamaria.school.nz</a>	Ext 227
Digital Technologies	Mark Glasse	<a href="mailto:m.glasse@sanctamaria.school.nz">m.glasse@sanctamaria.school.nz</a>	Ext 253
Drama	Verna Oliver	<a href="mailto:v.oliver@sanctamaria.school.nz">v.oliver@sanctamaria.school.nz</a>	Ext 238
English/Media	Carol Du-Blom	<a href="mailto:c.dublom@sanctamaria.school.nz">c.dublom@sanctamaria.school.nz</a>	Ext 498
ESOL (TiC)	Amy Picot	<a href="mailto:a.picot@sanctamaria.school.nz">a.picot@sanctamaria.school.nz</a>	Ext 472
Languages	Amara Kevern	<a href="mailto:a.kevern@sanctamaria.school.nz">a.kevern@sanctamaria.school.nz</a>	Ext 254
Learning Pathways	Rachel Price	<a href="mailto:r.price@sanctamaria.school.nz">r.price@sanctamaria.school.nz</a>	Ext 263
Māori (Te Pou Arataki)	Averil Hiddleston	<a href="mailto:a.hiddleston@sanctamaria.school.nz">a.hiddleston@sanctamaria.school.nz</a>	Ext 237
Mathematics	Lorraine O'Carroll	<a href="mailto:l.o'carroll@sanctamaria.school.nz">l.o'carroll@sanctamaria.school.nz</a>	Ext 247
Music	Stuart Gibbs	<a href="mailto:s.gibbs@sanctamaria.school.nz">s.gibbs@sanctamaria.school.nz</a>	Ext 218
PE/Health	Nick James	<a href="mailto:n.james@sanctamaria.school.nz">n.james@sanctamaria.school.nz</a>	Ext 232
Religious Education	Kirstie Wearmouth	<a href="mailto:k.wearmouth@sanctamaria.school.nz">k.wearmouth@sanctamaria.school.nz</a>	Ext 221
Science	Shane Williamson	<a href="mailto:s.williamson@sanctamaria.school.nz">s.williamson@sanctamaria.school.nz</a>	Ext 219
Social Sciences	Sian Redwood	<a href="mailto:s.redwood@sanctamaria.school.nz">s.redwood@sanctamaria.school.nz</a>	Ext 411
Technology	Prue Rehu	<a href="mailto:p.rehu@sanctamaria.school.nz">p.rehu@sanctamaria.school.nz</a>	Ext 243
Years 7 and 8	Allison Croxford	<a href="mailto:a.croxford@sanctamaria.school.nz">a.croxford@sanctamaria.school.nz</a>	Ext 448



## SPECIAL CATHOLIC CHARACTER

The school's Special Character, based on Catholic Christian values, is given high priority and is integrated into all aspects of school life. Our Director of Religious Studies, Mr Omar Tamayo, has oversight of the Special Catholic Character of the College.

Mr Omar Tamayo	<a href="mailto:o.tamayo@sanctamaria.school.nz">o.tamayo@sanctamaria.school.nz</a>	Ext: 294
Ms Verna Oliver	<a href="mailto:v.oliver@sanctamaria.school.nz">v.oliver@sanctamaria.school.nz</a>	Ext: 238

## LEARNING SUPPORT (LEARNING PATHWAYS)

The Learning Pathways team is led by Mrs Rachel Price (SENCO). The College provides learning support for identified students and also provides special assessment conditions assistance for approved students undertaking NCEA. Students receiving such support are identified using the MOE and NZQA criteria. Mrs Price co-ordinates this support and directs the work of Teacher Aide assistance in classrooms.

Mrs Rachel Price	<a href="mailto:r.price@sanctamaria.school.nz">r.price@sanctamaria.school.nz</a>	Ext: 263
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## CAREERS

The Careers team is led by Mrs Lucy Rogers. The careers team provides guidance and advice for tertiary study, alternative pathways, and careers.

Mrs Lucy Rogers	<a href="mailto:l.rogers@sanctamaria.school.nz">l.rogers@sanctamaria.school.nz</a>	Ext: 227
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## ESOL

The teacher in charge of ESOL is Ms Amy Picot. Sancta Maria College has a robust process for identifying students requiring ESOL support. Ms Picot oversees this process and contacts families where any subsequent need to place students in ESOL classes is discovered.

Ms Amy Picot	<a href="mailto:a.picot@sanctamaria.school.nz">a.picot@sanctamaria.school.nz</a>	Ext: 472
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## GUIDANCE

Students/parents can make appointments in person or via email, but referrals can come from Kaihautū, members of staff and parents who have concerns. Please email either counsellor to make an appointment or drop into the Student Centre. Guidance Counsellors:

Ms Eleanor Purchase	<a href="mailto:e.purchase@sanctamaria.school.nz">e.purchase@sanctamaria.school.nz</a>	Ext: 286
Mr Colin Didier'Serre	<a href="mailto:c.DidierSerre@sanctamaris.school.nz">c.DidierSerre@sanctamaris.school.nz</a>	Ext: 299

## SPORT

The Sports team is led by Ms Charlotte McKell (Director of Sport), assisted by Mrs Leanne Farmer and Mr Brandon Scholtz (Sports Co-Ordinators) to help deliver co-curricular sport in the College.

Ms Charlotte McKell	<a href="mailto:c.mckell@sanctamaria.school.nz">c.mckell@sanctamaria.school.nz</a>	Ext: 217
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## FINANCE AND PROPERTY

Finance and Property teams are led by Mrs Margaret Littlejohn who can be contacted for issues of property and maintenance around the school, and issues concerned with finance such as school contributions, subject fees, hardship funds etc.

Mrs Margaret Littlejohn	<a href="mailto:m.littlejohn@sanctamaria.school.nz">m.littlejohn@sanctamaria.school.nz</a>	Ext: 202
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## ATTENDANCE

If your child is absent from school, please use *SchoolBridge* App to notify the College every day a student is absent alternatively email [attendance@sanctamaria.school.nz](mailto:attendance@sanctamaria.school.nz). Failure to do so will result in email or text message being sent to inform parents of unexplained absences.

### Support outside school hours

- Emergency Dial 111
- You can get support through your Doctor/General Practitioner
- Need to talk? Free call or text 1737 any time for support from a trained counsellor.
- Lifeline- 0800 543 354 (0800 LIFELINE) or free text 4357 (HELP)
- Healthline- 0800 611 116
- Suicide Crisis Helpline - 0508 828 865 {0508 TAUTOKO}
- Samaritans - 0800 726 666
- Catholic Social Service - 09 378 9650 Parish Contact Details
- Our Lady Star of the Sea - 09 534 8710
- St Mark's Parish - 09 5769759
- St Luke's Parish - 09 359 475

## WHAT HAPPENS IF I NEED MEDICAL ATTENTION?

The College's Sick Bay aims to deliver holistic and effective healthcare to students, so that they may function to the best of their capabilities – physically, intellectually, emotionally and socially.

### SCHOOL MEDIC

Mrs Maria Corboy [m.corboy@sanctamaria.school.nz](mailto:m.corboy@sanctamaria.school.nz) Ext: 283

**Location** – Main Reception

### OBTAINING AND STORING STUDENT MEDICAL INFORMATION

Essential information relating to a student's health will be obtained on enrolment and will be requested regularly e.g., going on camp or EOTC (Education Outside the Classroom). It is the parent's responsibility to keep the school informed of changing or new medical needs. All medication is securely stored at the Sick Bay and information is accessible to all relevant staff via KAMAR (student management system).

### PARENTAL CONTACT

Every effort will be made to contact parents in the event of any injuries or illness that requires outside medical attention or situations that cause concern. However, the priority of the College will always be to ensure that the student receives prompt and effective medical care.

### RECORDING INJURIES

Any injuries that require treatment, except for minor cuts and grazes, will be recorded through the school's Student Management System. Injuries that are deemed more serious will have an accident report form completed by the staff member who attended the injured or ill student.

### TREATING INJURIES OUTSIDE SCHOOL

Staff with EOTC responsibilities will receive Level 1 First Aid training. This is organised by the school medic. Appropriate medical and safety equipment will be available for treatment and use by staff. The stock is checked by the school medic.

## LEARNING SUPPORT – Learning Pathways

Mrs Rachel Price

[r.price@sanctamaria.school.nz](mailto:r.price@sanctamaria.school.nz)

Ext 263

LOCATION - Learning Support staff are in DG8, which is also utilised as a teaching space.

### INCLUSION

At Sancta Maria College, inclusive student-centred practices are promoted. We believe all students have the right to be educated with their peers, rather than in isolation. Those students with disabilities have the same rights and privileges as those students without disabilities.

### INDIVIDUAL EDUCATION PLANS [IEP]

All ORS funded students are supported with an IEP. The IEP process is consultative and collaborative. Parents, teachers, and other professionals meet to discuss progress, to set inclusive, educational, and social goals, and to problem solve.

### ORS FUNDED STUDENTS AND IN CLASS SUPPORT STUDENTS

Some students may qualify for ORS funding. This means they will be funded by the Ministry of Education for the time they are at school. Most students have a proportion of Teacher Aide time.

A further group of students receive an allocation of MOE funding. They are those with In Class Support. These students will have a designated Teacher Aide for 5 hours weekly. To maximize the impact of that support, these students should also have an IEP.

### TEACHER AIDES

A team of skilled Teacher Aides work in classrooms supporting students, individually and in small groups. Teacher Aides are directed by classroom teachers. Some Teacher Aides are allocated to a particular student, while others work with several individuals or groups. All our Teacher Aides bring many educational and other varied experiences upon which to draw.

### RTL B & CLUSTER

Resource Teachers of Learning and Behaviour (RTL B) are available to support our students. Sancta Maria College belongs to Cluster 11, supervised by Mrs Karen Eaton. Referral to RTL B is one possible outcome from a school referral.

### ASSESSMENTS

A wide number of assessment tools are owned by the College and can be administered in Learning Support. Assessments accessed depend on referral criteria.





## THE CAREERS DEPARTMENT

- Facilitate career decision making
- Provide career counselling to all year levels with a focus on Year 12 and 13
- Develop career programmes across all year levels
- Organise career opportunities for students including work experience, the Gateway Programme and STAR (taster courses)
- Assist staff and curriculum areas
- Co-ordinate trips and activities
- Assist students with scholarship applications
- Assist students in career planning so that they make a successful transition from school to tertiary or other work options.

We welcome enquiries from students and their parents or caregivers who need advice concerning their future career pathways.

### CAREERS STAFF:

**Lucy Rogers**

**Head of Department Careers and Transition**

BEEd (Tchg) Grad Cert Career Development

[l.rogers@sanctamaria.school.nz](mailto:l.rogers@sanctamaria.school.nz)

Ph 274-4081 Ext 227

**Lorian King**

**Gateway Coordinator**

Diploma in Career Guidance

[l.king@sanctamaria.school.nz](mailto:l.king@sanctamaria.school.nz)

Ph 274-4081 Ext 244



## LIBRARY

Library Hours: 8am till 4:30pm, Monday to Friday

- Students are not allowed to use devices in the main Library area during interval and lunchtime.
- Senior students may use laptops in the Quiet Room only, for individual study/homework purposes. The Quiet Room is for study only: students cannot text, make phone calls, play games, watch videos or listen to music.

## PEER SUPPORT PROGRAMME, TE AKA TAUTOKO AKONGA

The Peer Support programme or Te Aka Tautoko Akonga, is a personal development programme for secondary students, led by senior students. The programme develops a range of life skills that include communication, relationship and leadership skills which enable the Peer Support Student Leaders to provide emotional and moral support to younger peers. This raises the self-esteem and confidence of younger peers at a time of change when they may be vulnerable. It also serves as an important platform for our student/peer relationship building and mentoring between the Peer Support Student Leaders (Year 11 and 12s) and their younger peers (Year 7s and 8s). It allows students to become aware of the needs and feelings of others and help them to develop a sense of responsibility for each other that embraces our school's Special Character and values.



2024 Year 12 Peer Support Leaders

Year 11 Peer Support Student Leaders *mentor* Year 7 Homeroom Students  
Year 12 Peer Support Student Leaders *mentor* Year 8 Homeroom Students





### **STYMIE - It takes courage to say something.**

Stymie empowers young people to ask for help when they need support, or if they are seeing or experiencing harm.

Stymie provides online reporting for schools. Encrypted, anonymous notifications are delivered within seconds to authorised recipients, who respond according to their wellbeing framework. The notification provides the option to include screenshots or images that validate the notification.

Suicide ideation, discrimination, anxiety, depression, bullying, self-harm, physical fights, sexual assault, family violence and illegal activity are reported using Stymie.

Our purpose is to support psychological safety by empowering young people with the self-belief that they can #saysomething on behalf of themselves or as a bystander for someone else.

### **Student Procedure**

1. All STYMIE's must be filled out as accurately and contain as much detail as possible including First and Last names of students concerned.
2. All STYMIEs are managed and filtered by the principal account holder. Any STYMIE shared where a student is at high risk of harm or danger parents will be notified and any relevant support agencies.
3. The principle account holder will forward the STYMIE to the relevant staff member responsible for the student or students mentioned in the STYMIE.
4. All STYMIEs are investigated, gathering as much evidence as possible from all relevant parties.
5. Once STYMIE has been investigated the staff member responsible for carrying out the investigation will be in contact with the parents and will also inform them of any consequences for behaviour that falls outside of the College's expectations.
6. All details entered on KAMAR or Counsel Pro (Counsellors only)

<https://stymie.co.nz/>

### **GOODSPACE**

*GoodSpace* Schools is a schoolwide support system that empowers school teams to create positive environments where every student can overcome wellbeing challenges and achieve their best learning outcome.

Sancta Maria College students will take part in a wellbeing screening survey called *GoodSpace*. The data is used to help tailor preventative support for students as well as identify approaches to help assist students. All data gathered is confidential and is managed by the school guidance counsellors. Any concerns that are raised through the survey will be shared in consultation with the student.

<https://www.goodspaceschools.com/>





## THE YEAR 7 FRIENDS HEALTH EDUCATION

The FRIENDS programme is based on Cognitive Behaviour Therapy (CBT) based programme, endorsed by the World Health Organisation, as best practice for the prevention and treatment of anxiety and depression, promoting resilience in families, schools and communities.

The FRIENDS programme at Sancta Maria College is integrated into the Year 7 Health and Physical Education course. FRIENDS programmes have shown to be effective in reducing reported anxiety and depression symptoms and increasing resilience, self-confidence, self-efficacy, self-esteem, and social emotional skills. They have also been shown to improve peer relationships and positive attitudes towards learning and the school environment generally.

The FRIENDS programme has a firm theoretical and evidence basis. The theoretical model for the prevention and early intervention of anxiety and depression addresses attachment (emotions), physiological (body), cognitive (mind), and learning (behaviour) processes, which interact with the development, experience, and maintenance of anxiety.

### WHAT DOES “FRIENDS” STAND FOR?

FRIENDS is an acronym that helps children remember the strategies taught that can be used to effectively manage anxiety:

- F** Feelings (empathy training and self-regulation)
- R** Remember to relax (relaxation and mindfulness strategies)
- I** I can try my best (changing unhelpful to helpful thinking)
- E** Explore Coping Step Plans and strategies for finding helpful solutions (choosing thumbs up actions instead of thumbs down actions)
- N** Now reward yourself for trying your best (choosing interpersonal rather than material rewards)
- D** Don't forget to practice (choose to use the FRIENDS skills and give back to the community)
- S** Stay calm (values-based role models and support networks)

Here is a link to this programme [Friends Resilience](#)



## SPORTS, CULTURAL AND COMMUNITY ACTIVITIES

It is a professional expectation that all teachers are involved in supporting the Co-curricular activities of the College.

All students are encouraged to participate in up to three extra-curricular activities during the year, ideally one sport, one cultural and one community/service.

### SPORTS

Netball  
Athletics  
Badminton  
Basketball  
Cricket  
Softball  
Hockey  
Swimming  
Orienteering  
Rugby  
Football  
Tennis  
Triathlon Series  
Yachting  
Gym-sports  
Ultimate Frisbee  
Touch Rugby  
Tag  
Volleyball  
Archery  
Golf  
Snow Sports  
Squash  
Table Tennis  
NZAIMS Games  
NZSS Tournaments

### CULTURAL

Orchestra  
Concert Band  
Jazz Combos  
Duke of Edinburgh  
Debating  
Kapa Haka  
Choir  
AV Tech Crew  
Production  
Inter-Cultural Committee  
Cultural Festival Committee  
Origami Club  
Anime Club

### COMMUNITY (SERVICE)

Caritas  
News centre  
SMC Vinnies  
SADD  
Worship Band  
SVDP Rest Home Visit  
Wellbeing Ambassador  
Librarian  
SVDP Hospice Group  
CSYMI  
Eucharistic Ministry  
Ministers of the Altar  
Lectors Guild  
Peer Support



## SPORTS CODE OF CONDUCT

The following codes of conduct represent a general philosophy that should be supported by all people involved in school sport. Our programme covers a wide range of ages, and the underlying philosophy of fair play is important for everyone regardless of their level. Above all else, be a positive role model as you represent Sancta Maria College in sport.

### Officials

- Uphold our school's Catholic values through sport at all times.
- Control the game in a fair and positive manner.
- Be consistent and objective in your rulings.

- Help players learn the rules by explaining decisions where appropriate.
- Encourage fair play and do not tolerate foul play of any kind.

### **Players**

- Uphold our school's Catholic values through sport at all times.
- Play to the laws of the game.
- Be committed to your team – attend all practices and matches.
- Wear the designated uniform for your sport.
- Respect the facilities and equipment of your school and other venues.
- Never argue with officials and control your temper at all times.
- Work equally hard for yourself and your team.
- Be a good sport – applaud all good play whether by your team or your opponent.
- Remember the goals of the game are to have fun and improve your skills.
- Use appropriate and acceptable language.
- Thank the opposition, officials and supporters at the end of the game.
- Respect the rights, dignity and worth of all participants.
- Follow all school rules when representing Sancta Maria College.

### **Coaches and Managers**

- Uphold our school's Catholic values through sport at all times.
- Treat all young people equally and ensure they feel valued.
- Create an enjoyable environment in which to play the game.
- Implement an effective substitution system to allow equitable playing time within your team. Players cannot improve without the opportunity of a reasonable amount of match practice.
- Positively reinforce the actions of players.
- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions and using safe methods at all times.
- Develop team respect for officials.
- Insist on fair play, discipline and encourage sportsmanship.
- Use appropriate and acceptable language.

### **Spectators and Supporters**

- Uphold our school's Catholic values through sport at all times.
- Applaud the performance of both teams.
- Acknowledge the efforts of the officials and be positive towards them.
- Let the players play their game, not your game.
- Praise effort and results.
- Set an example for the players.
- Use appropriate and acceptable language.
- Encourage all participants to play within the rules of the game.
- Display self-control on the side-line.
- Show appreciation to coaches and officials who facilitate the game.
- Remember young people play sport for their satisfaction not yours.

SPORTS UNIFORM: WHICH UNIFORM TO WEAR

MULTI SPORTS OPTIONAL OUTERWEAR

SANCTA MARIA COLLEGE



Blast Fleece Hoodie

Sport Jacket

Windbreaker



Tapered Track Bottom



Technical Leggings



Pom Pom Beanie

MULTI SPORTS OPTIONAL T-SHIRTS

SANCTA MARIA COLLEGE



Multi Sports T-Shirt - Unisex



Multi Sports Long Sleeve T-Shirt - Unisex



## BAGS

## SANCTA MARIA COLLEGE



Backpack



Duffel Bag

## ATHLETICS

## SANCTA MARIA COLLEGE



Athletics Singlet



Multi Sports Shorts



Pro Shorts



Crew Socks

# BASKETBALL

# SANCTA MARIA COLLEGE



Basketball Jersey



Multi Sports Shorts



Crew Socks

# FOOTBALL / HOCKEY

# SANCTA MARIA COLLEGE



Multi Sports T-Shirt - Unisex



Multi Sports Shorts



Sport Long Socks

# NETBALL

# SANCTA MARIA COLLEGE



Netball Dress



Pro Shorts



Crew Socks

# RUGBY

# SANCTA MARIA COLLEGE



Rugby Jersey



Rugby Shorts



Sport Long Socks

## VOLLEYBALL / BADMINTON / ORIENTEERING SANCTA MARIA COLLEGE



Multi Sports T-Shirt - Unisex



Multi Sports Shorts



Crew Socks

[Click this link](#) to view the Sports Uniform guidelines and pricing.



## ENRICHMENT AND EXTENSION ACTIVITIES: ABLE AND AMBITIOUS PROGRAMME

Sancta Maria College offers a range of enrichment and extension activities as part of an Able and Ambitious programme. Check the website for updates.

Term One			
Term One and Two	Kids Lit Quiz School Comp	Junior	Mrs O'Rorke (Library)
March	Ethics Olympiad Coaching Session	Senior	Mrs Redwood / Mrs Sullivan
Term One and Two	Readers' Cup	Junior	Mrs O'Rorke (Library)
Term One and Three	Biology Olympiad	Senior	Mr Williamson
Terms One and Two	Debating	Junior and Senior	Ms Du-Blom
Term Two			
Full year	Mathematics Extension	Junior	Mr Schollum/ Mrs O'Carroll
All term	E-Pro8	Junior	Mrs Croxford
May	East Auckland Chess Competition	Junior	Mr Schollum
May	Kids Lit Quiz Auckland Comp	Junior	Mrs O'Rorke (Library)
20 May	Senior Ethics Olympiad	Senior	Mrs Sullivan/ Ms Redwood
Term Three			
August	Academy Learning 'Stretch for Curious Minds' *Christchurch TBC	Junior and Senior	Mrs Sullivan
August	Art in the Dark	All levels	Ms Simmons Ms Turner
August	Auckland Zine Fest	All levels	Ms Simmons Ms Turner
	Science Fair	Junior	Mr Williamson Mrs Curham
August	Pat Hanly Awards	Senior	Ms Simmons Ms Turner
August	School Mathex	Junior	Mr Schollum / Mrs O'Carroll
August	Year 11 Maatangi Whenua Geography Quiz	Senior	Mr Rimamate
August	Auckland Mathex	Junior	Mr Schollum / Mrs O'Carroll
August	Walk the Line (Fashion)	Senior	Mrs Rehu
September	Focus 23 Art	Senior	Ms Simmons Ms Turner
Term 2 (end of)	Kiwi Science	Junior	Mrs Croxford
Week 10	Kiwi Maths	Junior	Mrs Croxford
Week 10	Kiwi English	Junior	Mrs Croxford
November	Junior Ethics Olympiad	Junior	Academic Prefects & DP
October	E-Velocity pilot scheme	Year 11	Mr Kathnaur

# COLLEGE BEHAVIOURAL EXPECTATIONS

In any community, standards must be established so members can all work together harmoniously. The school believes in discipline that is firm yet just, which is administered with understanding and with the welfare of the whole school community in mind; it looks to parents/caregivers for support in its efforts to provide an environment in which all students feel safe.

**Acceptance of the school expectations, standards, and discipline is a condition of enrolment.**

## FOR WHAT SORTS OF UNWANTED BEHAVIOUR IS A STUDENT LIKELY TO RECEIVE CONSEQUENCES?

- Disrespect for others, self, or property
  - All types of verbal, physical, cyber harassment/bullying that may cause, or have potential to cause harm to any individual or group, or any discrimination based on abilities, religious affiliation, race, gender, or sexuality. This includes direct, indirect, or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
  - Property misuse (including technology misuse) - using their own or others property inappropriately (at the wrong time or for the wrong purpose). This includes inappropriate use of ICT (including mobile devices / phones) and/or not adhering to the Digital User Agreement.
- Defiance / Disobedience / Non-compliance.
- Disruption of learning of oneself or others.
- Inappropriate physical contact.
- Inappropriate language or behaviours: Rude or abusive language or gestures to other students/staff/members of the public.
- Incorrect uniform or appearance standards.
- Being late to class or to school.
- Not having the correct materials / equipment for learning / activities.
- Dishonesty, lying, concealing, or failing to tell the whole truth, including forgery.
- Truancy / being out of bounds.
- Damaging (vandalism) or stealing property (theft).
- Being aggressive or confrontational.
- Physical, verbal violence / assault.
- Possession or use of items that have the potential to cause harm or damage or cause offence – including tobacco, vapes/regulated products, alcohol, weapons, lighters, offensive images, harmful/banned drugs or substances, or replicas or substitutes for any such items or substances (that may be misconstrued as being harmful), e.g., replica weapons, vaping products, cigarettes, etc. (This includes all school events such as EOTC, School Balls, School transportation, etc.)
- Items deemed harmful, likely to detrimentally affect the learning environment or likely to endanger safety will be confiscated and will not be returned to students or parents. (This includes all school events such as EOTC, School Balls, School transportation. etc).

## CONSEQUENCES FOR UNWANTED BEHAVIOUR

- Investigation (statements, etc.) as required
- Contact parents/caregivers
- Meeting parents/caregivers
- Restorative conversations / meetings / conferences
- Daily report
- Behaviour agreement
- Guidance team referral
- Removal of privileges
- Community Service
- Referral to the Principal to consider stand down or suspension

## STAND DOWNS AND SUSPENSIONS FROM COLLEGE

A student involved in continued disobedience (repeated misbehaviours) or gross misconduct (unacceptable / serious behaviour that is a dangerous or harmful example or could cause harm to themselves or others) may be stood down or suspended by the Principal (or person with delegated authority). (Section 14(1) / 14(2) of the Education Act 2020).

1. A **Stand-down** is the formal removal of a student from school for a specified period, not exceeding 5 school days in any one term and 10 days in total that year.
2. A **Suspension**: should a student either exhaust their 5 days in one Term or 10 days of stand-down in a year and/or engage in serious misbehaviour, the student may be suspended from college. A suspension is also the formal removal of a student from school until the Board of Trustees decides the outcome at a suspension hearing that must be held within 7 school days.

The Board of Trustees Disciplinary Committee considers the misconduct and can make one of four decisions: reinstate, reinstate with conditions, extend the suspension conditionally or exclude the student (if under 16 years), or expel the student (if over 16 years of age). Students who are stood down or suspended may be required to attend College for counselling or to access an individual educational programme being provided during the period of stand-down or suspension, where appropriate.

### NATURAL JUSTICE

Section 27(1) of the New Zealand Bill of Rights Act 1990 gives everyone the right to natural justice. Natural justice requires all people or organisations performing a public judicial function – such as teachers, principals and school boards of trustees – to observe certain principles of fairness.

### WHAT ARE THE PRINCIPLES OF NATURAL JUSTICE IN RELATION TO STUDENT DISCIPLINE IN SCHOOLS?

In relation to schools, it means that students must be treated fairly, and decisions that affect their rights (such as a suspension) should be made using fair procedures. The principles of natural justice have also been incorporated into specific rules in the Education Act 2020 and the Education Stand-Down, Suspension, Exclusion & Expulsion rules.

## RESTORATIVE PRACTICES AT SANCTA MARIA COLLEGE

Sancta Maria College is committed to building and growing healthy relationships between all members of the College community. We believe that positive relationships and a demonstrated ethos of care are integral to the creation of a strong learning environment where collaboration, cooperation and negotiation are fundamental components. The use of a restorative practices methodology when resolving conflict, restoring relationship difficulties, or repairing harm reflects a commitment to the core value of respect, a belief in accountability and an acceptance of responsibility for our actions. An enormous body of research supports this methodology which is underpinned by the following core tenets:

- Wrongdoing is harmful to people and to interpersonal relationships
- Damage to people or to interpersonal relationships creates responsibilities
- Responsibilities for one's wrongful actions means putting right the wrongs, or fixing the harm that has been done

## RESTORATIVE PRACTICES AT SANCTA MARIA COLLEGE

Restorative Practices can take place in any setting and in many forms, ranging from a restorative chat, an informal discussion, a structured conversation, a class meeting, or a full conference.

All restorative conversations – whether unstructured or structured, draw from the following questions:

1. **What happened? (Telling the story)**
  - What were you thinking at the time?
  - What have you thought about since?
  - What did you have control over?
  - If there were a video camera on the wall, what would it have seen?
2. **Who do you think has been affected? (Exploring the harm)**
  - Who has been affected? In what ways?
  - Was this fair or unfair?
  - Was this the right or wrong thing to do?
  - Tell me more about that?
3. **What do you need you do to put things right? (Repairing the harm)**
  - What else might need to happen?
  - How will this happen, tell me more about this?
  - When can this happen?
  - What exactly are you saying sorry for?
4. **How can we make sure it doesn't happen again? (Moving forward)**
  - What do you need to stop doing/start doing/stay doing?
  - What are your goals to move forward?
  - What do you need to do to reach these goals?
  - What other support do you need?
  - What will happen if this occurs again?

The approach focuses on the relationships which have been harmed by misconduct and how these relationships can best be restored. This involves the student “making things right” and putting strategies and support in place to minimise the chances of the behaviour reoccurring. Using restorative practices allows those that have been impacted to have a voice and aid in creating a fair outcome for all.





# SCHOOL UNIFORM

## JUNIOR UNIFORM (Years 7 - 10)


Skirt & Trouser Set	Short & Trouser Set
<ul style="list-style-type: none"> <li>• Skirt – navy regulation</li> <li>• <b>Tailored or fitted trousers – term 2 &amp; 3 only (new)</b></li> <li>• Blouse – blue short sleeved</li> <li>• Jumper – navy wool</li> <li>• Sandals – McKinlay (Safari black) or Roman sandals (black). Term 1 &amp; 4 only</li> <li>• Shoes - black leather lace up school shoes (no slip-ons, street or sports shoes permitted)</li> <li>• Socks – school navy blue ankle socks</li> <li>• Jacket – navy junior school jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts – navy regulation</li> <li>• <b>Tailored or fitted trousers – term 2 &amp; 3 only (new)</b></li> <li>• Shirt – blue short sleeved</li> <li>• Jumper – navy wool</li> <li>• Sandals – McKinlay (Safari black) or Roman sandals (black). Term 1 &amp; 4 only</li> <li>• Shoes - black leather lace up school shoes (no slip-ons, street or sports shoes permitted)</li> <li>• Socks – school navy blue ankle socks</li> <li>• Jacket – navy junior school jacket</li> </ul>

## SENIOR UNIFORM (Years 11 – 13)

Skirt Set	Fitted Trouser Set
<ul style="list-style-type: none"> <li>• Skirt – navy regulation</li> <li>• Blouse – blue <math>\frac{3}{4}</math> sleeve</li> <li>• Fitted Blazer</li> <li>• Shoes - black leather lace up school shoes with dress black socks or black leather loafers with invisible socks (no slip-ons, street or sports shoes permitted)</li> <li>• Opaque navy blue stockings (60+ Denier)</li> <li>• School scarf (optional)</li> <li>• School Cardigan – wool (optional)</li> <li>• School tie</li> </ul>	<ul style="list-style-type: none"> <li>• Fitted (slim fit) trousers</li> <li>• Shirt – blue <math>\frac{3}{4}</math> sleeve</li> <li>• Fitted Blazer</li> <li>• Shoes - black leather lace up school shoes with dress black socks or black leather loafers with invisible socks (no slip-ons, street or sports shoes permitted)</li> <li>• School scarf (optional)</li> <li>• School Cardigan – wool (optional)</li> <li>• School tie</li> </ul>
Regular Fit Trouser Set	Senior School Formal Set
<ul style="list-style-type: none"> <li>• Regular fit trousers</li> <li>• Shirt – long sleeved</li> <li>• Regular Blazer</li> <li>• Shoes - black leather lace up school shoes with dress black socks or black leather loafers with invisible socks (no slip-ons, street or sports shoes permitted)</li> <li>• Opaque navy blue stockings (60+ Denier)</li> <li>• School scarf (optional)</li> <li>• School vest – wool (optional)</li> <li>• School tie</li> </ul>	<ul style="list-style-type: none"> <li>• Regular fit, fitted trousers or navy skirt (regulation school)</li> <li>• Shirt or blouse – blue <math>\frac{3}{4}</math> or long sleeved</li> <li>• Blazer – regular or fitted</li> <li>• Shoes - black leather lace up school shoes with dress black socks or black leather loafers with invisible socks (no slip-ons, street or sports shoes permitted)</li> <li>• School tie</li> </ul>

ACCESSORIES	WET/COLD WEATHER
<ul style="list-style-type: none"> <li>• The only jewellery that students are allowed to wear are one pair of small plain gold or silver ear studs worn in the lower earlobe, watch and necklace with a cross or taonga.</li> <li>• Clear plastic spaces are permitted to keep recent piercings open.</li> <li>• Tattoos and tongue studs are NOT permitted.</li> <li>• Only blue, navy, white or black hair bands may be worn. Claw Clips are not to be worn.</li> <li>• Nail polish, make-up, or tinted moisturiser are NOT permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• In Terms 1 and 4 the school jacket may be worn in the morning without a jersey underneath.</li> <li>• Any school sports or leavers apparel are not permitted to be worn as part of the school uniform unless otherwise specified by Senior Leadership.</li> <li>• Regulation junior school jackets hard shell (launched in 2019). Previous designs are no longer permitted.</li> </ul>


Please see the junior and senior school uniform sets below:




# SANCTA MARIA COLLEGE


## Uniform Guide

**Junior Uniform**  
Junior: Years 7 - 10



**Senior Uniform**  
Senior: Years 11 - 13





**PE Uniform**

ALL Year Levels

## UNIFORM EXPECTATIONS

- Boys' shorts must be always worn tidily.
- Boys' shirts must be always tucked in. This includes during interval and lunchtime. If students wish to play a sport they must change into their PE uniform.
- Boys' socks are always worn up.
- Girls' skirt hemlines must be on the kneecap.
- Girls' blouses are not to protrude below the bottom of the jerseys.
- Top buttons of shirts or blouses are to be always done up.
- T-shirts are not permitted under school shirts.
- Any clothing worn under the uniform must not be visible.
- Regulation footwear must be always worn.
- Shoes are to be clean, polished and properly always tied.
- Sports shoes can be only worn in the gymnasium and on artificial turf
- Hair must be neatly presented and off the face. Fringes must be above eyebrows.
- No part of a hair style should be shorter than a number 2.
- No extreme hairstyles (e.g. shaved head, shaved patterns, undercut, dreadlocks, mohawks) or unnatural colours (e.g. dyed, two tone, streaks).
- Hair that is below the bottom of the collar is to be always tied back.
- Gel may only be used to keep hair down, not to sculpture it or stand it up.
- Boys are to be always clean shaven.
- Scarves are optional but only the school scarf can be worn and only during Terms 2 and 3.

We ask parents to support the College by ensuring your child/ren have the correct uniform and help them take responsibility for their appearance by wearing the uniform correctly. These regulations apply when students are at school, representing the school or commuting to and from school.



## COLLEGE UNIFORM SHOP

### Opening Hours

Tuesdays and Wednesday	8.00am-9.00am
Thursdays	2.30pm-6.00pm
First Saturday of the month	9.00am-12.00 noon

The shop will be closed during the School Holidays.

If you have any questions regarding the school uniform or wish to volunteer in the Uniform Shop, please contact Dianne Guinan: Phone: (09) 272 5601 Email: [uniformshop@sanctamaria.school.nz](mailto:uniformshop@sanctamaria.school.nz)

### Prestidges, formerly Elizabeth Michael Uniforms

[uniforms@prestidges.co.nz](mailto:uniforms@prestidges.co.nz)

[Home - Prestidges Uniforms](#)

65 New North Road, Eden Terrace  
Auckland - (09) 358 1680

### Opening Hours:

Mon to Thurs:	9am to 5pm
Friday:	9am to 4pm
Saturday:	9am to 12pm





## DIGITAL DEVICES

All Year 7 to 13 students are asked to bring their own digital device to Sancta Maria College.

At Sancta Maria College, we want to provide 21st century learning experiences using online tools and access to 'own devices' to communicate, collaborate and create new knowledge and understanding.

The digital device will be used to support learning by allowing students to use online resources such as *Office 365* and *Schoology*. We will also maintain elements of work with pen and paper as we believe that this is important for students.

### WHAT DIGITAL DEVICE DO YOU RECOMMEND?

One of the many realities in a school environment is that students require a lightweight, highly portable device with a long battery life. Students must carry their device from class to class and will not be able to rely on having an opportunity to recharge their device during the day. In addition to this, the device must also be wireless capable, have a good warranty and be robust. This means that the build quality of the device must be high. A hard case is also recommended.

This is a significant factor behind Sancta Maria College recommending computing devices. If you are going to buy a device for your child, we would recommend a Windows 10 or MacOS X device with a 13.3" display, a core i5 processor or better and at least 4GB of RAM. Chromebooks and tablets are not recommended as they are restrictive and do not integrate well with our online learning environment.

Minimum specifications for a notebook are:

- Screen size: 13 inch or larger
- Processor: Core i5 recommended
- RAM: 4GB (8GB recommended)
- Built in wireless

Smart phones do not have the functionality required and are not part of the BYOD programme.

### WHEN CAN I USE MY DIGITAL DEVICE AT DURING SCHOOL?

Guidelines for the use of digital devices at Sancta Maria College.

- Devices may be used before school up until the first bell at 8.40am. From that point, they must be switched off.
- Students may use their digital devices during class-time, although, only with permission from their teacher, and only for what the teacher deems 'educationally sound' purposes. Valid uses may include researching, listening to lectures or podcasts, using specifically approved apps, viewing specific videos linked to learning etc.
- Students are not to use digital devices on school grounds at interval or lunchtime.
- Students may use devices in the library during interval and lunchtime, but only for study/homework purposes. They may not text or make phone calls or play games or watch videos or listen to music.
- On leaving the school grounds at the end of the day, we ask that students wait until they have left the College before using their digital devices.
- Students who need to check messages from parents may do so **ONLY** at the Student Centre. The student must be physically present inside the Student Centre and have received permission from one of the Kaihautū or receptionists.

## CYBER SAFETY

Any objectional online behaviour that occurs outside school hours or via apps blocked by Sancta Maria College are not the responsibility of the College. This is the responsibility of the parents/caregivers. If you feel there is a breach of the Harmful Digital Communications Act 2015, then you need to report this to Netsafe and/or NZ Police.



The measures to ensure the Cyber Safety of Sancta Maria College's staff and students are based on our values as expressed in the school's Charter.

The school's computer network, internet access facilities, computers, and other school ICT equipment/devices, and student-owned devices bring great benefits to the teaching and learning programmes at Sancta Maria College, and to the effective operation of the school. Our school has Cyber-safety practices in place, which include User Agreements for all school staff and students.

The goal of the school in this matter is to create and maintain a Cyber-safety culture which as well as legislative and professional obligations is in keeping with the values of the school, as well as legislative and professional obligations.

This Cyber Safety Agreement includes information about your obligations and responsibilities, the school's expectations and the nature of possible consequences associated with Cyber safety breaches which undermine the safety of the Sancta Maria College environment.

All students will be issued with a Cyber Safety Agreement and once signed and returned to school, students will be able to use the school ICT equipment/devices, student-owned devices, and have access to the school's internet service.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for approved educational purposes appropriate to the school environment only. This also applies to accessing the internet through any device whilst at school or during any school-related activity.

**View the BYOD information [HERE](#)**

# SANCTA MARIA COLLEGE CELL PHONE GUIDELINES

We do not recommend that students bring cell phones to school. Cell phones are not necessary to have during the day. However, we understand that some parents/caregivers want their children to have a phone to communicate with them after school.

If a student does bring a phone to school, the following guidelines apply:

- The school does not accept responsibility for lost, damaged, or stolen phones.
- If students choose to bring a cell phone, it must be switched to 'silent' and left in the student's school bag between the first bell at 8.35am and the end of the school day 3.15pm. This ensures that the phone is not a distraction to students or teachers during classes. The school has a consistent process to be followed in every class around the management of this.
- If a staff member observes a student with a cell phone during class time or during break times the student must hand it to the staff member immediately when asked. The cell phone will be kept at the Student Centre and can be collected by the student at the end of the school day. Consequently, the student will receive an after-school detention.
- If cell phones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member.
- Students may take a cell phone on EOTC activities under the supervising staff member's conditions. These guidelines and other relevant school policies will apply.
- In an emergency, parents should contact the school who will ensure a staff member quickly conveys a message to students. Students falling ill during the day must report to the Main Reception, who will contact parents/caregivers.
- If a parent/caregiver needs to contact their child during the day, they may call or email the student centre.

## CONSEQUENCES:

- A cell phone can be confiscated by staff on reasonable grounds if the student does not follow the school guidelines, in which case the phone will be taken to the Student Centre for collection by the student at the end of the school day.
- **Continued violation** of the cell phone guidelines results in a parent/student meeting with the Kaihautū or Deputy Principal and becomes a persistent defiance / continued disobedience disciplinary issue.

## INAPPROPRIATE CELL PHONE USE DURING SCHOOL HOURS:

If a student is observed using a cell phone inappropriately during school hours, it will be confiscated, and a parent must pick up the cell phone from the office. If possible, students should lock their cell phone before handing it to staff. Inappropriate use of a cell phone may include:

- any sort of bullying, e.g. disrespectful messages about staff or other students
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content
- disrupting the classroom learning that is taking place or other students learning

The school will follow its discipline procedure of interviewing, collecting statements and notifying parents of the results of the investigation. There will then be a decision made on consequences in relation to the level of behaviour and responsibility of the students involved.

## GUIDELINES FOR PARENTS

### INAPPROPRIATE CELL PHONE USE OUTSIDE OF SCHOOL HOURS:

Parents are responsible for their children outside of school hours. We encourage parents to have clear rules around cell phone use at home and to encourage students to be the same person online or in person. We also encourage parents to monitor passwords, control Wi-fi use overnight and be engaged with what their children are consuming and creating online.

If there is an incident involving Sancta Maria College students that has occurred online outside of school hours, we encourage you to reach out to the other student's parents in a calm manner to inform them of what has happened. Work together to find a solution to the behaviour/incident.

If the behaviour is in breach of the *Harmful Digital Communications Act 2015* we encourage you to contact *Netsafe* or the NZ Police and report it.

Both *Netsafe* and *The Parenting Place* have great resources on raising digitally responsible teens.



## FINANCIAL CONTRIBUTIONS 2025

	<b>Years 7/8</b>	<b>Years 9-13</b>
Diocese Attendance Dues	\$532**	\$1,080 **
Proprietors Contribution	\$355	\$355
Special Character	<u>\$60</u>	<u>\$60</u>
	\$947	\$1,495
SMC Financial Contribution	<u>\$1,300</u>	<u>\$1,300</u>
	\$2,247	\$2,795

\*\* This amount is set from the Diocese and is subject to change each year.

Family discount of \$100 applies if three (3) or more children attend Sancta Maria College.

Please set up your automatic payment for the financial contributions via internet banking to commence at the beginning of February. You will be issued with your school financial account at the start of February which will include your other activities and charges. However, please commence your automatic payments as soon as possible to ensure that your account is clear at the end of the calendar year. If you would like some assistance with calculating your amounts please email: [j.clarke@sanctamaria.school.nz](mailto:j.clarke@sanctamaria.school.nz)

**Sancta Maria College : 12-3233-0126097-02**

***[please include your child's full name as reference]***

Please remember, part of your acceptance of a place for your child at Sancta Maria College is your commitment to meet all of the financial contributions.

The College can only continue offering the high standard of education and be fully resourced if all parents pay their full financial contributions and all subject and activity charges. Thank you for your full co-operation and support.

Details of each component are detailed as below:

### **Attendance Dues**

Attendance Dues are a compulsory payment under the terms of the Private Schools Conditional Integration Act 1975 and a condition of enrolment at Sancta Maria College. Attendance Dues are charged for all students who attend Catholic Schools in New Zealand.

Attendance Dues are used to repay loans for building works done at schools in the Auckland Diocese, property-related costs including school building works, buildings insurance and costs directly associated with the administration of Attendance Dues.

Attendance Dues are collected by Sancta Maria College on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. These are forwarded to the Auckland Common Fund Limited, a company established by the proprietors of Catholic-integrated schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

More information is available from the Cashier in the school office on Attendance Dues or if you need any assistance.

*This portion does not qualify for the Donation Income Tax Rebate.*

**The contributions detailed below show the GST-exempt portion which qualifies for the Donation Income Tax Rebate.**

**A Donation Tax Receipt is automatically emailed but is also available on request.**

### **Special Character**

This contribution provides the main source of funding for all services provided to Sancta Maria College by the Catholic Education Services Board. No contributions are made by the Government for these services. The Catholic Education Services Board assists schools to provide a Catholic education for your child through the preservation and enhancement of the Catholic Special Character in our schools. *This contribution is GST exempt: tax deductible.*

### **Proprietors Contribution**

This contribution is forwarded to the Auckland Catholic Diocese for the on-going capital works development of Sancta Maria College. *This contribution is GST exempt: tax deductible.*

### **Sancta Maria College Financial Contribution**

This is required by the Sancta Maria College Board of Trustees to cover a wide range of costs that are not met by the Ministry of Education. This contribution is to cover extra resources for the benefit of students including additional staffing, co-curricular sports and musical equipment, additional curriculum learning equipment and materials such as digital resources, subsidising school Yearbook, and any other expenditure on behalf of the students as may be approved by the board. This contribution is subject to change should the Board see fit to alter it.

*This contribution is GST exempt: tax deductible.*

### **Subject and Activity Fees**

At the start of each year students will be charged for various activities and subject fees which involve a take home component for the options they have chosen. These are outlined on the course outline booklet provided to the student at the time of choosing subjects for the following year. Separate invoices are issued for these charges and are to be paid for by the date specified on the invoice. Other activity charges will be added as they are advised by various departments throughout the year.

### **Learning Enhancement Platforms**

Students are offered various learning enhancement platforms to enable them to access licenses to learning platforms both at home and at school. A separate sheet outlines each of these online resources which are highly recommended as valuable educational tools.