

# *Sacred Heart College*

## *Lower Hutt*



A.M.D.G

## **INTERNATIONAL STUDENT HANDBOOK**

### **CHARTER MISSION STATEMENT**

Sacred Heart College provides a Catholic education that encourages each student to aim for excellence and to pursue her full potential.

### **HISTORY OF THE COLLEGE**

Sacred Heart College was established by the Sisters of Our Lady of the Missions in 1912 and was the first secondary school to be opened in the Hutt Valley. It was originally sited in High Street on the property known as Margaret Street. In 1957 the school shifted to the existing site in Laings Road. In May 1980 it became the first Catholic secondary school to be integrated.

Sacred Heart offers an education with a special Catholic character, and seeks, through the general school programme and in its religious instruction and observances, to exercise the right to live and teach the values of Jesus Christ as expressed in the Catholic Church. These values permeate the total daily life of the school, and involve teachers, students and parents. The whole reason for the College's existence is that it aims to prepare young women not only for this life but for the next. It is hoped that in the Catholic atmosphere of the College the individual girl will become the Christian woman she is capable of being, and the Virtue and Knowledge represented by the V.K. on the College monogram will become an integral part of each student's life.

**Chairperson of Trust Board: BILL DAVIES**  
**Chairperson of Board of Trustees: RICHARD TE ONE**  
**Principal: MARIA POTTER**

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# IMPORTANT CONTACT INFORMATION

## **Sacred Heart College**

65 Laings Road

Lower Hutt 5010

Telephone: (04) 566 1089

Fax: (04) 587 1776

Email: [college@sacredheartcollege.school.nz](mailto:college@sacredheartcollege.school.nz)

## **Contact Person at School:**

Mrs Sarah Knowles

International Student Manager

Mobile: 021 025 05224

Email: [knowless@sacredheartcollege.school.nz](mailto:knowless@sacredheartcollege.school.nz)

Mrs Michelle Te Kata

Homestay Manager

Mobile: 027 314 2919

Email: [tekatam@sacredheartcollege.school.nz](mailto:tekatam@sacredheartcollege.school.nz)

Located: Fourviere House in the College grounds

The International Students' Emergency Contact is:

Mrs Sarah Knowles - (Mob) 021 0250 5224

This number is to be called only in the event of an emergency and will be answered by the International Student Manager 24 hours per day. If there is no reply to the number, leave a message and someone will call you back as soon as possible.

Keep the emergency number in a safe place e.g. your mobile phone.

Please use the school main telephone number, (04) 566 1089 at any other time (school hours 8:00 a.m. to 4:00 p.m.)

# CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Sacred Heart College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education.

Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

## **Immigration**

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand - Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

## **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>.

## **Accident Insurance**

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://acc.co.nz>.

## **Medical and Travel Insurance**

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

We have an agreement with Uni-care for students who do not arrange independent cover and the International Student Manager can arrange cover for students on their behalf.

N.B. Students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time spent in New Zealand. New Zealand Insurance cover only will be accepted. The school will keep a record of the Insurance Policy number and the type of cover provided.

# ACCOMMODATION

Sacred Heart College requires that all international students live in one of the following types of accommodation.

- i) Living with a parent
- ii) Living with a relative or family friend (Designated Caregiver)
- iii) Living in a homestay

All accommodation and designated caregivers must be approved by the school, as required by the Code of Practice for the Pastoral Care of International Students.

In the case of a student living with a designated caregiver, an Indemnity Form must be signed by international parents stating that the designated caregivers are 'bona fide' relatives or close friends of the student's family.

Sacred Heart College is fortunate to have a solid core of experienced families to host international students. Accommodation in New Zealand is usually within a stand-alone house with a garden. All students have their own bedroom equipped with study facilities. All homestay parents are police checked and closely monitored by the International Student Manager.

For all enquiries about accommodation, please contact Mrs Michelle Te Kata, Homestay Manager.

# Grievance and Complaints

For problems with subjects or teachers: the student should see the International Student Manager or their Dean. If the problem is not resolved they should see the Deputy Principal.

For problems with schools friends: the student should see their form teacher or the guidance counsellor.

For problems with Homestay: the student should ring the Homestay Manager, Michelle Te Kata.

If the student is still unhappy they should talk to the Principal.

If the problem has still not been solved, the student and/or parents or agent should contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority  
C/O Ministry of Education  
PO Box 1666  
Wellington  
New Zealand

# STUDENT FEES AND ASSOCIATED COSTS

## TUITION COSTS FOR 2020

Tuition Fees (annual payable in advance (GST included) NZ\$14,500

Administration Fee: NZ\$750

## ADDITIONAL COMPULSORY COSTS

Medical and Travel Insurance (per year) approx NZ\$650

Uniform:

Approximately NZ\$820

School uniform can be hired for NZ\$120 (non-refundable fee)

Shoes – additional cost

## ACCOMMODATION 2020

Homestay Fee NZ\$270 per week

## OTHER POSSIBLE COSTS (Include only if applicable)

Stationery NZ\$70 (approx.)

Voice training lessons NZ\$30 (approx.) per 30 min lesson

Music Instrument hire NZ\$100

Sports team participation NZ\$ 30–65

It is understood that all children will participate fully in all aspects of Sacred Heart College life.

## FEES PROTECTION

Sacred Heart College has a Fee Protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The School's Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances. A copy of the Fee Protection Policy will be sent to parents.

# APPLICATION REQUIREMENTS & PROCEDURES

The Application consists of the International Student Application for Enrolment form signed by the parent and the following documents:

- a. Passport –Student visa/permit – if the student has these.
- b. Certified Copies of recent school reports with verified English translation.
- c. Evidence of Medical and Travel Insurance – if already purchased.
- d. Completed Designated Caregivers Indemnity Form (if applicable).
- e. Information on any medical conditions or learning difficulties (if applicable).
- f. Tuition Agreement signed by the parent.

## PROCEDURES ONCE AN APPLICATION HAS BEEN RECEIVED

### If student is overseas:

1. Documents are checked and assessed.
2. Fees Invoice sent.  
(Fee payment by Bank Transfer into School Account is recommended)
3. Receipt of fees and evidence of Medical and Travel insurance sighted.
4. Offer of place is confirmed, Offer of place letter is sent as well as a receipt for fees received.

### If student is in New Zealand:

If the application form is approved the parents will be informed of an interview time.

This interview will involve:

- The prospective pupil and parents.
- The designated caregivers (if applicable).
- The Principal or nominated deputy.
- The teacher responsible for International Students.

The interview will consist of:

- Tour of the school.
- Explanation of the Conditions of Acceptance (see below).
- Classroom and daily programme explanation.
- Initial assessment of the level of English of the student.
- Ensuring the parents understand the Code.
- Explanation of the designated caregiver's role & responsibility (if applicable).
- Making an appointment time to visit the home of the designated caregiver.
- Answering any questions the family may have.

## CONDITIONS OF ACCEPTANCE

In addition to the conditions listed here, all conditions that are part of the contract with parents, the fees refund policy and other school policies also apply.

1. Although an elementary level of English is desirable no student will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at Sacred Heart College.
2. Students and parents/legal guardians must accept and abide by the rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.



3. Students must observe the laws of New Zealand. All disputes will be dealt within New Zealand law.
4. Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
5. Because class placements are decided on the evidence of assessment after arrival in New Zealand, all information given before enrolment about placement on courses and in classes is provisional. The school reserves the right to adjust placements and individual programmes at any time, if it is in the student's interests to do so.
6. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
7. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
8. Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies). All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
9. The conditions of the Fee Refund Policy will be accepted.
10. All students are required to have travel and medical insurance for the duration of their period of enrolment. The school can arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchased is adequate. The school will keep a record of the policy number and expiry date.
11. All international students must live in one of the following types of accommodation:
  - i. With their parents.
  - ii. With a designated caregiver chosen by their parents. All accommodation offered by designated caregivers must be approved by the school, as required by the Code of Practice for the Pastoral Care of International Students. An indemnity form must be signed by parents giving the designated caregiver authority.
  - iii. With a school-approved homestay family.
12. The school's complaints procedure for international students will be used to deal with grievances (see page 6).
13. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

14. Change of address:

Parents must inform the school of their address, telephone numbers, fax number and email address. The student and/or parents will advise the school of any change to Student Information

15. Sacred Heart College expects all its International Students to refrain from the consumption of tobacco, alcohol and non-prescribed drugs during their stay in New Zealand.

# REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

If a student withdraws from her course of study before the completion date, she maybe eligible for a refund of tuition fees. The following procedures and guidelines would apply. To be eligible for any refund:

The parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.

*If the application is made before the start of the course:*

Fees will be refunded in full less an administration charge of NZ\$500. This includes if a student is not granted a student permit to attend Sacred Heart College.

*If the application is made after the start of the course, but before the second half of a course:*

Fees will be refunded less:

- An administration charge of NZ\$750 (GST inclusive)
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees
- Appropriate proportions of salaries for teachers and support staff (if applicable)
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred

*If the application is made after the second half of a course:*

- There will be no refund except under exceptional circumstances. (See also Compassionate Refunds below)

## **COMPASSIONATE GROUNDS**

In exceptional circumstances, refunds may be granted on compassionate grounds, (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

If an international fee-paying student gains residency during the course:

No further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme if one is in place. Documentation of residency must be provided within 14 days of it being granted.

## **HOMESTAY FEES**

1. All unused Homestay Fees will be refunded if the Homestay has been given two weeks' notice that the student is leaving.
2. If the student does not give two weeks' notice, then two weeks Homestay fees will be deducted from any refund.

The Board of Trustees will make no refund:

- a. Where a student has been stood down, suspended or excluded.
- b. Where a student returns home for any reason other than serious illness or death of a close family member.
- c. If the enrolment application is found to be inaccurate in any way and the contract is terminated.

### **IDENTITY CARD**

The school will photograph you and provide you with a school identity card in the first few weeks of your enrolment. This will get you cheap bus fares and cheaper entry into places around the Hutt Valley, Wellington and New Zealand.

### **BANK ACCOUNTS**

If required the International Student Manager can help you set up a bank account when you arrive in New Zealand. You will need your passport and a letter confirming your homestay address in New Zealand.

## **HOMESTAY GUIDELINES for Students**

1. Be part of your host family. Be friendly and join in family activities. They will treat you the same way as you treat them.
2. Use English in the home as much as possible.
3. Respect the home. Keep your room neat and tidy and make your bed in the mornings.
4. Always ask before you borrow or use anything that is not yours.
5. Be helpful at home. Offer to wash the dishes or help with household chores.
6. Always tell your family where you are going and what time you will be home. Your family will worry about you just as they worry about their own children. It is polite to ask permission to go out. If you must be late, telephone your family to tell them.
7. Tell your family if you will not be home for dinner or for lunch. You must give at least three hours' notice.
8. Ask for permission to invite friends to your house. It is the host family's decision if your friend can stay or not.
9. Always finish your homework. Homework is important at high school and all students' must do homework.
10. The more you talk in English, the better your English will be. Talk with your family. You and your family can learn from each other.
11. You are not permitted to drink alcohol or smoke in any homestay.
12. If there are any big problems about your homestay, talk to the International Student Manager. You cannot change homestay without talking to them first.

### **MEAL TIMES AND EATING**

The food in a New Zealand home may differ from what you eat in your home country. This may take a little while to get used to. You might like to cook a meal from your own country for your host family.

A New Zealand family usually eats meals together. You should always eat dinner with your family. Do not hide in your room during dinnertimes. It is polite to say that the meal is good.

Table manners in your homestay which would be appreciated:

Try to wait until everyone has their food, before you start eating. If your host parents say, "you can start", then it is all right to eat, but usually we wait and all start to eat at the same time. If a family says Grace (thank God for the food), you should sit quietly until it is finished. Do not start eating during Grace.

Talk between mouthfuls, not with food in your mouth.

Say please and thank you for food.

Try not to make a noise while eating, as this is considered to be rude.

Pass the salt, sauce and food to other people at the table. Politely ask for the salt, sauce etc. Don't just stretch across the table.

We stay at the table until everyone has finished eating.

### Table Talk

Try to talk at the table.

Make a little conversation and then start eating again. You don't have to say a lot at the beginning.

Host families will like you to help. You can:

- Put dishes and knives and forks on the table
- Help to serve the meal
- Take dishes back to the kitchen
- Help to wash or dry the dishes

Most students have something to eat when they get home after school but they eat quick foods such as fresh fruit, vegetables, instant noodles and so on. Ask your family what you can eat after school. Your family will expect you to eat a full dinner with them.

Your family will be pleased if you cook a meal from your own country.

Lunches: Many New Zealand students take lunches to school. The lunches come from home. Many New Zealand students eat sandwiches, fruit, vegetables or yoghurt. Tell your family what you like and what you don't like. You can buy food at school but you should bring lunch from home most days.

### **HOMESICKNESS AND TIREDNESS**

It is normal to feel tired when you first get to New Zealand. The climate and food is different, the customs are different, and you must work all day in a new language. This makes you tired. Do not worry about this. It will get better.

Homesickness is natural too. You will miss your home and everything you know. The worst time is usually during the winter. You will feel better when the weather gets warmer. If you feel very homesick, talk to your host family. Talk to the ESOL teacher or the International Student Manager.

They all understand and will help you.

## **YOUR BEDROOM**

Sometimes you will need a quiet time in your room. But try not to spend all your time in your bedroom otherwise your family may feel you are being unsociable. Try to talk to your family about different things. You have many things to share.

There are no locks on bedroom doors in our country. We often change our clothes without closing the door. You may close the door whenever you like. Your room is your space.

The bed may be different from your country. We sleep between the sheets which we wash each week. Ask your family to show you how to make your bed. You should make your own bed every day.

Keep your room tidy. Turn off the heater when you go to bed, and when you leave for school.

It can cause a fire if you leave the heat on.

New Zealand families like to let sunlight and fresh air into bedrooms. We pull back the curtains and open the window during the day.

It is usually best to do homework at a desk in your bedroom.

## **BED TIME**

Most New Zealand families go to bed by 10.00pm. It is our custom to say "good night" to each other before we go to bed. It is important that you do this too.

Turn off your electric blanket before you go to sleep. It is not good to sleep with an electric blanket on.

Students are not permitted to stay overnight at other houses without the prior approval of the International Student Manager.

## **BATHROOM**

In most New Zealand homes the bathroom is very busy in the morning. Try to be as quick as you can.

Ask your family what time is best for you to shower or bath. In New Zealand most people bath or shower every day. Most New Zealand families go to bed around 10.00pm. Do not shower after this time.

Put the bath mat on the floor and hang it up when finished.

Try not to use too much hot water. 5-10 minutes in the shower is long enough. New Zealand homes have hot water tanks and so when it is empty there is no hot water for anyone else. Hot water is very expensive. The hot water may run out if you have a long shower or full bath, so you will have to consider other members of the family. No one wants a cold shower or bath!!!

Ask where to put your wet towels and dirty laundry.

You should supply your own personal toiletries (shampoo, soap, toothpaste)

## **LAUNDRY**

Most host parents will be happy to wash your clothes for you but do not expect them to do it for you. You may be asked to do your own washing. Check with your host family.

Ask them where to put your dirty washing, and when to change the linen on your bed.

You may have some favourite clothes that you wish to handwash. Ask your host parent where to do this and where to dry it.

Remember: You must not hang wet clothing and underwear in your wardrobe or bedrooms. Dripping water damages carpet and furniture. This upsets your host family.

We dry our underwear outside on the clothesline. Please do not be embarrassed to share this custom with us.

Do not place wet clothes on heaters or close to heaters to dry. This can cause a dangerous house fire.

## **AROUND THE HOME**

You are now part of a New Zealand family. It is good to offer to do some small household jobs, for example, helping with dishes, making your host mother/father a cup of coffee, or offering to tidy a room.

Spend time with your host family every day to practise your English.

Most families get a daily newspaper and weekly community newspapers. Make a habit of reading these. It will keep you better informed, and help your English.

## **KEEPING WARM**

New Zealand houses are usually bigger and much colder than those in some other countries. Most New Zealand people prefer to wear a warm sweater rather than turn on a heater. When you are cold try the New Zealand way first – put on a warm jersey, warm trousers and socks. If you do need to turn on a heater be sure to turn it off if you are leaving the room. Rooms heat up quickly but electricity is expensive so it can be wasteful and dangerous to leave heaters on when nobody is in the room.

New Zealand weather is very changeable. It is important to take a warm sweater every day. It is important to keep warm. If you are not warm at night, ask for another blanket.

## **TRANSPORT**

In New Zealand you must wear a cycle helmet when you ride a bicycle. It is the law of our country. Don't ride on the footpath. Always keep your bicycle safe with a chain and padlock.

## **CARS**

You may not travel in a car unless the driver has the correct unrestricted licence. It is best to check. You are not allowed to travel as a passenger in a car if another student is driving.

You are not permitted to drive a motor vehicle in New Zealand while you are enrolled as an international student at Sacred Heart College.

Do not hitch-hike in New Zealand. This can be very dangerous.



## **EXPENSES (Valuables) Money**

Be careful with money. Carry only what you think you will need. Do not lend money to other people. Do not borrow from other people except in emergencies.

Look after your valuables (e.g. cameras) carefully. Not everyone is honest. Make sure you have a lock for your locker at school.

Learn to budget your money and make money last.

## **TELEPHONE AND INTERNET**

Although we realise that internet and email usage is an important form of communication for students, it is important to talk to your family about this. Internet connections are very expensive in New Zealand. You may be expected to contribute to the internet, and this could be between \$20-\$50 per month depending on the amount of usage.

You must pay for all non-local calls. This includes calls made to mobile phones which can be expensive. It is best to have an Overseas Student phone card for international calls.

Ask your family about the best time for you to use the telephone. Do not make calls very late at night. Do not overuse the telephone or internet. Talking for hours on the telephone can sometimes upset the host family.

Most New Zealand families do not ring each other after 9.30pm.

If you are using the internet you may need to pay for your own phone line to be installed. Respect the rules of the host family regarding internet usage.

THERE IS TO BE NO DOWNLOADING OF MOVIES/GAMES OF ANY KIND AT ANYTIME in your homestay.

## **HOME CONTACT DETAILS**

It is important that the school has up-to-date and accurate information for contacting your parents. This should include address, telephone, fax and email where applicable. Any changes must be notified to the International Student Manager immediately.

## IMPORTANT TIPS FOR STUDENTS

- Discuss rules, household chores and curfew time with your host parents during the first week.
- Always say thank you.
- Take part in your family's activities. Your participation demonstrates that you want to be a real member of the family.
- Offer to cook a meal once in a while – perhaps a speciality from your country.
- Inform your family of any plans you make and get their approval before finalising them. They want to know if you will miss dinner, need a ride, or would like to invite a friend over to the house.
- Share yourself and your country with your family. Talk about life at home, show pictures and point out differences and similarities. Remember – it's not right, it's not wrong – it's just different.
- Ask questions and say if you are confused.
- Be on time! Try not to be late for meals, appointments and coming home in the evening. If you cannot avoid being late, call ahead.
- Expect to pay for your own personal expenses.
- If you break something, be honest and tell someone what you did.
- Leave a contact phone number, or mobile number (switched on) with your host family when you are away from the home.
- Keep your host family's name, address, cellphone and home phone numbers with you at all times. Also keep the name and phone number of the International Student Manager with you at all times.

### OTHER IMPORTANT INFORMATION

The number for Police, Ambulance and Fire is 111. If you are alone and an emergency arises follow this procedure.

- Dial 111
- Be calm
- Answer the questions the operator asks you.

“Which service do you require Police, Ambulance or Fire?” “What is your name and address, and city where you need help?” Do not hesitate to ring 111 if you feel your safety is at risk. If you are using a cellphone to dial 111 you don't have to enter your area code.

## IMPORTANT SCHOOL INFORMATION

Address: 65 Laings Road, Lower Hutt 5010, New Zealand  
Telephone: (04) 566 1089  
Fax: (04) 587 1776  
Absentee Telephone: (04) 587 1777  
Website: [www.sacredheartcollege.school.nz](http://www.sacredheartcollege.school.nz)  
College Email: [college@sacredheartcollege.school.nz](mailto:college@sacredheartcollege.school.nz)

### 2019 LESSON TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.45	8.45	8.45	8.45	8.45
Period 2	9.45	9.30	9.45	9.45	9.45
Form Time	10.45	10.15	10.45	10.45	10.45
Interval	11.00	10.45	11.00	11.00	11.00
Period 3	11.30	11.15	11.30	11.30	11.30
Period 4	12.30	12.00	12.30	12.30	12.30
Lunch	1.30	12.45	1.30	1.30	1.30
Period 5	2.20	1.45	2.20	2.20	2.20
School Ends	3.20	2.35	3.20	3.20	3.20

On Tuesday's Sacred Heart College finishes at the earlier time of 2.35pm

## **SCHOOL INFORMATION**

The school regulations at Sacred Heart College are based on the fact that the school is a Christian Community.

Awareness of others is stressed as the basis of harmonious relationships among staff and students. This awareness expresses itself in:

- responsible co-operation
- consideration for others shown by respect, courtesy and thoughtfulness for the feelings of others
- punctuality.

### **ABSENCE**

You need to be at school every day. It is your top priority. If you are ill please ask your homestay family to telephone the school before 9.00am to advise of any absence. Truancy and absence from class without permission are serious offences. Students who are going to be away from school for any length of time for reasons other than illness must apply to the Principal in writing, in advance, for permission. Senior students, who are absent for internal assessments, must see the Deputy Principal. If the absence is not due to illness students must see the Deputy Principal PRIOR to the absence.

### **ATTENDANCE**

Students are expected to attend all timetabled classes and to behave in a manner that allows all students to learn effectively. If a student is not in a timetabled class they must have a note from the teacher concerned. It is a student's responsibility to let their subject teacher know when they are not going to be in class and to catch up on any work that is missed.

School Hours: School starts at 8.45am and finishes at 3.20pm everyday except Tuesdays.

### **BUSES**

School buses operate from Upper Hutt, Stokes Valley, Eastbourne and Wainuiomata. Bus passes are available from the Bus Company. All students using buses are under the leadership of Bus Monitors (Selected from Year 13 students). At 3.20pm students should make their way to their bus and sit in a seat. If your bus is not at the stop please wait in line inside the school grounds. You should follow the instructions of senior students and the duty teacher. Students should remember that they represent the college when they are on the buses and ALL school rules apply including correct uniform. Good manners are expected, especially on public transport services.

### **CAR PARKING**

The school has two visitor car parks. Parents/caregivers should NOT drive into school grounds to drop off or pick up students. Likewise, cars should not stop at the Laings Road entranceway where congestion can cause major problems. There are drop off points in Laings Road just before the pedestrian crossing and parking in Huia Street and Hautana Square.

### **CAREERS**

Careers advice and individual interviews are available from the Careers Advisor. Various careers programmes and activities are organised during the year for all year levels.

### **CELLPHONES AND IPODS**

Cellphones and IPods may be used only at lunchtimes and after school. This is because constant texting while walking between classes leads to increased crowding in the

corridors and lateness to class. This may become a health and safety issue, particularly on the stairs! In addition, inappropriate text messaging can lead to bullying. A reminder, too, that if a student brings a cellphone into an assessment room, NZQA regards this as potential cheating, whether it is switched on or not.

We realise the role that cellphones play for parents in regard to the safety of your daughters. That is why the college has not banned cellphones from the site. However, for all of the above reasons, we require that students use their cellphones only at lunchtime or after school. Phones, IPods and other digital devices must not be sighted at other times during the school day, and should be locked up in lockers.

If they are sighted during morning or afternoon school, in or out of the classroom, whether switched on or not, in use or not, in the owner's hands or someone else's, they will be confiscated by a teacher. Parents will be contacted to arrange the return of the cell phone at a time agreed to by the school. Please note that for repeat offenders items may be confiscated for a term. Students who bring cellphones and IPods to school are responsible for their safe keeping. Phones are not to be used to take photos or make video clips at any time at school.

### **CLASSROOM CONDUCT**

So that classes can operate happily and productively it is necessary for students to be polite, punctual, properly prepared with correct books and equipment, quiet and independent workers except when other behaviour is appropriate, sensitive to others' rights to speak and be listened to, sufficiently patient to leave further discussion of grievances until the end of the period.

## **CYBERSAFETY POLICY**

A full copy of the above policy can be found on the School Website.

## **DAILY NOTICES**

The daily notices are read during form time. If a student misses form time copies of the notices are hung in all form rooms, the Deans' offices and the main office. It is a student's responsibility to make sure that they check the notices every day.

## **DISABILITIES**

Parents should ensure that the school is made aware of any disability, temporary or permanent, that a student has. Contact the Office or the HOD Learning Support (extn. 245).

## **EMERGENCY PROCEDURES**

Emergency procedures are on the wall in every classroom. Emergency practice drills are held each term.

## **FORM ROOMS**

Every form class has a home room. ALL food should be eaten in the form room at the start of lunchtime. When the weather is fine, it is expected that students will spend their lunch break outside of the form room when they have finished eating. Form classes are expected to keep their form room clean and tidy at all times.

## **GUIDANCE AND COUNSELLING**

The college has a full time Guidance Counsellor. Students can make appointments to see her as necessary. A slip will be provided from the Guidance Counsellor for students who are absent from class.

## **HOMEWORK AND STUDY**

Study groups are held in the Library during Terms 2 and 3 once a week from 3.30 – 4.30pm. Students will be advised of which day of the week. Teachers are in attendance. Students should bring any work and queries with them. You can check which subject teachers are in attendance or request a teacher at the Deans' offices. Homework is issued by subject teachers. It is the student's responsibility to make sure that they complete homework in full and on time even when they have been absent from school. If homework is not issued students should spend time revising work that has been covered in class.

## **LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS**

Students who need to leave school for a ***medical or similar appointment*** must have a note explaining this on the day. This note **MUST** be handed in to the office at the **BEGINNING** of the day (i.e. just before or just after form time). When you are due to leave for your appointment, you must then sign out and back in at the main office. You will be given a pass from school by the office.

Lunch passes are a Year 13 privilege; so if you are in Years 9 – 12, **DO NOT** ask your parents/caregivers to write notes or ring in for you to leave school during lunchtime as a refusal may offend. Students need to ensure that they bring lunch or money to purchase food from the school canteen.

## **LOCKERS/SECURITY**

Lockers are allocated at the beginning of the school year. When they are not in use lockers must be kept locked at all times. Students must provide their own padlock. Students are responsible for keeping their locker clean. Valuables **MUST** be handed into the school office for safekeeping. Students must note that they can only go to their lockers before and after school and at interval and lunch times.

## **NCEA (National Certificate of Educational Achievement)**

The Deputy Principal has overall responsibility for NCEA procedures at Sacred Heart College. Contact the Deputy Principal if you require information or help in this area. Dates for NCEA internal assessments are given to students at the start of the year and posted on the school website.

## **OUT OF BOUNDS AREAS**

The staffroom and staff workrooms and offices are to be entered only in the company of staff.

## **PRINTING CREDITS**

Black and white printing costs 6 cents per A4 copy and colour copies are 50 cents per A4 copy. Additional printing credits can be purchased in \$5 lots from the school office during interval.

## **SCHOOL COMPUTERS**

Students are only able to use school computers with teachers' supervision. Computers are available for student use in the library. One computer room is available at lunchtimes for student use. All students and their parents/caregivers must sign a school network agreement so that they are able to be issued with a log-in. If a student has problems with their log-in they should leave a message with the teacher on duty in the computer room at lunchtime.

## **SICKNESS**

If a student becomes sick while at school they are to obtain a note from the class teacher and report to the office. If necessary, a parent/caregiver will be telephoned so they may go home. Students are not to directly contact parents/caregiver themselves. They must report to the main office so that the office staff can ascertain the situation and contact home.

# COLLEGE HOUSES

## **AUBERT**

Patron Suzanne Aubert, foundress of the N.Z. Sisters of Compassion  
Symbol Fourleaf Clover  
Colour Green  
Feast Day 19 June

## **AVILA**

Patron St Teresa of Avila  
Symbol Red Poppy  
Colour Red  
Feast Day 15 October

## **BARBIER**

Patron Euphraisie Barbier, foundress of the Sisters of Mission  
Symbol Bluebell  
Colour Royal Blue  
Feast Day 14 August

## **LISIEUX**

Patron St Theresa of Lisieux  
Symbol Rose  
Colour Pink  
Feast Day 2 October

## **LOURDES**

Patron St Bernadette of Lourdes  
Symbol Forget-me-not  
Colour Light Blue  
Feast Day 26 March

## **SIENA**

Patron St Catherine of Siena  
Symbol Marigold  
Colour Yellow  
Feast Day 29 April

**Please Note:** Feast Days are celebrated on the Friday closest to the official date.



# UNIFORM REQUIREMENTS

## UNIFORM SHOP HOURS

Monday	8.00am – 9.00am
Tuesday	12.40om – 1.40pm 3.30pm – 4.30pm
Thursday	8.00am – 9.00am

Blazer (This item is to be drycleaned only)	Red, regulation <b>Summer:</b> Blazer or shirtsleeves must be worn on street <b>Winter:</b> Blazer <b>MUST</b> be worn with winter uniform on street
Skirt	Grey check Length: shortest – just on the knee longest – just below the knee
Jersey	Red, regulation Worn at school only. May be worn under Blazer on the street.
Blouse	<b>Summer:</b> White, open necked, short sleeved <b>Winter:</b> White, long sleeved, button to neck These are to be purchased from the College Uniform Shop
Tie	Regulation red tie (Years 9 – 12) Senior grey tie (Year 13) Winter only. To be worn done up to the neck
PE Uniform	SHC PE Top Black shorts, as supplied by the Uniform Shop
Socks/Tights	<b>Summer:</b> Ankle-length plain white socks <b>Winter:</b> Black tights, as supplied by the Uniform Shop
Shoes	<b>Summer:</b> Roman sandals, dark brown only <b>or</b> black dress, leather-type lace-ups with white ankle socks <b>Winter:</b> Black dress, leather-type lace-up only (no platform heels) with black tights
Bag	Plain black backpack <b>only</b>
Scarf	Optional item – winter only. Not to be worn in class
Parka	Black waterproof parka. Worn over blazer to and from school only.
Gloves/Beanies	Plain black only. To be worn to and from school during winter only

**Summer uniform is worn during Term 1 and from Labour Weekend onwards.  
Winter uniform is worn from the beginning of Term 2 until Labour Weekend.**

Jewellery	Only a watch, one pair of plain gold or silver ear studs or sleepers (one stud/sleeper per earlobe) may be worn with the uniform. Studs in parts of the body other than the earlobes may <b>NOT</b> be worn with the uniform. A <u>small</u> taonga may be worn around the neck (cross or pounamu/bone carving) but must <b>NOT</b> be visible and must be worn <b>under</b> the shirt. The school reserves the right to make the final decision regarding necklaces.
Make-up	<b>NO</b> make-up is to be worn
Nail Varnish	<b>NO</b> nail varnish is to be worn
Hair	Hair must be tied back and off the face. Black hair ties only. Head bands or ribbons must be plain red, black or white in colour. No bandannas. Plain clips in the hair. Hair must be a natural colour. The school reserves the right to make the final decision regarding hair colour.

# WHAT IF .....

<b>I have lost something</b>	<i>Check lost property in the school office and the gym office. Check all of your classrooms including your form room. Everything should be named with both christian and surnames.</i>
<b>I need to use the telephone</b>	<i>In exceptional circumstances go to the office or see your Dean.</i>
<b>I have an accident or see an accident during interval or lunchtime</b>	<i>Report to the office or the teacher on duty.</i>
<b>I have changed my address, telephone number or email details</b>	<i>Have your parents/caregivers write a note for the office.</i>
<b>I have an injury and cannot walk up the stairs</b>	<i>Bring a note from home and see the office for a lift pass.</i>
<b>I want to drive a car to school</b>	<i>Collect a Driver Information Form from the office.</i>
<b>I have incorrect uniform</b>	<i>At form time see the Senior Administrator. If she is not available see one of the year level Deans.</i>
<b>I need to leave class</b>	<i>Students are not permitted to leave class unless they have a leave pass from the school office. Students are only able to gain access to locker bays and toilets before and after school and during interval and lunch breaks.</i>
<b>I have money at school</b>	<i>Hand the money or valuables into the school office for safe keeping.</i>
<b>I have money to pay for school items or trips</b>	<i>Place the money in an envelope (available at the office) with your name, form class and what the money is for in the box at the office before school.</i>
<b>I cannot pay for school items or trips</b>	<i>Talk to someone, for example - Form Teacher, Subject Teacher, Dean or the Guidance Counsellor.</i>
<b>I am late to school</b>	<i>Report to the school office and sign in before going to class. Bring a note from your parents/caregivers if possible.</i>
<b>I feel sick at school</b>	<i>Report to the school office.</i>

# CARING FOR OURSELVES AND EACH OTHER

“Happy is the person who discovers wisdom, a person who gains discernment: gaining her is more rewarding than silver and more profitable than gold. She is beyond the price of pearls; nothing you could covet is her equal.” Proverbs 3: 13-14

Our vision for you during your time at college is for you to enjoy positive relationships – with each other and with your teachers. Sometimes, however, problems or concerns arise. It is important for students to think and act wisely when there are things that are not going as planned.

- Share your thoughts with someone else  
*“A problem shared is a problem halved”*
- Look around for the best place to go for help, advice and support  
*Waiho, te taipoto, kaula i te toiroa.  
“Let us keep close together, not wide apart”*
- Remember that although things may seem really tough at times...  
*“This, too, will pass”*

Use the guidance network – it is there to help all students on their “Sacred Heart College” journey.

## PEER SUPPORT AND PEER MEDIATION

Our senior students have received training in order to help other students (particularly younger students) with general support and advice and actual mediation when there are minor problems between students.

Peer Support training takes place under the direction of the Guidance Counsellor. Peer Supporters develop a close relationship with Year 9 Form Classes during the Year 9 Orientation days at the beginning of the year as well as regular contact throughout the terms.

Peer Mediation is set up through the Peace Foundation and is commonly referred to as ‘Cool Schools’. Peer Mediators are trained to help other students work through mediation with each other regarding minor issues. Peer Mediators are trained to refer situations that are beyond the scope of their brief. Students will be informed of when and where Peer Mediation will take place and how to access this service.

## STAFF SUPPORT

Depending on your situation, staff are available to help.

Form Teacher	<i>First point of contact each day</i>
Subject Teacher	<i>For academic related issues</i>
Heads of Department	<i>Where there are problems with a subject</i>
Deans	<i>Have oversight of an entire year level</i>
Careers Advisor	<i>Assist with career development or advice</i>
Learning Support	<i>Where extra support or advice is required</i>
Guidance Counsellor	<i>For any queries of any nature</i>
Senior Management	<i>Final responsibility for any issue</i>

# VALUES AT SHC

## MANA ATUA

The College wants you to learn and experience gospel values: to love God, to love self, to love others. We endorse Faith, Hope and Charity, the virtues taught by the Church. Mana Atua is about grace and spirituality. It is expected that you will grow in this most special of pursuits.

*'This is what God asks of you: only this, to act justly, to love tenderly and to walk humbly with your God' (Micah 6:8)*

## MANA TANGATA

This value is about respect and tolerance. It includes acknowledging the light that is within every human being. It acknowledges our social nature and our responsibility to act justly. Students are encouraged to respect themselves and to respect others.

*Honesty, Integrity and Inclusion.*

## MANA TIPUNA

We acknowledge and remember our forebears. We respect the contribution they have made to Sacred Heart College, our faith and our country.

*The saints of the Church; to our ancestors that came to Aotearoa; our more recent elders – both in the Church and in our families.*

## MANA WHENUA

We need to all protect and care for our land. The stewardship of the earth is something that all of the Sacred Heart College community supports and values. From recycling to having form classes rostered on litter duty – we encourage you to make every little difference you can.

*Respect the land and learn to live in harmony with it.*

## MANA MATAURANGA

At Sacred Heart College, we respect knowledge. Our school motto is "Virtue and Knowledge". Virtue comes from a Greek word *dikaiosune* or Hebrew *sedeq* and implies 'righteousness' and 'justice'. Virtue is love in informed action. We encourage the pursuit of academic excellence.

*The pursuit of wisdom is the work of a life-time.*

*Intelligence is about knowing what to do when you don't know what to do!*

# LIBRARY INFORMATION

## Library Hours

**Monday: 9.00am – 4.30pm**

**Tuesday – Friday: 8.00am – 4.30pm**

We are open at lunchtime, but closed at morning interval.

**EXPLORE THE LIBRARY AND USE IT WELL .....IT IS YOURS!**

## Aims

- To provide a diverse, appealing and current collection of fiction and non-fiction books and other resources.
- To encourage students to read, enjoy and value the resources available to them.
- To assist students in their learning by providing guidance in the location and use of resources, both within and beyond the college library.

**REMEMBER - THE SCHOOL LIBRARIANS ARE ALWAYS AVAILABLE AND WILLING TO HELP YOU WITH ANY QUERIES YOU MAY HAVE**

## Features

Within our school library you can access:

Librarians and teachers, a diverse range of fiction books, a wide range of curriculum based non-fiction books, reference books, atlases, information files, newspapers, magazines, and interesting displays. Our 10 computers allow you access to valuable research tools including the online World Book Encyclopedia, the library computer catalogue, information files, online magazine and newspaper indexes like INNZ (Index New Zealand), the EPIC database, useful websites and the Internet.

Senior students can be issued laptops from the Library for use in the Library.



# GETTING INVOLVED

There is a huge variety of extra-curricular activities available at Sacred Heart College. Students are encouraged to make the most of their time at school and to extend their horizons and out of class activities which lead to a well-rounded young person.

## SPORTING ACTIVITIES

Athletics	Badminton	Basketball	Bowls	Cricket
Cross Country	Dragon-Boating	Golf	Hockey	Netball
Rugby	Football	Softball	Squash	Swimming
Tennis	Touch	Triathlon	Water Polo	Underwater Hockey

These are just some of the many sporting activities on offer at Sacred Heart College. All sporting information can be found in the "Sport Hand Book". The Sport's Coordinator can answer any particular queries you may have.

## CULTURAL ACTIVITIES

Sacred Heart College has a long tradition of extra-curricular activities of a cultural nature. Some of those activities are listed below.

Debating	Public Speaking	O'Shea Shield	Drama
Kapa Haka	Pasifika Group	Production	Stage Challenge
Choir	Gospel Choir	Concert Band	Guitar Orchestra
Shakespeare Festival	Rock Band	Voice Training	Music Tuition

## SERVICE ACTIVITIES

There are also many other activities available for students at the college where students are involved in the rewarding aspect of service to community. Some of those activities are listed below.

Young Vinnies	Civil Defence Team	Amnesty International	Student Council
Peer Support	Peer Mediation	Librarians	Bus Monitors

There is a detailed handbook, "The Extra-Curricular Handbook", which outlines all of the activities on offer at Sacred Heart College in greater detail.

## DUKE OF EDINBURGH'S HILLARY AWARD

This is a voluntary, non competitive programme of leisure activities for those aged 14 - 25, designed to offer a personal and individual challenge. It introduces young people to exciting, positive, challenging and enjoyable things to do in their free time. Sacred Heart College currently has the largest programme in New Zealand and has had the highest number of students gain their Gold Award for the past 6 years. The college has a full time co-ordinator who oversees this programme and offers assistance to students as they pursue their own award. The award covers service, skill development, physical activity and expeditions (usually tramping).

# SUPPLEMENTARY INFORMATION

## GIRLS OF THE SACRED HEART

Sacred Heart girls raise your voices,  
In praise of the school loved by all.  
The school that has sheltered your girlhood,  
So gladly we answer her clarion call.  
Red and white are our colours;  
Our motto proclaiming the truth  
That knowledge when coupled with virtue  
Is a fitting crown to grace our youth.

### **Chorus**

Girls of the Sacred Heart,  
Nobly we do our part;  
Whether at play, whether at work,  
We'll play the game and never, never shirk.  
Aiming at virtue high,  
Knowledge to gain we'll try,  
Hearty and strong, singing our song,  
Girls of the Sacred Heart.

No matter where the years may find us,  
It matters not what they shall bring,  
We'll cling to our school and its motto,  
And its praises we'll loyally sing.  
Life's day's but a swift fleeting shadow,  
With its playthings we one day must part.  
But Mary our Mother will shield us,  
And keep us near the Sacred Heart.

## O SACRED HEART

O Sacred Heart what can I give to thee  
For all the good things you have given me  
O heart of God your calling I am sure  
Is I should love You each day more and  
more.

### **Chorus**

Then I will love You,  
Then I will love You  
Yes I will love you,  
Each day more and more

O Heart of Jesus come and live in me  
And with Your love my heart on fire will be  
O heart of Jesus, hear my prayer O Lord  
That I may love You, each day more and  
more.

## KA WAIATA

Ka waiata kia Maria, Hine I whakaae  
Whakameatia mai he whare tangata  
Hine purotu, Hine ngakau, Hine rangimarie  
Ko te whaea ko te whaea, O te ao, o te ao

# COLLEGE PRAYERS

## OUR FATHER

Our Father in heaven  
Hallowed be your name  
Your kingdom come  
Your will be done on earth as in heaven  
Give us today our daily bread  
Forgive us our sins as we forgive those who sin against us  
Save us from the time of trial  
And deliver us from evil.  
Pause....  
For the kingdom the power and the glory are yours  
Now and forever. Amen

## HAIL MARY

Hail Mary, full of grace.  
The Lord is with you.  
Blessed are you amongst 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

## GLORY BE

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

## APOSTLES CREED

I believe in God,  
the Father almighty,  
Creator of heaven and earth,  
and in Jesus Christ, his only Son, our Lord,  
who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, died and was buried;  
he descended into hell;  
on the third day he rose again from the dead;  
he ascended into heaven,  
and is seated at the right hand of God the Father almighty;  
from there he will come to judge the living and the dead.  
I believe in the Holy Spirit,  
the holy catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and life everlasting.

Amen