

SACRED HEART COLLEGE



A.M.D.G

INTERNATIONAL STUDENT HANDBOOK

Mission Statement

Sacred Heart College inspires each student to reach her full potential through an education built on Gospel values, while providing opportunities for leadership and continuing excellence in her chosen pursuits.

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, ākongā and whānau. The whole reason for the College's existence is that it aims to prepare young people not only for this life but for the next. It is hoped that in the Catholic atmosphere of the College the students will become the Christian people they are 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 School Board: 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

Email: college@sacredheartcollege.school.nz

Contact Person at School:

Mrs Sarah Knowles

International Director

Mobile: 021 025 05224

Email: international@sacredheartcollege.school.nz

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 Director 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 Homestay Coordinator.

Grievance and Complaints

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

For problems with school friends: the student should see their Kaiārahi (Ako teacher) or the guidance counsellor.

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 2023

Tuition Fees (annual payable in advance (GST included) NZ\$16,500

Enrolment and Pastoral Care Fee: NZ\$750

Archdiocese Fee: NZ\$1092

New Zealand Government Levy: NZ\$429

NCEA (if sitting): NZ\$384

ADDITIONAL COMPULSORY COSTS

Medical and Travel Insurance (per year) approx NZ\$600

Uniform:

Approximately NZ\$850

Shoes – additional cost

ACCOMMODATION 2023

Homestay Fee NZ\$310 per week

OTHER POSSIBLE COSTS (Include only if applicable)

Stationery NZ\$70 (approx.)

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 Board 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 and 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 International Director.

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 and 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 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, vaping, alcohol and non-prescribed drugs during their stay in New Zealand.

Refund Conditions for International Students

If a student withdraws from a course of study before the completion date, they may be 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 School Board 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\$750. 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 School Board.

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 School Board 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 Director 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, vape, smoke, or partake in recreational drugs in any homestay.
12. If there are any big problems about your homestay, talk to the International Director. 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.

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 Director or Homestay Coordinator.

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 Director.

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. Do not shower after 10.00pm.

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, sanitary items).

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 weekly community newspaper (eg Hutt News). 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. Do not 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 driver 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 (eg cameras) carefully. Not everyone is honest. You will need to apply for a locker at school and make sure you have a lock for your locker.

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 9.00pm.

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, unless you have the permission of your homestay.

HOME CONTACT DETAILS - CHANGES

It is important that the school has up-to-date and accurate information for contacting your parents. Any changes must be notified to the International Director immediately.

Checklist 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, mobile phone and home phone numbers with you at all times. Also keep the name and phone number of the International Director 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 mobile phone 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
Absentee Telephone: 04-587 1777
Website: www.sacredheartcollege.school.nz
College Email: college@sacredheartcollege.school.nz

2023 LESSON TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday
AKO	8.45 – 9.00		8.45 – 9.00	8.45 – 9.00	8.45 – 9.00
Period 1	9.00 – 10.00	8.45 – 9.40	9.00 – 10.00	9.00 – 10.00	9.00 – 10.00
Period 2	10.00 – 11.00	9.40 – 10.40 (AKO)	10.00 – 11.00	10.00 – 11.00	10.00 – 11.00
Interval	11.00 – 11.30	10.40 – 11.05	11.00 – 11.30	11.00 – 11.30	11.00 – 11.30
Period 3	11.30 – 12.30	11.05 – 12.00	11.30 – 12.30	11.30 – 12.30	11.30 – 12.30
Period 4	12.30 – 1.30	12.00 – 12.55	12.30 – 1.30	12.30 – 1.30	12.30 – 1.30
Lunch	1.30 – 2.20	12.55 – 1.45	1.30 – 2.20	1.30 – 2.20	1.30 – 2.20
Period 5	2.20 – 3.20	1.45 – 2.35	2.20 – 3.20	2.20 – 3.20	2.20 – 3.20
School Ends	3.20	2.35	3.20	3.20	3.20

On Tuesdays Sacred Heart College finishes at the earlier time of 2.35pm.

Timetables work on a Week A and a Week B.

Students will be given an individualised timetable to meet their needs.

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 every day except Tuesdays.

BUSES

School buses operate from Upper Hutt, Stokes Valley, Eastbourne and Wainuiomata. You may wish to purchase a Snapper Card to use on buses. 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.

PHONES

Phones 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 phone into an assessment room, NZQA regards this as potential cheating, whether it is switched on or not.

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

Phones are not to be used in classes unless a teacher specifically gives students permission to do so. They must be on silent at all times during classes and kept in a safe place, eg blazer pocket or a locked locker.

If students use their phone without permission during class, they will be asked to place the phone on the teacher's desk and collect at the end of the lesson.

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. Students will sign this agreement at the beginning of their stay.

DAILY NOTICES

The daily notices are read during Ako time. If a student misses Ako time copies of the notices are hung in all Ako 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.

AKO ROOMS

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

GUIDANCE COUNSELLING AND HEALTH NURSE

The College has two guidance counsellors. Students can make appointments to see them as necessary. A slip will be provided from the Guidance Counsellor for students who are absent from class. Our health nurse is available on Monday, Tuesday, and Thursday for any medical issues.

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 (ie just before or just after Ako 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.

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

Printing credits can be purchased in \$5 lots from the school office during interval.

SCHOOL COMPUTERS AND BYOD

We are a Bring Your Own Device (BYOD) college. Your internet access will be set up at the beginning of your stay.

Computers are also available for student use in the library.

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	12.40pm – 1.40pm 3.30pm – 4.30pm
Thursday	8.00am – 9.00am

Summer Uniform – Term 1 and 4:

Blazer	Worn to and from school and at all formal occasions
Jersey	Worn at school only or under blazer out of school
Summer Blouse	White, open-necked, short-sleeved (may be worn out of school)
Skirt	Length on or below the knee
Tie	Year 13 (grey patterned)
Footwear	Dark brown or black Roman sandals or Dress black lace-up school shoes
Socks	Plain white ankle socks (no sport socks)
Shorts or Trousers (optional)	Grey regulation
Lavalava (optional)	Black

Winter Uniform – Terms 2 and 3:

As per summer uniform with the following changes:

Winter Blouse	White, long-sleeved (replaces Summer short-sleeved)
Tie	Years 9-12 (red) and Year 13 (grey patterned)
Tights	Formal uniform. Optional at other times
Footwear	Dress black lace-up school shoes

Physical Education:

Regulation PE top	White socks
Black regulation shorts	Sports shoes
Black tracksuit pants	Bag for Physical Education gear

Shoes - Science

Closed shoes (black school shoes or sports shoes) must be worn when carrying out practical experiments in Science.

Hair

Hair must be tied up in PE, Science, Technology, Art, and Food and Nutrition.

Hair tied up for all formal occasions.

Hair accessories must be black, brown, neutral, or burgundy.

Extreme hair colours are not permitted.

Make-up and Nail Varnish

Make-up, and nail varnish (on toes and fingers), are not permitted.

Jewellery

Jewellery is limited to a watch, cross and chain, or Taonga.

Two pairs of small sleepers and/or studs may be worn in earlobes.

No other visible jewellery is permitted.

Tattoos

All tattoos must be covered at all times, unless of cultural significance.

What if

I have lost something	<i>Check lost property in the school office and the gym office. Check all of your classrooms including your Ako room. Everything should be named with both first and last names.</i>
I need to use the telephone	<i>In exceptional circumstances go to the office or see your Dean.</i>
I have an accident or see an accident during interval or lunchtime	<i>Report to the office or the teacher on duty.</i>
I have changed my address, telephone number or email details	<i>Have your parents/caregivers write a note for the office or email the office</i>
I have an injury and cannot walk up the stairs	<i>Bring a note from home and see the office for a lift pass.</i>
I want to drive a car to school	<i>Collect a Driver Information Form from the office.</i>
I have money at school	<i>Hand the money or valuables into the school office for safe keeping.</i>
I have money to pay for school items or trips	<i>Place the money in an envelope (available at the office) with your name, Ako class and what the money is for in the box at the office before school.</i>
I cannot pay for school items or trips	<i>Talk to your Kaiārahi.</i>
I am late to school	<i>Report to Ako class or Period 1 teacher (depending on time). Apologise to teacher and give reason for lateness.</i>
I feel sick at school	<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, kua 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 our Director of Religious Studies (DRS). Peer Supporters develop a close relationship with Year 9 Ako Classes during the Year 9 Orientation days at the beginning of the year as well as regular contact throughout the terms.

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.

Kaiārahi	<i>First point of contact each day</i>
Subject Teachers	<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 Counsellors	<i>For any queries of any nature</i>
Senior Management	<i>Final responsibility for any issue</i>
Health Nurse	<i>Any medical issues rather than seeing a doctor (free)</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)

All students participate in Mass and liturgies. Students may wish to join Young Vinnies.

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.

We celebrate diversity at SHC. There are over 50 different languages spoken by our students at home and we celebrate the uniqueness of each individual student.

MANA TĪPUNA

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 who came to Aotearoa; our more recent elders – both in the Church and in our families.

All students participate in our school-wide events, eg Feast Day, Athletics Day.

MANA WHENUA

We need to all protect and care for our land. The stewardship of the earth is something that all the Sacred Heart College community supports and values.

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

We encourage students to care for their environment. Students may wish to join the Environmental Club.

MANA MĀTAURANGA

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.

*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!*

We encourage all students to give of their best in their academic endeavours.

Library Information

Library Hours

Monday – Friday: 8.30am – 4.00pm

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

EXPLORE THE LIBRARY AND USE IT WELLIT 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.

This could be an area of interest. Students may wish to train to become a school librarian.

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 11 computers** allow you access to valuable research tools including 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	Pacific Group	Production	Stage Challenge
Choir	Gospel Choir	Concert Band	Guitar Orchestra
Shakespeare Festival	Rock Band	Voice Training	Music Tuition
			Jazz Band

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	Student Council	Peer Support	Peer Mediation
Librarians			

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. 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 Māria, Hine I whakāe
Whakameatia mai he whare tangata
Hine purotu, Hine ngākau, Hine rangimārie
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