



YEAR 1-13 PARENT AND STUDENT HANDBOOK

2017



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YOUR DAUGHTER'S TEACHERS

Please ask your daughter to keep this record up-to-date

TUTOR

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DEAN

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SUBJECT TEACHERS

Subject	Teacher

EXTRA CURRICULAR (i.e. Sport, Drama, etc.)

Activity	Manager / Coach

Leadership Team

Executive Principal	Mrs Gillian Simpson
Associate Principal Pastoral Care	Mrs Chris Wyeth
Deputy Principal Teaching and Learning	Mrs Jennie Nairn
Deputy Principal Assessment and Reporting	Mr Grant Belcher
Head of Middle School (Years 7-10)	Ms Kathryn Gray
Head of Junior School (Years 1-6)	Mrs Julie Calder
General Manager	Ms Lynette Archibald
Director of Information & Communication Technology	Mr Brian Woods
Director of Boarding	Mrs Nicky Langley
Director of Community Relations	Mrs Victoria Murray-Orr
Chaplain	Reverend Peg Riley

Heads of Faculty

English	Ms Angee Robertson
Health & Physical Education	Miss Julia Madden
Humanities & Social Sciences	Mr Chris Walker
Languages	Dr Stefanie Hossbach
Mathematics	Mrs Carolyn Mutch
Performing Arts	Ms Amanda Woods
Science	Ms Stacey Rod
Technology	Mrs Trudy Keys
Visual Arts	Mr Callum Arnold
Learning Enhancement	Ms Catherine Bell

Curriculum Leaders

Health	Ms Lisa Williams
Humanities and Social Sciences	
Classics and Art History	Mr David Thompson
Geography	Mrs Samantha Fazio-Smith
History	Ms Helen MacDonald
Religious Education	Reverend Peg Riley
Economics and Accounting/Business Studies	Mrs Andrea Drayton
Languages	
French	Dr Stefanie Hossbach
Chinese	Mrs Jian Chen
Spanish	Ms Carolina Tornero
Japanese	Ms Nicola Coventry
Te Reo Māori	
Performing Arts	
Music	Ms Amanda Woods
Drama	Mrs Sarena Tokona

Dance	Ms Candice Cain
Science	
Biology	Ms Stacey Rod
Chemistry	Mrs Ngaire Carson
Physics	Mr Darren Atkin
Middle School	Ms Deborah Scott
Technology	
Materials (Fabric)	Ms Caroline Price
Design and Visual Communication	Miss Jana McNaught
Food Technology and Home Economics	Ms Pauline Henriksen

Pastoral Care

Year 7/8 Dean	Mrs Elspeth Godfrey-Chatterton
Year 9 Dean	Dr Sarah Hickford
Year 10 Dean	Ms Lisa Williams
Year 11 Dean	Ms Ruve Drummond
Year 12 Dean	Mrs Paula Vesty
Year 13 Dean	Ms Deborah Scott
International Dean	Miss Chris Chambers

Teacher Heads of House

Konini	Mrs Paula Vesty / Mrs Leanne Chambers
Kowhai	Mrs Sam Fazio-Smith
Manuka	Dr Sarah Hickford
Matipo	Mrs Toni Taylor
Rata	Ms Sarah Coursey
Rimu	Mrs Trudy Keys

Academic Staff

JAD	Julie Ardagh	ENSS
CAR	Callum Arnold	Visual Arts
DAT	Darren Atkin	Physics, Science
SBM	Sophie Beaumont	English
GBL	Grant Belcher	Geography
CBE	Catherine Bell	Learning Enhancement
KBN	Kerri Boon	ENSS
EBU	Elayne Buckler	Drama, Theatre Studies
MBK	Maria Buhrkuhl	Art, Photography
MCA	Michele Callaghan	Junior School, Year 2
ACH	Anna Chapman	Science
CCB	Chris Chambers	ENSL
JCE	Jian Chen	Chinese
CCA	Candice Cain	Dance
BCL	Byron Clarke	English, ToK
NCN	Ngaire Carson	Chemistry
LCO	Linda Chong	Physical Education,

CCR	Claudia Carreno	Spanish	KPT	Karen Paterson	PE
LCS	Leanne Chambers	Physical Education, Life Skills, Rite Journey	ARB	Angee Robertson	English, ENSS
SCM	Sandra Chapman	ENSS	SRD	Stacey Rod	Science, Biology
NCY	Nicky Coventry	Japanese	BRO	Beth Rouse	Mathematics
MCR	Michele Crow	Languages	PRY	Peg Riley	Religious Education, CAS
AMD	Angela Demaine	ENSS	JSG	Janette Strang	Mathematics
PDB	Paulette Double	Junior School, Year 3	JSH	Julie Calder	Junior School, Year 6
KDE	Katarina Denton	Mathematics	SSL	Sarah Smallman	Science
RDR	Ruve Drummond	Design, Art	RSP	Roz Spiers	Drama
NDS	Nicki Douglas	Junior School, Year 1	JSR	Jane Sharman	Mathematics, Statistics
ADY	Andrea Drayton	Social Science, Business Studies, Economics	DST	Deborah Scott	Biology, Science
JES	James Evans	Social Science / ENSS	MSU	Mike Summerlee	Biology, Science
JEV	Jill Evans	Junior School	ASM	Amanda Surridge	Learning Enhancement
CFE	Caroline Fletcher	Learning Enhancement	TTA	Toni Taylor	Physical Education, Rite Journey
SFZ	Samantha Fazio-Smith	Geography, Social Science	STK	Sarena Tokona	Performing Arts
VFI	Valerie Fitzgerald	Learning Enhancement	DTM	David Thompson	Classics. Art History, Social Science, RE
GC	Elsbeth Godfrey-Chatterton	ENSS, Mathematics	CTO	Carolina Tornero	Spanish
KGR	Kathryn Gray	English, Digital Technology	PVS	Paula Vesty	Physical Education
AHA	Amanda Hardy	PE	CWK	Charlotte Walker	Mathematics
SHB	Stefanie Hossbach	French	CWA	Chris Walker	History, Social Science
SHF	Sarah Hickford	Music	AWD	Amanda Woods	Music
MHE	Megan Herd	Drama, Theatre Studies	LWI	Lisa Williams	Physical Education, Rite Journey
PHK	Pauline Henriksen	Food Technology, Home Ec	RWL	Rachel Wilford	Performing Arts
RHL	Ruth Henschel	Design Technology, Materials Technology	SWI	Schira Withers	ENSS
FHT	Fiona Hartland	Spanish	PWO	Pauline Woolford	Junior School, Year 4/5
TKY	Trudy Keys	Digital Technology	BWS	Brian Woods	Economics
CLS	Christine Lindsay	Learning Enhancement	CWY	Chris Wyeth	CAS
GLT	Gavin Leighton	Chemistry, Science	Pre-School		
JMA	Julia Madden	Physical Education	Director	Sue Gleeson	
JMD	Jean Macdonald	Accounting, Business Studies	Teachers	Alison van de Water Sarah Bradley	
HMD	Helen MacDonald	Social Science	Teacher's Aide	Renee Messervy	
KMD	Keith McDonnell	Mathematics	Other Areas		
JMG	Jenni McLaughlin	Careers Advisor, Life Skills	Learning Support	Ms Catherine Bell	
JMN	Jana McNaught	DVC	IB Co-ordinator	Ms Beth Rouse	
RMT	Rosemary McTaggart	English	Arts Facilitator	Ms Mary Davison	
PML	Paul Millican	Science, Physics, Chemistry	Career Pathways Facilitator and Advisor	Ms Jenni McLaughlin	
BMD	Betsy Macdonald	Mathematics	Library Manager	Ms Sarah Coursey	
SMT	Sinead Mitchell	Mathematics, Calculus	Library Assistant	Mrs Felicity McKay	
CMU	Carolyn Mutch	Mathematics, Statistics	Director of Sport	Ms Helen Bryant	
JMX	Janet Todd-Molineaux	Visual Arts	Assistant Director of Sport	Mrs Sharon Lloyd	
BOC	Belinda O'Callaghan	Learning Enhancement	Theatre and Dance Academy	Ms Alison Rossiter	
AOL	Amy O'Loughlin	Science	Facilities Hire Manager	Miss Gill Blackler	
LPC	Lillian Pickles	Learning Enhancement, Mathematics	GATE Co-ordinator	Mrs Amanda Surridge	
CPR	Caroline Price	Mat. Technology			

Administrative and Support Staff

Executive Principal's PA	Ms Wendy McPhail
Registrar	Mrs Lizzie Dyer
Database Manager	Miss Gill Blackler
School Secretary	Mrs Tracy Fleete
Receptionist	Mrs Michelle Garbutt
Accountant	Mrs Ann Marie Evernden
Business Office	Mrs Karen Jenkins Mrs Christine Laughton
Staff Relief/Administration	Mrs Jennie Burrell
Maggie's Shop Manager	Mrs Liz Wright
Health Centre Nurse	Mrs Sarah Rowe-Lucas
Counsellor	Ms Deborah McFadyen
Events and Old Girls' Association Coordinator	Mrs Wendy Graves
Advancement Manger	Nicky Averill
Advancement Administrator	Mrs Andrea Boyd
Archivist	Ms Vickie Ward
Property Manager	Mr Peter Carroll
Facilities Supervisor	Mrs Sharon Harman
Groundsman	Mr Grant Marra
Maintenance	Mr Ray Hill
Carpenter	Mr Stephen Lavill
Science Technician	Mrs Joanne Isles
Food Technology Technician	Mrs Henrietta Scott
Technical Services Manager	Mr Blake Richardson
Computer Technicians	Mr Leif Keane Mr Henri Shustak
After School Care	Mrs Caroline Fletcher

Boarding Staff

Boarding House Manager (Middle School)	Mrs Michelle Hill
Boarding House Manager (Senior School)	Mrs Nicky Langley
Catering Manager	Mrs Paula Moore

GENERAL INFORMATION

After School Care

After School Care is available for girls in **Years 1-8** from 3.45-5.30pm, Monday to Friday. On Wednesdays, After School Care will be available from 3.00pm. It can be utilised on a permanent or casual basis.

All Year 1-6 girls who are not collected within 15 minutes of school finishing must go to the After School Care room. Girls must wait in the Junior School Courtyard after school. They will not be allowed to wait on the footpath.

After School Care is charged at \$11.00 per hour or part thereof.

After School Care is based in the Junior School. Girls are given afternoon tea and are then supervised while they do their homework, as discussed with each parent. They are then free to take part in organised activities or choose their own activity. Girls have the use of a computer for their homework, if necessary.

We are offering After School Care as a service to parents and as a way of ensuring that girls who remain after school are cared for in a safe and stimulating environment.

Assemblies

School assemblies are held in the Chapel, generally twice a week and are usually taken by the Chaplain and the Executive Principal. Every girl in the school attends and the Anglican character of the College is maintained in the readings, prayers and hymns.

The Tutor Groups sit together with their Tutor in Houses. This is important as it supports House identity and spirits, endorses appropriate behaviour and supports Prefects when they are on duty.

Attendance and Absence

The school day is as follows:

Year 1-3	8.25am – 3.00pm
Year 4-5	8.25am – 3.30pm
Year 6-13	8.25am – 3.45pm

On Wednesday, classes for students in Year Y7-13 finish at 2.30pm for sport.

Girls are expected to attend school punctually and consistently. Registers are marked daily and all absences must be accounted for. **Parents are asked to ring the Absence line before 8.30am if their daughter will be absent. The Absence line is 353 2560 extension 1.**

Lateness

Girls who are late for any class must present a late slip to the teacher when they arrive. The slip should state the reason for being late and be signed by a staff member. **If a girl arrives at school after 8.25am she MUST report to the School Office and sign in.**

Illness

Girls who become ill at school **go to the School Office first.** They are then sent to the Health Centre in Warren House, staffed by a qualified nurse, where parents may be contacted to come and collect their daughter. **Girls may not go home without a clear understanding between parent and school that the parent accepts responsibility for the sick student.**

Parents of girls who are absent through illness must advise their daughter's Tutor by email or send a note immediately upon their daughter's return. **A longer illness (three days or more) requires a medical certificate for students in Years 11 – 13.**

If parents are aware that a prolonged absence is likely, notification must be given as soon as possible in writing to the Associate Principal.

Leave

Requests for leave for family, sporting or other reasons should be made to the Associate Principal in writing, well in advance. Parents will be aware that extended family trips overseas, which involve substantial loss of school time, are detrimental to their daughter's learning and assessment programmes particularly in the Senior School.

Leave during the school day

It is essential that we know the whereabouts of all students during the school day. No student may leave the school grounds except for **special reasons.** A note from a parent or an appointment card **must** be given to your daughter's Tutor who will issue her with a sign-out pass. The student must sign out at the School Office where she presents her sign-out pass to the office staff. She must sign in on her return. We expect, where possible, that all appointments be made out of school time.

Absence

Students who arrange to be away for more than one day need to contact all their teachers beforehand to find out what work they will need to catch up on. For longer periods of time a "work to do" form must be completed prior to the absence and sign off that the work has been completed within a specified time.

Wilful absence or 'bunking' results in a school detention. This may take place on a Thursday after school or Saturday morning depending on the gravity of the offence.

Bicycles

Girls who cycle to school **must** wear helmets and have their bicycles clearly named. Their bicycles are to be kept in the lock up area near Kilburn House or other bike sheds in the school and **must** be locked. Please make sure your daughter has a suitable lock and encourage her to lock her helmet to her bicycle. **For safety reasons girls may not ride in or out of the gates or through the grounds.**

Cafeteria / Dining Room

The school cafeteria is located in the Kilburn Dining Room and all students from Year 7-11 must eat there at interval and lunchtime or in another designated area. Girls

may either choose from a wide range of reasonably priced and well-balanced foods or bring their own food to eat in the cafeteria. Payment is charged by means of a barcode on the student's personal ID card (see ID Cards) and cafeteria accounts are sent out to parents each month. Please ensure that cards are well looked after. Students who do not present their ID cards cannot make purchases.

Career Pathways

A regular programme of careers awareness runs in the Senior School and the Career Pathways Facilitator and Advisor provides girls with extensive advisory and information resources and arranges visiting speakers, careers symposia and trips to tertiary institutions and employers. She assists girls to produce high-quality Curriculum Vitae. Further careers education is given through the Lifeskills Programme in Years 11-13.

The Careers Advisor is happy to meet with parents and their daughters to discuss career options. Appointments may be made through your daughter or by ringing or emailing the Careers Advisor directly. Current relevant information on courses and careers is published in the newsletter and on the website.

Cars

Girls who have a particular reason e.g. live a considerable distance from school, may be given permission to drive to school, after an application form is signed by their parents and returned to the Associate Principal who signs a copy of the licence. Permission is not granted automatically, particularly to girls in Year 11. Only official car-pass holders may drive to school. Changes to details for car registrations must be updated at the School Office. Daygirls **may not** park inside the school grounds. Other girls may be transported only if the driver has a full licence and they have written permission from their parents and the parents of the driver. This includes transport to and from all sports events. **Girls are asked to adhere to the parking restrictions around the school and respect the neighbours.**

Parents who are delivering or collecting girls at the Winchester Street gates, must be aware of the **congestion and danger** that often exists before and after school and every care must be taken. Please do not double park when dropping off your daughter.

Parents **may not drive into the Andover or Tonbridge Street entrances** to the school. These entrances are reserved for staff cars and students with bicycles only.

Cell phones

It is understood that cell phones are useful for parents and their daughters to arrange transport after school or appointments that could not be confirmed in advance and, of course, for personal safety outside the school grounds. During the school day parents can get a message to their daughter by phoning the School Office.

If students choose to bring their cell phone to school:

- during the school day all cell phones will be on 'silent' or turned off

- during class and other school events (including library, assemblies, chapels, sports or arts events etc.) cell phones will be turned off and out of sight
- the use of cell phones is permitted in class time **ONLY** if invited by a teacher
- text bullying or inappropriate use of the cell phone is totally unacceptable

Failure to observe the above rules will result in **confiscation** – 1st time until the end of the day, 2nd time until the end of the week and 3rd time until the end of term.

Changes of Address and Telephone Numbers

The School Office must be notified of changes in address and telephone numbers as soon as they occur. Emergencies do happen and we need to be able to inform parents immediately as well as ensure all correspondence reaches the correct address.

Chapel Services

Chapel services are an important part of St Margaret's College community life. The Term Calendar sets out the dates, times and expected attendance for all Chapel services. Being together fosters our community feeling and parents are very welcome to attend Sunday services with their daughter in the School Chapel.

Our Junior School gathers to begin each week with a Chapel service. Once each term, on a Sunday evening, the whole Junior School community comes to Chapel to worship together. There is often a family event in conjunction with these services.

In the Middle and Senior Schools, to involve students in a range of worship styles and services, each girl is required to attend **ten** Chapel services per year.

Each student must attend (or 'make up' for) **five** compulsory (dated) services in Terms 1-3. Each student must also attend **five** other services by the end of Term 3. These other services may be attended either in your parish Church or at school. There are services in the Chapel each Tuesday at 8.05am and 3.50pm. A service is also held on Wednesday afternoon at 2.35pm. At these weekday services, there are Chapel slips to fill in with your name, year group, Tutor group, House and the date of the service you are attending. These weekday services can also be used to 'make up' for any compulsory Sunday service that has been missed.

There are also occasional special services on a Sunday in the Chapel, which are for an event or theme, for example to celebrate Sports or the Arts, or to give thanks for our pets. These services may be counted for Chapel attendance requirements. Chapel attendance is recorded on reports for all Year 7-13 students.

In addition to Chapel services, all students are to attend the Founders' Day/Leavers' Service and the Carol Service in Term 4.

Connecting with our Community

Communicating effectively with our parents and caregivers is of the utmost importance and is carried out in a number of ways.

SMC News

The latest St Margaret's College news and events can be found online:

SMC website: www.stmargarets.school.nz

Blogger: <http://smcnz.blogspot.co.nz>

Facebook: www.facebook.com/stmargaretsnz

Twitter: <https://twitter.com/stmargaretsnz>

SMC News is emailed to St Margaret's families each Friday afternoon during term time and contains all items that have been posted throughout the week on Blogger, Facebook and Twitter. Please let the School Office know if you change your email address.

INSITE

The St Margaret's College intranet, INSITE, contains a wealth of information for students and parents and can be accessed by clicking on the INSITE logo at the top right of the St Margaret's College website. Information available includes:

- Student Notices – email notices to students
- Events Calendar – upcoming school events
- Term Dates – for the current and following year
- Sports Draws – Wednesday and weekend games
- Library and e-Learning Centre – Library Catalogue, Maggie's Blog and more
- Stationery Lists
- General information for parents – handbooks, daily routine, Houses etc.
- Careers news, events and information can also be found on INSITE

Calendar of Events

The Events Calendar is available in electronic format on INSITE and the SMC website, under News – Events Calendar. This is as accurate as possible at the time of publication but may change from time to time. Please continue to check the calendar regularly as it is updated throughout the term.

Letters

Details of events requiring parental permission are still communicated via letter. Letters may be posted but are generally emailed to parents or handed out to the girls involved. Please ensure reply slips are filled out fully and returned by the date stated. NB Permission slips are likely to become electronic returns soon.

Email

Notices, letters and interim reports are increasingly being sent to parents and caregivers by email. It is important that the primary email contact address we have for you is one that you regularly access. Please let the School Office know if you change your email address.

Text / Emergency communication

Text messages to parents and caregivers are reserved for emergencies. In the case of an emergency, a text message will be sent to each student's primary caregiver. It is vital

that we have the correct information so please let the School Office know if you change your cellphone number.

Website

The St Margaret's College website www.stmargarets.school.nz is updated regularly and contains information about many aspects of the school. Important messages, news and upcoming events can be found on the homepage. During an emergency, the website is a key source of information. Emergency messages will be displayed prominently and updates will be posted as they come to hand.

Evergreen

The Evergreen magazine is published three times per year and contains news and articles about all aspects of school and alumni life. A copy of the magazine is posted to all St Margaret's families.

Parent Contact Lists

At the beginning of the year, each family is provided with contact details of families in their daughter's year group. These lists are produced to enable parents to contact one another, to coordinate travel arrangements (e.g. car pooling) etc. The lists are produced for the benefit and safety of our girls and are for the use of parents and the PFA only. **Please note:** If you do not wish any personal details (address, phone number, cellphone number, email address) to be disclosed, please advise the School Office.

Other Communication

The school also communicates with parents through:

- written academic reports
- Parent/Teacher interviews
- letters, emails and telephone calls from Tutors or subject teachers, as and where needed
- career information evenings
- curriculum booklets
- curriculum information evenings
- focus evenings

Parent communication with the school may be:

- by a telephone call, email or letter to the Tutor
- by a telephone call to the School Office, who will direct you to the appropriate person
- by making an appointment with the Executive Principal, Associate Principal, Deputy Principals, Dean or Tutor
- by requesting a special conference of teachers (through the Dean)
- through letters to the Associate Principal about such matters as early leave, overseas leave or special circumstances
- by a telephone call to the Deputy Principal Assessment and Reporting or Deputy Principal Teaching and Learning about curriculum matters

The School communicates with students:

- at Tutor time daily
- via daily email notices on Student Notices
- on the intranet, INSITE
- in assemblies

Complaints/Concerns

If parents have a query or concern over fees, cafeteria charges, or other charges they should speak to the Business Office.

If the anxiety concerns their daughter's property, locker, attendance pattern or a general school problem, including relationship issues between students, parents should speak to or email the Tutor initially.

Specific personal or academic concerns should be discussed with the Tutor initially. See the Curriculum Handbook for assessment concerns.

Parents are always welcome to discuss their concerns with the Dean, Deputy Principals, Associate Principal or Executive Principal.

Curriculum Evenings

Curriculum evenings are held during Term 3 to provide information on subject and career choices for the succeeding year. It is very important that parents and girls take full advantage of these opportunities. Senior Learning Pathways information is available on the school intranet, INSITE, this updated in Term 3. The handbook outlines course options for the following year for students in Years 11-13.

A Careers Expo is also held in conjunction with the Senior Learning Pathways Evening and provides a further opportunity to gather information when considering career options.

Damage to School Property

Girls are expected to take responsibility for any damage they cause and to report it promptly to the School Office. Repairs for substantial damage caused by careless behaviour will be charged to the student. The student herself will repair minor damage, wherever possible. Lost or damaged books must be paid for.

Deadlines

When students are given major assignments, research projects or other work to be assessed, a firm time and date is set for the work to be handed in. Unless an extension of time is requested, and **agreed to by the teacher concerned**, the deadline **must be met**.

Year 11, 12 and 13 students will be issued with an NCEA Handbook at the beginning of the year outlining the school policy.

Deans

Deans assist the work of the Tutors and provide further support for students through their pastoral care role. They also form a contact between the Tutors and the Associate Principal Pastoral Care or Deputy Principal Teaching and Learning.

Year 7 and 8 Dean Mrs Elspeth Godfrey-Chatterton

Year 9 Dean Dr Sarah Hickford
Year 10 Dean Ms Lisa Williams
Year 11 Dean Ms Ruve Drummond
Year 12 Dean Mrs Paula Vesty
Year 13 Dean Ms Deborah Scott
The first point of contact should always be with your daughter's **Tutor**.

Discipline

Implementing a discipline procedure requires all staff to be involved, consistent and committed. To promote a positive learning environment and ensure optimal learning conditions, all students must be aware of their rights and responsibilities.

Students have the right to:

- be respected as individuals
- have organised and competent teachers
- have homework and assignments given out with appropriate notice

Students must be responsible by:

- arriving at class punctually with ALL necessary books, paper and equipment
- being prepared to listen and learn
- being courteous and obeying instructions
- respecting staff, students, their work and property

Should the learning of students be disrupted then discipline procedures will be as follows:

Withdrawal for Serious Breaches of Behaviour

The teacher will inform the Tutor and the Dean in the first instance, enlisting their help. Parents may be contacted. If the student persists in misbehaving she will be warned that if the behaviour continues she will be withdrawn from class to work on her own under supervision. She will also be required to attend an early morning detention the following day.

Re-admittance to the class must be negotiated between the teacher and/or Dean and the student prior to the next lesson. Any subsequent withdrawal will result in an after school detention (Thursday). Parents will be notified and a Behavioural Agreement may be implemented.

Daily Report Forms are available for girls who are persistently misbehaving or not working well in class. The Dean organises this, in collaboration with the Tutor.

Early Morning Detentions are used for lack of punctuality, incorrect uniform and behaviour issues. Students must report to the Associate Principal at **8.00am** the following morning. Failure to report at this time will result in an after school (Thursday) or weekend (Saturday) detention.

Uniform: Prefects and Staff may give an Early Morning Detention for incorrect uniform. For persistent offences parents will be contacted and girls sent home to change. Class time missed will be made up in an after school detention.

Disrespect of Staff or Student: Immediate referral to the Dean or Associate Principal. Parents will be contacted.

Jewellery: Confiscated and kept in the School Office and an Early Morning Detention is given. In the first instance, jewellery is held until the end of the week. In the second instance the school will hold jewellery **until the end of term** (see Wardrobe).

Cell phones: Refer to the cell phones section earlier in this handbook.

End of Year Activities

(See also Special Occasions)

Senior external examinations, both NCEA and IB, are held from October to December. All examinations are held at school. Year 11, 12 and 13 usually have study leave for three or four days immediately before their public exams and do not attend school again except to return books and clear lockers on Sign Out Day and to attend the Carol Service and Prize Giving (including practices).

Year 7-10 continue classes until school finishes, except for Year 10 Camp and Special Week during the last week of term.

Attendance at **Founders' Day/Leavers' Service, Carol Service and Prize Giving** is **compulsory** and full formal uniform with blazer must be worn i.e. tunic, shirt and tie for Years 7-10 and tussore uniform for Years 11-13.

Fees

Tuition and boarding fees are determined on an annual basis. Payment options are available and details can be obtained from the College's Finance Office.

Additional sundry expenses (cafeteria, stationery, school trips etc.) are invoiced monthly on a separate account and paid by direct debit.

There are penalties for late payment of fees.

Health Centre

The school Health Centre is located in Warren House (at the Papanui Road end of the campus) and is staffed by a qualified Nurse, Counsellor, Physio and a Doctor who is available to see boarders in the morning.

Girls who feel ill at school **must report to the School Office first**. They are then sent to the Health Centre where their condition is assessed and parents may be contacted to come and collect their daughter. **Girls may not go home without communication between the parent and school nurse** to ensure that the parent accepts responsibility for the sick student.

Students may make appointments with the School Nurse or the Counsellor to discuss any health issues, social issues or other queries and issues of concern (see also Pastoral Care). The Counsellor also oversees the Peer Support System.

Holiday Programme

St Margaret's College runs a Holiday Programme during each school holiday period for girls and boys from 5-12 years of age. Children from all schools are welcome. Details and enrolment forms are available from the School Office.

Homework

Homework is set at the discretion of the teacher and will vary according to year level and subject choices. It is a part of learning and should reinforce classroom teaching.

Homework Diaries are **compulsory** for **Years 7-11** (approximately \$15) and are given out at the beginning of the year. Years 12 and 13 may have their own diaries or they may purchase the school diary from Maggie's Shop.

Senior Level (Years 11-13)

The aim is to encourage all students to be individually responsible for their own learning. Time spent on homework tasks will vary. Students must learn to manage their commitments and deadlines so that some balance is maintained between school and family, other interests, extra-curricular activities and relaxation. Details regarding assessment and policy for lateness of work are outlined in the NCEA Student Handbook.

Middle School Level (Years 7-10)

Tasks need to be clearly defined by teachers, especially due date, format, expectations etc. Tutors will discuss time management with all students early in Term 1 and encourage and monitor desirable homework patterns and routines. Routine must be established so that all students learn to organise themselves and take responsibility for their own learning.

Core and optional subjects should have homework three nights per week.

Homework Lapses

Failure to meet requirements will be dealt with in the following way:

- a) The class teacher discusses non-completion of homework with the student in the *first* instance. If there is a genuine reason, supported by a note from parents or the Boarding House Manager, a reasonable time to complete the task will be negotiated.
- b) For persistent non-compliance
 - the student will be referred to the Head of Faculty or Curriculum Leader and the Tutor will be notified. An after school detention (Thursday) may apply. Parents will be informed. This will take precedence over all other commitments.
 - if the Tutor has received information about homework lapses from more than one subject teacher, the Tutor will check with all teachers to see if a pattern is emerging. Parents will be invited to meet with their daughter, the Tutor and/or the Dean.
 - if the behaviour continues it becomes a discipline issue and is referred to the Dean.
 - three detentions will result in a Saturday morning detention.

Honours

Excellence in Arts, Sports and Academic work is recognised by the award of a Pocket or Silver Tie, which is a prerequisite for Honours.

Outstanding performance at regional level, as well as service in that activity, is generally required for an Honours Blazer (red blazer).

House System

There are six houses at St Margaret's – Konini (purple), Kowhai (yellow), Manuka (white), Matipo (brown), Rata (red) and Rimu (green). They foster a sense of belonging, fun and friendly rivalry and further encourage the integration of students vertically from Years 1–13.

There is a Head of House who is a Prefect and she is supported by a Teacher in Charge of House and a committee of Year 13 students. House meetings are held regularly to encourage participation in cultural and sporting events and to provide support academically for all students.

ID Cards

Every girl in the school must have a personal St Margaret's College ID card, complete with her photograph. These cards are used in the cafeteria to purchase food and drink, in the library, and at Maggie's Shop for purchasing stationery, uniform and other items. It is essential that the girls take great care of them as purchases or book loans cannot be made without an ID card.

Parents are able to regulate the amount spent in the cafeteria by contacting the School Office. If a girl loses or damages her card it can be reissued at a cost of \$5.00. If a further card needs to be issued within the same year, an authorisation note from parents is required and \$20.00 will be charged to the student's account.

If a card is forgotten, a temporary card can be obtained from the School Office. Temporary cards can only be used 3 times per term.

In addition to the St Margaret's College ID card, Year 9–13 students can also purchase a CANDO card. This provides the student with authorised ID for use within the Canterbury region.

IT Support Desk

The IT Support desk is located in the Library / e-Learning Centre. Help is available for all technology-related issues.

Leaving Procedures and Testimonials

The parents of students who intend to leave school must give a **term's notice** in writing to the Executive Principal.

Full school testimonials are provided for girls who complete their school careers at St Margaret's College. Girls are urged to fill out application forms and nominate two teachers well in advance of their leaving date. All information is then forwarded to their Tutor. Graduation

certificates are issued when appropriate. Girls who transfer to another school are not eligible for a full school testimonial or for a graduation certificate.

Staff have discretion to provide private character references, but not under official school letterhead, except in special circumstances approved by the Executive Principal or Associate Principal.

Library and e-Learning Centre

The Library and e-Learning Centre is open for all students from 8.00am until 5.00pm, Monday to Thursday and 8.00am until 4.30pm on Friday. It is staffed by a trained library team and includes facilities for photocopying, computing, email and Internet. Girls may come and browse our books or use the reference and study facilities to research homework assignments at lunchtime or after school. The Centre also provides extensive online resources located on SMC Live, including links to online databases, blogs and more.

Lockers

Every girl in Years 7–11 is assigned a locker for her sports gear, books and lunch. It is essential that she provide her **own lock and key** from the first day of Term 1.

Lost Property

Lost property is placed into the school lost property at Maggie's Shop. This is available daily at interval. A list of named gear held in Lost Property is published regularly on Student Notices. A small charge is made upon return of items. Unnamed articles still unclaimed at the end of the year are usually sold, unless someone can prove ownership. Items of value (e.g. watches, glasses, jewellery) are held in the School Office.

Parents should encourage their daughter to take every precaution to keep her belongings safe. All personal belongings and equipment including clothing, sports shoes, laptops, bike helmets and sports bags **must be named**.

Maggie's Shop and Café

Maggie's Shop is situated at the Winchester Street entrance to the College. The Shop is open 10.00am–4.00pm and the café 7.30am–4.30pm during term time and at special times in the holidays. The shop accepts eftpos or cash as the preferred payment options. Students may charge items to parents' accounts, using their student ID card, to a maximum value of \$60 per day.

The shop stocks all new school and sports uniforms, pre-loved uniform items of good quality, stationery, computing and subject specific needs, tickets, toiletries, sundries, Old Girls' and St Margaret's College merchandise and more. Maggie's Shop also handles items of lost property.

Money

Some girls bring large amounts of money to school. This is not wise and any girl with money should **lodge it at the School Office** for safekeeping. We cannot be responsible

for money left in classrooms, bags, lockers or changing rooms. Please encourage your daughter to be prudent.

Newsletter

News from St Margaret's College is now available in a variety of formats. Throughout the week, items are uploaded to:

SMC News <http://smcnz.blogspot.co.nz/>
Twitter <https://twitter.com/stmargaretsnz>
Facebook <https://www.facebook.com/stmargaretsnz>

At the end of each week during term time, parents are automatically emailed a full copy of all news items that have been posted for that week. The online newsletter is an important means of communication for the school community and it is important that parents and students keep up to date with the news items.

We like to acknowledge the girls' successes and activities both inside and outside the school. Please advise the School Office in writing of these successes so that we may publish them in SMC News.

Non-School Activities in School Time

All appointments for doctors, dentists, physiotherapists, driving instructors and driving tests etc. must be made **outside school hours** where possible. If it is absolutely essential to leave school during the day, a student must sign out and sign back in at the School Office. An **appointment card or written parental permission** must be given to her Tutor at tutor time who will then issue her with a sign-out pass to be given to the office staff at the time of signing out.

Passes

Girls may apply for a car pass, early pass or late pass by filling in a form from the School Office, having it signed by parents and gaining approval from the Associate Principal. The **late and early** passes are for girls who live out of town and who may have difficulty with bus connections. However, it is expected that **no Year 11-13 student** will require these.

No girl should be out of the school at lunchtime. In special circumstances a lunch pass can be arranged through the Associate Principal.

Pastoral Care

The pastoral care of every student is given high priority at St Margaret's College. A network of staff work together to ensure the wellbeing and safety of every student.

Year 1-6 students are under the care of their Homeroom teacher. Students in Years 7-10 and 11-13 belong to vertical groups of approximately 15 students, under the care of a Tutor. (See Tutor System).

The Homeroom Teacher or Tutor is the first point of contact for parents should they have any queries about their daughter's progress or welfare. Early in the year, parents and their daughter meet with their Tutor or

Homeroom Teacher to set goals for the year. Each term the Tutor and the student review and revise these goals.

Other staff who also provide support to students include Class Teachers, Learning Enhancement Staff, Heads of Faculty, the Dean, Chaplain, Counsellor, School Nurse, Boarding House Manager, Careers Advisor, Head of Middle School, Associate Principal Pastoral Care, Deputy Principal Assessment and Reporting or Deputy Principal Teaching and Learning.

A trained counsellor is available to girls and parents as required and is based in the Health Centre. Appointments can be made by a direct approach to the Counsellor, through a phone call or an email to the Counsellor. Students may also make appointments with the School Nurse in the same way to discuss any health issues.

School Office

The School Office is located in the Winchester North. The office is open from 8.00am until 4.30pm. Contact details are on the front page of this handbook. The office is staffed by a Receptionist, School Secretary and Database Manager. The Registrar is based in the Enrolments Office also in the main school office area.

The Executive Principal's Personal Assistant may be reached on (03) 363 1902 between the hours of 8.00am and 4.30pm.

Finance staff are located in the Finance Office, 2nd floor of Winchester North.

The Archives, Community Relations Office, the SMC Foundation and the Old Girls' Association Office are all located at 28 Winchester Street.

School Policy on Alcohol, Smoking and Drugs

The school has a Health Education programme which considers all aspects of alcohol and drug prevention education. One of its aims is to help students establish and practise responsible behaviour. The school also has a policy with regard to what is acceptable when girls are under the jurisdiction of the school - that is, whenever they are in school uniform, on school outings, field trips, sports trips and other similar occasions. These rules apply to boarders at all times when they are under the jurisdiction of the Boarding School and includes all outings except when with parents. Professional help from a counsellor, nurse or other agencies will be available to any student requiring it for any alcohol, drug or smoking problem. The school policy on alcohol, drugs and smoking is:

Alcohol: In accordance with the present law, no girl may buy or be in possession of, or under the influence of, alcohol. Any breach will be regarded as a serious offence and will result in disciplinary action. Alcohol may be served at some school-based senior student functions when parents are present, at the discretion of the Executive Principal.

Smoking: The possession of tobacco or cigarettes is forbidden, as is smoking. Any offence will result in

appropriate disciplinary action. The entire St Margaret's College property is smoke free.

Drugs: The possession of, or taking of, any drugs other than on medical prescription, is forbidden. Any involvement at any time will be treated very seriously. Appropriate parties will be informed. Drug testing may be required when use is suspected. From time to time drug searches may be carried out through the school.

Guidelines for parents and their daughters for social functions: When your daughter asks to go to a social function, parents should:

- Be quite sure you know where your daughter is going including address and telephone number.
- Ring the host parents to ensure that there will be adult supervision and that alcohol is not being served. Parents are usually grateful for the support of other parents on these occasions.
- Know exactly what the transport arrangements are. If your daughter is driving, know exactly who is being transported. If someone is driving your daughter, then positively demand that the driver does not drink and check that the driver has a full licence. You should also be willing to do the transporting both to and from the venue.
- All functions should end at a fixed time. Parents should always know this and have clear arrangements made for what time their daughter is to be home or when to call for her. If arrangements change, girls should be conditioned to ring or text their parents.
- Functions during the term should be kept to a minimum and only on weekends.

The school has a role to play to assist parents and their daughters in these matters.

School Trips

School Camps: Outdoor Education camps are held in Term 1 for Years 7-9 and Term 4 for Year 10. The Year 12 Leadership Camp is held in Term 3. A Year 12 IB Camp is held in Term 1. The Year 13 Prefects' Camp is held before Term 1 begins. Year 11 participates in an active-based learning day and a retreat in Term 2. The Year 5 and 6 Camp is held in Term 4.

Cultural Trips: Cultural trips are occasionally organised to Japan, a French-speaking country, China, Chile, Vietnam, Greece, Italy, or the USA. Year 13 girls have the opportunity of taking a GAP year after they leave school. Students have the opportunity of participating in exchange schemes organised by the school, AFS or Rotary. Different year groups may visit a local marae.

Exchanges: Year 10 students have the opportunity to go on exchange to Australia. Year 11 students are able to apply for an exchange to Japan and Year 11 & 12 students are able to apply for an exchange to Chile.

Field Trips: Field trips are a regular part of study in the Senior School in subjects such as Geography, Biology and Physical Education. This may involve overnight travel and some expense. Parents will always be notified in writing of all details well before the field trip takes place.

Ski Trips: Ski trips to Mt Hutt take place on Sundays during the winter terms.

Sports Trips: Sports trips are an integral part of inter-school competition, particularly in rowing, hockey and netball. Teams also take part in the Quadrangular Tournaments with sister schools. These are held in February and July and may involve travel to Dunedin or Timaru.

Special Occasions

There are three special occasions that girls **must** attend:

- **Founders' Day/Leavers' Service** held in the evening, close to All Saints' Day, 1 November. Year 13 parents, in particular, are welcome and encouraged to attend.
- **Carol Services** are in the last week of the school year. Parents are warmly invited to attend.
- **Prize Giving** Separate ceremonies are held for Senior, Middle and Junior Schools, at the end of Term 4. Parents are warmly invited to attend.

For all these occasions formal uniform must be worn. Years 11-13 wear tussore uniform and blazer and Years 7-10 wear shirt, tie, tunic and blazer. Formal uniform for Year 1-6 students is the same as for Year 7-10, except that shorts may be worn in place of the tunic.

Sunday Chapel is held regularly throughout the year, usually at either 5.00pm or 7.00pm, in the Chapel. Other services are notified in the Term Calendar.

Speech and Drama

Students may take private speech and drama lessons with visiting teachers and many girls are entered for the examinations held by Trinity College, London or the New Zealand Speech Board.

Lessons are timetabled to minimise disruption to academic classes. Refer to the Arts section for further information.

Sports

Girls may play a wide variety of sports at school and compete in competitions on Wednesday afternoon and on Saturday. Basic training in all sports is available in the school sports education programme and specialist coaches provide more advanced coaching.

The school has tennis and netball courts, a hockey turf, a heated swimming pool and a well-equipped gymnasium, including a fitness centre and rowing centre. The school employs the services of a Fitness Co-ordinator and girls are encouraged to have an individual fitness programme prepared. The Fitness Co-ordinator also organises fitness programmes for girls in the top teams for some codes.

Success in sport is recognised by the awarding of Pockets and red Honours blazers. The Student Sports Council, an elected group of Year 12 and 13 students, is very active in helping organise all sport in the school

Stationery

Stationery lists are published on the school website under News – 2017 Documents and also on the Maggie’s Shop page. Stationery can be ordered online via the OfficeMax MySchool website, which has St Margaret’s College stationery lists pre-loaded. Stationery purchases may be made throughout the year from Maggie’s Shop.

All students in Years 7-11 are supplied with the St Margaret’s College Homework Diary, which is charged to the student’s account (approximately \$15). Students in Years 12 and 13 may have their own diary or they may purchase the school diary from Maggie’s Shop.

Student Achievement

Academic: Academic progress is rewarded during the year by the presentation of Academic Bars. Red Academic Bars recognise achievement and Green Academic Bars recognise effort. As relatively few are given, they are much prized.

Silver Ties are awarded to girls who achieve an Excellence endorsement in NCEA Level 1 or Level 2. The Gold Academic Excellence Bar recognises students with the highest academic achievement either in NCEA or International Baccalaureate. The Academic Silver Bar is awarded for academic excellence in the Middle School.

Certificates may be awarded during the year for excellence in a particular area. Honours blazers are awarded once a year for outstanding achievement. Selection is subject to specific criteria.

Cultural: Excellence in the Arts for achievement in Dance, Theatre, Music, Debating, Public Speaking and Visual Arts is rewarded once a year by the presentation of Pockets or Honours blazers. Specific criteria apply.

Sporting: Excellence in sport is rewarded by the presentation of Pockets (twice per year) and Honours blazers (once per year). Specific criteria apply.

Some Year 13 students, who have met the criteria, may have their Honours blazer awarded mid-year.

Student Courses of Study

Full outlines for the NCEA and International Baccalaureate courses are set out in the curriculum documents for each level, available on the school website.

Our students enter the full range of external examinations. Girls are also invited to participate in the ICAS English, Languages, Mathematics, Science, Chemistry and Physics competitions. The school has experienced significant success in these exams. We also offer higher-level courses and extension to those students who will benefit.

Student Employment

We consider it inadvisable for girls to undertake a regular after-school job (e.g. every evening) as this will have an adverse effect upon academic, cultural and sporting

commitments. A Friday evening or some weekend work is more appropriate.

Student Entry

The Executive Principal and Deputy Principal Teaching and Learning are responsible for student entry policies and procedures in the school, making sure that they are fair and applied consistently.

Students transferring from other schools or accredited providers will be given credit for courses of study successfully completed there, and may, at the discretion of the Deputy Principal Assessment and Reporting, be enrolled in off-site programmes such as the Correspondence School.

Student Problems and Grievances

Students who have any queries or difficulties with their academic work, other students, school commitments, staff expectations or any facet of their school life, should in the first instance discuss the problem with their Tutor who will be able to advise and counsel.

If the grievance persists, the student should approach the Dean or Head of Faculty who may refer the matter to the Associate Principal, the Deputy Principal Assessment and Reporting, the Deputy Principal Teaching and Learning or the Guidance Network. If necessary, a family discussion may be set up or independent advice or counselling sought.

Taxi Chits

Taxi chits are only available from the Boarding Houses for the use of Boarders or from the Sports Office for the use of sports teams travelling to sporting fixtures.

We expect, where possible, that all appointments be made out of school time. If, however, it is necessary for a daygirl to attend an appointment during school hours it is the responsibility of parents to organise travel to and from the appointment. Taxi chits are **not** available from the School or Business Offices for Daygirls.

Telephone

The School Office telephone may only be used in an emergency. Urgent telephone messages for students can be left at the office and every endeavour will be made to pass them on.

Term Calendar

A Term Calendar listing important dates and events for the current term is available on the St Margaret’s College website, www.stmargarets.school.nz, under News – Events Calendar. The calendar is also available in electronic format on the school intranet, INSITE. The calendar is updated regularly throughout the term to reflect any additions or changes to scheduled events.

Textbooks

Every care should be taken of textbooks, as girls will be held responsible for the books they are issued with. The

books should be returned in good condition, on the official book return/Sign Out day and any that are lost or damaged will have to be replaced by the student, or there will be a charge made for them.

Tutor System

At St Margaret's College we strive to recognise potential, develop talent and achieve excellence. This is best accomplished within a 'disciplined environment and a stable, caring, family atmosphere'. We wish to develop and support the personal and special needs of each girl.

An important aspect of St Margaret's College pastoral care is the Tutor system. Students in Year 7-10 (Middle School) and Year 11-13 (Senior School) are placed in vertical groupings of approximately 15 students, and a teacher, called the Tutor, is responsible for their pastoral care and progress. The Year 13 girls act as the peer supporters for the younger girls. Year 1-6 students are under the care of their Homeroom Teacher.

Each Tutor Group belongs to a House, with four Middle School Tutor groups and four Senior Tutor Groups in each House. Each Middle School Tutor Group is buddied with a Senior Tutor Group. There are social interactions between these groups to enhance the Buddy system. The Tutors have the support of the Deans and the Associate Principal. Together they ensure a positive learning and social environment for each student.

Girls meet daily in their Tutor Groups. Early in Term 1, the Tutor meets with each student, together with her parent(s) or guardian(s), to review the previous year and set realistic goals in academic, personal, cultural and sporting areas for the current year. These goals are reviewed by the Tutor and student through the year.

The primary role of the Tutor is to oversee the wellbeing and progress of each girl in the Tutor Group. Any query or concern a parent has, should initially be directed to the Tutor in the first instance.

Visitors to the School

Visitors must call and register in the School Office and seek help in facilitating their business. They must sign out on departure. If parents wish to speak to their daughter, it is more courteous and efficient for our staff to organise this, rather than to have people dropping in informally. Appointments with the Executive Principal are very easily made through the Principal's PA or by an email or phone call to a staff member. Parents are most welcome to contact the school at any time.

Wardrobe

It is expected that all girls will wear clean uniform, correctly and with pride. For persistent non-compliance, parents will be contacted, girls will be sent home to change and required to make up class time missed after school in detention on a Thursday.

Year 11-13 Uniform

All students must have the following items:

- Blazer - must be worn to and from school every day and to formal occasions including Chapel and assembly
- Navy tunic, navy tailored shorts or navy skirt (worn on the knee)
- Tussore dress
- White school blouse
- Tie
- Full Tracksuit
- PE top and shorts and swimsuit (no bikinis)
- Black lace-up, U-bar or T-bar sturdy leather school shoes (fashion or canvas shoes are not acceptable)
- Navy socks (over the knee, under the knee or ankle) or black opaque tights

In addition to the compulsory items listed above, students may select from the following optional uniform items for everyday (non-formal) wear:

- White SMC t-shirt (short or long sleeved)
- Cardigan
- Sports Jacket (may be worn to and from school in inclement weather)

For formal occasions, all Year 11-13 students **must** wear:

- Blazer
- Tussore dress
- White school blouse
- Tie
- Natural coloured pantyhose
- Black lace-up, U-bar or T-bar shoes

Year 7-10 Uniform

All students must have the following items:

- Blazer - must be worn to and from school every day and to formal occasions including Chapel and assembly
- Navy tunic
- White school blouse
- Tie
- Full Tracksuit
- PE top and shorts and swimsuit (no bikinis)
- Black lace-up, U-bar or T-bar sturdy leather school shoes (fashion or canvas shoes are not acceptable)
- Navy socks (over the knee, under the knee or ankle) or black opaque tights

In addition to the compulsory items listed above, students may select from the following optional uniform items for everyday (non-formal) wear:

- Navy tailored shorts or navy skirt (from Year 9 only, worn on the knee)
- White SMC t-shirt (short or long sleeved)
- Cardigan
- Sports Jacket (may be worn to and from school in inclement weather)

For formal occasions, all Year 7-10 students **must** wear:

- Blazer
- Navy tunic
- White school blouse
- Tie
- Navy socks (summer) and black opaque tights (winter)

- Black lace-up, U-bar or T-bar shoes

Year 1-6 Uniform

All students must have the following items:

- Blazer - must be worn to and from school every day and to formal occasions including Chapel and assembly
- Navy tunic or navy tailored shorts
- White school blouse
- Tie
- Regulation SMC sunhat (compulsory in Term 1 & 4)
- Full Tracksuit
- PE top and shorts and swimsuit (no bikinis)
- Black lace-up, U-bar or T-bar sturdy leather school shoes (fashion or canvas shoes are not acceptable)
- Navy socks (over the knee, under the knee) or white ankle socks (Term 1 & 4 only)

In addition to the compulsory items listed above, students may select from the following optional uniform items for everyday (non-formal) wear:

- White SMC t-shirt (short or long sleeved)
- Cardigan
- Sports Jacket (may be worn to and from school in inclement weather)

For formal occasions, all Year 1-6 students **must** wear:

- Blazer
- Navy tunic or navy tailored shorts
- School blouse
- Tie
- Black lace-up, U-bar or T-bar shoes

Other Uniform Items

Ties

- School ties for Years 1-12
- Year 13 ties are compulsory for all Year 13 students
- Silver Scholar ties are presented by the school
- Colours/Honours ties are presented by the school

Sports Bag

- Compulsory for Years 7-10

Hair

- If hair is longer than shoulders it must be tied back in plaits or a ponytail. Hair ties must be a colour in the uniform i.e. green, navy or white.
- Natural coloured hair only.

Jewellery / Makeup

- Earrings – one silver or gold stud in the earlobe of each ear
- Rings and nose studs are not permitted
- No other jewellery may be worn. Special consideration may be given by the Associate Principal in some special instances for taonga. Please apply in writing.
- Nail polish is not permitted

- Make up ins not permitted.

A mixture of mufti and school uniform items is never acceptable.

Every article must be named, including cycle helmets, which are compulsory for all cyclists.



St Margaret's College

SPORTS

2017

ST MARGARET'S COLLEGE SPORTS

Holistic education is embraced at St Margaret's College. All students are strongly encouraged to become involved in Sports and the Arts.

Aims

- To encourage maximum participation of students.
- To offer a wide range of sports catering for all levels of ability.
- To promote sportsmanship and a sense of fair play.
- To provide quality leadership with appropriate facilities and equipment.
- To ensure that all students have an opportunity to achieve and are challenged appropriately.
- To ensure that their sporting experience is fun and encourage students to adopt an active and healthy lifestyle.
- To recognise participation, achievement and excellence in sport.

Benefits of Participation

- The experience of fun, excitement, achievement and personal challenge.
- The opportunity to form friendships and to develop social, organisational and leadership skills.
- The development of a variety of motor skills and physical fitness.
- The development of attitudes and behaviour to enhance self-confidence and self-worth.
- The acquisition of skills and knowledge about sport that will encourage future involvement e.g. refereeing, coaching and life-long participation.

Commitment / Expectation

Once a student signs up or is selected into a club, sport or team, a commitment is made for a full season, unless some unforeseen circumstance occurs. If an absence is unavoidable, it is the student's responsibility to communicate that information to the coach. If a replacement is required, the student may be asked to find another player for a Wednesday/midweek game if there are insufficient members in a selected team to cover.

Appointed coaches and managers must be shown respect through behaviour, commitment, attendance, effort and appreciation of time and skill being offered.

Communication

Information can be conveyed to students by a number of methods

- printed Sports Guide booklet
- "Code of Practice" for each sporting code
- Sports news and information for parents via the online newsletter
- email to Student Notices
- text messages
- through assembly / Chapel notices
- the website – www.stmargarets.school.nz
- school intranet, INSITE- Sport

Financial Commitment

- Registration / Tournament Entry Fee - divided between team members. The SMC sports budget will meet a proportion of major tournament fees i.e. NZSS or SISS.
- Uniform - girls are required to purchase their own uniform.
- A fee will be charged twice a season to subsidise costs to pay 'outside of school' coaches.
- Travel - travel costs for taxis, buses or airfares are divided between the team members and charged to accounts.
- Accommodation - teams travelling for tournaments will be required to pay for their own accommodation.
- Staff costs – travel and accommodation costs of the team manager and/or coach shall be spread across team members.

Equipment

Some equipment / sports gear is provided by the school with students needing to purchase personal items.

In most sports, equipment is allocated to teams at the beginning of the season and returned at the end. If any school equipment is lost or damaged then the whole team will share the cost of replacing the item(s) and this will be charged to parents' accounts.

For some competitions, gear is to be collected at lunchtime and returned immediately after the game to the Sports Office.

Sports Uniform

Girls need to purchase their own sports uniform from Maggie's Shop. All girls must wear correct uniform for the specific code and full tracksuit is to be worn to and from venues.

Tournament Week

South Island and National tournaments are held in Tournament week. In most cases teams must qualify to attend these tournaments.

Fitness

The Fitness Centre is available for use by any student in Years 9 - 13 provided they have a programme. To obtain a programme, students must make an appointment to see the Fitness Co-ordinator. Programmes will be individualised according to current standard of fitness and personal goals.

Students are encouraged to make a commitment to follow this programme at least twice per week. After a four to six week period, a further appointment should be made to set new, more challenging goals.

Most selected senior teams will have a compulsory weekly fitness sessions built into training programmes.

Sports Organisation

Director of Sport – Ms Helen Belcher

The Director of Sport, has an overview of all sports offered in the college and ensures they fit within the school philosophy and follow the school sports guidelines.

Assistant Director of Sport – Mrs Sharon Lloyd

As Assistant Director of Sport, works alongside the Director of Sport in the provision of summer and winter sport and whole-school events including exchanges and tournaments. Sharon also assists in the recruitment and retention of sports team management along with general administration duties.

Fitness Co-ordinator

A Fitness Co-ordinator is available to provide students with individual fitness programmes, to provide team training programmes and for coaches to seek support and advice from for team training.

Convenors of Sporting Codes

Each sport will have a convenor who is directly responsible for the organisation and administration of their sport.

Coaches and Managers

The school aims to supply all teams with a coach or manager. Coaches for many teams will be employed and students will be charged an amount to contribute towards these costs. Senior students coach a number of the junior teams. Staff and parent volunteers are also necessary to ensure everyone has a positive experience. Parents wishing to assist in any way, please contact the Director of Sport.

Sports Council

This is an elected group of Year 12 and 13 students who help with the organisation of school sport.

Year 10 Students

Opportunities may arise for a selected group from Year 10 to work together to promote sport and develop new initiatives for the Middle School.

Sports Committee

The Sports Committee is responsible for directing change and implementing new initiatives in sport. This committee will make decisions on major sporting awards, in consultation with the Executive Principal.

Sports Captains and Vice Captains

The Sports Captains and Vice Captains are voted positions with responsibility for the administration and promotional activities within the sport.

Team Captains and Vice Captains

These students are appointed by the team coach to provide leadership for the team.

Recognition of Sporting Achievements

Recognition is shown to students who achieve in sport in the following ways –

- Sports assembly at the conclusion of the season
- presentation of Pockets
- coaching awards
- fair play and special contributions to a sport
- Sports Dinner at the end of the year for sporting excellence
- awards/trophies
- Colours/Honours
- Red Roses are awarded to girls who have been selected into a national team or have placed 1st or 2nd in a New Zealand Championship event in the highest selected age group available to them (i.e. not 'B' teams)

New Zealand Representatives and New Zealand Development or Squad members:

- Photos and relevant information is noted where notice board space is available.
- Recognition is given on boards at the school entrances.

Sports Dinner

This is a formal event at the end of the year to celebrate and acknowledge all the effort made by our athletes and coaches. Attendance at the Sports Dinner is by ticket and it is open to all students, parents and coaches.

Sporting Excellence at St Margaret's College

Honours

Honours in Sport are awarded to students who represent St Margaret's College at the highest level and who also contribute through service. Girls wishing to apply for these honours can obtain criteria specific to their codes with the Director of Sport.

Middle School Sport

Year 7-10 students have the opportunity to gain a Middle School Badge for excellence in sporting performance whilst representing St Margaret's College.

Year 9 or 10 students, who have been recognised previously with a Middle School Badge, will have the

opportunity of being awarded Middle School Colours for exceptional performance while being part of the top selected school team. Age Group Canterbury and/or New Zealand representation would support the application. Leadership in, and Service to, the sport will also enhance the chances of gaining Middle School Colours but it is not a requirement at this level.

Senior Sport

Year 11-13 students have the opportunity to achieve a Pocket in specific codes if they achieve the set criteria of performance. All have the opportunity, once Pockets have been awarded, to apply for Sports Honours. The set criteria must be achieved along with documented service to that sport.

General

In all instances where sporting acknowledgements are made to students attending St Margaret's College, it is expected that they are role models within the school and that they continue to perform within their chosen sport at the highest level. When exceptional performances and outstanding levels of service are maintained until the end of Year 13, girls may be recognised with an Excellence and Service medal at the final Sports Dinner.

Where a student has achieved at New Zealand Representative level, at the highest level available for secondary school students she will be awarded a NZ Badge. Outstanding achievers in sports not available at St Margaret's College can apply for Honours and each case will be judged on merit. Promotion of their sport, involvement in programmes offered by school and general role modelling as athletes will be taken into consideration.

It is an expectation that documented evidence is forwarded to the school and that all details are verified by a letter from the appropriate sporting authority.



St Margaret's College

ARTS

2017

Aims

- To encourage maximum participation of students in a wide range of Co-Curricular activities.
- To promote teamwork and cohesion within groups and equity between members.
- To ensure that all students are offered opportunities for achievement, performance and exhibition.
- To provide quality leadership with appropriate facilities & resources.
- To generate an environment of enjoyment and satisfaction.
- To recognize commitment, contribution, achievement and excellence in the arts.

Organisation

Staff in Charge

Head of Performing Arts Faculty: Amanda Woods
Head of Visual Art Faculty: Callum Arnold

Curriculum Leader of Dance: Candice Cain
Curriculum Leader of Drama: Sarena Tokona
Curriculum Leader of Music: Amanda Woods
Curriculum Leader of Visual Art: Callum Arnold
Curriculum Leader of Design: Ruve Drummond
Curriculum Leader of Photography: Maria Buhrkuhl

Curriculum Leader of Technology: Trudy Keys
Head of the Centre for Innovation: Linda Chong
Teacher in Charge of Debating: Jenny May
Teacher in Charge of Speech and Drama: Roz Speirs
Arts Facilitator: Mary Davison

Director of The Dance Academy: Alison Rossiter
Speech and Drama tutors: Roz Spiers, Trish Minns, Dinie Bevers

Itinerant Teachers: school music groups are lead by a staff member or visiting itinerant teacher who will come in to the school regularly for rehearsals.

Staff Arts Committee

The Arts Committee is comprised of the Curriculum Leaders of Dance, Drama, Music, Technology and Visual Art and the teacher in Charge of Debating, along with the Arts Facilitator. The Committee is responsible for directing change and implementing new initiatives in the arts, as well as overseeing all arts processes including awards.

Student Arts Council

This is a group of Year 12 and 13 students who help with the organization of the arts at school and are responsible for Arts Week and the Arts

Soiree/dinner amongst other events. They are elected by student vote, with staff input, and are lead by the Arts Prefect in conjunction with the Arts Facilitator. A Head student from each arts area is also elected as part of the Arts Council.

Middle School Arts Leadership

2076 will see a selected group of Year 8-10 girls work together to look at promoting and supporting the arts and developing new initiatives for the Middle School. Students can also work towards leadership projects in the Arts such as organizing talent quests or leading junior school groups.

Communication

Information is conveyed to students through a variety of forms:

- Arts noticeboard located outside the Ngaio Marsh Theatre in the Winchester North second floor corridor
- Outside or just inside relevant departments or spaces eg Dance, Drama, Music, Visual Arts and English (for Debating & Public Speaking)
- School assemblies and chapel services
- School website
- Weekly newsletter
- Student Notices on the school Intranet

Commitment / Expectation

Once a student signs up or is selected into a group, a commitment is made for the whole year or duration of that group, unless some unforeseen circumstance occurs. Students may be required to sign a contract

Events

School Events

The Arts are celebrated yearly at school in Term 1 with Arts Week through lunchtime activities, student performances and visiting artists, and in Term 3 at the Arts Soiree/dinner, organized by the Arts Council, with guest speaker, performances, recognition of achievements and a buffet dinner. Other annual arts events include Twilight Concert, Performing Arts Showcases, NCEA Dance & Drama evenings, NCEA & IB Art Exhibitions and the Myers Cup Speech Competition. House Day involves House plays, Wearable Arts and Grid Portrait competitions and students perform each year for Open Day guests.

Musicals & Major Productions

A school musical or major drama/performing arts production will be presented every year as long as circumstances allow. There may or may not be

involvement from students and staff of other schools.

Combined Events with Christ's College

We have a Combined Orchestra and Collegium Choir with brother school Christ's College, and our music groups perform every year at a combined concert, as well as the St Margaret's-Christ's College Debate and biannual film collaboration.

Inter-school Events

Our co-curricular arts groups participate annually at events such as the Big Sing Choral Competition, Voices Contemporary Music Festival, YSIH Barbershop Competition, Chamber Music Contest, Orchestra Festival, Jazzquest, Rockquest, Bandquest, Christchurch Schools' Music Festival, Kids 4 Kids, Theatresports Competition, University of Otago Sheilah Winn Shakespeare Festival, Stage Challenge, JRock, Canterbury Schools Debating Council.

Community Events

Our groups also take part in events such as Children's Day, Ferndale Carnival, The Body Festival of Dance and Performance, SCAPE public art projects and other art initiatives in the community, and often perform for charity events.

Visiting artists & shows/ trips

We have a number of visiting artists and shows come to perform for our girls annually including NZ Playhouse, NZ Opera, NZ Royal Ballet, CSO Outreach Education Programme, amongst others. We also take groups of students offsite to see shows at The Court Theatre, the Theatre Royal, and other venues.

Achievements

Achievement in the arts at Middle School level is recognised with three types of awards for students in Years 7-10: a Certificate of Recognition, an Arts Badge and Colours in Arts. Colours take the form of a white braid to be sewn onto the sleeve of the school blazer. The following areas will be considered: Dance, Drama, Music, Oratory, Technical, Creative Writing and Visual Art. However, awards will be presented for "Arts" rather than for any specific area. To be eligible for a Middle School Arts award, the student must have a considerable level of proven skill in her field, as well as a minimum of two years' contribution and service to the arts at Middle School level, and a placing in a regional competition or high level exam qualification is also now required for Colours.

Achievement in the arts at Senior School level is recognised with three types of awards for students in Years 11-13: a Certificate of Recognition, an Arts Pocket and Honours in Arts. Pockets are sewn onto the blazer and are represented by the first initial of the arts area awarded. Honours are represented by the red blazer and a gold braid. The following areas will be considered: Dance, Drama (Theatre) Music, Oratory, Technical (Audiovisual) and Visual Art. Awards will be presented for each specific area. To be eligible for a Senior Arts award, the student must have an outstanding level of skill in her field, as well as a consistent contribution and service to the arts at school for at least two years (Pocket) or from Year 9 (Honours). To achieve Honours, the student must gain national recognition in her chosen field. A Pocket is a pre-requisite for the awarding of Honours (with some exceptions).

Co-curricular Arts

Dance

In addition to Dance being offered as a classroom subject, students have the opportunity to participate in a wide range of co-curricular opportunities. These groups provide an avenue for students interested or experienced in dance to extend their dance technique, gain experience, learn fun performance pieces, and develop an understanding of performance skills and practice.

Middle School Dance Company

Students Years 7-10 are able to audition for this performance group, which consists of 15-18 students. Students need to have prior experience in a range of dance styles and be confident in performance. A high standard of discipline is required and students accepted into this group are expected to make it a priority. There will be two rehearsals a week, timing yet to be confirmed.

Pop Company

This Dance Leaders' initiative is open to all Middle School girls. The group will learn choreography based on pop songs and will have the opportunity to showcase their work at Performing Arts events.

Senior Dance Company

Year 11-13 students with at least three years of dance experience in a wide range of dance styles are able to audition for this group. The Company will learn teacher-lead choreography as well as being given the opportunity to choreograph their own works. The students need to be confident in performance and available to perform throughout the year within school and the wider community.

Students accepted into this group are required to show commitment and to prioritize this specialist group.

Choreography Club

This group is open to senior girls in Years 11-13 who are interested in learning about choreographic methods. Girls will have the opportunity to work collaboratively and to create choreography for the group. The group will meet weekly with Miss Cain.

Junior School Dance Group

Where possible, older students will have the opportunity to organize and run dance classes for girls in the Junior School through the Year 10 Leadership Programme or from students' own initiative. Rehearsals once a week.

Highland Dance Group

This is a student led initiative for girls who are currently involved in and are passionate about Highland Dance. The group is for Year 7 - Year 13 girls and gathers once a week under the guidance of Annabel Watts. Members will need to be available for performances throughout the school year.

Drama

St Margaret's College offers students the opportunity to become involved in a variety of exciting extra-curricular activities in Drama. Events include:

The University of Otago Sheilah Winn Shakespeare Festival. Preparation for the Sheilah Winn Shakespeare Festival is at the beginning of Term 1. Auditions will be held early Term 1 and are open to students in Years 11, 12 and 13. Rehearsals will be during lunchtimes, after school and on weekends.

Theatresports

Students have the opportunity to participate in the St Margaret's College Theatresports teams both recreationally and competitively. We have a junior team for Years 9 and 10 and a senior team for Years 11, 12 and 13.

Middle School Drama

Our student Head and Deputy Head of Drama will run inclusive drama groups which aim to ignite interest in Drama in the Middle School and develop confidence and team work.

Speech and Drama Tuition

This programme runs in conjunction with other Arts activities and lessons are an 'extra'. Student timetables for these lessons are rotated in school, lunch, study and after school times. A full course

description, fees and enrolment form are available at the School Office.

Speech and Drama tuition is available each term at St Margaret's. This may be taken individually or in a small group (not more than four). The aim of the lessons are to develop the mind, voice and body skills necessary to communicate effectively in a wide variety of situations.

The lesson plans are based on the requirements of Trinity College and The New Zealand Speech Board Syllabus, so students may choose to work towards effective Speaking and/or Speech and Drama exams. The content of the course is designed to be stimulating, challenging and fun. It can also be adapted to suit the particular needs of students.

For enquiries please contact Teacher in Charge Roz Spiers at roz.s@stmargarets.school.nz.

Music

Co-curricular Music is ever changing and has grown a huge amount over the last few years. There are now a number of groups on offer, but we are always open to forming new groups, dependent on student demand. If there is a group that you would like to be involved in, but you don't see it on offer, then please contact Ms Woods or Dr Hickford. Co curricular groups all have opportunities to perform at different school events throughout the year, and some groups also have the opportunity to compete in regional and national competitions and events.

Private Music Lessons

Private lessons are available in piano, keyboard, violin, viola, cello, double bass, flute, oboe, clarinet, saxophone, acoustic guitar, electric guitar, bass guitar, trumpet, trombone, drums and voice. Parents are invoiced directly by the itinerant teachers for these lessons.

Lessons are on a rotating basis although girls in Years 11 to 13 may negotiate with their teacher for a set time if available. For the most part, girls must own their own instruments, although there are a few available for hire.

All enquiries should be directed to the Head of Performing Arts, Ms Woods at amanda.w@stmargarets.school.nz.

Senior Pop Choir

This choir for Year 11-13 students has a total 'Pops' focus and girls will have a lot of fun performing some great arrangements of well-known songs. Girls are expected to be able to sing in harmony. One rehearsal per week, timing yet to be confirmed.

Chamber Choir

Girls from Year 9-13 may audition for this choir, which consists of 24 – 30 students who sing a variety of music in up to four parts. The Chamber Choir accepts frequent invitations to perform in the wider community. A high standard of discipline is required in presentation and performance. Girls accepted for this choir are expected to make it a priority. Rehearsals are on Mondays from 4-6pm.

Collegium

Girls from Years 9-13 may audition for this combined choir with Christ's College. Girls accepted for this choir must make it a priority. One weekly rehearsal, timing yet to be confirmed.

Fun Choir

This is a choir for all to be involved in. Rehearsals once a week, open to students in Year 7-13, no auditions, Pop music focus, and an emphasis on having lots of fun.

A Cappella

Unaccompanied 3-part choir. Gospel and Pop focus. No audition required. Open to Years 9-13. Rehearsals are on Monday mornings 7:30 – 8:20am.

Barbershop Quartets / A Cappella Small Groups

Barbershop groups and A Cappella small groups can be arranged for more experienced and competent singers who are easily able to sing a musical line on their own. Please see Ms Woods if you are interested.

Year 7-8 Choir

This choir is open to Year 7-8 girls. This choir sings a variety of music, and throughout the year has many performance opportunities. One rehearsal per week, yet to be confirmed, but rehearsal will take place during a lunchtime.

Year 9-10 Choir

This choir is open to all Year 9-10 girls. This choir sings a variety of music, and throughout the year has many performance opportunities. One rehearsal per week, yet to be confirmed, but rehearsal will take place during a lunchtime.

Girls from Years 5-8 have the opportunity to participate in the Christchurch Schools' Music Festival. The Junior and Year 7 & 8 choirs participate at events such as Kids in Town and Kids 4 Kids as well as performing at various school assemblies, Chapel services and concerts

Year 3-6 Choir is compulsory for girls in these classes and is part of their music programme. Rehearsals take place during school time.

Orchestras

- 1) The St Margaret's College Orchestra – auditions, open to all year levels. Rehearsal times yet to be confirmed.
- 2) The String Orchestra – auditions, open to all year levels. Rehearsal times yet to be confirmed.
- 3) The Junior Music Ensemble – A Year 1-6 instrumental group. Rehearsal time yet to be confirmed.
- 4) The Combined Orchestra with Christ's College – rehearses on Tuesdays from 4:00-5:00pm at Christ's College or St Margaret's. This orchestra is open by invitation to more advanced instrumentalists in Years 7-13. Girls who wish to play in this orchestra are expected to participate in either the St Margaret's College Orchestra, String Orchestra or Chamber Music groups

Ukulele Orchestra

This group is open to girls from Year 7 up who enjoy ukulele or who would like to learn. Repertoire is based on student choice of songs, and rehearsals are weekly, timing to be confirmed.

Flute Choir

This choir is open to flautists of all levels. The emphasis is on having fun performing a variety of different music. There are many performance opportunities throughout the year for this group. One rehearsal per week, timing yet to be confirmed.

Jazz Band

Instrumental music has grown significantly in the school particularly show-cased with the Jazz Band who perform annually at JazzQuest. Rehearsals take place after school for one hour each week.

Rock Bands

Rock and Pop music is encouraged and the girls can initiate their own Rock bands at junior and senior levels. These are monitored and mentored by senior musicians or tutors who are willing to become involved. Rehearsal times are negotiated and creativity is encouraged.

Chamber Music

Chamber Music groups can be arranged for more competent instrumentalists from all year levels. Advanced groups are encouraged to enter the annual Chamber Music competition. Please see Dr Hickford/Ms Woods if you are interested.

Technology

Technical / Audiovisual

Technical Team

The Technical Team is comprised of a group of students who help with all technical aspects in relation to the arts and school events such as Open Day, Drama and Dance productions, Arts showcases and concerts, sound board at assemblies etc. This involves sound, lighting, filming and editing. We have a range of up-to-date equipment and training is provided to further improve skills. Any student in Year 9 and above who is interested in being involved please contact the Curriculum Leader of Technology Mrs Trudy Keys..

Innovation

The Centre for Innovation is a space set up for girls to "Think, Tinker and Create." In this space, we offer a number of clubs that students from Year 6 - 13 can attend. Our co-curricular clubs will help girls to develop skills in problem solving, taking calculated risks, collaboration and team work as well as a chance to expand their creative minds. Some groups incur a cost for tutors and materials and more information can be found on the following link:
<http://smccentreforinnovation1.blogspot.co.nz>

Robotics Club

Some of our student leaders facilitate a lunchtime club, and we have a tutor who guides the girls in our after school group. Students are welcome to attend both. There is an opportunity for students to enter the Regional and National Robocup competition. The robots we use are EV3 Lego Mindstorm kits

Makerspace

Student leaders facilitate a lunchtime creative space where students can construct projects using a variety of materials from basic electronics to 3D printing. There will be a nominal cost involved in these activities.

Code Club

Volunteer tutors facilitate girls in a beginners, intermediate or advanced group. Code Club runs in a timeslot after school. Laptops may be borrowed from the school, otherwise all equipment is provided. Girls will be exposed to Scratch, Python, HTML and C++ languages.

The Internet of Things tends to be more of an advanced group, however, no experience is necessary

Visual Arts

Exhibitions

There are opportunities for girls to display and organise artwork around the school, at Arts events, assemblies and in exhibitions during the course of the year. The IB Art Exhibition is held at the end of Term 3, and the NCEA Senior Exhibition early

Term 4.

Art Club

The Visual Art Club is open to girls from Year 9 to Year 13 and will include a range of projects within the school and the wider community.

Art Extension

Art Extension is open to students from Year 9 to Year 13 who wish to extend skills in art making processes and procedures in a range of disciplines. One workshop per week, timing yet to be confirmed.

Photography Club

Photography Club is open to students from Year 9 to Year 13 who are interested in exploring ideas and techniques using photography. You will need your own digital camera. One workshop per week, timing yet to be confirmed

Design

Design Club is open to girls from Year 9 to Year 13 who are interested in exploring ideas and techniques using graphic and 3d design. One workshop per week, timing yet to be confirmed

Workshops

Girls may participate in supervised workshops which are usually available once a week after school after consultation with supervising staff. Workshops for senior students are also held during weekends and holiday time.

Competitions - Exhibitions

Students are advised of local and national art competitions for individuals and groups through the Visual Arts Leaders, Student Notices and the Arts noticeboard.

Wordsmiths

Debating

Teams at all levels compete during the year against teams from other schools in the local debating competition, which begins in Term 1, averaging two debates per term. A Year 10 or 11 team will be selected to compete in the Junior Press Tournament in Term 3 and the Nga Kete Debating Cup for Year 9 and 10 girls is held in late November.

Top Senior Debaters will represent the College at the Summer and Winter Quadrangular Tournaments as well as the prestigious Press Debating Tournament. There are also showcase debates, including the annual Christ's College and St Margaret's College showdown, which parents and friends enjoy.

Each team will be assigned a coach and practice

times will be arranged accordingly. Debate Club takes place on Thursdays after school and the Interschool Competition is Thursday evenings.

Slam Fam

Slam Fam is SMC's Slam Poetry Club, a place to express thoughts and ideas through writing and performing poetry. The group meets every Friday lunchtime for students to do writing exercises, follow prompts, and share what they've created. No previous experience necessary and all Year levels 9-13 are welcome to join this supportive, creative community of aspiring poets.

Philosophy Club

Philosophy Club is open to all students in Year 9 - 11 to ponder and debate the big questions in life in an encouraging and stimulating community of inquiry. Students consider topical issues, ethical dilemmas, and big metaphysical questions.

Coming Soon...

Creative Writing Club
Film Society
Book Club

Theatre and Dance Academy (TDA)

The Theatre and Dance Academy at St Margaret's College has been established to provide opportunities for co-curricular dance studies for students at St Margaret's and for the wider community. Students are given outstanding opportunities to achieve internationally recognised qualifications in Jazz, Ballet, Tap and Contemporary Dance and to participate in open recreation classes in many genres, with a focus on developing repertoire and performance pieces. Performance opportunities are offered throughout the year both at St Margaret's College and in the wider community.

Students benefit from tuition from a team of accomplished dance teachers, who are experienced in training dancers with Versatility, Strength and Passion. Classes are available for boys and girls, aged 3 through to adult.

The aim for the Academy is to assist in providing technical training for our current students as well as a strong foundation for students wishing to continue dance at a tertiary level and attain internationally recognised qualifications in specific genre.

The following co-curricular examination syllabus classes will be offered:

AJDA – American Jazz Dance Affiliation. All levels – 3 years to adult

BBO – British Ballet syllabus. All levels –

preschool to adult

Glen Wood Tap Dance - levels offered as appropriate

Open Recreation Classes

Open recreation / performance based classes are also offered for students 3 years to adult in the following genres:

Hip Hop, Contemporary, Commercial Industry Dance, Pointe Technique, Ballet Coaching, Jazz Technique, Yoga for dance, Jazz/Street Dance, Teens beginners dance, Work out and Stretch, Musical Theatre, Tap Dance, Cirque Theatre Dance. We are also working to incorporate Aerial Dance classes during 2016 with a focus on Silks and Lyra.

Open classes are fun, recreation courses with a focus on developing repertoire and performance based dance pieces. Opportunities for performance are offered during the year and for the end of year showcase. Enrolment forms for all classes, class information and the 2016 class timetable are available on the St Margaret's College website, under Dance Academy. Queries can be forwarded to the Manager of the Theatre dance Academy, Ms Alison Rossiter, alison.r@stmargarets.school.nz.

