



**St Margaret's
College**

Balanced
foundations,
bright futures.

International

Year 0 – 13, 2024





St Margaret's College
 12 Winchester Street, Merivale
 Christchurch 8014
 Telephone: +64 3 379 2000

Jo Fogarty
 International Student Manager
 jo.fogarty@stmargarets.school.nz
 +64 3 379 2000
 +64 22 070 5418

Contents

Welcome to St Margaret's College

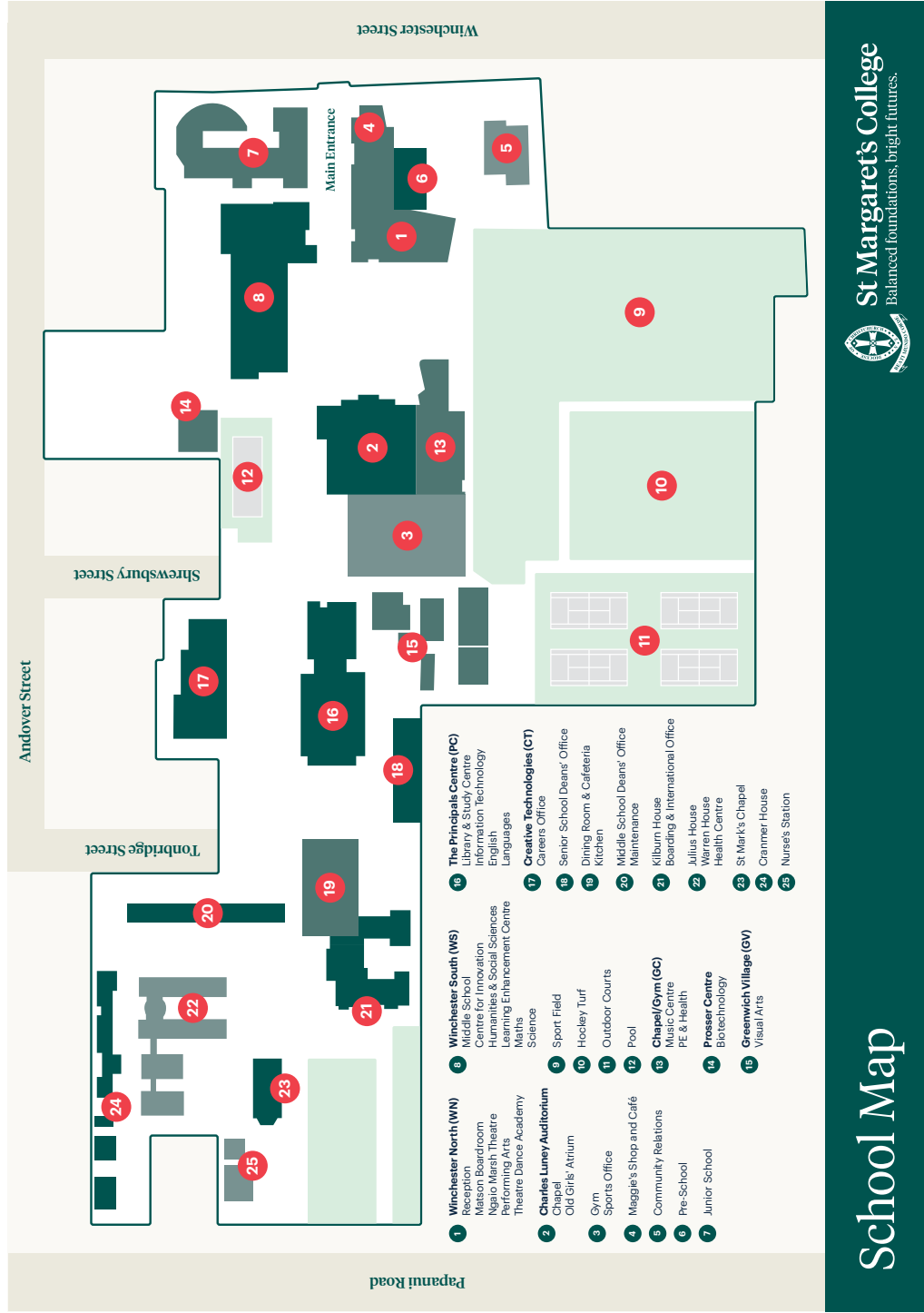
| | |
|------------------|---|
| Map of School | 2 |
| Welcome | 3 |
| Graduate profile | 4 |
| Term dates | 5 |
| Weekly routine | 5 |
| Key Staff | 6 |
| Uniform | 7 |

Living and studying in NZ

| | |
|-----------------------------------------------------|----|
| Map of New Zealand | 8 |
| Wellbeing and support for international students | 9 |
| Culture shock/Cultural differences | 10 |
| Participation | 11 |
| Striving for excellence | 13 |

Keeping you safe

| | |
|---------------------------------------------------------------|----|
| Emergency procedures | 14 |
| Grievances and complaints process | 15 |
| Pastoral care for International Students' Code of Practice | 16 |



Welcome to St Margaret's College

Welcome to our College community, our city of Christchurch, and New Zealand. Thank you for choosing to join us here at St Margaret's College. We look forward to supporting you to achieve and enjoy success as well as fun and happiness here at our College. This handbook has been prepared for international

students to help you adapt to this culture in which you now find yourself. I look forward to working with you on your journey with SMC over the next year

Jo Fogarty,
International Student Manager

Graduate profile

In order for each girl to have a deep sense of wellbeing and happiness – hauora/eudaimonia, we must support her to be:



Term dates 2024

Term 1

New boarders yr7-10 – Thursday 25 January
Monday 29 January – Thursday 12 April

Friday 26 January

– All returning boarders

– All yr9 and Senior School Students

Term 2

Monday 6 May – Friday 5 July

Term 3

Monday 22 July – Friday 20 September

Term 4

Monday 14 October – Thursday 5 December

Weekly routine

| | MONDAY | TUESDAY | | WEDNESDAY | | THURSDAY | FRIDAY |
|----------|------------|------------|----------|------------|----------|------------|------------|
| 8:25am | Tutor Time | Tutor Time | | Tutor Time | | Tutor Time | Tutor Time |
| 8:30am | | | 8:30am | | 8:30am | | |
| Period 1 | | | Period 1 | | Period 1 | | |
| 9:20am | | | 9:20am | | 9:20am | | |
| Period 2 | | | Period 2 | | Period 2 | | |
| 10:10am | Tutor Time | Chapel | 10:10am | Interval | 10:10am | Assembly | Tutor Time |
| 10:35am | Interval | Interval | | | 10:35am | Interval | Interval |
| 11:00am | | | 10:35am | | 11:00am | | |
| Period 3 | | | Period 3 | | Period 3 | | |
| 11:50am | | | 11:25am | | 11:50am | | |
| Period 4 | | | Period 4 | | Period 4 | | |
| 12:40pm | | | 12:15pm | | 12:40pm | | |
| Period 5 | | | Period 5 | | Period 5 | | |
| 1:30pm | Break | Break | No Break | No Break | 1:30pm | Break | Break |
| 1:50pm | | | 1:00pm | | 1:50pm | | |
| Period 6 | | | Period 6 | | Period 6 | | |
| 2:40pm | | | 1:45pm | | 2:40pm | | |
| Period 7 | | | Period 7 | | Period 7 | | |
| 3:30pm | End of Day | End of Day | 2:30pm | End of Day | 3:30pm | End of Day | End of Day |

Key staff



Mrs Diana Patchett
Executive Principal



Ms Jo Fogarty
International Student
Manager



Rev. Stephanie Clay
Chaplain



Ms Sian Evans
Head of
Senior School



Ms Kathryn Gray
Head of
Middle School



**Mrs Bridget
Compton-Moen**
Head of Junior School



Ms Jacq Gilbert
Deputy Head
of Senior School
(Academic)



Mr James Evans
Deputy Head
of Senior School
(Student Care
and Experience)



Ms Rachel Quigley
Deputy Head
of Middle School

Deans

Year 7 & 8 Nicole Lloyd
Year 9 Amanda Surridge
Year 10 Sarena Harrison

Year 11 Nick Adams
Year 12 Dave Thompson
Year 13 Helen MacDonald

Uniform



Formal uniform
Junior and
Middle School



Formal uniform
Senior School



**Long-sleeved
blouse with tie**



**Short-sleeved
blouse with tie**



Cardigan



Gym dress



**Tailored shorts
with short-sleeved
T Shirt**



**Skirt (Y9 upwards)
with long-sleeved
T Shirt**



Tailored navy trousers



Jacket



Junior hat



**Red blazer
(awarded)**

Living and studying in New Zealand



Wellbeing and support for international students

SMC is a community which works hard to ensure our international students feel welcomed, comfortable, safe, heard, and supported throughout their time at our College.

International Department

International Student Manager
International Administrator
ELL Teacher
Pre-arrival pack
Orientation Programme on arrival
International Club

Boarding

Head of Boarding
House Managers
Supervisors
Homework Tutors
Fellow Boarders

School

Tutor
Year level Dean
Head of School
Counsellor
Chaplain

Wider Community

Designated caregiver
Sports and cultural clubs
Rite Journey – Year 10

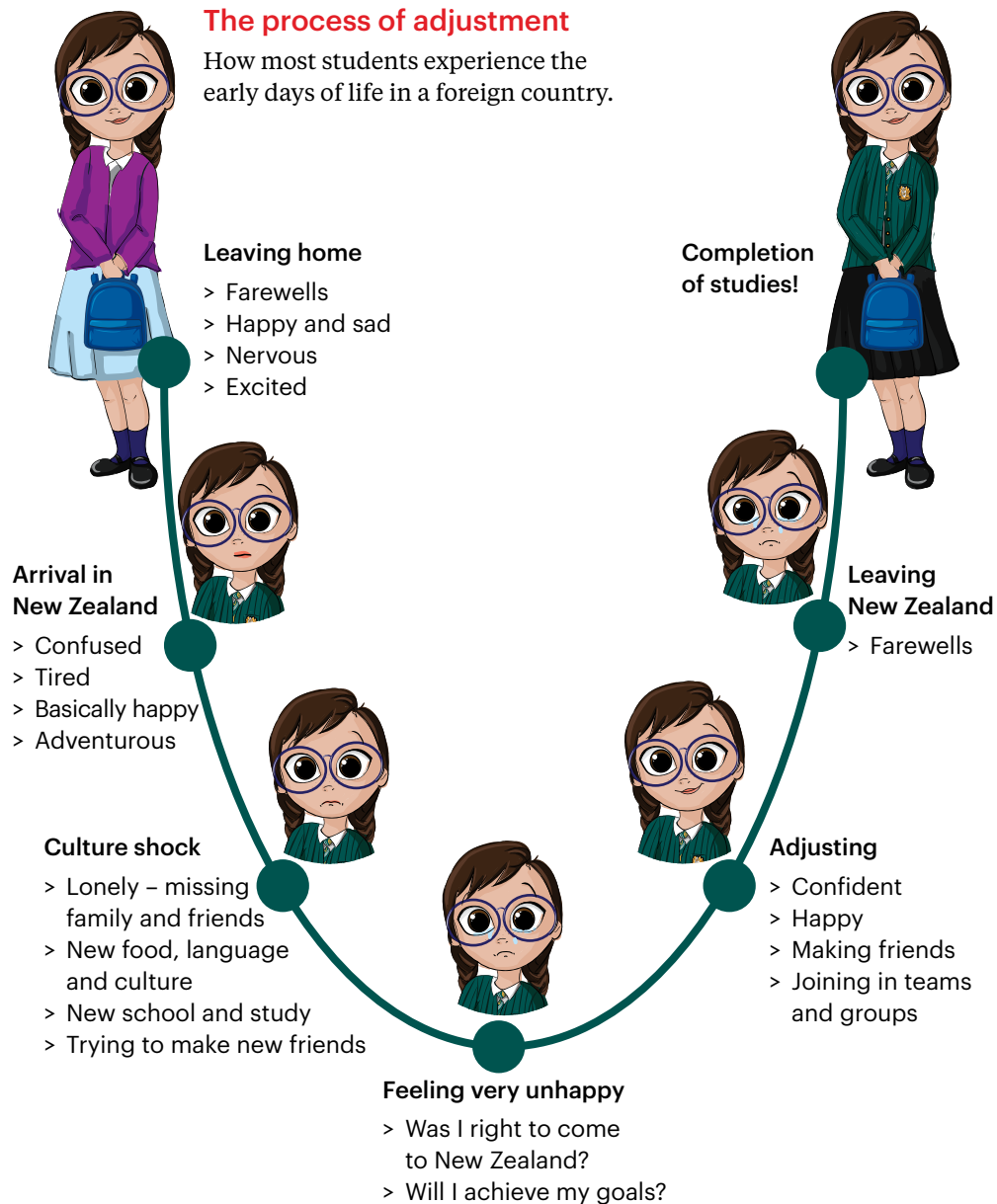
24/7 Emergency Contact:

Jo Fogarty
+64 22 070 5418

Culture shock / Cultural differences

The process of adjustment

How most students experience the early days of life in a foreign country.



Participation

Participating in co-curricular activities is a great way to make friends,

integrate and become a part of our SMC community.

The Arts

SCHOOL PRODUCTION

DANCE

- > Middle School Dance Company
- > Pop Company
- > Senior Dance Company
- > Senior Development Dance Company
- > Highland Dance
- > Jazz Dance
- > Hip Hop Dance
- > Junior School Dance

DRAMA

- > University of Otago Sheilah Winn Shakespeare Festival
- > Theatresports
- > Middle School Drama
- > Speech and Drama tuition

MUSIC

- > Private music lessons
- > Pops Choir
- > Chamber Choir
- > Fun Choir
- > A Cappella
- > Barbershop Quartets
- > Middle School Choir
- > Year 13 Choir
- > Junior 4-6 Choirs
- > Year 1-3 Choir
- > SMC Orchestra
- > SMC String Orchestra
- > Combined Orchestra with Christ's College
- > Ukulele Orchestra
- > Flute Choir
- > Jazz Band
- > Rock Bands
- > Chamber Music

VISUAL ARTS

- > Exhibitions
- > Art Club
- > Photography Club
- > Art Extension

WORDSMITHS

- > Debating
- > Tea & Philosophy
- > Creative Writing

INNOVATION

- > Technical Team
- > Robotics Group
- > Coding Group



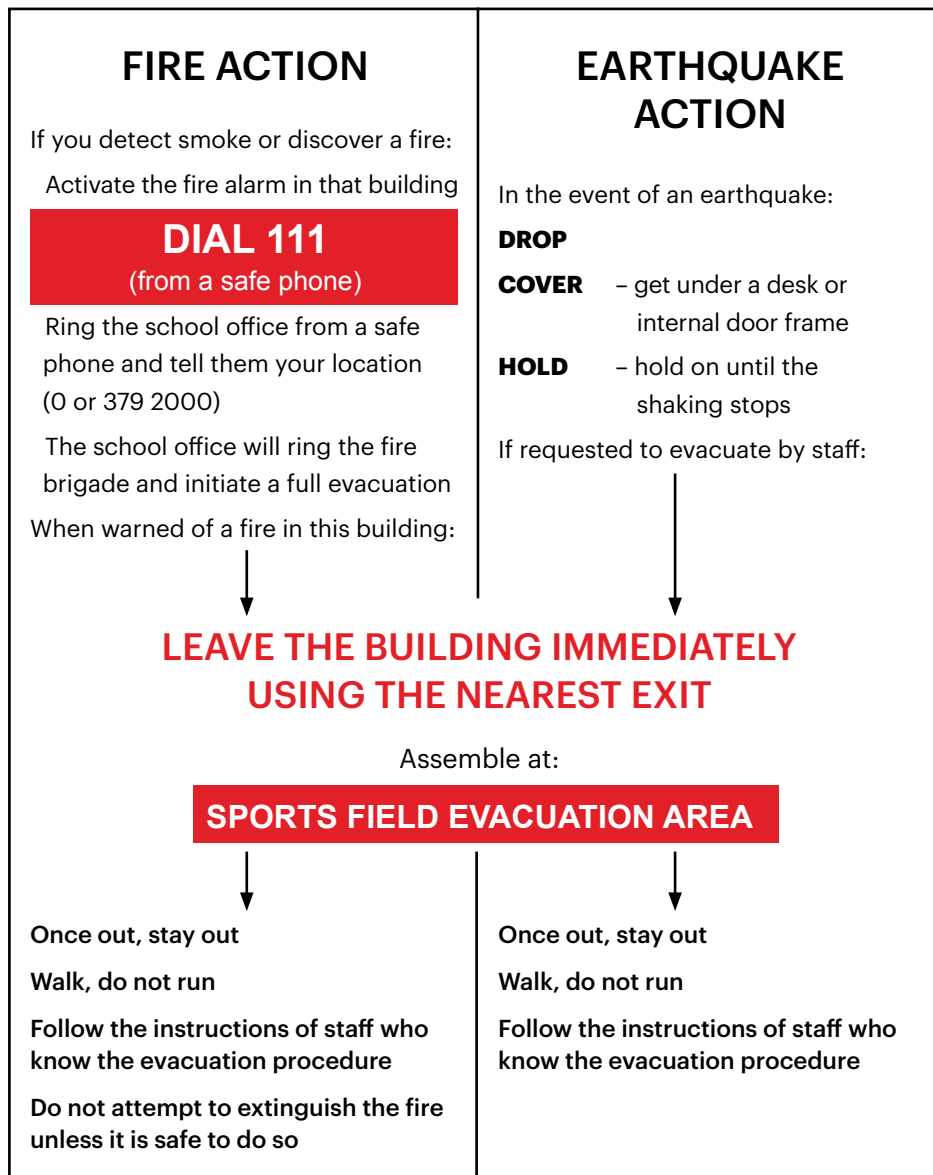
Sport

- › Archery
- › Athletics
- › Badminton
- › Basketball
- › Climbing
- › Cricket
- › Croquet
- › Cycling
- › Equestrian
- › Flipper Ball
- › Football (Soccer)
- › Football – Skills
- › Football – Indoor
- › Golf
- › Hockey
- › Korfbal
- › Miniball
- › Netball
- › Netball – Indoor
- › Royal Life Saving
- › Rowing
- › Rugby
- › Rugby Sevens
- › Run Club
- › Summer Hockey
- › Swimming
- › Table Tennis
- › Tennis
- › Touch
- › Triathlon
- › Volleyball
- › Water Polo
- › Ultimate Frisbee

Regional/National Secondary School Events:

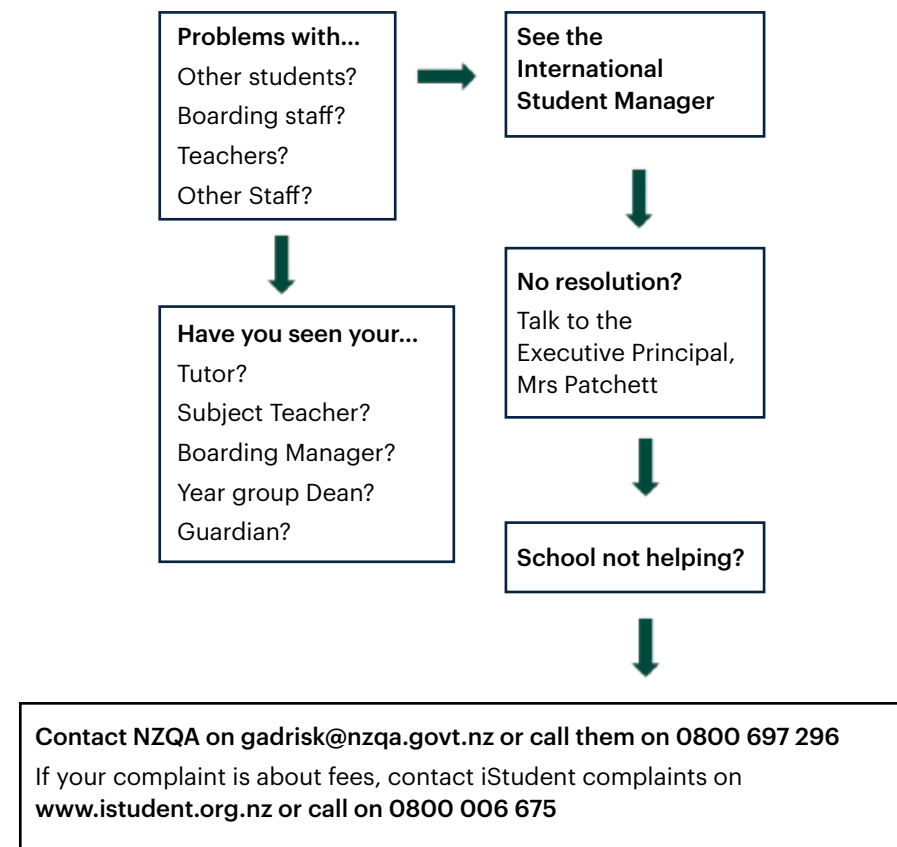
- › Athletics
- › Cross Country
- › Gymnastics
- › Multisport
- › Skiing/Snowboarding
- › Swimming
- › Triathlon

Keeping You Safe



Grievances and Complaints Process

What do you do if you have a complaint?



For details of the St Margaret's College refund policy, please visit our website: stmargarets.school.nz

CODE OF PRACTICE 2016



**THE EDUCATION (PASTORAL CARE
OF INTERNATIONAL STUDENTS)
CODE OF PRACTICE 2016**



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOMU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AOI

Important information for
international students and their families

This pamphlet summarises the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code). It provides information for students and their parents on what to do if they have a complaint about their treatment by a New Zealand education provider or agent of an education provider.

What is the Code?

New Zealand education providers have an important role in ensuring the well-being of their international students. The Code sets out the minimum standards of advice and care that are expected of education providers for international students. This ensures students coming from other countries to study in New Zealand are well informed, safe, and properly cared for.

New Zealand defines international students as those that are not domestic students. There is further information about this on the New Zealand Ministry of Education website at www.education.govt.nz

The New Zealand Qualifications Authority (NZQA) is the administrator of the Code on behalf of the New Zealand government.

Who does the Code apply to?

All education providers in New Zealand who enrol international students must be a signatory to the Code and adhere to its requirements.

A list of education providers that have signed up to the Code is available on the NZQA website at www.nzqa.govt.nz

How can I get a copy of the Code?

You are encouraged to read the Code, which is available on the NZQA website in several languages.

If you have further questions about the Code you can email code.enquiries@nzqa.govt.nz

What can you expect of an education provider?

Students and their families can expect education providers to:

- provide clear, sufficient and accurate information so you can make informed choices about your education
- give you clear, understandable information on your legal obligations and rights, including refund policies, and termination of your enrolment under any contracts you enter into with the provider
- check that you have the prescribed insurance cover
- provide a safe and supportive environment for study
- as far as practicable, ensure you live in accommodation that is safe and appropriate
- provide you with a comprehensive orientation programme to support you in your study and outline your obligations
- monitor their agents to ensure they provide you with reliable information and advice about studying, working and living in New Zealand
- ensure that the educational instruction on offer is appropriate for your expectations, English language proficiency, and academic capability

- have proper policy and processes in place to safeguard students' fees paid and be able to provide an appropriate refund if you withdraw or your course closes
- ensure you have access to proper and fair procedures for dealing with grievances (concerns or complaints).

What if something goes wrong?

If you have concerns about how your education provider or an agent is treating you, you should first contact your provider and follow their grievance procedure.

Education providers must have an internal grievance procedure to listen to and deal with any concerns or complaints to ensure a fair result. They will have designated a person who you can talk to and who will advise you on how to address your concerns or complaints. This may be the principal or the international student director.

If the provider's grievance process does not address your concerns or complaints, you can contact:

- NZQA (for concerns and complaints about a provider breaching the Code) or
- iStudent Complaints (for concerns and complaints about money or contracts).

Is your complaint about a provider breaching the Code?

As the Code administrator NZQA has the legal authority to investigate potential breaches of the Code. It has a process for finding out if the concern or complaint is valid and if a provider has breached the Code. This includes getting information from both the student who has raised the concern or complaint and the education provider.

For information about how to make a complaint see the NZQA website www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/

Is your complaint about money or contracts?

iStudent Complaints is an independent service provided by the New Zealand government that can help you resolve concerns and complaints that are about money or contracts with an education provider. The service is free.

You can contact iStudent Complaints in a few ways:

Website

www.istudent.org.nz

Email

complaints@istudent.org.nz

International phone number

64 4 918 4975

Freephone

(within New Zealand)

0800 00 66 75

Fax

64 4 918 4901

On social media:

Facebook

www.facebook.com/istudent.complaints

WeChat

(search for 'NZ iStudent Complaints' Chinese language only)

Post:

iStudent Complaints
P.O. Box 2272
Wellington 6014
New Zealand

Image courtesy of Brand Lab.





St Margaret's College

Balanced
foundations,
bright futures.

12 Winchester Street
Merivale, Christchurch 8014

03 379 2000

stmargarets.school.nz

