



**St Margaret's  
College**

Balanced  
foundations,  
bright futures.

# Junior School Handbook

2024





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## Key contacts



**Diana Patchett**  
Executive Principal



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



**Julie Lewis**  
New Entrant



**Nicki Douglas** Year 1



**Michele Callaghan** Year 2



**Paulette Double** Year 3



**Megan Simcock** Year 4



**Sophie Huston** Year 5



**Betsy Ryan** Year 6



**Lillian Pickles**  
Learning Enhancement



**Bindy O'Callaghan**  
Learning Enhancement



**Audrey Campbell**  
Digital Technology





## Introduction

We are excited to welcome your family to St Margaret's College (SMC), and are honoured you have chosen our Junior School for your daughter's education.

Our goal is to ensure your time with us is rewarding, enriching, and that you and your daughter make strong connections that last a lifetime.

This handbook provides information on the day-to-day running and organisation of the Junior School, learning and reporting information, and an introduction to the Junior School teachers.

We value the relationships we have with all of our families. Pastoral care is a strong focus of the Junior School, as are the extensive and stimulating opportunities in all areas of education that will help your daughter to learn, live and lead.

We are looking forward to sharing your daughter's learning journey with you and are excited to help her develop into a confident SMC student.

Please be in touch should you have any concerns as your daughter begins her Junior School journey with us.

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

## Junior School vision

The primary years set the tone for our girls' future educational experiences. We know the importance of girls beginning their school journey in a positive, happy environment where each learner is celebrated as an individual. We are committed to getting the basics right, laying down the building blocks for lifelong learning and guiding our girls to flourish and be their very best.

Our teaching staff help our girls to take risks, develop resilience and collaborate with others, all in small, single-cell classrooms that provide a sense of community and belonging.

We provide a holistic learning environment where every girl knows their value. The teacher-student relationship is central to our success

– within the classroom, through pastoral care, and through a wide range of co-curricular activities.

Being part of a larger College community has many benefits for our Junior School girls, including access to specialist teachers and facilities. The forming of partnerships with our older girls allows our students to learn, respect and look up to their “big sisters”, giving them direction, aspirations and inspiration both in class and in pursuit of their co-curricular interests. As our girls progress through Junior School, they are given opportunities to develop their own leadership skills, culminating in Year 6 when every girl is given a leadership role in preparation for moving into Middle School.





## Curriculum overview

Our Junior School curriculum is based on the belief that the key to successful learning is instilling confidence in students as learners. Every decision we make about learning is based on current research and best practice about how girls learn.

**Literacy** – A structured literacy approach is embedded throughout the Junior School. Girls from Year 0-6 are given explicit, sequential teaching in all the components of literacy including reading, writing, spelling and oral language. This approach is based on the science of how the brain learns to read and write.

**Mathematics** – Mathematics is taught daily and reflects the New Zealand curriculum. Our focus is to create confident, capable mathematicians who can calculate, problem solve and explain their thinking with clarity. We are committed to explicit maths teaching but also work to integrate mathematical thinking in other areas of the curriculum to reflect real-world experiences.

**Inquiry learning** – Inquiry learning is the approach we use for classroom-based learning in curriculum areas such as social

sciences and science. We practise guided inquiry where learners, with the support of their teachers, develop skills in research, critical thinking, synthesising ideas and communicating their learning. We aim to use our new learning to take positive action where we can.

## Specialisation subjects

**Music** – The music programme at SMC encompasses learning each music element through singing, playing and movement. Each music lesson has an element of singing, concentrating on pitch and rhythm through playing percussion instruments, exploring musical topics such as music history, orchestral instruments, composers and creating simple compositions using music technology. Of course, the main aim is to love music and have fun!

**Performing arts** – In performing arts, students explore dance and drama through processing certain themes and creating simple movement and drama role playing. Activities are related to building relationships and exploring friendships and self awareness. During Terms 3 and 4 students will be preparing for a Junior School production presented in Term 4.

**Visual art** – Students in the Junior School have access to all of our specialist art teachers. The girls visit the senior art teachers twice a week to engage with all aspects of art making; drawing, wet/dry media, painting, printmaking and even sculpture and photography. The Junior Art Programme is focused on building confidence across all aspects of art practice, whilst also enabling the girls to express their individual ideas about their own and others' work.



**Digital technology** – We are fortunate to have a dedicated Junior School digital technology specialist. Girls take part in weekly digital technology sessions where they explore and develop skills in digital development & design, computational thinking, problem based learning and electronics. These skills are integrated seamlessly into classroom programmes.

**Languages** – Our girls are exposed to a comprehensive language learning programme throughout their time in the Junior School. They have the opportunity to explore the languages and cultures of four different regions before they move into the Middle School. This enables them to make more informed decisions regarding subject choices.

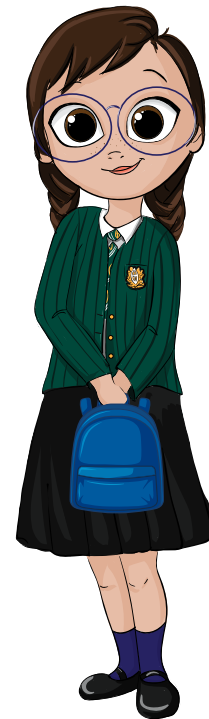
All years – Te Reo  
Year 1 and 4 – Chinese  
Year 2 and 5 – French  
Year 3 and 6 – Spanish

**Physical education** – In physical education Junior School students have the opportunity to participate in two lessons per week with a specialist physical education teacher. Our teaching and learning programmes are focussed on learning in, through and about movement. Students are exposed to a wide

variety of contexts throughout their six years in the Junior School, with a focus on improving and developing fundamental movement patterns, effective interpersonal skills and the joy of being active.

**Religious education** – Our Chaplain, Reverend Stephanie Clay, provides weekly religious education lessons. In these fun, age appropriate, interactive sessions we cover stories from the Bible and well known role models from New Zealand history. The focus is to encourage and support our students to grow in all areas of life and be equipped to make positive choices and develop their self worth, enabling them to achieve their potential.

**Science** – Our approach to science education is twofold with both classroom-based inquiry learning as well as the support of a dedicated science specialist teacher who provides specific science-based learning experiences to support current inquiry topics.



I am a **R.E.D.S** girl.

- R** Responsible Citizens
- E** Effective Communicators
- D** Dynamic Thinkers
- S** Self Managers

## REDS

REDS give us a common language for how to be a learner in the SMC Junior School. We discuss these qualities frequently and celebrate when we see girls displaying these characteristics.

## After school care

After school care is available from 3:00-5:30pm, Monday – Friday, on a permanent or casual basis.

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.

Year 1-2 girls may either wait in the Junior School courtyard or be escorted out to the Winchester Street gate by their class teacher. Other year groups must have a pre-arranged after-school plan with their parents so they are very clear on the arrangements made. All Year 0-6 girls who are not collected within 15 minutes of school finishing must go to the after school care room.

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.

Please contact after school coordinator, Caroline Fletcher for more information.



## Attendance, absences and leave

The Junior School day is as follows:

### Years 1-3

8:25am – 3:00pm,  
Monday – Friday

### Years 4-6

8:25am – 3:30pm, Monday,  
Tuesday, Thursday, Friday  
8:25am – 3:00pm, Wednesday

The Junior School opens at 8:00am. Girls are welcomed into classes from 8:00am onwards. If your daughter arrives before this time, she will be asked to wait outside the Junior School opposite the Pre-School, under our Junior School sign (by the bell). Girls are to wait until 8:00am to go into lockers, classrooms, and the playground. In wet weather, the breakout space in the Winchester South block will be open for the girls to wait.

Parents are asked to contact the School Office before 8:30am if their daughter will be absent. The class teacher will notify the School Office if a student arrives after the absences have been noted but it is also a requirement that your daughter signs in at the School Office if she is late. The School Office can be

contacted on 03 379 2000 or you may also email your daughter's absence to **absences@stmargarets.school.nz**.

## Illness

Girls who become unwell during the school day must report to their teacher or the duty teacher. They are then sent to the School Office prior to going to the Health Centre. The Health Centre is staffed by a qualified nurse, who will notify parents should their daughter need to be collected.

Parents of girls who are absent through illness must email the class teacher or send a note immediately upon their daughter's return. If parents are aware that prolonged absence is likely, we would appreciate notification.

## Leave

Requests for leave for family, sporting, or other reasons, should be made to the Head of Junior School in writing, well in advance.

## Leave during the school day

It is essential we know the whereabouts of all students during the school day. No student may leave the campus except for special reasons. The class teacher must be

notified by the caregiver if a student is to leave during the school day.

We ask, where possible, that appointments be made out of school time.

## Camps

Year 5-6 will have a three-day camp and Year 4 an overnight sleepover. The timing of these camps varies from year to year but they are usually held during Term 4.

## Change of contact details

Please notify the School Office 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. Update forms are sent to parents at the beginning of each year to help facilitate this.

## Chapel attendance, assemblies and special events

Chapel services are an important part of SMC community life. We gather as a College to begin each week, and Junior School Chapel takes place at

2:30pm every Wednesday afternoon.

The Term calendar sets out the dates, times and expected attendance for all Sunday Chapel services our Junior School girls are to attend. Being together fosters our community feeling and parents are encouraged to attend these services, supporting their daughters in Chapel life. During the year there are Eucharist services and other forms of worship in the Chapel including compulsory Sunday evening services. If your daughter is not able to attend we ask that you contact our Chaplain, Reverend Stephanie Clay directly (**stephanie.clay@stmargarets.school.nz**).

At our services, Junior School girls will be performing and using this opportunity to showcase their talents so it is important that girls attend, particularly if they have a special role in the service, and to support their peers.

## Assemblies

Year 0-6 girls meet once a fortnight on a Friday at 12:15pm in the Chapel for Junior School assemblies, where successes are acknowledged and classes share their work. Parents and caregivers are welcome to attend. Please check with your class teacher to confirm the dates and times.



## Special events

There are three special College occasions which girls must also attend:

**Founders' Day** which is held in the evening, close to All Saints' Day, 1 November. Blazer, shirt and tie must be worn. This service is compulsory for Year 4-6.

**Carol service** in the last week of Term 4. Blazer, shirt and tie must be worn. This Service is compulsory for all students in Year 0-6. Parents are warmly invited to attend.

**End of year celebration** is held on the last day of Term 4 in the Chapel. Blazer, shirt and tie must be worn. All Junior School students attend and parents are also encouraged to attend this celebration.

## Communication

We encourage you to contact us with any concerns. This applies to girls and parents and caregivers. We also encourage the girls to approach their class teachers if they have any problems which they would like support to solve. If parents see this is not resolved, please communicate this to the class teacher. We hope the girls feel comfortable approaching any teacher if they need help.

Any questions you have are usually directed to the class teacher in the first instance. If this is not appropriate, please contact the Head of Junior School. We find questions or issues are best dealt with when they are not left too long.

## Newsletters

The Junior School newsletter is sent out every Friday via email. Please read this as it contains notices, upcoming events, as well as celebrations of achievements. Please let us know if you are not receiving this.

You will also receive the College newsletter every second Thursday.

## Email

Notices, letters and interim reports, as well as newsletters, are 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.

## Schools App

We also ask you to download the Schools Bridge App from the App Store or Google Play.

The app can be a handy source of information on your phone and will be used to alert parents in the case of an emergency.

## Text messages

Text messages to parents and caregivers are reserved for emergencies and crucial information. 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 cell phone number.

## Website

The College website, **stmargarets.school.nz** is updated regularly and contains information about many aspects of the College. 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.

The Events Calendar is available on the website under Parent Information. This is as accurate as possible but may change from time to time. Please continue to check the calendar regularly as it is updated throughout the term. Updates are also provided via the Junior School and College newsletter.

## Social media

We also share College news and celebrate the efforts and achievements of our girls on the following:

- > **Facebook** – [facebook.com/stmargaretsnz](https://facebook.com/stmargaretsnz)
- > **Instagram** – [st\\_margarets\\_college](https://st_margarets_college)

## Evergreen

Our Evergreen community magazine is published twice a year and contains news and articles about all aspects of College and alumni life. A copy of the magazine is sent to all SMC families.

## Events

We invite families to a family picnic at the start of Term 1, and invite Junior School parents to parent drinks during Term 1 or 2. These events are in addition to Chapels and assemblies and parent-daughter breakfasts, and provide opportunities for families to get to know one another and the wider College community.





## Other communication

The College also communicates with parents through:

- > written academic reports
- > Parent/Teacher interviews
- > letters, emails and telephone calls.

Parent communication with the College may be:

- > by a telephone call, email or letter to relevant staff
- > by a telephone call to the School Office, who will direct you to the appropriate person

- > by making an appointment with the Executive Principal, Head of Junior School, or class teacher
- > through communication with the Head of Junior School to request leave or
- > pastoral concerns with regard to your daughter.

The College communicates with students:

- > at class time daily
- > in assemblies.

## Complaints and concerns

If parents have a query or concern over fees, cafeteria charges, or other charges, the Finance Office can help. If the issue concerns a general problem, including relationship issues between students, parents should speak to their daughter's class teacher initially. Academic concerns should be discussed with the teacher in the first instance. If further follow up is required then please contact the Head of Junior School.

## Discipline

Implementing a discipline procedure requires 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 meet the expectations of:

- > arriving at class punctually with ALL necessary learning materials
- > being prepared to listen and learn

- > being courteous and obeying instructions
- > respecting staff, students, their work and property
- > mobile phone and electronic device use.

If issues arise, they will be handled by the classroom teacher and Head of Junior School and appropriate consequences will be implemented.

## 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.

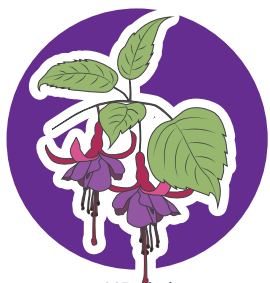
Additional sundry expenses (cafeteria, stationery, Education Outside the Classroom etc.) are invoiced monthly on a separate account and paid by direct debit.

There are penalties for late payment of fees.

## Holiday programme

SMC 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.

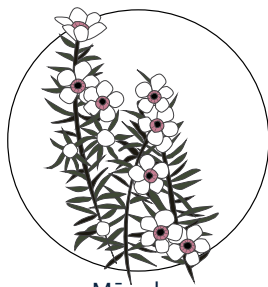




Kōnini



Kōwhai



Mānuka



Matipo



Rātā



Rimu

## House system

SMC has six houses. There are many events on the College calendar where girls will collaborate in their houses from cheering on their house at the annual tug of war to preparing a musical performance for the much cherished House Day. Girls are sometimes asked to come to school dressed in their house colours and so it is fun to have something in their wardrobe in the colour of their house.

## Learning enhancement and enrichment

The Junior School benefits from two

specialist learning support teachers who provide guidance and support to girls identified as learning differently. These group and individual lessons are fluid and based on current needs. This enables us to ensure that your daughter's needs are being met and she is reaching her potential.

We also have access to a learning enrichment coordinator who takes small group experiences for girls who benefit from extension.

## Library and study centre

The Library and Study Centre is staffed by a trained library team. Year 1-6 students have opportunities

during class time to use the library. Parents may wish to take their daughters to the library after school. The centre also provides extensive online resources.

## Lost property

Lost property is placed into the College lost property at Maggie's Café & Shop. This is available Monday – Friday between 10:00am – 4:00pm in term time. Any items still unclaimed at the end of the term are donated to charity or disposed of.

Small items of value (e.g. watches, glasses, jewellery) are held in the School Office. Parents are asked to encourage their daughter to take every precaution to keep her belongings safe. All personal belongings and equipment including clothing, sports shoes and sports bags must be named.

## Lunches

All lunches are checked by the duty teacher in Year 1-3. Please ensure you communicate with your class teacher if you have any special requests regarding the amount of food you would like your daughter to consume at lunch. All uneaten food and wrappers will go home. This will give you an indication of the amount the children eat during the day and their choices.

Healthy snack time is fruit, vegetables, nuts, cheese and crackers for all year groups. Generally speaking, this is a light quick snack eaten in class.

Our Junior School has been working hard to encourage and use sustainable practices. We prefer to have 'nude food' (food that has no wrapping or wrapping that can be recycled or reused) for food choices and would appreciate your support in this.

We are committed to becoming a zero-waste Junior School and eliminating waste during morning tea and lunch is an important component of this.

## Drink bottles

Each child is to bring water to school in their own drink bottle. The only choice of drink available to the Junior School is water.

## Lunch orders

Lunch can be ordered daily from the cafeteria and charged to your College account. The menu is posted in the College newsletter as well as the weekly Junior School newsletter. You are able to organise your lunch order at home rather than at school. If you would like your daughter to organise her own lunch order, this can still be completed at school, but please ensure that she is aware of the options available for the day.



## Maggie's Café

A parent must be with their daughter when purchasing from Maggie's before or after school. After 8:00am any items must be consumed in the café before class has started and a parent or caregiver must be with them. Café cards can only be used to purchase items if a parent comes into the classroom to collect the card.

## Music, speech and drama

Girls may learn a musical instrument or speech and drama through the College. These lessons may take place during class time, so please be aware girls are missing some classwork. Lesson times are rotated to ensure girls are not missing the same class every week. Girls will be required to make up any classwork missed. These are extra lessons, which parents pay for directly to the teacher concerned. Head of Performing Arts, Ms Amanda Woods, is responsible for arranging these lessons. Please complete an enrolment form which is available from the School Office.

Students should not have both speech and drama, and music lessons during school time unless this has been discussed with the class teacher. This is to limit disruption to class work.

## Parents & Friends Association

Our Parents & Friends Association (PFA) promotes and nurtures positive connections for parents and whānau in an active, inclusive community.

Parents are automatically a member of the PFA through payment of your annual subscription, and are warmly invited to attend PFA meetings, which take place twice per term, coffee mornings and drinks.

Being part of the PFA is a great way to become actively involved in the SMC community, enabling you to meet fellow parents, and to connect regularly with the Executive Principal, Trust Board and SMC staff.

## Pastoral care

The wellbeing of your daughter is of utmost importance to us. Healthy relationships are at the heart of all we do and the small classes enable us to ensure we know our girls well; this is fundamental to the strong pastoral care in our Junior School. The small class sizes and design around a central courtyard allows our girls to form relationships across year groups. It also enables our teachers to build connections with every student, giving us a 360 degree view of the pastoral needs of all students.



We have a number of pastoral care programmes that contribute to your daughter's wellbeing and create a strong sense of belonging.

**Friendology** is an award-winning pastoral care programme which empowers students with friendship skills. It explicitly teaches students how to navigate inevitable conflict and form healthy friendships. We are enormously proud of the work we do with this programme and credit it with the culture of kindness that runs through the Junior School.

**Buddy classes** – Each class is buddied up with another class within the Junior School and girls have a special buddy in that class. This means that

younger girls have an older student with whom they can spend time and older girls are developing leadership and role modelling skills.

**Little sister-big sister** – This is a unique feature of SMC with girls from the Senior and Middle Schools making an enormous contribution to life in the Junior School. These girls add richness to the Junior School, doing everything from coaching sports teams to taking clubs. The Junior School Council consists of Year 12-13 girls who actively support Junior School life, holding events such as the annual Teddy Bears' Picnic. This is coordinated by our Year 13 Junior School Prefect.





## Reporting to parents

Regular communication between home and school is an essential part of the learning process. The Junior School reports on individual progress, not only to inform parents but to help each learner achieve her potential.

This will be done in a variety of ways throughout the year.

**Connection interviews** – At the start of the year (or when your daughter begins), her class teacher will arrange a time with you to discuss learning needs, styles, expectations, and begin to develop a relationship with you.

**Student-led conferences** – Learning conferences take place midway through the year. It is important that your daughter, her teacher and you as parents meet to look at the progress that has been made and to set some learning goals together for the future.

**Ongoing reporting on progress and goals** – Throughout the year, information is updated on your

daughter's Seesaw page. This is an online platform for which you will be given a username and password to access when school starts.

This platform is used to keep you informed of goals that are being worked on and achieved throughout the year in reading, writing, and mathematics, as well as information on specialisation subjects, tutor comments, and your daughter's portfolio page.

Your daughter's Seesaw portfolio provides a window into the classroom and will give you insights into your daughter's progress. Please remember that not all work is fully edited; some work samples may be labelled Draft with the intention being that we share with you a snapshot of your daughter's independent learning. She will love receiving positive feedback from you via a short comment.

As always, please contact your daughter's teacher or the Head of Junior School if you have queries about reporting.

## Overview of reporting to parents in the Junior School

Reporting to parents in the Junior School	Term 1	Term 2	Term 3	Term 4
Learning conversations	Connection interviews: Parent and teacher, beginning of the term	Learning conferences		
Written report		End of term		End of term
Learning shared through SeeSaw	At least fortnightly	At least fortnightly	At least fortnightly	At least fortnightly







## School Office

The School Office is located in the Winchester North Building. The office is open from 8:00am until 4:30pm. Contact details are on the back page of this handbook.

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, 1<sup>st</sup> floor of Winchester North.

Community Relations, the St Margaret's College Foundation and the Old Girls' Association are all located at 28 Winchester Street.

## Sport

The big sister-little sister relationship is what makes junior School sport at SMC unique. Our Junior students are lucky to receive excellent coaching from students who have spent years perfecting their given sport. Most sports will incur a small fee which will be charged to your account.

There is a variety of sports on offer in the Junior School. These include:

**Basketball (miniball)** – Year 3-6

**Cricket** – Year 1-6

**Hockey** – Year 1-6, including skills for Year 1-2 and Saturday games for Year 3-6.

**Netball** – Year 1-6 including skills for Year 1-2 and Thursday/Friday games for Year 3-6.

**Swimming** (competent swimmers only) – Year 5-6.

**Tennis Hot Shots** – Year 1-6

**Water Polo (Flippaball)** – Year 5-6.

## Stationery

Stationery lists are published on the website under Parent Information. Stationery can be ordered online via the OfficeMax MySchool website, which has SMC stationery lists pre-loaded. Stationery purchases may be made throughout the year from Maggie's.

## Technology and mobile phones

SMC is mobile phone-free. Mobile phones and watches with cell capability can be brought to school but must be handed in to the class teacher before school starts. No phone calls or texts are to be made at all by your daughter on her phone during school. If there is an emergency you will be contacted by the College.

If your daughter attends after school care, she is able to take her mobile phone but must inform the supervisor that she has one. Mobile phones are not to be used in after school care without the permission of the supervisor and are to be used for communication with parents only.

## Theatre Dance Academy

The Theatre Dance Academy (TDA) has been established to provide opportunities for co-curricular dance studies for students at SMC and for the wider community. Students are offered opportunities to achieve internationally recognised qualifications in jazz and ballet, and to participate in cirque aerials and open recreation classes in many genres, with a focus on developing repertoire and performance pieces. Performance opportunities are offered throughout the year.

Classes are available for boys and girls, aged 3 through to adult.

The following co-curricular examination syllabus classes are offered:

**NZAMD – Jazz All levels** – 3 years to adult BBO

**British Ballet syllabus All levels** – preschool to adult

**Cirque Aerials** – Silks, Lyra, Trapeze Aged 5 to adult

Open recreation / performance based classes are also offered for students three years to adult in the following genres: cirque aerial, 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 and tap dance.

Enrolment forms for all classes, class information and the class timetable are available on the SMC website under Theatre Dance Academy.

## The St Margaret's College Foundation

The Foundation is the philanthropic arm of the College and a stand-alone charitable trust. It provides financial security for the College's future, as well as supporting a range of initiatives that ensure generations of girls have the opportunity to thrive. There are many ways to support the Foundation, with further information available on the website.

## Transition to Middle School

Throughout Year 6, your family will be supported in preparing for Middle School. Girls will be invited to an SMC for a Day event, to experience life as a Middle Schooler. Parents will be invited to a Transition to Middle School evening where they will learn about the curriculum and meet

with the Head and Deputy Heads of Middle School and Year 7&8 Dean. Families are also invited to book a personal tour with our Admissions team. Later in the year the girls will be involved in the Year 7 Orientation Day (usually held early November) where they will meet all the girls joining that cohort, as well as meeting their tutor group. Similarly, there is a parent induction evening at the same time of year that allows you to get to know other families joining the cohort.

## Uniform

All uniform is available at Maggie's. Families have the option of shorts or the dress and shirts with a tie or the white t-shirt or long sleeved tops.

Our formal uniform is the shirt and tie. This may be worn at any time, but must be worn when on school trips and special occasions. Teachers will let you know when the formal uniform is required if the girls are travelling or involved in a special event. Blazers must be worn to and from school and during Chapel and assemblies during the school day.

If the girls are asked to wear PE uniform to school, the tracksuit must be worn.



## Visitors to SMC

Sunhats are compulsory in Terms 1 and 4. Please make sure your daughter has a named school sunhat.

Swimming caps are also required during Terms 1 and 4 and any time that the girls go swimming.

Please ensure all jewellery and nail polish is removed and hair accessories are either green, white or blue.

Visitors must call and register in the School Office and sign out on departure. If parents wish to speak to their daughter, we ask that this be arranged via our staff, rather than to have families dropping in informally. Appointments with the Executive Principal are easily made through the Principal's EA or by an email or phone call to a staff member. Parents are most welcome to contact the College at any time.





## Transition to Junior School

Starting school is an important and exciting time in your daughter's development. At SMC, we endeavour to work together with you to ensure this transition is as smooth as possible.

Parents and children experience a variety of feelings as they arrive at school on the first day. Our classrooms are happy, exciting places for girls to come to school to learn, make friendships and have a lot of fun.

Parents are a huge part of the learning process and your support in helping your child to learn is invaluable.

The relationship between teachers and parents is important at all stages of a child's schooling but it is particularly important at the transition into school. Remember that communication is a vital tool, please ask if there is anything you are unsure of.

## Transition to School Checklist

- ☐ Read the information you receive about SMC Junior School's Transition to School Programme.
- ☐ Ensure your daughter attends the school pre-visits.
- ☐ Attend the information session with the Head of Junior School and your daughter's teacher.
- ☐ Consider arranging some playdates with girls in your daughter's class.
- ☐ Label absolutely everything clearly with your child's name.
- ☐ Practice dressing and undressing – girls can get anxious at PE classes if they feel they are slow at changing into their PE uniform.
- ☐ Consider picking your daughter up at 3pm for the first week. We do appreciate that this can be a big ask for working families but starting school and after school care in the same week can be very tiring. If this is not possible, we will work with you to keep this process as smooth as possible.
- ☐ Try to keep those first weeks as quiet as possible. You may be surprised at how tired your daughter is, even if she has been used to full days at Pre-School previously.
- ☐ Your daughter will have some home learning. We recommend doing this before dinner if possible.
- ☐ Get involved in College life if you can. Come to chapels, sports and College events if you can.
- ☐ Keep in contact with us.





# St Margaret's College

Balanced  
foundations,  
bright futures.

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