



**St Margaret's  
College**

Balanced  
foundations,  
bright futures.

# Parent Student Handbook

2024



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### School Office

12 Winchester Street, Merivale,  
Christchurch 8014

PO Box 25 094  
Christchurch 8140

03 379 2000  
admin@stmargarets.school.nz

Office hours: 8:00am until 4:30pm

### Maggie's Shop

12 Winchester Street, Merivale,  
Christchurch 8014

03 363 1901

### Direct dial numbers

Absence line: 03 353 2560 ext 1

Principal's EA: 03 363 1902

Admissions Manager: 03 353 2563

St Margaret's College values the opportunity to work together with parents, whānau and students. This handbook provides some essential information.

He waka eke noa  
We are all in this together

## Notes

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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

### CO-CURRICULAR (i.e. sport, the arts, etc.)

Activity	Manager / Coach

# Key staff 2024

## Leadership team

**Diana Patchett**  
Executive Principal

**Jennie Nairn**  
Associate Principal

**Sian Evans**  
Head of Senior School (Years 11-13)  
(HoSS)

**Kathryn Gray**  
Head of Middle School (Years 7-10)  
(HoMS)

**Bridget Compton-Moen**  
Head of Junior School (Years 0-6)  
(HoJS)

**Sarah Bradley**  
Director of Pre-School

**Rev. Stephanie Clay**  
Chaplain

**Fionn Moore**  
Business Manager

**Jane Lougher**  
Director of Community Relations

**Brian Woods**  
Director of Information and  
Communication Technology

**Mandy Stansfield**  
HR Manager

## Heads of faculty

**Linda Chong**  
Centre for Innovation

**Trudy Keys**  
Creative Technologies

**Deborah Matheson**  
English

**Julia Smith**  
Health and Physical Education

**Chris Walker**  
Humanities and Social Sciences

**Stefanie Hossbach**  
Languages

**Catherine Bell**  
Learning Enhancement

**Tamara Lerios**  
Mathematics

**Amanda Woods**  
Performing Arts

**Richard Freeman**  
Science

**Callum Arnold**  
Visual Arts

## Teacher heads of house

**Amanda Hardy**  
Kōnini

**Samantha Fazio-Smith**  
Kōwhai

**Gabby Farrar-De Wagt**  
Mānuka

**Sarah Smallman**  
Matipo

**Erin Reeve**  
Rātā

**Kathryn Tyson**  
Rimu

## Deans

**Nicole Lloyd**  
Year 7 & 8 Dean

**Amanda Surridge**  
Year 9 Dean

**Sarena Harrison**  
Year 10 Dean

**Nick Ryan**  
Year 11 Dean

**David Thompson**  
Year 12 Dean

**Helen MacDonald**  
Year 13 Dean

## Other key staff

**Jacq Gilbert**  
Deputy Head of Senior School  
(Academic)  
(DHoSS Academic)

**James Evans**  
Deputy Head of Senior School  
(Student Care and Experience)  
(DHoSS Student care)

**Rachel Quigley**  
Deputy Head of Middle School  
(DHoMS)

**Susie Campbell**  
Admissions Manager

**Jo Fogarty**  
International Student Manager

**Jenni McLaughlin**  
Careers Pathway Advisor & Facilitator

**Helen Belcher**  
Director of Sport

**Sonya Hill**  
EA to Executive Principal

**Valerie Eves**  
International Baccalaureate  
Co-ordinator

**Felicity McKay**  
Library & Study Centre Manager

**Laura Hewetson**  
Performing Arts Facilitator

**Erin Reeve**  
Foundation Manager

**Alison Rossiter**  
Theatre Dance Academy

## Boarding staff

**Rachel Clemenger**  
Director of Boarding

**Carla Cherry**  
Day Supervisor

**TBC**  
Boarding House Manager  
(Middle School – Julius House)

**Mary Quinn**  
Boarding House Manager  
(Senior School – Kilburn House)

## All staff contacts:

first name.surname@stmargarets.school.nz



## General information

### After school care

After school care is available for girls in Years 0-8 from 3:30pm-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.

We are offering after school care as a service to parents and as a way of ensuring that girls are cared for in a safe and stimulating environment.

All Year 0-6 girls who are not collected within 15 minutes of school finishing will be asked to go to the after school care room. Girls will wait in the

Junior School courtyard after school. After school care is charged at \$11.00 per hour or part there of.

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.

### Assemblies and Chapels

School assemblies and Chapels are held generally twice a week, and are usually taken by the Chaplain (Chapel) and the Heads of School/

Executive Principal/Associate Principal (Assembly). Every girl in the school attends and the Anglican character of the College is maintained in the readings, prayers and hymns.

## Attendance and absence

The school day is as follows:

**Year 0-3 8:25am – 3:00pm**

**Year 4-13 8:25am – 3:30pm**

On Wednesday, classes finish at 2:30pm for sport apart from Years 0-8 who finish at 3:00pm.

### Absence – unexpected

Girls are expected to attend school punctually and consistently. Registers are marked regularly throughout the day 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.** Alternatively, parents may complete the Absences form on the website or the **SMC App** or email **absences@stmargarets.school.nz**.

### 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 registered 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.

**A longer illness (three days or more) requires a medical certificate for students in Years 11 – 13 to be given to admin or email to absences@**

If the girl has an NCEA assessment due, they must follow the specific process with the Deputy Head of Senior School (Academic) outlined in the NCEA Student Handbook.

If parents are aware that a prolonged absence due to illness is likely, notification must be given as soon as possible in writing to the relevant Head of School.

### Lateness

**If a girl arrives at school after 8:25am she MUST report to the School Office and sign in.**

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.

### Leave

**Requests for leave for one day or longer for family, independent sporting events or other reasons should be made to the Head of School by email, well in advance.**

We value student attendance and wish to support students learning by asking parents to avoid extended family trips or days away from school except for exceptional circumstances or illness. Senior students must be aware of absence from assessments may impact on their final results. See the Assessment Handbook.



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 an 'Out of School Learning' schedule form must be completed prior to the absence and signed off by teachers that the work has been completed within a specified time.

### 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.

### Wilful absence

Wilful absence or truanting results in a school detention. This may take place in a supervised lunchtime or after school depending on the gravity of the offence. Failure to attend will result in further action.

### Reporting

If student attendance drops below 85%, learning and achievement can be affected. Parents will be notified regularly if attendance below this national threshold. MOE guidelines also require school to act and notify

parents when unjustified absences reaches 5 days in a term.

## Bicycles / Scooters

Bicycles and scooters are to be kept in the lock up area near the school pool and **must** be locked. Please make sure your daughter has a suitable lock and encourage her to lock her helmet to her bicycle/scooter. For safety reasons girls may not ride in or out of the gates or through the grounds on any bike, scooter or board.

## Cafeteria / Dining Room

The school cafeteria is located in the Kilburn Dining Room and all students from Year 7-11 may 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 from Year 10 to Year 13 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 Life Skills Programme in Years 11-13.

The Careers Pathways Facilitator 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 them directly. Current relevant information on courses and careers is published in the newsletter and on the SMC website.

## Cars

Girls who have a particular reason e.g. live a considerable distance from school, may drive to school. Daygirls may not park inside the school grounds or in key drop-off areas for parents. 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 required to adhere to the parking restrictions around the school and respect the neighbours' driveways. Students driving to school must register their car registration (plate) and licence type with Deputy Head of Senior School (Student Care). 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 or park across driveways when dropping off or picking up your daughter. The drop-off zone on Winchester Street is permit only for Pre-School and Junior School families only. The Papanui Road entrance may only be used by boarding families.

**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 or scooters.

## Mobile phones

SMC is committed to valuing and protecting the school day as a time for students to engage with teaching and learning, and to encourage our girls to be actively involved with each other and in the wider life of the school. With this as our desired outcome, there are controls in place around the use of mobile phones during the school day so these devices do not interfere with school life.

- › These controls are to be observed between 8:25am and 3:30pm on school days, as well as special school events (e.g. Founders Day, Sunday Chapel services, Prizegiving).
- › Mobile phones are to be kept at home, in lockers or in school bags, not carried on the person (i.e. not in pockets or blazers).

- › Phones brought to school will be set to flight mode or on silent (with no vibration) during the school day.
- › Mobile phones are not to be visible during the school day, unless by a specific request or permission from a teacher.
- › Year 12 and 13 students may use their mobile phones while in their Common Rooms only.
- › These controls are also in place during examination periods.

If there is an urgent need for communication that cannot wait until the end of the school day, students and parents can make contact through the School Office.

Should a mobile phone be visible during the school day, in contravention of these guidelines, there will be the following consequences.

**First time**, the phone will be confiscated, labeled and held in the office until the end of the school day. Parents will be emailed to advise of the student breach and notified that a further infraction will require that they collect the phone. At the end of the school day, the phone may be collected by the student, though it will be handed back to the School Office the following day and held safely there for the day.

**Second time**, the phone will be confiscated, labeled and held in the office. Parents will be called to advise of the student's second breach and asked to collect the phone at their soonest convenience. For our boarding

families, a member of the Boarding House team can collect it at the end of the day. Phones will stay at home or be handed back to the School Office for the following two days for students to collect at the end of each day.

**Third time**, further consequences will be applied should a student be found to be in breach of these mobile phone restrictions a third time, this could include afternoon detention, and a meeting with the student, her parents (by phone with boarding parents), and a Head of School.

There are many social, emotional and academic benefits to be realised for our girls from greater controls around mobile phone access during the school day, so we look forward to the support of our community to establish these expectations at SMC.

## 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.

Updated forms are sent to parents electronically at the beginning of each year, so we would appreciate their completion. Updates can also be made via [stmargaerts.school.nz/parent-information](mailto:stmargaerts.school.nz/parent-information).



## Chapel services

Chapel services are an important part of College community life. We often gather as a whole school to begin each week. The Term Calendar sets out the dates, times and expected attendance for all Sunday Chapel services. 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, Chapel attendance is recorded for all students and the students must attend five of these services over Terms 1-3. If one is missed students must negotiate with the Chaplain to attend another service.

There are also week day chapel services held in St Mark's Chapel and students in Years 7-13 must attend five of these services over Terms 1-3. These services are Tuesday at 8am,

Wednesday 12:20pm, Tuesday and Thursday at 3:35pm.

In Term 4 there are two Chapel services that are marked as whole school events and attendance is compulsory. These are the Founders' Day Service and Carol Service.

## 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.

### Calendar of events

The Events Calendar is available via KAMAR and the SMC website under What's On. 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.

Updates are also provided in the SMC Newsletter from [communications@stmargarets.school.nz](mailto:communications@stmargarets.school.nz).

## Email

Notices, letters and interim reports 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.

## Evergreen

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

## School Bridge

Our parent portal, School Bridge, contains a wealth of information for students and parents and can be accessed via the SMC website or app. Information available includes:

- › **Student Notices** – email notices to students
- › **Events calendar** – upcoming school events
- › **Permission slips**
- › **Parent - teacher interview bookings**

## Other communication

The school also communicates with parents through:

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

- › career information evenings
- › curriculum booklets
- › curriculum information evenings
- › focus evenings
- › social media

We also share school news and celebrate the effort and achievements of our girls on the following:

- › Facebook – **facebook.com/stmargaretsnz**
- › Instagram – **@st\_margarets\_college**

Parent communication with the school 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, Heads of School, Dean or Tutor
- › by requesting a special conference of teachers (through the Dean)
- › through communication with the Heads of School requesting leave
- › pastoral concerns with your daughter to the Deputy Head of Middle or Senior School (student care) Curriculum questions may be enquired through the HoJS or Head of Faculty firstly then HoMS or DHoSS (Academic).

The College communicates with students:

- › at tutor time daily

- › in assemblies
- › via daily email notices on Student Notices
- › on the intranet, INSITE and Google Classrooms

## SMC App

Parents and students are regularly sent alerts regarding key events through the School Bridge App. It is also a handy source of information on your mobile. The App will also be used to alert parents in the case of an emergency. The App can be downloaded by searching for **School Bridge** in the App Store or Google Play. Please ensure your daughter's year group is correct and notifications are switched on.

## SMC News

The latest news and events can be found on the SMC website: **www.stmargarets.school.nz**

The SMC Newsletter is emailed to families every second Thursday during term time. Junior School parents also receive a weekly newsletter each Friday during Term time. Please let the School Office know if you change your email address.

We like to acknowledge the girls' efforts and achievements both inside and outside the school. Please advise the School Office in writing of these successes so we may feature them.

## Text / Emergency communication

Text messages to parents and caregivers are reserved for emergencies or particular 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 mobile number, or update your details via: **stmargarets.school.nz/parent-information**.

## Website

The St Margaret's College website **www.stmargarets.school.nz** is updated regularly and contains information about many aspects of the College. Important messages, news and upcoming events can be found here. 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.

## Complaints / Concerns

If parents have a query or concern over fees, cafeteria charges, or other charges the Finance Office can help.

If the issue 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.



Academic concerns should be discussed with the teacher in the first instance. If further follow up is required then the tutor, dean, HOF or Deputy Heads of School can be approached.

Parents are always welcome to discuss their concerns with the tutor in the first instance.

## 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 via School Bridge, this is updated in Term 3. The website outlines course options for the following year for students in Years 11-13, both NCEA and IB.

## Damage to 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 or equipment 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 Deputy Head of Middle or Senior School (Academic), 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, the Deputy Heads of School, the Heads of School.

### Year 7 & 8 Dean

Miss Nicole Lloyd

### Year 9 Dean

Ms Amanda Surridge

### Year 10 Dean

Ms Sarena Harrison

### Year 11 Dean

Mr Nick Ryan

### Year 12 Dean

David Thompson

### Year 13 Dean

Mrs Helen MacDonald

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 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

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 a lunch time detention the same week.

If she is removed from class, she is to report immediately to the School Office.

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. Parents will be notified and a behavioural agreement may be implemented.

There is no tolerance for physical violence or serious breaches of behaviour.

**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.

Detentions are used for lack of punctuality, incorrect uniform and behaviour issues. Students must report to the specified place at lunch time or immediately after school. Failure to report at this time will result in a family meeting and a possible behaviour agreement.

**Uniform:** Deans may give a 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.  
Parents will be contacted.

**Jewellery:** Confiscated and kept in the School Office. 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 Uniform).

**Mobile phones:** Please refer to the mobile phone 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 12 and 13 usually have study leave for three or four days immediately before their external 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 Prizegiving (including practices).

Year 7-11 continue classes until school finishes, except for Year 10 Camp or Special Week during the last week of term.

Attendance at **Founders' Day Service, Carol Service and Prizegiving** 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.

## Foundation Diploma

Introduced for 2022, the SMC Senior School Foundation Diploma replaces NCEA Level 1 and is tailored to the specific needs of our Year 11 students. It provides a strong pathway for both NCEA Levels 2 and 3 and the International Baccalaureate.

SMC has a proven track record of academic excellence, innovation and adaptability. As an independent school we can utilise our own curriculum experts to tailor programmes of instruction and assessment that best suit our students and set them up for continued success.

## Health and Safety

We have robust processes in place for managing the health and safety of our community while they are on our campus and under our care. We

conduct periodic Hazard Hunts, and staff are required to report hazards and incidents immediately, including via the PeopleSafe app and to members of our Health & Safety Committee. Should parents and caregivers note any hazards or incidents while on campus, or while participating in or watching a College activity, we ask them to report them by calling our switchboard or emailing [admin@stmargarets.school.nz](mailto:admin@stmargarets.school.nz).

## Health and Wellness Centre

The Health and Wellness Centre is located in Warren House (at the Papanui Road end of the campus) and is staffed by a qualified nurse, two counsellors, and a physiotherapist twice a week. Appointments for boarders to see a doctor at a local medical centre can also be made.

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 College nurse or the counsellors to discuss any health issues, social issues or other queries and issues of concern (see also pastoral care/wellbeing).

## Holiday programme

SMC runs a Holiday Programme during each school holiday period for girls and boys from 5-12 years of age (\$10 per hour). 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. All students are required to have a diary either in hard copy or digital.

### Senior School (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, co-curricular activities and relaxation. Details regarding assessment and policy for lateness of work are outlined in the NCEA Student Handbook.

### Middle School (Years 7-10)

Tasks will be clearly defined by teachers, including due date, format and expectations. Tutors will discuss time management with all students early in Term 1 and encourage and

monitor desirable homework patterns and routines. Routines must be established so that all students learn to organise themselves and take responsibility for their own learning. Core and optional subjects may have homework three nights per week.

### Homework lapses

Homework requirements not completed will be followed up:

- 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. A lunch time detention or an after-school detention 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.



## 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 or above, as well as service in that activity, is generally required for an Honours Blazer (red blazer).

## House system

There are six houses at SMC – Kōnini (purple), Kōwhai (yellow), Mānuka (white), Matipo (brown), Rātā (red) and Rimu (green). They foster a sense of belonging, fun and friendly rivalry and further encourage the integration of students vertically from Year 0–13.

There is a House Prefect who is supported by a teacher in charge of

house and a council of Year 12 and 13 students. House meetings are held regularly to encourage participation in cultural and sporting events.

## ID cards

Every girl in the school must have a personal SMC 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 three times per term and are held by the school.

In addition to the SMC 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/Study 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 SMC. Girls are urged to fill out application forms and nominate three teachers well in advance of their leaving date. All information is then forwarded to their tutor. Graduation certificates are issued when a girl completes her school career at SMC. 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 Study Centre

The Library and Study 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, a referencing tool, 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 Monday – Friday between 10:00am – 4:00pm in term time. A list of named gear held in Lost Property is published regularly on Student Notices. 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 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 7:45am–4:00pm during term time and at special times in the holidays. The shop accepts eftpos or cash as preferred payment options. Students may charge items to parents' accounts, using their student ID card, to a maximum value of \$80 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 SMC merchandise and more. Maggie's Shop also handles items of lost property.

Maggie's Cafe is reserved for Year 13 students only between 8:15am – 3:30pm (or 2:30pm on Wednesdays).

## Money

We discourage girls from bringing large amounts of money to school. 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.

## 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.

## Pastoral care and wellbeing

The pastoral care of every student is given high priority at SMC. A network of staff work together to ensure the wellbeing and safety of every student.





Year 0-6 students are under the care of their classroom teacher. Students in Year 7-10 and 11-13 belong to vertical groups of approximately 16 students, under the care of a Tutor. (See Tutor System).

The **Tutor Teacher** 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 to set goals for the year.

Other staff who also provide support to students include class teachers, Learning Enhancement staff, Heads of Faculty, the Dean, Chaplain, Counsellors, School Nurse, Boarding House Manager, Careers Facilitator, Heads and Deputy Heads of Junior, Middle and Senior Schools or Associate Principal.

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

## PFA

The Parents' & Friends' Association (PFA) promotes and nurtures positive connections for parents and whanau. It is a great way to get involved with the College community, helping organise events and to fund raise rather than fund raise. Meetings are twice a term and everyone is welcome. More details are available on the website, and newsletter

## School Office

The School Office is located in 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, Administrators, School Secretary and Database Manager. The Admissions Manager is also in the main School Office.

The Executive Principal's Executive 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 Office, the SMC Foundation and the Old Girls' Association Office are all located at 28 Winchester Street.

## School policy on alcohol, smoking/vaping and drugs

SMC is a smoke and vape free school as required by the MOE. 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 College 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 uniform,

on 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/vaping problem. The school policy on alcohol, drugs and smoking/vaping is as follows:

### 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. Parents will be informed.

### Smoking/Vaping

The possession of tobacco, cigarettes or e-cigarettes (vaping equipment) is illegal for under 18, as is smoking or vaping. Any offence will result in appropriate disciplinary action. The entire SMC property is smoke and vape 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:

- › 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.
- › be aware 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 communicate with their parents.
- › be aware functions during the term should be kept to a minimum and only on weekends.

The College has a role to play in assisting parents and their daughters in these matters.

## **School trips**

### **Camps**

Outdoor Education camps or events are held in Term 1 for Years 7-9 and Term 4 for Year 10. The Year 12 Leadership Retreat is held in Term 3. A Year 12 IB Camp is held in Term 1. The Year 13 Prefects' Retreat is held before Term 1 begins. Year 11 will participate in Wellbeing Day. The Year 4, Year 5 and 6 Camps are held in Term 4. Year 9 has a ski day and a surf day.

### **Cultural trips**

Pending current Government travel rules, cultural trips are occasionally organised to Japan, a French-speaking country, China, Chile, Vietnam, Greece, Italy, or the USA. Students have the opportunity of participating in exchange schemes organised by the school. Different year groups may visit a local marae.

### **Exchanges**

We look forward to activating our exchange programme as soon as we are able.

### **School trips**

Field trips are a regular part of study in many subjects such as geography, biology and physical education. In the Middle School in ENSS, and the Junior School in the Inquiry topics. If overnight is involved parent will be asked for consent. If the school trip impacts on the learning in other areas, parents will be notified.



### **Ski trips**

Ski trips to Mt Hutt may take place on Sundays during the winter terms or during the week for Years 7-9.

### **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.

## **SMC Foundation**

The Foundation is the philanthropic arm of the school and a stand-alone charitable trust. It provides financial security for the school'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 on the website or by contacting the Foundation Manager.

## **Special occasions**

There are three special occasions that are compulsory for students in Term 4:

- › Founders' Day Service held in the evening, close to All Saints' Day, 1 November.
- › Carol Services are in the last week of the school year. Parents are warmly invited to attend.



- › Prizegiving 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. Year 11-13 wear tussore uniform and blazer and Year 7-10 wear shirt, tie, tunic and blazer. Formal uniform for Year 0-6 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, in the Chapel or Transitional Cathedral and parents are warmly welcomed. 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. Basic training in most sports is available in the school sports education programme and specialist coaches provide more advanced coaching. Full details are available in the Sports Handbook.

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. SMC has 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.

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 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 Shop.

Year 7-13 are expected to have a diary, hard copy or digital, to aid time management, homework and other commitments.

## Student achievement

### Academic

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

Silver Ties are awarded to girls who achieve excellence in Years 11 – 12 in Foundation Diploma, IB or NCEA.

The Gold Academic Excellence Bar recognises students with the highest academic achievement.

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 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 awarded by the presentation of Pockets or Honours blazers. Specific criteria apply.

### Sporting

Excellence in sport is awarded by the presentation of Pockets and Honours blazers. Specific criteria apply.

**Note:** 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 Foundation Diploma, the NCEA and International Baccalaureate courses are set out in the curriculum documents for each level, available on School Bridge.

Students have the opportunity to enter academic competitions and awards throughout the year, e.g. BrainBee, CAS. These are organised through curriculum areas.

## 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 one respective Heads of School are responsible for student entry policies and procedures, 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 Head of Senior School (Academic), be enrolled in off-site programmes such as 'Te Kura'.

## 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 relevant Heads of School, or the Guidance network. If necessary, a family discussion may be set up or independent advice or counselling sought.

## Taxi cards

Taxi cards 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 cards are not available from the School or Finance Office for daygirls. We support the use of registered taxis rather than ubers.

## Telephone

The School Office telephone is available to students 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 website, [stmargarets.school.nz/parent-information](http://stmargarets.school.nz/parent-information). The calendar is also available in electronic format via School Bridge. The calendar is updated regularly throughout the term to reflect any additions or changes to scheduled events. Please also check the SMC Newsletter.

## 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

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 SMC's 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 16 students, and a teacher, called the tutor, is responsible for their wellbeing and progress. The Year 13 girls act as the peer support and buddies for the younger girls. Year 0-6 students are under the care of their classroom 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, the respective Heads of School 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, 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 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 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.

## Uniform

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.

### Year 11-13 uniform

All students must have the following:

- › Blazer – must be worn to and from school every day and to formal occasions including Chapel and Assemblies and other formal occasions

At least one of the following:

- › Navy tunic, navy tailored shorts, navy skirt (worn on the knee) or navy tailored trousers
- › Tussore dress

- › White school blouse
- › Tie
- › Full tracksuit
- › PE top and shorts, SMC swim cap and a one piece swimsuit (any colour)
- › 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
- › Rain coat

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
- › School scarf (Terms 2 and 3 only)

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

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

### Year 7-10 uniform

All students must have the following:

- › Blazer – must be worn to and from school every day and to formal occasions including Chapel and Assemblies and other formal occasions
- › Navy tunic
- › White school blouse

- › Tie
- › Full tracksuit
- › PE top and shorts, SMC swim cap and a one piece swimsuit (any colour)
- › 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
- › Rain coat

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, navy skirt (from Year 9 only, worn on the knee) or navy tailored trousers
- › White SMC t-shirt (short or long sleeved)
- › Cardigan

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

- › Blazer
- › Navy tunic
- › White school blouse
- › Tie
- › Navy socks (ankle, over the knee or under the knee) and black opaque tights in winter
- › Black lace-up, U-bar or T-bar shoes

### Year 0-6 uniform

All students must have the following:

- › Blazer – must be worn to and from

school every day and to formal occasions including Chapel and Assemblies, and other formal occasions

- › Navy tunic and/or navy tailored shorts
- › White school blouse
- › Tie
- › Regulation SMC sunhat (compulsory in Term 1 and 4)
- › Full tracksuit

› PE top and shorts, SMC swim cap and a one piece swimsuit (any colour)

- › 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 (Terms 1 and 4 only)
- › Rain coat

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
- › Merino top
- › School scarf (Terms 2 and 3 only)

For formal occasions, all Year 0-6 students must wear:

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



## Other uniform items

### Ties

- › School ties for Years 0-12
- › 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

### Hair

- › If hair is longer than shoulder length it must be tied back. 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 or small shape in the earlobe of each ear.

- › Rings and nose studs or other visible piercings are not permitted.
- › No other jewellery may be worn. Special consideration may be given by the Heads of School for taonga. Please contact your Head of School.
- › Nail polish or gel nails are not permitted.
- › Make up is not permitted, including false eyelashes.

- › Any tattoos are asked not to be visible when wearing any SMC uniform.
- › For cultural tattoos see the Head of School.

A mixture of non-uniform 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

Balanced  
foundations,  
bright futures.

12 Winchester Street  
Merivale, Christchurch 8014

03 379 2000

[stmargarets.school.nz](http://stmargarets.school.nz)

