



**St Margaret's
College**

Balanced
foundations,
bright futures.

International

Year 0 – 13, 2026



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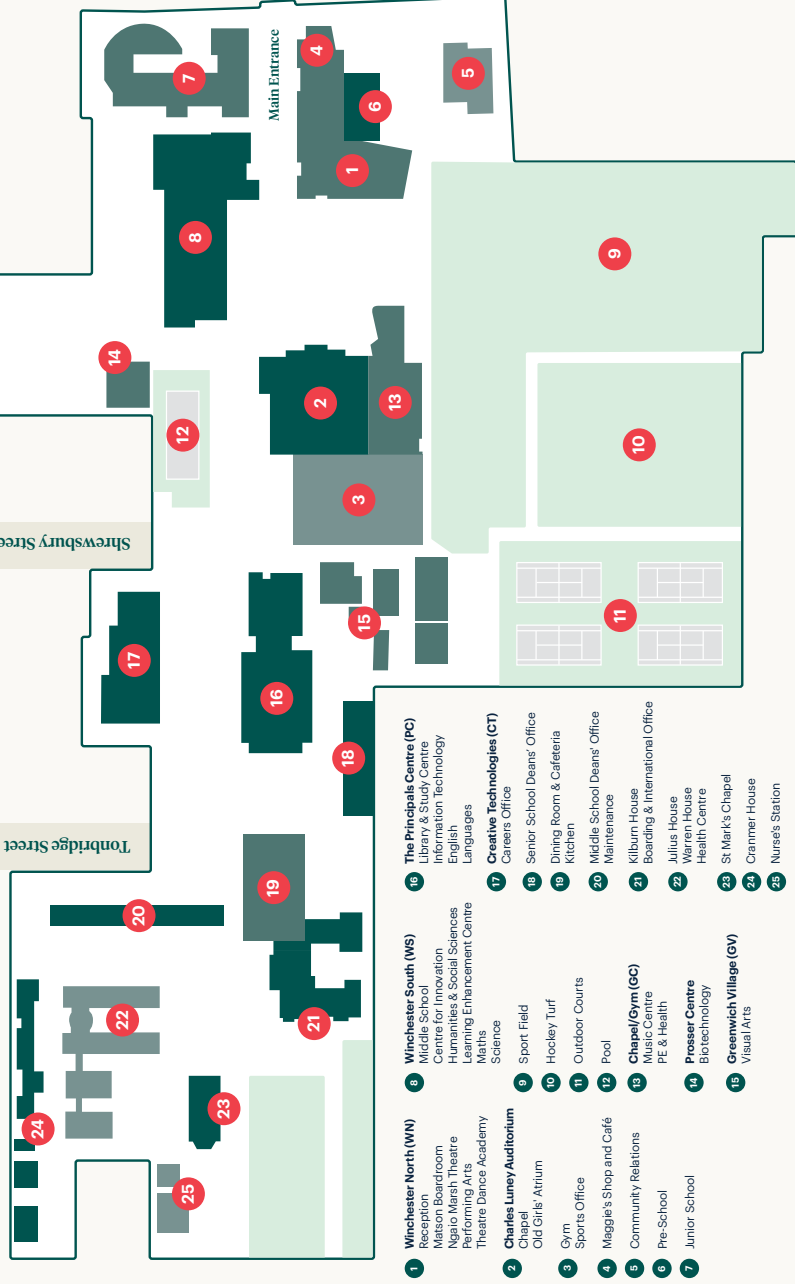
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Welcome to St Margaret's College

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

This handbook has been prepared for international students to help you adapt to this culture in which you now find yourself. I look forward to working with you on your journey with St Margaret's over the next year

Jo Fogarty,
International Student Manager

Graduate profile

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



Term dates 2026

All International boarders – Sunday 1 February

New student induction – Monday 2 February

Term 1

Tuesday 3 February – Thursday 2 April

Term 2

Tuesday 28 April – Friday 3 July

Boarding closed for King's Birthday Weekend (Thursday 28 May – Monday 1 June)

Term 3

Monday 20 July – Friday 18 September

Term 4

Monday 12 October – Thursday 3 December

Weekly routine

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

Key staff



Mrs Diana Patchett
Executive Principal



Ms Jo Fogarty
International Student
Manager



Mrs Rachel Clemenger
Director of Boarding



Ms Sian Evans
Head of
Senior School



Ms Kathryn Gray
Head of
Middle School



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



Ms Jacq Gilbert
Deputy Head
of Senior School
(Academic)



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



Ms Rachel Quigley
Deputy Head
of Middle School

Deans

Year 7 & 8 Lucy Mackie
Year 9 Amanda Surridge
Year 10 Gabby Farrar-de Wagt

Year 11 David Thompson
Year 12 Helen MacDonald
Year 13 Nick Ryan

Uniform



Formal uniform
Junior School



Formal uniform
Middle School



Formal uniform
Senior School



Long-sleeved
blouse with tie



Short-sleeved
blouse with tie



Cardigan



Gym dress



Tailored shorts
with short-sleeved
T Shirt



Skirt (Y9 upwards)
with long-sleeved
T Shirt



Tailored navy trousers



Jacket



Junior hat



Red blazer
(awarded)

Living and studying in New Zealand





Wellbeing and support for international students

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

International Department

Focused on international student-specific systems and pastoral support

- International Student Manager
- Homestay Coordinator
- ELL Teacher
- Pre-arrival pack
- Orientation Programme on arrival
- International Club
- 24/7 Emergency Contact:
Jo Fogarty +64 22 070 5418

Boarding

Pastoral and academic care for boarding students

- Director of Boarding
- House Managers
- Supervisors
- Homework Tutors
- Fellow Boarders

In-School Support

Wellbeing and academic support with in the school structure

- Tutor
- Year level Dean
- Head of School
- Counsellor
- Chaplain

Wider Community

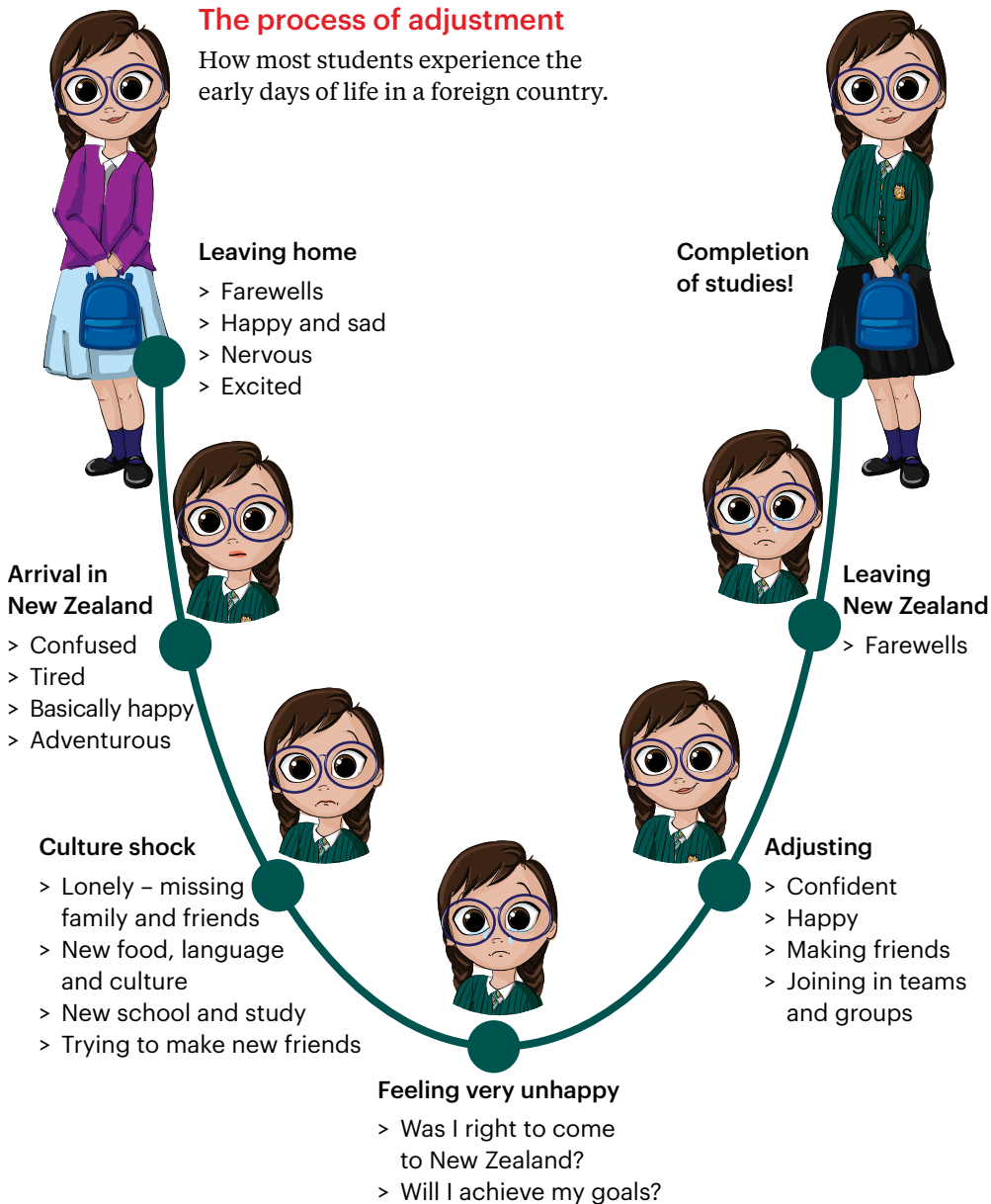
Support from beyond the school gates

- Designated caregiver and/or local agent
- Sports and cultural clubs – administrators and coaches
- Rite Journey – Year 10

Culture shock / Cultural differences

The process of adjustment

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





Participation

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

integrate and become a part of our St Margaret's community.

The Arts

SCHOOL PRODUCTION

DANCE

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

DRAMA

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

MUSIC

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

VISUAL ARTS

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

WORDSMITHS

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

INNOVATION

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



Sport

- › Archery
- › Athletics
- › Badminton
- › Basketball
- › Climbing
- › Cricket
- › Cycling
- › Equestrian
- › Fencing
- › Flipper Ball (Jnr)
- › Football Soccer (7,8)
- › Football – Skills
- › Golf
- › Hockey
- › Korfball
- › Miniball
- › Netball
- › Royal Life Saving
- › Rowing
- › Rugby
- › Summer Hockey
- › Swimming
- › Table Tennis
- › Tennis
- › Touch
- › Triathlon
- › Volleyball
- › Water Polo
- › Ultimate Frisbee

Regional/National Secondary School Events:

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

Striving for Excellence



Keeping You Safe

FIRE ACTION

If you detect smoke or discover a fire:

Activate the fire alarm in that building

DIAL 111
(from a safe phone)

Ring the school office from a safe phone and tell them your location (0 or 379 2000)

The school office will ring the fire brigade and initiate a full evacuation

When warned of a fire in this building:



**LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

Assemble at:

SPORTS FIELD EVACUATION AREA



Once out, stay out

Walk, do not run

Follow the instructions of staff who know the evacuation procedure

Do not attempt to extinguish the fire unless it is safe to do so

EARTHQUAKE ACTION

In the event of an earthquake:

DROP

COVER – get under a desk or internal door frame

HOLD – hold on until the shaking stops

If requested to evacuate by staff:



**LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

Assemble at:

SPORTS FIELD EVACUATION AREA



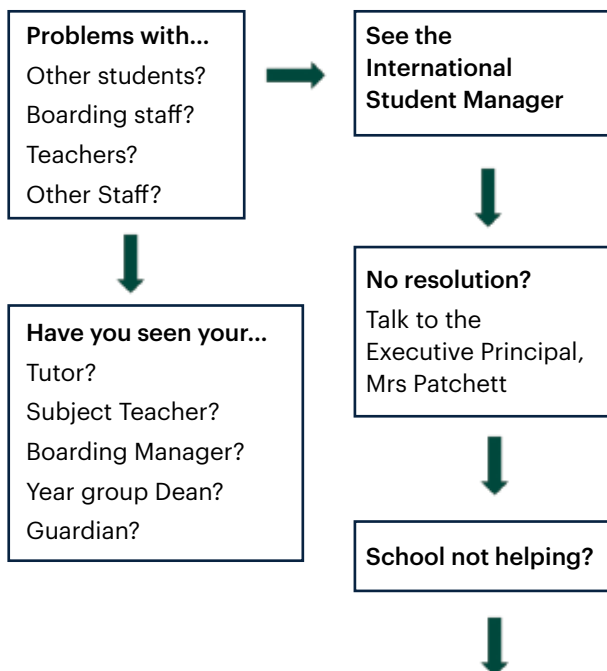
Once out, stay out

Walk, do not run

Follow the instructions of staff who know the evacuation procedure

Grievances and Complaints Process

What do you do if you have a complaint?



If you are not satisfied by the outcome of our complaints process, you may notify the New Zealand Qualifications Authority (NZQA). Please refer to the NZQA website for more information on their role and process.

www2.nzqa.govt.nz/about-us/contact-us/complaint/education-provider/other-organisations

You may also be able to take your complaint to **studycomplaints.org.nz** – a dispute resolution provider specialising in supporting international students in resolving disputes with their schools.

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

Wellbeing and safety for international learners

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

What is the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)?

The Code aims to protect international learners. It ensures they have a positive student experience and are supported to meet their goals.

Under the Code, your school must make sure you are welcome, safe, and properly cared for.

Who is the Code for?

The Code covers all international school learners enrolled with a New Zealand school. This includes learners studying in New Zealand, online, or offshore.

The Code also covers all tertiary learners studying with New Zealand education providers.

The New Zealand Qualifications Authority (NZQA) is the administrator of the Code for the New Zealand Government. NZQA monitors and supports schools to meet the Code.

In New Zealand, only schools who are signatories to the Code can enrol international learners.

St Margaret's College is an approved Code signatory.

How do I get a copy of the Code?

You can download the full version of the Code in Te reo Māori and English:

www2.nzqa.govt.nz/assets/Tertiary/The-Code/pastoral-care-code-of-practice-2021-maori.pdf

www2.nzqa.govt.nz/assets/Tertiary/The-Code/pastoral-care-code-of-practice-2021-english.pdf

What does the Code say?

The Code sets out the standards of care expected of New Zealand providers for the wellbeing of their international learners.

Outcomes 13-22 of the Code are for international learners in schools

Outcome 13 – Marketing and promotion

This outcome ensures that you and your family have a full and realistic picture of what it will be like to live and study in New Zealand.

Outcome 14 – Managing and monitoring education agents

This ensures that education agents give you and your family reliable information and support.

Outcome 15 – Offer, enrolment, contracts, and insurance

Ensures your school has good systems and documentation set up to manage your:

- > offer of study
- > enrolment process
- > contract of enrolment
- > visa and insurance status and record.

Before an enrolment contract is signed, your school must ensure that you and your family are clear on your likely educational outcomes and your rights and responsibilities as an international school learner.

Outcome 16 – Immigration matters

Ensures your school is confident that you meet immigration requirements to study in New Zealand before you are enrolled.

Outcome 17 – Orientation

Ensures you participate in an orientation programme to help you settle into life and study in New Zealand.

Outcome 18 – Safety and wellbeing

Ensures you are safe and well while living and studying in New Zealand.

Outcome 19 – Learner support, advice, and services

Ensures you have the information you need to live and study successfully in New Zealand.

Outcome 20 – Managing withdrawal and closure

Ensures you and your family understand your rights and obligations if you withdraw from school, do not attend, or if your school cancels a programme or closes for any reason.

Outcome 21 – Dealing with complaints

Ensures there are transparent, accessible, and effective processes in place to resolve any complaints you may have.

Outcome 22 – Compliance with international learner contract dispute resolution scheme (DRS)

Ensures that your school is familiar with the Disputes Resolution Scheme (DRS) available to international learners, and complies with its rules.

Translations

Translated summaries of the Code are available for international school learners and their families. Visit: <https://www2.nzqa.govt.nz/tertiary/the-code/the-code-for-learners/the-code-for-international-school-learners/>



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