



# St Paul's Collegiate School

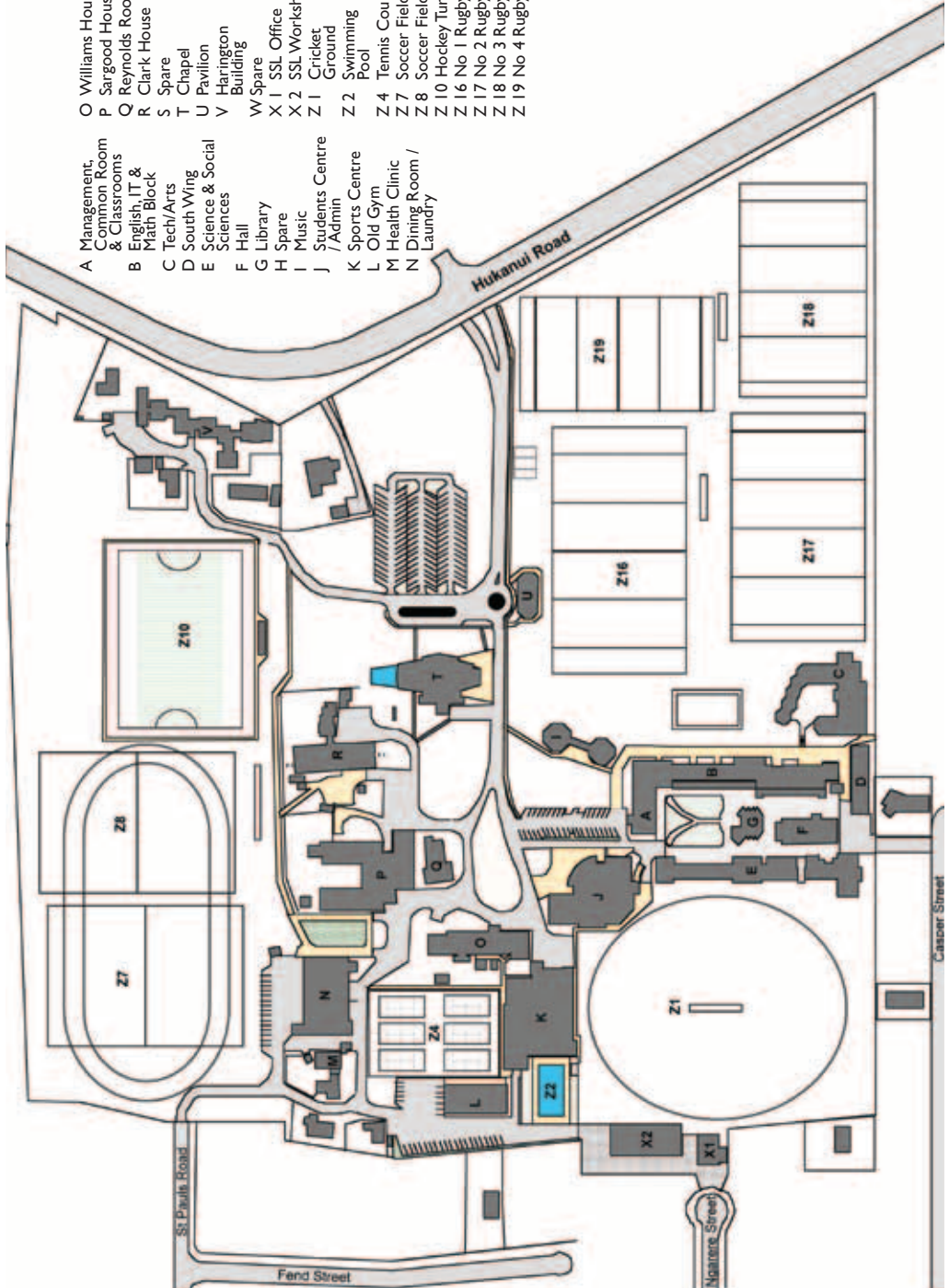


*Handbook*

# St Paul's Collegiate School Map

- A Management, Common Room & Classrooms
- B English, IT & Math Block
- C Tech/Arts
- D South Wing
- E Science & Social Sciences
- F Hall
- G Library
- H Spare
- I Music
- J Students Centre / Admin
- K Sports Centre
- L Old Gym
- M Health Clinic
- N Dining Room / Laundry

- O Williams House
- P Sargood House
- Q Reynolds Room
- R Clark House
- S Spare
- T Chapel
- U Pavilion
- V Harrington Building
- W Spare
- X 1 SSL Office
- X 2 SSL Workshop
- Z 1 Cricket Ground
- Z 2 Swimming Pool
- Z 4 Tennis Courts
- Z 7 Soccer Field 1
- Z 8 Soccer Field 2
- Z 10 Hockey Turf
- Z 16 No 1 Rugby
- Z 17 No 2 Rugby
- Z 18 No 3 Rugby
- Z 19 No 4 Rugby



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# SCHOOL CONTACT DETAILS

## OFFICE

St Paul's Collegiate School  
77 Hukanui Road  
Private Bag 3069  
Waikato Mail Centre  
Hamilton 3240

Phone: 07 957 8899

Fax: 07 957 8833

Office Hours:  
8:00am to 5:00pm Monday to Friday

After Hours: Voicemail

## STAFF (OFFICE HOURS)

Please dial Reception 07 957 8899 and ask to be put through to the appropriate staff member.

## MANAGEMENT STAFF

Headmaster 07 957 8830

Deputy Headmaster 07 957 8831

Assistant Headmaster 07 957 8858

Business Manager 07 957 8827

Marketing and Development 07 957 8898

Chaplain 07 957 8842 / 029 957 8866

Director of Extra-Curricular Activities  
07 957 8813 / 029 201 3947

## BOARDING HOUSES (STUDENTS' PHONE)

Sargood 07 957 8888

Clark 07 957 8880

Williams 07 957 8884

Harington 07 957 8892

## DAY HOUSES (OFFICE HOURS)

Please dial reception 07 957 8899 and ask to be put through to the appropriate House.

Fitchett House 07 957 8772

Hamilton House 07 957 8761

Hall House 07 957 8758

School House 07 957 8774

Harington House 07 957 8773

## TIHOI VENTURE SCHOOL

Director 07 372 8416

Office 07 372 8416

Kitchen 07 372 8419

Fax 07 372 8417



# AIMS OF ST PAUL'S COLLEGIATE SCHOOL

As a Christian Foundation and an independent school, St Paul's Collegiate School will endeavour to:

1. Provide education of the highest quality
2. Fully develop our staff and students
3. Encourage our students as individuals to strive to reach their potential, prepare for the challenges of life, and play a constructive part in the world at large.

## HISTORICAL BACKGROUND

### A BRIEF HISTORY OF ST PAUL'S COLLEGIATE SCHOOL

The rise of St Paul's Collegiate School from its small beginnings to its present position as a premier school in the Waikato began with the opening of the School on February 12th, 1959, at the current site on Hukanui Road, under the Headmastership of Mr W Ford. There were seven classrooms and an initial enrolment of sixty boys. The boarders lived in School House, which was located where the present Tower Block and Mathematics classrooms are situated.

A number of significant events occurred in the life of the school from 1963 to 1969, under the stewardship of Headmaster, Mr H R Hornsby. Amongst these were the construction and dedication of the Chapel, the construction of the Dining Hall, and the opening of the School Library and Gymnasium. The heavy brass cross and candlesticks on the altar of the Chapel were donated to the School by the boys of St Paul's School in London and subsidised by 'Old Paulines' resident in New Zealand. The tradition of presenting each leaver with a copy of the Bible at the Leavers' Service was also started during Mr Hornsby's time.

Mr A D Hart, Headmaster from 1970 to 1979, oversaw the establishment of the Tihoi Venture School, and construction of the Music Block and Clark House.

A major building programme undertaken in 1998, under the direction of Headmaster Mr S W Cole, resulted in the opening of the Students Centre, a completely rebuilt Science Centre, refurbishment of many of the School's classrooms, and the re-building of the Technology Centre.

In 2007, under the stewardship of Headmaster Mr G J Fenton, a water-based astro-turf hockey field was completed, the Tennis Courts resurfaced, along with a state of the art Sports Centre including a gymnasium, indoor cricket nets, basketball courts, squash courts, fully equipped weights room and classrooms.

### THE SCHOOL ARMS

The Arms of the School were adopted in their present form in 1960.

The Arms are a shield in the School colours of black, gold and white. The original Trustees chose to make use of black because of its association with St Paul's School in London. Gold was chosen at the time because it had not been used by any other independent school in New Zealand. White adds a formal look and was the third colour to be incorporated into the colour palette of the Arms.

Under the shield is the Latin motto, "State in Fide". The literal translation of this is "Stand Firm in the Faith", which recognises the central role the Church plays in the life of the School. It is taken from the 13th verse of the 16th chapter of the First Epistle of St Paul to the Corinthians. The complete verse is: "Be watchful, stand firm in your faith, be courageous, be strong."

It is fitting that the motto should have been taken from the writings of St Paul and that it should have a close connection in meaning with the crossed swords of St Paul, which form The School Arms.



# FOUNDING TRUST DEED AND THE BOARD OF GOVERNORS

A group of about twenty men, now referred to as the "Founders", formed the inaugural Waikato Boys' College Trust in August, 1957. The Trust was registered under the provisions of the Charitable Trusts Act 1957, with the objects of "Founding and providing for a school or schools of learning and other institutions, wherein Boys of this Country could be cared for, taught and educated in accordance with those principles and precepts traditionally present in that system of education, which, based on the religion of the Anglican Church, inculcates a desire for the acquisition of knowledge for the Glory of God and the benefit of mankind, a proper discipline of mind and body and a life of service to others."

The Trust Deed gives the Trustees full power and authority to found and maintain schools. The Bishop of the Diocese of Waikato is the Official Visitor of the College however the Trust, completely independent of any Diocese, is endowed and carries its own responsibilities.

Appointment to the Trust Board is by invitation. A Trustee must fulfil the criteria articulated in the Trust Deed and in addition satisfy the skills and experience required by the Board at the time of appointment. At least one Trustee is to be the parent of an existing student and at least one Trustee an Old Collegian of St Paul's Collegiate School. One Trustee can be both the parent of an existing student and an Old Collegian.

## FOUNDERS' DAY

Every year there is a service of thanksgiving for the Founders of the School, Messrs George Ivan Clark, Eric Freeman Clayton-Green, Marcus Rattray Fitchett, Harry Gardner Hall, Neville Irving McKean, Paul Clement Scott Sergel, Henry Augustus Swarbrick and Robert Henry Wynyard. The service is usually held during the second term.

The annual Founders' Day gives members of the School the opportunity to give thanks to God

for the initiatives and foresight of the Founders, to assess and celebrate our progress as a School committed to providing a Christian education, and simply to state before God our appreciation at being the current community of St Paul's Collegiate School.

## ST PAUL'S COLLEGIATE TIHOI VENTURE SCHOOL

St Paul's Collegiate Tihoi Venture School was opened at the beginning of the first term in 1979 following the vision of four men: John Hart, John Mortimer, Michael Shelby and Mike Shaw. Mike Shaw, with his wife Judy, had arrived at St Paul's in 1970, fresh from Timbertop, the outdoor pursuits' centre of Geelong Grammar School in Victoria, Australia. Mike and Judy Shaw were the inaugural Directors of Tihoi, moving to the campus in December 1978.

Tihoi Venture School is unique to New Zealand education and a feature of St Paul's that enables students in Year 10 to spend half their year at Tihoi, developing not only outdoor and academic skills, but also accelerating social development through a focus on traditional virtues and a values-based programme of honesty, respect, care and understanding.

The Venture School is situated on the edge of the Pureora Forest, in close proximity to Lake Taupo and the Central Plateau rivers and mountains, enabling the wide range of pursuits offered in the outdoor component of the programme. Kayaking, sailing, rock climbing, mountain craft, caving, bush survival, tramping, solo, abseiling and a six-day expedition make up the "weekend" programme. A High Ropes Challenge Course, established in 2009 is also part of the complex.

The academic programme is based on an experiential learning style, as students are given the opportunity to learn from the environment they live in. Academic standards are maintained in all subjects and modern technology is fully utilised in the teaching programme.

Students live in groups of eight, in self-contained houses, and take responsibility for their own



housekeeping as well as learning to care and work together with other house members.

The full-time staff live at the centre and work closely with the students to enable them to achieve their goals in a safe yet challenging environment.

The policies and guidelines for Tihoi are contained in a separate document titled Tihoi Information Handbook and can be found as a download on the website

[www.stpauls.school.nz/Tihoi/handbook](http://www.stpauls.school.nz/Tihoi/handbook)

## GENERAL INFORMATION

### AREAS OF RESPONSIBILITY

The following table may be helpful in identifying who to consult over school related matters:

#### **Headmaster appointments**

Headmaster's PA

#### **Choice of subject**

Assistant Headmaster, Careers Adviser

#### **Trouble with a subject**

Head of Department, Assistant Headmaster

#### **Change of a subject**

Assistant Headmaster, Careers Adviser

#### **Textbook use**

Head of Department

#### **Timetable**

Assistant Headmaster, Deputy Headmaster

#### **Careers Enquiries**

Careers Adviser

#### **Tertiary Entrance**

Careers Adviser

#### **External examinations**

Assistant Headmaster

#### **Prizes**

Assistant Headmaster

#### **Absence through illness**

- (1) Telephone message to office
- (2) Write an "Absence Note" in the student's school diary
- (3) Write a note to the Housemaster

#### **Advance permission to be absent from school**

Deputy Headmaster

#### **Discipline**

Deputy Headmaster

#### **Behaviour**

Housemaster, Deputy Headmaster

#### **Social problems**

Deputy Headmaster, Chaplain, Guidance Counsellor

#### **Counselling**

Chaplain, Guidance Counsellor

#### **Locker Keys**

Housemaster

#### **Sport - General**

Director of Extra-Curricular Activities

#### **Cultural**

Director of Extra-Curricular Activities

#### **Sport - Particular Training**

Coach, Head of Sport

#### **Drama Productions**

Head of Drama

#### **Music**

Director of Music

#### **Calendar**

Deputy Headmaster

#### **Term Dates**

Deputy Headmaster

#### **Travel bookings**

Reception

#### **Lost property**

Sargood House Matron, Deputy Headmaster

#### **Library**

Librarian

#### **Enrolments**

Headmaster's PA

#### **Chapel (services)**

Chaplain

#### **Fees queries**

Main Office, Business Manager

#### **Accounts and Financial**

Main Office, Business Manager

#### **International Students**

Director of International Students

#### **General Advice to Parents**

When in doubt, consult your child's Housemaster, who will advise you.

## DAILY TIMETABLE

The School operates a six-day rotating timetable to achieve a balance of meeting subject class requirements and sporting activities.

Information on the calendar of events can be viewed on the School website at [www.stpauls.school.nz](http://www.stpauls.school.nz) under the heading Calendar.

### DAILY TIMETABLE

#### Staff briefing:

Monday, Wednesday and Friday at 8.00am

**Chapel:** Tuesday and Thursday

**Assembly:** Monday and Friday

#### Monday, Tuesday, Thursday and Friday

Times prior to lunch will be standard on Monday, Tuesday, Thursday and Friday

8:05am	House Roll Calls
8:20am	Warning Bell
8:25 – 9:15am	Period 1 – 50 minutes
9:20 – 10:10am	Period 2 – 50 minutes
10:10 – 10:30am	INTERVAL
10:30am	Warning Bell
10:35 – 11:25am	Period 3 – 50 minutes
11:30am – 12:15pm	Period 4 – 45 minutes
12:15pm	Assembly / Chapel
1:10 – 1:55pm	LUNCH – 45 minutes
1:55pm	Warning bell
2:00 – 2:45pm	Period 5 – 45 minutes
2:45 – 3:30pm	Period 6 – 45 minutes

#### Wednesday

8:05am	House Roll Calls
8:25am	Warning Bell
8:30 – 9:15am	Period 1 – 45 minutes
9:15 – 10:10am	Period 2 – 55 minutes
10:10 – 10:55am	Period 3 – 45 minutes
10:55 – 11:15am	INTERVAL
11:15am	Warning Bell
11:15am – 12:00pm	Period 4 – 45 minutes

12:00 – 12:45pm Period 5 – 45 minutes

12:45 – 1:35pm LUNCH – 50 minutes

Note: Years 9 & 10 go to lunch early

1:35pm Warning Bell

1:40 – 2:25pm Period 6 – 45 minutes

2:30 – 4:00pm Interhouse Activities / Organisation / Tutor Time / Prefects' Assemblies and Staff Meetings

Standards events for Athletics and School events such as Cross Country and Road Race may be held between 1:30pm and 4:00pm.

Any timetable queries for individual students should be directed to the Subject Teacher, Housemaster or Assistant Headmaster.

Headmaster's Assemblies are held in the Chapel. All students are to attend Assemblies, which serve both as a means of communication and as a means to jointly, as a School, celebrate the achievements of St Paul's students.

## DETENTIONS

School Detentions: Fridays 3:30 – 4:30pm

Masters' Detentions:

Wednesdays & Fridays 3:30 – 4:30pm

House Detentions: As directed

Saturday Detention: As directed

Headmaster's Run: 3:30 – 5:00pm



## CATERING

The contracted catering service at St Paul's School aims to provide nutritious, well balanced meals that suit the needs of the School community. The service meets industry standards regarding food preparation and safety. The menus, which are based on nutritional guidelines and dieticians' requirements, rotate and change each term.

Vegetables, salads, fruit, milk and bread are available during meals, on a self-serve basis. Students with special dietary needs (e.g. fat free; gluten free; vegetarian; diabetic) are catered for.

## USE OF VEHICLES BY STUDENTS

For a student to drive a vehicle to school, a written request from the parent/guardian is required.

The framework within which a student may use a vehicle at St Paul's is contained in the School Regulations. The School would appreciate the support of parents/guardians in the implementation of and adherence to these regulations. Areas of particular concern are the carrying of passengers, the use of vehicles during the school day, and the peer pressure to which student drivers are sometimes subjected. Where the student has the intention to provide transport for another student to and from the School, written permission must be received from both sets of parents.

Driving permits are issued by the Deputy Headmaster and in order that the issuing of Permits can be expedited, requests should be made by the end of the first week at school, this usually being the first week in February. This formal request should be accompanied with the completed Driving Permit Application Form found in Appendix 2. Driving Permits must be clearly displayed in the motor vehicle window at all times while parked in School grounds.

## THE HOUSE SYSTEM

### HISTORY OF THE HOUSES

The School has not always had eight Houses as originally there was only the one House: School House. There are some gaps in the history of the Houses and School House, established in 1959, was the first house at St Paul's and catered for all the boarders and the day boys. Traditionally the first house in schools like St Paul's was always called School House. The last year of School House functioning as a boarding house was at the end of 1993. The house at this time went into recess but was re-established as a day house in 1999.

Sargood House, named after Sir Percy Sargood of the Sargood Trust, which provided the finance for the House, opened in 1961. Amongst the significant events in that first year was the laying of the paths around the House by the boys.

Williams House, which was opened in 1963, was named after Mr A B Williams of the Williams Trust, which provided the finance for the House. During the first term only one dormitory was ready for use and boys had to camp down in Sargood and School Houses temporarily.

Hamilton House, named after Hamilton City, was established in 1964 and was first located in what was then known as the Hobbies Hut. This building no longer exists.

Clark House, named after a former Chairman of the Board of Governors, Mr George I Clark, opened in 1967. The Clark House boys were first housed in the old dining hall block, which was on the site of the current Science Block.

Hall House, founded in 1973, was named after Foundation Board member Mr Harry Hall and commemorates all the survey work he did for the School, free of charge.

Fitchett House was opened in 1999 and was named after Dr Marcus Fitchett, the first Chairman of the Board.

Harington House, formerly known as the Girls' House, opened in 1985. The House was

renamed Harington House after Mrs Pamela Harington, a St Paul's parent and very active Board member.

## HOW THE HOUSE SYSTEM FUNCTIONS

At St Paul's, education is seen as a partnership between the home and the School. As all successful partnerships are based on effective communication between partners, it is essential that home and School keep in close contact.

Secondary schools can be complex places: there are large numbers; teaching and learning become more specialised within a wide range of subjects; purpose built facilities cater for different academic requirements; students change rooms up to six times a day.

The division of the School into units called Houses provides a smaller group within which the student can find friendship and support and assist with their assimilation into the School community.

## HOUSEMASTERS

As far as possible, the Housemaster's office is located adjacent to the House and is the administrative hub for the House. The Housemaster and Assistants meet informally each day and the Housemasters meet regularly as a group.

The Housemaster is concerned not only with the pastoral care of the student, but also with the student's academic, sporting and cultural

involvement and progress. The Housemasters will build up an understanding of the student as a person, as a member of his family and as a member of the School. This pastoral role involves being sensitive to a wide range of signals that are indicative of each student's academic, social and personal development. The Housemaster is also well placed to help students with study methods, personal organisation, social behaviour and other issues as they arise.

The Housemaster is the person whom the student should see in the first instance with regard to lost property and other matters. They are also available for consultation with parents. Parents can communicate with the Housemaster via the student's diary as well as by phone, letter, or by arranging a meeting.

In matters of discipline the Housemaster will deal with day-to-day problems, whilst more serious problems are dealt with by the Deputy Headmaster.

## OPPORTUNITIES TO BUILD LEADERSHIP

As students progress through the school they are expected to carry more responsibility for their own activities and for those of the School community. The House system is a very important training ground for developing responsibility, initiative and leadership. Senior students are expected both to help younger students and to take on positions of responsibility in the House.



Inter-House competition provides opportunities for developing leadership and community spirit. Competition takes place in a range of sporting and cultural events. International week provides opportunities for students of all cultures to celebrate their differences.

Boarding Houses are also required to assist in community projects such as collections for the IHC, Red Cross, Salvation Army and Braille Week. All Houses offer minor administrative roles as well as major leadership roles such as Head of House, Deputy Head of House and Sports Captain.

## LOCKERS

Students in both the boarding and day houses will all be issued with a secure locker for the safe storage of their property. The Housemaster will issue a key to the student at the start of the year, and this needs to be kept in a safe place. If a key is lost, a spare key can be obtained from the Housemaster. The cost of the replacement key will be charged to the student.

Students can access their lockers before school, at interval and lunch break, as well as at the end of the school day.

## STUDENT LEADERS

### SCHOOL PREFECTS

Prefects are appointed each year by the Headmaster following consultation with senior staff, Housemasters, teachers and students.

Applications from Year 12 students to attend the annual Leadership Camp in September are called for in June. After receiving feedback from the Leadership Camp's coordinators and school staff, approximately 32 students are interviewed late in October.

Heads of School and Deputy Heads of School are announced at the annual Prize Giving, held in December. Heads of House are announced at the end-of-year House Dinners. School Prefects are announced in the new school year.

A Prefects' Induction Service is held early in Term 1.

All Prefects undergo an orientation programme and meet regularly with the Headmaster, Deputy Headmaster, Chaplain and the Director of Extra-Curricular Activities. Prefects are allocated portfolios which represent areas of responsibility such as Culture, Sport, International Affairs, Social and Publicity.

## PASTORAL CARE SYSTEM

One of the 'benchmarks' for the successful and effective running of any school is its pastoral care services.

The central aim of St Paul's is to encourage and support students to achieve to their potential. In terms of academic potential, every staff member has a part to play, whether teaching in the classroom or not, to ensure that our students learn well and achieve well, and to help students find out what they are good at, or talented in. In the words of William Butler Yeats, "Education is not filling a bucket, but lighting a fire."

This also applies to personal potential. Just as every parent watches over, cares for and supports their child's growth in the home and community, so every teacher and staff member at St Paul's Collegiate School is, to some extent, involved in the pastoral care of students. Each staff member stands 'in loco parentis' (in place of the parents) during the hours of school and in the case of boarders, for 24 hours a day.

### HOUSE SYSTEM CENTRAL TO PASTORAL CARE

At St Paul's, pastoral care is enshrined and nurtured first and foremost through the House system. Every student is a member of a day or boarding House. Under the umbrella of the wider St Paul's family, House staff and senior students work as teams to give each student a sense of belonging, contribution and purpose.

For many parents and families, the Housemaster is the first point of contact at St Paul's for any

of the successes, concerns, or challenges facing a student in their everyday lives at school. Housemasters and other House staff are pivotal to the orientation and induction of new students (at all levels) to the unique character of St Paul's. Boarding Housemasters are supported by an Assistant Housemaster, a Day Matron, Tutors (often Old Collegians, or teachers on staff), the Headmaster, Deputy Headmaster, Chaplain, and Health Clinic Manager, all of whom live on site.

Each student is also a member of a tutor group, made up of student members of the same level and House. This tutor group meets regularly, for 40 minutes, in a set location. Every member of the teaching and academic management staff, from the Headmaster through to new assistant teachers, facilitates a group. The purpose of these tutor groups is to provide students with another forum to share ideas, discuss issues, set goals and directions, and receive support and affirmation. Through these groups, every student is placed in contact with an additional adult within the school family, who may become a confidant, guide, mentor or a contact point in times of crisis or uncertainty.

## COUNSELLING SERVICES

Housemasters and other House staff, including Matrons, the Director of International Students, Senior Management team members, the Chaplain, Guidance Counsellor, academic, technical and administrative staff and coaches may all at times provide advice, guidance and supportive counselling to individual students on a wide range of personal, social, academic, sporting and other issues.

Students requiring professional counselling for personal, psychological, emotional, mental health, vocational, motivational or behavioural issues have daily access to two trained counsellors, the Chaplain and the Guidance Counsellor, who remain in close and regular contact with House staff, Health staff and Senior Management.

The professional counsellors at St Paul's work as a team. They meet weekly for peer supervision,

to review work with students, and to plan ahead. The Guidance Counsellor also attends day and boarding Housemasters' meetings and meets with other pastoral care staff and teachers as needed. The HELPS Group meets once a week with the Health Clinic staff, to raise, address and help resolve issues relating to individual students. The Chaplain and Senior Management make regular visits to all four boarding houses in the evenings. The Guidance Counsellor is based in the Students Centre and regularly visits the day houses and the boarding houses. The professional counselling team routinely makes referrals to GPs, medical, educational and other specialist professionals on behalf of students and families, typically following discussion with parents about the issues involved.

## 'HELPS' SUPPORT

The aim of the HELPS Support team is to provide an additional level of support to Housemasters in dealing with students who may require support in the following areas: Health, Emotional, Learning, Psychological and Spiritual. The HELPS team comprises of the Head of the Learning Resource Unit, the School Counsellor, the Chaplain, the Health Clinic Manager and the School Nurse.

## CHAPLAINCY

The Chaplain at St Paul's occupies three distinct roles: Chaplain, teacher of Religious Studies, and counsellor. These roles often overlap. The Chaplain serves as the pastor to the School family, and as such provides a friendly listening ear, guidance and spiritual support to students, staff, parents and families.

As a teacher of Religious Studies, the Chaplain provides a context in which students can learn about the spiritual dimensions of everyday life, as well as providing a rigorous academic approach to the subject of Religious Studies. The Chaplain follows a set syllabus covering a variety of topics. The Chaplain is also a professional counsellor and works with all staff and students who need social, emotional or spiritual guidance or solace.

The Chaplain makes regular visits to boarding houses and to the Tihoi Venture School campus, to keep in touch with each boarding house as a whole, and with individual students and staff.

## STUDENT REFERRALS FOR PASTORAL CARE

Teachers who have specific concerns to do with the learning, behaviour, motivation, attitude, demeanour or health of individual students will typically contact or make a referral to a student's Housemaster in the first instance to share their concerns. Referrals are made on a standard form. Housemasters note the nature of the concerns, add their own comments, take action on the concern at House level, contact parents as needed, and/or refer it internally for more specialised help. Further actions are logged on the form, which goes back to the referring Housemaster, who keeps the hard copy on file, plus a copy to the referring teacher. This process is designed to ensure that:

1. Housemasters are central to pastoral care work
2. Referring teachers and parents are kept informed of actions taken
3. There is no duplication of support.

## SENIOR MANAGEMENT TEAM (SMT) INVOLVEMENT IN PASTORAL CARE

At St Paul's the Headmaster, Deputy Headmaster and Assistant Headmasters operate an 'open-door' policy for all students during the regular hours of the School's operation. All SMT members lead a tutor group. The Deputy Headmaster and Assistant Headmaster receive referrals from Housemasters, take action in their various areas of expertise, and feed back to Housemasters. They may also contact parents, depending on the issue(s) involved. SMT members also refer students on to one another, in terms of delegated responsibilities or areas of expertise.

For example, where there are situations involving discipline and pastoral care, students may be referred to the Deputy Headmaster. The Deputy Headmaster co-ordinates a school wide programme called Managing Student Behaviour, for which a source document is available.

For behavioural/disciplinary matters involving students who live on-site, boarding house staff have direct access during out of school hours to the Senior Housemaster, Deputy Headmaster and Headmaster, who all live on-site. For health-related concerns, boarding house students and staff have access to the on-site Health Clinic Staff and qualified back up staff. For pastoral/spiritual concerns the Chaplain, who also lives on site, is available.

The Chaplain, Headmaster, Deputy Headmaster and Assistant Headmasters attend Housemasters' meetings.

## HEALTH CLINIC SERVICES

The Health Clinic is available for all students at St Paul's Collegiate School and is open between 7:15am and 3:30pm, Monday to Friday. An after hours' service is provided for the boarders seven days a week. There is a Sickbay attached to the clinic with eight beds for the boys and a separate area with four beds for the girls.

### Staff

The Health Clinic is staffed by a doctor, registered nurse, physiotherapist and a first aider; all of whom have empathy with and expertise in working with young people.

An arrangement is established with a local registered medical practitioner (doctor) to act as the school doctor. The doctor holds a drop-in clinic between 7:40am and 8:00am, Monday to Friday.

A registered physiotherapist from a local physiotherapy clinic is available (by appointment only) to attend to students' physiotherapy requirements, in the Health Clinic, each Tuesday and Thursday morning.

A registered nurse works as the School Nurse, Monday to Friday.

A qualified first aider works in the Health Clinic at the weekend.

### **Liaisons**

The Health Clinic staff work in close liaison with Housemasters and Matrons. In addition, they have close links with Anglesea Clinic and Radius Medical Davies Corner Accident and Emergency for any after hours emergencies that may occur. The Health Clinic staff will notify parents of any such emergencies. Other liaisons are with Five Cross Roads Pharmacy and Davies Corner Pharmacy, and Public Health Nurses and District Nurses from the Waikato District Health Board.

### **Medical Information and Treatment Consent**

A student's medical history is invaluable in treating them correctly and ensures that appropriate treatment is provided. A completed and signed medical history and consent form is an essential part of the enrolment of a student at St Paul's Collegiate School.

### **Orientation**

At the beginning of each year all new students are welcomed and shown around the Health Clinic as part of the orientation programme. All new boarders are invited to the Health Clinic for an informal get together and dinner. This is to ensure that they feel comfortable about the Sickbay surroundings if the need arises for them to stay overnight.

### **Vision Screening**

All Year 10 students have routine eye checks conducted by the Vision Technicians from Waikato District Health Board. Parents of students with identified vision impairments are contacted for follow up checks and appropriate treatment.

### **Flu Vaccinations**

Each year, the flu vaccine is made available to all students and staff. Vaccinators from Hamilton East Medical Centre come to the School to give

the vaccination to those who have completed a consent form. Students under 16 years must have their forms signed by a parent or guardian.

### **Blood Donors**

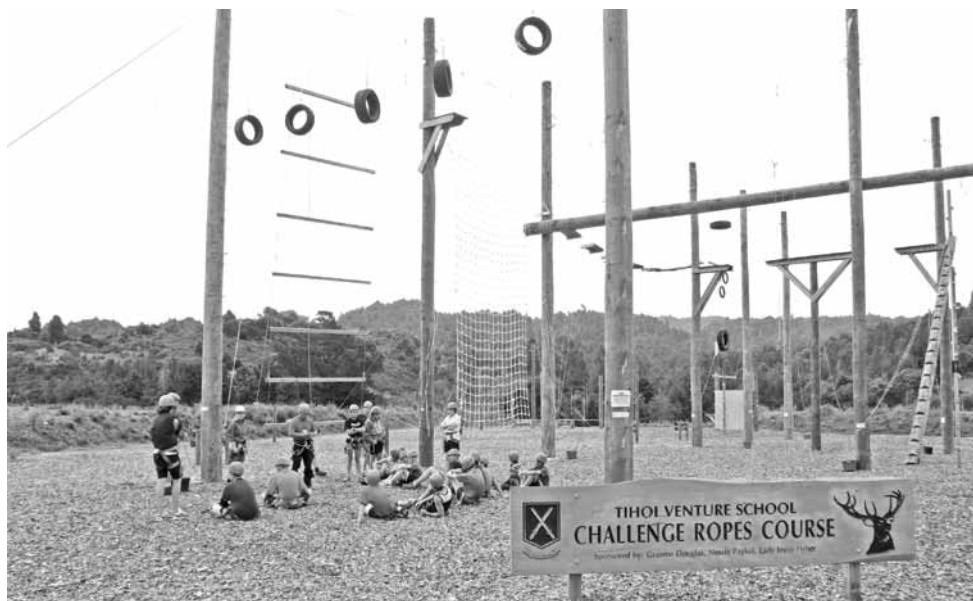
The New Zealand Blood Service Mobile Blood Unit visits the School to enable the students and staff to become blood donors. This is a voluntary activity, and donors must be over 16 years and in good health at the time of their blood donation.

## **PASTORAL CARE AT TIHOI VENTURE SCHOOL**

Tihoi has been described as one of the primary factors why parents choose to send their boys to St Paul's. The predominant aim of the Tihoi programme is to encourage the personal and social growth of the students. Boys live in houses with seven other boys of the same age for a period of eighteen weeks (two school terms). Their week is split between academic learning, outdoor pursuits, fitness training, and learning to live with their peers in their houses. Each staff member is attached to one of the houses as a tutor/mentor. Their particular task is to support students in their personal, academic, social and other development. Social education is a timetabled hour, once a week, when the House Tutor discusses with the house members both collectively and individually, any social problems and changes in group dynamics. In addition, this time is used by House Tutors to introduce personal and interpersonal skills, and a sense of community. Students keep a record of their experiences, and their thoughts and feelings about those experiences, in a journal. One of the senior staff serves as the journal teacher who discusses and reviews journal entries with individual students on a regular basis.

Tihoi also incorporates into its programme several special days and ceremonies to promote social growth, including the arrival and leaving ceremonies, crest day, and a bully-free environment.

For advice, guidance and supportive counselling, students have direct access to their tutors and



to any of the senior staff at Tihoi, including the Director. The clinic is open every interval, and provides time and opportunity for social and personal, as well as paramedical assistance. Tihoi staff, together with the Physical Education Department at St Paul's, Hamilton, have developed a comprehensive health education programme with a special emphasis on drug education.

Students and staff also have access to professional counselling from the Chaplain, and the Guidance Counsellor, who visit on a regular basis.

## INTERNATIONAL STUDENTS

The Director of International Students provides advice, guidance and supportive counselling to international students. The Director also provides a vital home-school liaison function as required by the Ministry of Education's Code of Practice for the Pastoral Care of International Students. In addition the Director of International Students teaches ESOL to international students and permanent residents, for whom English is a second language.

While the Housemasters have the day to day care of the international students, the Director of International Students, as the person designated by the Headmaster to undertake this role, has the overall responsibility of ensuring the specific requirements in the Code of Practice for the Pastoral Care of International Students are addressed. These include such issues as academic progress, attendance, welfare and accommodation.

The Code of Practice specifies that this applies to all international students, whether on exchange or full-time study, and whether they are living in a boarding house, in home stay accommodation or living with their designated caregiver. In addition, there are special requirements for students under the age of eighteen. Should a serious situation or traumatic incident ever arise requiring an outside agency or liaison with the Police, then assistance and advice would be asked from the Chaplain, the Health Clinic Staff, and/or from the Headmaster.

Career planning is provided by the Director of International Students, the Assistant Headmaster and by the Careers Adviser.

# THE SCHOOL CURRICULUM

## ACADEMIC CURRICULUM

The latest senior academic subject choices information can be found on our website [www.stpauls.school.nz](http://www.stpauls.school.nz) under:  
Home > Academic > Curriculum.

### ACADEMIC CURRICULUM (YEARS 9 AND 10)

All Year 9 and 10 students study a core curriculum comprising: English, Mathematics, Physical Science, Social Studies, Technology (Art/Graphics/Materials), Health & Physical Education, Speech and Drama, Music (Year 9 only), Enterprise Studies (Year 10 only), French/Maori and possibly Spanish (optional choice in Year 10), and Religious Studies. In all subjects, students will be assessed using the NCEA assessment regime. This will give students the exposure to the national assessment system and will be a huge advantage to them when they decide on which course they will follow in their senior years.

At Tihoi, Social Education is included as a core subject with an emphasis on virtues and values.

At the end of a student's Year 10 year, parents will be provided with a detailed circular clearly setting out information necessary for the efficient planning of the course of study for the following year. They will be advised by, or they may consult staff about the selection of an appropriate course for their sons.

### PROMOTION BETWEEN YEARS

Promotion between Years 9 and 10, and 10 and 11, is automatic.

For a Year 11 student to move to Year 12 they must obtain at least 80 credits in NCEA Level One, as well as meet the minimum requirements in numeracy and literacy. However, each case will be considered on its merits, and where deemed appropriate, and if a suitable course structure can be found, students may have multi-level courses.

For a student to move from Year 12 to a full Year 13 course they must pass at least 60 credits at NCEA Level Two.

### ACADEMIC CURRICULUM (YEARS 11 TO 13)

A student usually studies six subjects at Year 11. All Year 11 students enter for NCEA Level One and have the option of studying English, Mathematics, Physics, Chemistry, Biology, History and Music under the IGSCCE Cambridge qualification. These students will still have the opportunity to qualify for NCEA Level One Certificates but will have the added advantage of being able to further their studies in the Cambridge Qualification in English and Mathematics in their senior years at school.

Year 12 students are entered for NCEA Level Two. However students will be given the opportunity of sitting Cambridge AS English and Mathematics. Most students study five subjects; some are able to study six subjects following approval from the Assistant Headmaster.

Year 13 students normally sit NCEA Level Three courses. Some students are permitted to do multi-level courses on the recommendation of the Assistant Headmaster or the Guidance Counsellor.

A student must satisfy the following requirements to be eligible for entrance to tertiary education:

Students must have 14 credits in Mathematics at Level One or higher; 4 credits at Reading English and 4 credits at Writing English at Level Two or higher; as well as 14 credits in each of two listed Level Three subjects (all St Paul's subjects except Technology), as well as a cumulative total of 14 credits in any two other Level Three subjects.

If students are unsure about entry requirements they should make an appointment to see the Careers Adviser.



Note: Different courses at Universities and Polytechnics have varying entry requirements. The Careers Adviser provides up-to-date information on the requirements of courses at the majority of tertiary institutions around the world. Students should check prior to embarking on Year 13 study to ensure they are taking the correct subjects to assist their admission to their chosen tertiary institution.

## RELIGIOUS STUDIES

The School Chapel is the main meeting place and spiritual heart of the School. The Chapel was dedicated on 18 November 1967. A major building programme extended the Chapel to its current size, opening on 19 October 2001.

As an Anglican School, St Paul's is deeply committed to the spiritual dimension as part of its holistic educational experience. At the same time it is sensitive to the varied backgrounds of its students, who are drawn from all major Christian denominations and many other world faiths.

Every student attends regular worship in the School Chapel, and takes part in the School's Religious Studies programme at Years 9 and 10 and at Year 12 if students are studying five subjects only. Regular weekly chapel services on Tuesday, Thursday and Sunday evening, provide an experience of Christian worship in the Anglican tradition. Boarding students also attend joint services at Waikato Diocesan School on two occasions during the school year.



## ACADEMIC INFORMATION

Students at St Paul's are offered study opportunities that enable them to sit both NCEA Examinations and Cambridge Examinations.

### SCHOLARSHIP PROGRAMME AT ST PAUL'S

Success in the NCEA scholarship examinations represents the pinnacle of academic achievement for secondary school students in New Zealand. In addition to the substantial monetary awards available to successful candidates, the scholarship examinations provide the students with a rigorous assessment that compares well with any higher secondary school qualification available anywhere in the world. Achievement in the NCEA scholarship examinations typically means that the students are not only superbly prepared academically for further study, but that they are highly skilled critical thinkers, organisers, and communicators. The skills required for success in NCEA scholarship examinations meld well with the ethos at St Paul's Collegiate of developing a broad skill set within our young people.

St Paul's Collegiate has enjoyed a great deal of success in the NCEA scholarship examinations, being consistently the top school in the region and one of the top nationally with respect to scholarships gained per number of candidates. To build on this success and to affirm its commitment to providing education of the highest quality, St Paul's has developed a specialised Scholarship Programme for its students. It is a belief of the School that the pathway to success in NCEA Scholarship must begin in Year 9 and carry through until the sitting of examinations at the end of Year 13.

Below are details of the Scholarship Programme currently in place at St Paul's, which is designed to help students achieve to their maximum academic potential.

### Scholarship at Year 13

Upon entering Year 13, students will have a good idea of the subjects in which they will attempt the scholarship examinations. Throughout the academic year, students receive specialised tuition for each of their chosen scholarship subjects in addition to group seminars designed to teach generic cross-curricular scholarship skills. St Paul's has also implemented a mentoring system designed to further help our top scholars through the demands of the Year 13 academic year.

### Scholarship Subject Tuition

Students at St Paul's are welcome to enter for scholarship in any subject that the School offers. The heads of each department within the School offer subject-specific programmes of tuition designed to give their scholarship candidates the best chance of success. Most subjects offer tutorial sessions from Term 2 onwards that run either in the mornings prior to school, at lunchtimes, in the evenings or over weekends. These sessions are regarded as compulsory for students who are serious about scholarship at the end of the year.

### The Scholarship Group

At the beginning of each academic year, a group of around 30, mostly Year 13 with some exceptional Year 12 students, are selected to be a part of the Scholarship Group based on their previous year's results and their potential as genuine scholarship candidates. The group meets once a week for a generic skills seminar and once or twice more a term to listen to an invited guest speaker. Speakers to date have included previous successful St Paul's scholarship candidates, Professor Michael Waring, world renowned head of chemotherapy at Cambridge University and Colonel Eric Boe, NASA Pilot of the Endeavour Space Shuttle flight STS-126 to the Space Station.

### Scholarship Mentoring

In addition to the wider scholarship group, the students are also placed into smaller mentor



groups. These groups meet approximately once a week with a teacher mentor to discuss, in an informal setting, the many issues that face our top academic students. The mentor is there to listen and offer advice in areas such as: time management, workload and commitment management, and study planning. The mentor is also there to assist the students in finding and applying for other scholarships available through a variety of sources. In addition to the money earned from success in the scholarship examinations, a number of students from last year were assisted by their mentors in gaining other scholarships worth tens of thousands of dollars each. Some of the students were even able to gain full study scholarships worth in excess of one hundred thousand dollars.

### **Generic Skills Sessions**

It has been identified by staff at St Paul's that deficiencies in certain generic skills can form significant barriers to success in scholarship examinations for even the very best academics. These skills include: essay writing, question interpretation, exam technique, and revision skills. To address this, a number of teachers have contributed to a seminar programme designed to ensure that the students enter the end-of-year examinations prepared with this skill set. These seminars are for the whole scholarship group and any other student planning on entering for scholarship examinations. They run on Wednesday mornings prior to the start of school, and are regarded as compulsory learning for our Scholarship candidates.

St Paul's Collegiate School is committed to giving its top academic students the best possible preparation required for NCEA scholarship, and in doing so, will continue to build on its reputation as one of the top scholarship schools in the country.

## **SCHOLARSHIP IN THE JUNIOR SCHOOL**

Turning young academics into scholarship achievers begins as soon as they arrive at

St Paul's. The School has developed, and is continuing to develop, a range of programmes within the junior school designed to nurture and promote academic excellence.

### **Advanced Programmes of Study**

The heads of the core subject departments (English, Mathematics, Science, and Social Studies) have collaborated with their subject teachers to develop specific programmes of study to cater for the advanced academic requirements of the top-streamed academic class. In some cases, this has meant that the standard Year 9 curriculum has been substantially re-written to better challenge these students. Teachers of these subjects have also collaborated with Year 8 teachers to ensure that the St Paul's academic experience at Year 9 is unique.

### **Extension Programmes**

LEAP – Learning Enrichment and Achievement Programme.

An extension and enrichment programme has been developed and takes place initially in the junior school in Years 9 and 10.

In Year 9, this programme (LEAP) operates at two levels. Firstly, in the 9A band, students do a compacted curriculum to enable students to undertake an individualized research programme. Secondly, across all Year 9 classes, a selected number of students who have various talents in a number of specific intelligences (kinaesthetic, visual spatial, interpersonal, intrapersonal, mathematical, logical, musical and linguistic intelligences) are invited to attend an enrichment camp.

In Year 10, students can also participate in LEAP. A number of Achievement Standards are presented. These come from across the curriculum. Students have the opportunity to participate in an enrichment camp.

### **Using Chess as a Problem Solving Tool**

The Head of the Mathematics Department has introduced a programme at Year 9 designed to

enhance the problem solving skills within our top young academics. The programme has been designed in response to the significant body of research that positively links high academic achievement with the skills required in the playing of chess. The skills of a chess player that are directly applicable in scholarship-level thinking include: visualising, weighing options, planning, analysing, abstract and complex thinking and judging of multiple considerations. The programme is run as a Mathematics extension programme and involves the top-streamed Year 9 class for one period every two weeks.

## ACADEMIC REVIEW

Housemasters and House Tutors are at the forefront of reviewing the academic progress of students in their Houses. They are a key contact point for parents and are in the best position to provide the pastoral care required in this area. They are supported by our guidance network and Senior Management.

## LEARNING RESOURCE UNIT

The Learning Resource Unit seeks to improve academic and social competency of students, providing educational support for those with significant learning needs.

Staff at the Learning Resource Unit provide support, remediation and intensive teaching of skills and strategies for students to meet specific needs across the curriculum. Where necessary, specialist assistance from outside agencies is engaged to assist. Specialist remedial classes are offered at Years 9, 10 and 11.

Students identified with specific learning needs, which hinder their academic and social development within the School environment, are included in the Learning Resource Programme. Group or individual instruction, as appropriate, is provided to address the specific needs of individual students.

## BOARDERS' HOMEWORK PREP TIME

At St Paul's we firmly believe that homework is an integral part of a student's education. Through homework activities students are able to develop the kind of study habits that are essential for intellectual growth and academic achievement. For this reason homework is given and individual preparation encouraged, even at the earliest stages in a student's time at St Paul's. The amount of homework increases, in terms of both volume and complexity, as a student moves through the School.

Students are encouraged to manage their study programme through setting aside specific time in the evening to devote to homework. Boarders in Years 9 and 10 spend 90 minutes in prep each evening; boarders in Years 11, 12 and 13 are in prep for two hours each evening.

The type of homework varies, but consists of formal written work, preparation for class the next day, specified reading or revision. If, for some reason, homework has not been set in a particular subject, the opportunity can be taken to review work. Reading a novel or broader subject material are acceptable alternatives.

Assignments need careful planning and regular work is required. It is suggested that as soon as a student is given an assignment and its due date, they develop a plan to work on it for a given time each night. Making use of the full period from when the assignment is set, to when it is due, is the best way to avoid presenting hastily researched or overdue assignments.

To assist with the planning of their homework, all students are expected to use a diary. School diaries are issued via the School Shop. During each lesson they must write homework into the diary, and staff check that this is done.

# ACADEMIC AWARDS

## SCHOLARS' TIES

To be awarded a Scholars'Tie a Year 11 student must achieve a grade point average of 70% or more in their best five subjects including English and Mathematics. A Year 12 student must achieve a grade point average of 70% or more in their best four subjects. Scholars'Ties are awarded at a special assembly once results have been processed.

## MERIT AWARDS

Merit Awards are given to students who have achieved a certain number of merits during the term. These are awarded each term. The Assistant Headmaster collates the information and passes it on to the Headmaster to award at a School Assembly. Recipients of a Merit Award receive both a certificate and a movie voucher.

## HEADMASTER'S GOOD REPORT MORNING TEA

At the end of each reporting cycle, students with outstanding attitude grades on their reports are nominated by their Housemaster to attend a Headmaster's morning tea. This catered morning tea is an acknowledgement of those students who have applied themselves in a motivated and hardworking manner. This occurs across every year level.

## CAREER PLANNING AND ACADEMIC GUIDANCE

The goal of the St Paul's Career Service remains that it is a school wide service and the responsibility of every staff member. Careers Education is embedded in the School's culture and integrated across curriculum areas and pastoral care networks.

The School has qualified and experienced staff that are available to assist in the provision of

careers advice and planning, particularly in the area of careers profiling for seniors.

In brief, the school wide format is as follows:

## YEARS 9 AND 10

Short group sessions are held in classes in which students are given tasks to introduce them to the concept of career, as well as facilitate access to the huge array of resources available to students in digital and book form.

Prior to choosing subjects for Year 11, all Year 10 students are seen briefly on a one-to-one basis to ensure that subject choices are accurate and future career or study pathways are not limited. This is reasonably straightforward at St Paul's, as the timetable is structured to generally allow a broad selection of subjects.

## YEAR 11

All students will have an initial one-to-one interview with the Careers Counsellor during the course of the year. Approximately one hour per student is allocated to this and the process entails formal career profiling techniques. Students are encouraged to start investigations into three or four areas of strength and career interest. Students are given specific activities to support this selection process and are required to produce evidence of the progress of this process over the next two years.

Each student is expected to have a careers folder in which material of interest is retained. Prior to the Year 12 subject choice submission, students are required to indicate their career(s) of interest. Students whose results/subject choices are not consistent with the particular career interests will be re-interviewed to identify any issues that will prevent them from achieving their chosen path.

## YEAR 12

During one study period every cycle, students will, under the guidance of the Careers Counsellor, have the opportunity to fine tune their plans using the many websites available.

This is supported, where appropriate by guest speakers, discussion sessions and brief one-to-one report back sessions.

For those students taking six subjects, a series of meetings will be conducted once a term during a lunch time. These sessions will provide an abbreviated version of what the remainder of the group is doing. The objective of this programme is for students to have narrowed down their options to a main choice and a back up, by the end of the year. As for Year 11, correct subject choice/examination results for the following year is essential.

## YEAR 13

By Year 13, career and work discussions should be in the final stages. Students need to be making plans for tertiary study, a gap year or the world of work. Information gathering continues in association with the careers staff. Attendance at university liaison visits is mandatory for those choosing this option on graduation from St Paul's.

Students are introduced to the process of scholarship application and made aware of the scholarship options available to them. Students will be encouraged and supported to actively pursue scholarships ([www.breakout.co.nz](http://www.breakout.co.nz)) and to meet closing deadlines. Halls of Residence and University applications will be monitored to ensure that students are placed into the course, and accommodation of choice, in a timely manner.

Students are encouraged to get work experience in areas of interest. Holiday work – even if voluntary, is strongly advised and encouraged. Those students entering the work force in the following year will have their work experience monitored by the Careers Counsellor.

## BURSARIES AND SCHOLARSHIPS

The following is a description of the Scholarships and Bursaries available at St Paul's. For more information please visit the website [www.stpauls.school.nz](http://www.stpauls.school.nz) and go to Home > About St Paul's > Admission .

Obviously many scholarships are publically announced, however the awarding of a hardship Scholarship or Bursary is conditional upon the maintenance of a confidentiality agreement between the recipient and the recipient's parents/guardians.

## EXTERNAL BURSARIES AND SCHOLARSHIPS:

- **Bayview Trust** – Administered by the Bayview Trust, for students to attend or continue to attend St Paul's despite financial difficulties.
- **Dingwell Scholarship** – Administered by the Dingwell Trust, for boarding. The scholarships are awarded "to young people whose emotional, physical and/or social wellbeing is at risk of stopping them achieving". Applications close annually in August.
- **Rolleston Scholarship** – Administered by the St Paul's Foundation Limited on behalf of Mr Humphrey Rolleston, Patron. It is awarded to high achieving, existing students of the school.
- **Whesby Trust** – Administered by the Whesby Trust, to provide assistance for the sons and daughters of Anglican Clergy.
- **Williams Trust** – The Headmaster administers a grant from the Williams Trust to St Paul's families. The Trust's purpose is the advancement of education in New Zealand or the advancement of religion in New Zealand.
- **MOE Bursaries** – Boarding and Travel Bursaries. Awarded on application direct to the Ministry of Education. For students who live more than a specified distance from a local secondary school with no school transport available (i.e. at present 4.8km).

- **Old Collegians' Bursary** – Administered by the Old Collegians' Association, to provide short term financial assistance to Old Collegians whose sons or daughters are attending St Paul's.
- **Parents' Association Scholarship** – Administered by the Parents' Association and awarded each year to a Year 12 boy for his final year at St Paul's, who has achieved outstanding academic improvement since his arrival in Year 9.
- **ASPIRE Scholarships** – A targeted Ministry of Education Scheme. Application is made directly to the Ministry of Education. For details on the application process please visit the website [www.minedu.govt.nz](http://www.minedu.govt.nz)

## ST PAUL'S BURSARIES AND SCHOLARSHIPS

- **Year 9 Academic Scholarship** – Awarded to students who perform impressively in the Academic Scholarship Examination. The Academic Scholarship Examination is held in June of each year, at St Paul's Collegiate School. This Scholarship is for prospective Year 9 students only. Two Academic Scholarships are offered annually, each valued at 50% of tuition fees.
- **Harington House Scholarship** – Awarded to girls who show outstanding academic potential. Two Scholarships are awarded annually - one to a Year 11 and another to a prospective Year 11, 12 or 13 student.
- **General Excellence Scholarship** – These are awarded on the basis of financial need. Applicants will be required to complete a statutory declaration of family income and net worth on the application form provided. Students must be young men/women of outstanding all-round ability who in the opinion of the committee will make a major contribution to the general life of the School (i.e. academic, sporting or cultural abilities will be considered). These will be awarded to contribute towards tuition and/or boarding fees. Recipients of General Excellence Scholarships will remain confidential between the School and the families concerned.
- **Distance Boarding Scholarship** – Awarded to a student whose normal place of residence is in Gisborne, the Hawkes Bay, south of Turangi or north of Warkworth. The student must be a young man/woman of outstanding all-round ability who in the opinion of the committee will make a major contribution to the general life of the school - defined as General Excellence. One scholarship will be awarded each year.
- **Boarding Scholarship** – Awarded to young men and women of outstanding all-round ability who in the opinion of the committee will make a major contribution to the general life of the school - defined as General Excellence. At least two scholarships will be awarded annually.
- **St Paul's Collegiate School Boarding Scholarship for Aspire Students** – Awarded to recipients of the Ministry of Education Aspire Scholarship who live sufficiently far from St Paul's to require them to board. Four scholarships will be awarded based on financial need of the recipient.
- **Sporting Scholarship** – Awarded to young men and women whose involvement in Cricket, Football, Hockey, Netball, Rowing, Rugby or Tennis have seen them gain provincial or regional representation in their chosen sporting code. A limited number of awards will be made annually, preferably at entry level.
- **Cultural Scholarship** – Awarded to a student whose involvement in instrumental music, choir, singing, debating, public speaking, drama or kapa haka has been of a sufficiently high level that they will be able to confidently contribute to the cultural activities of St Paul's. Evidence of past involvement in band, performance groups, Royal Schools, NZSB or Trinity examinations, etc. will form an essential part of the criteria for the selection for Cultural Scholarships. A limited number of awards will be made annually, preferably at entry level.



## CO-CURRICULAR ACTIVITIES

At St Paul's we take a holistic view with regard to the development of young men and women. It is our belief that sporting and cultural activities foster valuable physical, emotional and social development, and team skills benefit students in personal growth.

### THE DIRECTOR OF EXTRA-CURRICULAR ACTIVITIES (DECA)

The Director of Extra-Curricular Activities is responsible for the administration and co-ordination of all sporting and cultural activities at St Paul's.

On an annual basis the DECA:

- Co-ordinates and bi-annually creates and administers a school sports participation database for both winter and summer sports
- Co-ordinates transport requirements for sporting teams
- Provides a link between the School Management Team and those in charge of the various sporting activities
- Coordinates the playing uniforms for the various sporting activities
- Is responsible, in liaison with the Marketing Manager, for promoting various sporting activities to a range of different media
- Co-ordinates the inter-House sporting activities
- Is responsible for the distribution of a range of sports related correspondence to staff and students
- Oversees the successful presentation of cultural performances and exhibitions
- Is responsible for the encouragement of students and staff to be actively involved in cultural pursuits
- Promotes the various cultural activities and performances to the wider community.

Students should feel comfortable about discussing any sporting and culturally-related matters with the DECA. The DECA will provide or establish the necessary links to various sporting bodies and drama and music personnel operating within and outside the School.

### SPORT

Sport is compulsory for all students. All students are required to play a summer and a winter sport. The Sports Information section which follows contains relevant information about each activity to aid students in making their choices. We advise students to choose carefully before making their commitment as there is a clear expectation that students fulfil this commitment.

Students need to choose one sport but can play another if time commitments permit. Clubs are also available for students in the School; these are an addition to a student's sporting commitment and when there is a clash of times for practices and competitions the sport commitment takes priority.

Boarders must meet their sport commitments before taking leave. Students are also advised to give notice to their coaches if they are unavailable to attend practices or competition due to sickness or injury. This should be in the form of an Off Sport/PE Note with the Housemaster's signature. It is inexcusable for students to miss practice without reason. Students are responsible for communicating with coaches and managers. Even if injured, students are still expected to attend practice, to be helpful when able, supportive, and observant of new skill drills and team plays.

When attending practices students must wear appropriate sports gear that is clean and tidy, as detailed in this booklet.

### HOUSE COMPETITION

The House Competition has an important role within the School. It helps to develop House spirit and opportunities for leadership for senior students. The success of the competition is that



it provides all students with an opportunity to contribute to the success of their House. In all sports and House Drama, Harington House (girls) compete against each other as members of their respective boys' houses, which helps form a closer association between Harington House and the boys' houses.

For sporting competitions students are divided into age divisions. Each division is ranked and Houses receive points based on these rankings, which are tallied to determine the Champion House.

The competition starts in the first week of Term 1 with Athletic Standards. Students compete in seven events for which they receive a grade of either A, B or C in the event. A = 3 points, B = 2 points and C = 1 (participation). The points are added and then divided by the number of students to give a grade point average. The highest grade average wins the Athletic Standards Cup.

Other sports that take place in Term 1 are Athletics and Swimming, which are designed to find individual winners. Each House must provide two students per event. Individual and House trophies are handed out at the conclusion of the events. Participation in these sports provides an opportunity for students to be selected to represent the School at Zone and Waikato competitions

Arts Week is a unique week where students are exposed to performances from visiting artists and have an opportunity to use their own talents through participation in a variety of cultural activities.

Road Relay takes place in Term 2: A & B teams are selected after training and time trials. The Cross Country, in which all students participate, is held at Porritt Stadium.

House Music is the focus in early Term 3 with the whole House having to perform a Choir item. Solo and group items are performed on another night, which also contribute to the House Music Cup.

House Rugby is a popular event. Boys play seven-a-side rugby and girls play touch rugby to decide the House Rugby Championship. Hockey and Soccer are played on the same basis.

House Indoor Rowing is a most spectacular and keenly contested competition and is held at the end of Term 3.

Sporting events in the School have always been well supported by parents, family and friends. Please feel welcome to involve yourself as an audience or helper on the day. We look forward to seeing you here.

## SPORTS

The School endeavours to meet the sporting needs of all its students. It may not be possible to offer all sports options where the School does not have the coaching expertise available or there are not enough participating students to form teams competing on a regular basis.

### Summer Sports:

Athletics, Badminton, Climbing, Cricket, Cycling, Canoe Polo, Golf, Mountain Biking, Rowing, Shooting, Squash, Swimming, Tennis, Touch Rugby, Water Polo, Volleyball

### Winter Sports:

Badminton, Basketball, Golf, Cross Country, Cycling/Multisport, Golf, Hockey, Netball, Rugby, Soccer, Rock Climbing, Squash, Table Tennis, Water Polo, Weight Training, Shooting

## COACHES

There is an expectation that all teaching staff will be active coaches or managers of sports teams or co-ordinators of cultural activities. St Paul's is indeed fortunate that for each sporting and cultural activity there are highly qualified and enthusiastic staff to assist students in reaching their potential.

## SPORTS INFORMATION

Costs for each sporting code differ between codes and from year to year. The information below is to indicate the likely activities, equipment and uniform that will be disbursed for individual sports. A Sports Levy will be made, for identifiable costs of sports activities, to ease the recovering of such costs as: affiliation fees, coaching, first aid, travel, venue hire, equipment etc. The amount of the levy will depend on the nature of the sport and the costs associated with it.

### ATHLETICS

**Grades:** Junior (U14), Intermediate (U16), Senior (U19)

**Venue:** School and Porritt Stadium

**Costs:** NISSC – travel, accommodation and meals disbursed for selected students

NZSSTFC – travel, accommodation, meals for athletes choosing to compete in this event

Affiliation fees for students that choose to join a local club.

**Uniform:** "Bumble Bee" singlet & PE shorts, tracksuit, spikes if applicable

#### Key Dates:

- Term 1 School Athletics  
Waikato BOP Secondary Schools  
Athletic Championships  
North Island Secondary Schools  
Track and Field Championships
- Term 4 New Zealand Secondary Schools  
Track and Field Championships

### BADMINTON

**Grades:** Division 2, Division 3 (novice), Social

**Venue:** School gymnasium or other venues in Hamilton

**Costs:** Competition fees, transport and coaching costs disbursed to parents as required

**Uniform:** Black shorts or skirt, white polo shirt, white socks, white soled shoes

### BASKETBALL

**Grades:** Year 9 Boys, Senior Girls, Senior Boys, Premier Boys, Junior A (Year 9 and 10)

**Venue:** School sport centre and gymnasium

**Costs:** Sports Levy applies. Qualifying and national tournament fees, travel and accommodation costs disbursed

**Uniform:** Gold St Paul's singlet with black numbering, black shorts, white socks



### CHESS

**Grades:** Under 18, Under 16, Under 14

**Venue:** Seminar Room

**Costs:** Entry fees for tournaments' transportation costs for out-of-town events

**Uniform:** Full tracksuit when playing in tournaments

#### Key Dates:

- Term 1 NZCF Bay of Plenty Rapid  
NZCF Latvian Rapid in Auckland
- Term 2 NZCF Rapid at St Paul's  
NZCF Waitakere Open in Auckland
- Term 3 St Paul's Individual Year Level  
Competition  
House Chess Teams Competition  
Central North Island School teams  
championship at Southwell School  
NZCF Waikato Open at St Paul's

NZCF Junior Nationals and North Island Competitions

Term 4 National school teams finals in Napier  
NZCF MIT Open Rapid in Auckland  
Waikato Schools Chess Tournament

## CLAYBIRD SHOOTING

**Grades:** Open

**Venue:** Waikato Gun Club Inc. Holland Road, Eureka

**Costs:** Ammunition and travel; coaching if required (Waikato Gun Club)

**Uniform:** School tracksuit

**Key Dates:**

Club and Interschool competitions during the course of the year

Term 2 North Island Championships  
South Island Championships  
NZ Championships

## CANOE POLO

**Grades:** Open Boys

**Venue:** Diocesan School for Girls Pool

**Costs:** Affiliation fees and any travel costs will be disbursed

## CRICKET

**Grades:** Y10 Premier; Y9 Premier and Colts; 3rd XI, 2nd XI, First XI

**Venue:** School playing fields (see inside front cover for a ground layout)

**Match Day:** Saturday, with occasional midweek games (Wednesday)

**Costs:** Sports Levy applies. Charges disbursed for travel to exchanges

**Uniform:** White school shirt, white hat or school cap, cricket white longs

**Key Dates:**

Term 1  
vs. Wanganui Collegiate First XI

vs. Rathkeile College First XI  
vs. Old Collegians: First XI  
vs. Lindisfarne: First XI & Colts  
vs. Kelston: First XI, 2nd XI & Colts  
vs. Kings: First XI, 2nd XI & Colts

## CROSS COUNTRY

**Grades:** Waikato Junior Boys (U14); Intermediate Boys / Girls (U16); Senior Boys / Girls (U19)

Nationals  
3rd Form Boys (U15), Junior Boys (U16), Senior Boys / Girls (U19)

**Practice Time:** Usually twice per week plus personal runs 2 - 3 times per week

**Venue:** School playing fields

**Costs:** Transport costs disbursed to parents as required. Nationals: accommodation, food and travel are disbursed if runners choose to attend

**Uniform:** Training – School PE shorts (black) and house singlet

Racing – School PE shorts (black) and school singlet

**Key Dates:**

Term 2 Waikato Schools BOP Secondary School Cross Country Championships  
National Secondary Schools Cross Country Championships

## CYCLING

**Grades:** All comers training: triathletes, track and road cyclists

**Practice Time:** Tuesday and Thursday

**Venue:** Meet outside the Students Centre

**Costs:** Entry to competitions

**Uniform:** Cycle shorts and top, safety jacket and lights, own helmet.

**Key events:**

Term 2 Waikato Bay of Plenty Secondary Schools

Early July North Island Secondary Schools



## FOOTBALL

**Grades:** Three senior and two junior boys squads, one girls squad

**Practice Time:** At least two practices midweek, after school until 5.15pm

**Venue:** School playing fields

**Match Day:** Saturday mornings, with occasional midweek games with First XI teams

**Costs:** Sports Levy applies. Transport, accommodation and costs associated with tournament will be disbursed

**Uniform:** The First XI plays in sponsored yellow and black shirts, black shorts and yellow socks. Others play in white shirts, black shorts and banded socks

### Key Dates:

Term 1 Team trials in last two weeks

Term 2 - 3 League competition

Term 3 National Tournament week

## GOLF

**Grades:** For students at all year levels who require professional coaching, have an official golf handicap or have another main sport but would like the occasional practice at the driving range

**Practice Time:** Generally twice per week after school until 5.30pm

**Venue:** School playing fields, Pro Drive, and Hamilton Golf Club

**Match Day:** All matches are on weekdays

**Costs:** Transportation costs, ball hire and club hire are disbursed to parents as required. Coaching costs, if applicable, are likewise disbursed

**Key Dates:** To be advised

## HOCKEY

**Grades:** Boys First XI, 2nd XI and Gold teams – School Grade

Girls First XI and 2nd XI teams – School Grade

**Practice Time:** Monday to Thursday after school. Two practices per team per week

**Venue:** School Turf or Waikato Hockey Centre

**Match Day:** First XI Boys Wednesday 5.30pm - 7.30pm

2nd XI Boys & Girls Wednesday 4.00pm - 9.00pm

**Costs:** Sports Levy applies. Accommodation, travel and associated costs for tournaments disbursed

**Uniform:** First XI Boys: shirt (provided), black shorts and gold socks; First XI Girls: shirt and skirt (provided) and gold socks; 2nd XI and Gold Boys: white school polo shirt, black shorts, banded socks; 2nd XI Girls: white shirt, black skirt, banded socks

### Key Dates:

Term 3 Hockey Quad in Tauranga

Term 3 First XI Boys National Secondary Schools Tournament Week

## MOUNTAIN BIKING

**Grades:** Entering competitions is dependent on the number of students selecting this option. Juniors (U14), Intermediates (U16), Seniors (U19)

Events include Cross Country, Hill Climb, and Downhill

**Practice Time:** Tuesday and Thursday after school

**Venue:** Pukete MTB track, BMX track, along the Waikato River

**Match Day:** Travel to a mountain bike track in Rotorua to experience forest trails

**Costs:** Transportation costs disbursed to parents as required; entry fees – depending on the event

**Uniform:** Helmet, a printed T-shirt for competition, a drink bottle

### Key Dates:

Term 1 NZ Secondary Schools Mountain Bike Championships

Term 4 Cross Country Team Relay (Rotorua)



## NETBALL

**Grades:** The Premier team plays in the Open Secondary Schools League. All other teams play in the graded sections of the Secondary School League

**Practice Time:** Before and after school for Premier team and twice per week as well as personal training programme for other teams

Girls are encouraged to play other sports that complement the skills developed in netball, e.g. basketball or touch rugby

**Venue:** St Paul's Sports Centre

**Match Day:** All games are played on Saturday

**Costs:** Sports Levy applies. Tournament costs of travel, accommodation, entry fees and associated costs are disbursed

**Uniform:** The girls play in a one-piece black dress with gold stripes down the sides provided by the School. Black underwear is required and girls are expected to wear the School tracksuit to and from games. White socks and hair tied back

**Key Dates:** Premier League plays in the Upper North Island Secondary Schools Tournament

## ROCK CLIMBING

**Grades:** Years 10 to 13 only

**Practice Time:** Tuesday, Thursday and some Wednesdays

**Venue:** Extreme Edge indoor climbing gym, Greenwood Street, Hamilton

**Costs:** Sports Levy applies

**Uniform:** School tracksuit and PE and House gear.

**Key Dates:** Key dates vary, with the Regional and National tournaments to be announced. Term 1 National Championships Tournament

## ROWING

**Grades:** Boys: U15, U16, U17, U18, U18 Novice, U18 Lightweight

Girls: U16, U17, U18, U18 Novice, U18 Lightweight



**Practice Time:** 5.45am - 7.00am, 4.00pm - 6.30pm

**Training Venues:** School Sports Centre, Erg Room and St Paul's Boatshed, Deys Park, River Road; Waikato River

**Regatta Venues:** Lake Karapiro, Cambridge; Lake Ruataniwha, Twizel

**Regatta Days:** (Friday) Saturday and Sunday (mainly Term 1)

**Costs:** Subscriptions vary but include all costs except racing uniform and expenses associated with competing at the New Zealand Secondary Schools Rowing Championships (Maadi Cup). See the website [www.stpauls.school.nz](http://www.stpauls.school.nz) for details

**Uniform:** Provided

**Key Dates:**

Training Camps: Three to four rowing camps per season – September holidays (first week), December /January holidays (first week and last week), pre Maadi weekend (March)

Head of Harbour

Regattas: Karapiro Rowing Inc. (KRI) Spring Regatta – November / December

KRI #1 – December

Cambridge Town Cup (KRI #2) – January

KRI Junior Regatta (KRI #3) – February

North Island Secondary Schools Rowing Championships - March

NZ Secondary Schools Rowing Championships (Maadi Cup) – March / April

(Maadi Cup alternates between Karapiro and Twizel each year)

## RUGBY

**Grades:** Under 55kg, Under 65kg, Under 14, Under 15, Colts B, Colts A, 3rd XV, 2nd XV, First XV

**Practice Time:** Generally twice a week for most teams, Monday to Thursday, after school until 5.15pm

**Venue:** School Fields (see inside front cover for ground layout)

**Match Day:** Saturday, with occasional midweek games (Wednesday)

**Costs:** Sports Levy applies. Transportation and accommodation costs, disbursed

**Uniform:** School rugby jersey (yellow, black, white hoops), black shorts, School rugby socks for most teams. 2nd XV have numbered jerseys and play in white shorts. First XV have black jerseys with yellow collars, white shorts, and black socks with hoops

**Key Dates:** Sevens Tournament for First XV  
First XV vs. Kings College

First XV vs. Wanganui Collegiate

All Grades – Grading Games (First XV Round 1 of Pool Play)

Lindsfame College

Quadrangular Tournament

## SKIING

**Grades:** While skiing is not an 'official' winter sport, the School does enter a team of five students in the North Island Secondary Schools Championships held in September. The team is made up of advanced skiers, preferably those that have had experience in racing gates. The St Paul's team has been very successful in recent years, winning the North Island title five times in recent years.

**Costs:** Ski passes, travel, accommodation and other costs disbursed

### Key Dates:

Term 3 North Island Secondary Schools Championships

## SNOWBOARDING

**Grades:** Open Mens / Open Womens

**Practice Time:** Students practice in their own time, there is no organised practice

**Venue:** Turoa Ski Field, Mt. Ruapehu

**Costs:** Ski passes, travel, accommodation and other costs disbursed

**Uniform:** Helmet and appropriate clothing for the mountain conditions, a printed hooded sweatshirt is optional

### Key Dates:

Term 3 North Island Secondary Schools  
Snowboarding Competition

## SQUASH

**Grades:** Not applicable

**Practice Time:** Tuesday and Thursday 3.30pm to 5.00pm

**Venue:** St Paul's Collegiate squash courts

**Match Day:** Friday evenings Term 2 and 3; various weekend tournaments

**Costs:** Affiliation fees, tournament entry fees, club membership

**Uniform:** For practices: House sports uniform, squash shorts

For matches: St Paul's White Polo shirt, black PE shorts, white socks, squash shoes

### Key Dates:

Term 2 Waikato Teams Championships

Term 3 New Zealand Championships

## SURFING

**Grades:** Year 9 - 13 students must be able to swim 100m

**Practice Time:** Flexible, generally Friday afternoons

**Venue:** Where the waves are but generally Raglan

**Match Day:** To be notified

**Costs:** Approximately \$25

**Uniform:** School tracksuit over swimming togs.

**Key Dates:** Term 1 Competition



## SWIMMING

**Groups:** Club swimmers with outside coaches.

Competent swimmers training for Waikato Secondary Schools Championships

Learn to swim (lack water confidence)

Others training for Triathlons, Hillary Challenge, 1500m

**Practice Time:** Twice weekly, Tuesdays and Thursdays, 3.45pm – 5.00pm

Boarders can train outside these hours with appropriate supervision.

4.00pm - 5.00pm Mondays, Wednesdays, Thursdays

Boarders, if not on leave on Saturdays, 10.00am - 11.00am

**Venue:** School Pool

### Competitions:

Waikato Secondary Schools Championships

Hamilton Swimming Club Relay Meet

Cambridge Swimming Club Relay Meet

School Championships

**Costs:** Levy for those attending the Waikato Secondary Schools Championships

**Uniform:** School tracksuit over swimming togs.

### Key Dates:

Term 1 School 1500m Championships

School Swimming Sports Heats

School Swimming Sports Finals

Waikato Secondary Schools Championships

## TABLE TENNIS

**Grades:** Not applicable

**Practice Time:** Monday, after school

**Venue:** School Hall

**Match Day:** Fridays, 4.00pm - 7.00pm

**Costs:** Entry fees to Championship Competition and cost of transport disbursed

**Uniform:** White polo shirt, black PE shorts,

white socks, sport shoes

Students are expected to arrive for play in School tracksuit

### Key Dates:

Term 1 to 2 Hamilton Secondary Schools Table Tennis Championships

## TENNIS

**Grades:** Juniors (Y9/Y10); Seniors (Y11/Y12/Y13)

**Practice Time:** Seniors – Monday / Thursday; Juniors – Tuesday / Wednesday

Coaching Saturday mornings from 9.30am

**Venue:** St Paul's Collegiate courts

**Match Day:** Wednesday Interschool – Senior Boys A and B, Junior Boys A and B, Senior Girls A

**Costs:** Disbursements are made to student's account to cover Interschool competition and Waikato Champs and any coaching with a private coach

**Uniform:** School white polo shirt & black shorts; Interschool players will have team shirts and black shorts with pockets

### Key Dates:

Term 1 Waikato Secondary Schools Championships

Waikato Zone Playoffs for Nationals

## TOUCH RUGBY

**Grades:** Junior Boys (Term 1 and 4); Senior Boys / Girls (Term 1)

**Practice Time:** Usually Tuesday and Thursday after school 3.30pm to 5.00pm

**Venue:** School playing fields

**Match Day:** Wednesday, Waikato University

**Costs:** Travel costs (boarders) disbursed to parents as required

**Uniform:** "Bumble Bee" tops (alternatively: School white T-shirt) and black shorts

**Key Dates:** Team organisation

## TRIATHLON

**Groups:** Junior, Intermediate, Senior, Boys, Girls

**Practice Time:** Generally personal training that can be supervised by Mr. Holmes

**Venue:** Varies – School pool, School playing fields

**Match Day:** Selected races at athletes' discretion

**Costs:** Entry fees to events

**Uniform:** School sports uniform where appropriate

**Key Dates:**

Waikato Schools Individual Triathlon

Waikato Schools Teams Triathlon

Waikato Schools Duathlon

National Secondary Schools Triathlon (Individual and Team)

National Secondary Schools Duathlon

## VOLLEYBALL

**Grades:** Juniors (Years 9 & 10), Senior Girls and Senior Boys (Years 11, 12 & 13)

**Practice Time:** Tuesday 3.30pm - 5.00pm  
Wednesday 3.30pm - 5.00pm

**Venue:** Sports Centre

**Match Day:** Monday evenings at Te Rapa Sports Centre

**Costs:** Social and Competition Grades entry fees, some equipment and transport

**Uniform:** Girls: Black shorts and black School sports shirt

Boys: Black shorts and and black School sports shirt

**Key Dates:** To be advised

## WATER POLO

**Grades:** Senior (Years 11 to 13); Junior (Years 9 and 10).

**Practice Time:** To be confirmed (one afternoon per week).

**Venue:** Waterworld, Te Rapa, Hamilton.

**Match Day:** Monday and/or Wednesday,

6:00pm-9:00pm. There is no weekend commitment

**Costs:** Sports Levy applies to cover competition entry, pool hire and coaching

**Uniform:** School Speedos are compulsory for training and matches. Caps are provided. Full St Paul's tracksuit is required for travel to and from Waterworld.

## WEIGHT TRAINING

**Grades:** Years 11 - 13 only

**Practice Time:** Tuesday and Thursday, 3.30pm - 5.00pm

**Venue:** Weights Room, Sports Centre

**Costs:** Nil

**Uniform:** School PE gear, tracksuit, strong running shoes & towel

## CLUBS

A number of clubs also exist within the School. These include:

Chess Club

Gun Club

Outdoors Club (Kayaking and Climbing)

Duke of Edinburgh



## FAIRPLAY

The School is a signatory and a strong supporter of the Hillary Commission's Fairplay Initiative. Students competing in the host of activities offered by the School are expected to play to the best of their ability, show respect for their opponents, their coaches, their supporters and teammates.

## SPORTS AWARDS

Colours is the highest award a student can attain in recognition of his or her achievements in a sport. Students eligible to receive a Colours Award are clearly recognised as 'top' in their sport and the awards are traditionally made at the annual Sports Awards function.

The Colours Committee consists of the following:

Chairman – Headmaster

Secretary – Director of Extra-Curricular Activities

Members – Deputy Headmaster

## FULL SPORTS COLOURS

Candidates for the award of Full Colours shall have in all cases proven to be **exemplary role models**. In the opinion of the Colours Committee they must meet the highest standards of behaviour both in and out of the classroom before being eligible for these awards. In addition to this candidates will have:

1. Passed beyond Year 10.
2. Consistently displayed outstanding ability, and commitment to their chosen sporting activity.
3. Shown outstanding sportsmanship as outlined in the Hillary Commission Fairplay Charter.
4. Be a student member of a **School First team**.
5. Met the following criteria as it relates to his/her sport:
  - **Athletics and Swimming** – win an event in the Waikato Secondary Schools Championships and/or qualify for, and compete in, the New Zealand Age Group or North Island Championships.

- **Cricket, Rugby, Soccer, Tennis, Netball, and Basketball** – the player must have gained provincial representative honours (U17/U18) or; in the opinion of his/her coach, reached a standard equivalent to this.
- **Rowing** – compete at U17 or U18 level and finish in either the top three in the North Island (North Island Secondary Schools Championships) or in the top six at the New Zealand Secondary Schools Championships (Maadi Cup Regatta), or complete a witnessed 2km Ergometer in under 6 minutes 30 seconds (men) or 7 minutes 30 seconds (women).
- **Hockey** – the player must have gained provincial representative honours (U18) or; in the opinion of his/her coach, reached a standard equivalent to this.
- **Other Sports** – gain provincial representative honours (U17/U18) and/or placed in the New Zealand Championships.

## JUNIOR SPORTS COLOURS

Candidates for the award of Junior Colours shall have in all cases proven to be **exemplary role models**. In the opinion of the Colours Committee, they must meet the highest standards of behaviour both in and out of the classroom before being eligible for these awards. Junior Colours are only awarded to students in Years 9, 10 and 11. Candidates must meet similar criteria to those required for Full Colours.

## SERVICE TIE FOR SPORT

This award is for students who have involved themselves to a marked degree in any one of the following areas:

1. Coached or assisted with refereeing or umpiring.
2. Organisation of sport.
3. Control or maintenance of sports gear.
4. Shown exceptional leadership below First Team level or in a Senior Team not in premier competition.

Only students in Year 13 would usually be considered for this award.

## CAPS

Caps may be awarded to students involved in Soccer, Senior Rowing, Cricket, Hockey and Rugby teams. The awards are made at the discretion of the coach, but will generally reflect outstanding achievement in the particular sport, and the length of time a player has been in the team. Caps are awarded throughout the year.

**First XI Cricket Caps** – awarded at the discretion of the First XI Cricket coach. In general terms recipients will have played a minimum of 15 games and reached the following performance standard:

- Batting – two scores of greater than 50.
- Bowling – two bags of 4 or more wickets.
- Wicket-keeping – in the opinion of the Coach and Manager have kept wicket to a high standard for one season.
- All-rounders – can gain credit towards the award of a cap by performing well with both bat and ball. For example one score of 50 and one 4 wicket bag will qualify.

**First XI Football Caps** – awarded at the discretion of the First XI Football coach. In general terms recipients will have met and consistently displayed the following attributes:

- Skills and talent at an outstanding level.
- Contribution to team spirit.
- Service and commitment to the team.
- Passion for football.
- Played a minimum of 20 games in a starting position.

**First XV Rugby Caps** – awarded at the discretion of the First XV Rugby coach. In general terms recipients will have met and consistently displayed the following attributes:

- Skills and talent at an outstanding level.
- Contribution to team spirit.

- Service and commitment to the team.
- Passion for rugby.
- Played a minimum of 20 games in a starting position.

**Rowing Caps** – awarded at the discretion of the Senior Rowing coach. In general terms the recipients will have displayed the following attributes:

- Outstanding achievement such as a finalist at any of the major regattas.
- Regular crew member in the school premier rowing team(s).
- Service and commitment to the club and team.
- Rowed for a minimum of 3 full seasons.

**First XI Hockey Caps** – awarded at the discretion of the First XI Hockey coach. In general terms recipients will have met and consistently displayed the following attributes:

- Skills and talent at an outstanding level.
- Contribution to team spirit.
- Service and commitment to the team.
- Passion for hockey.
- Played a minimum of 35 games in a starting position

## Persequor Ominus Sumus

Presented in recognition of excellence in the chosen sport(s) of the recipient and the contribution he/she has made to the success of others in reaching their potential in that or any other sport.

## The Director of Sport Cup

Awarded to the most outstanding team of the year:

## Cole Cup for Outstanding Individual Performance

For outstanding achievement in an individual's chosen sport.

## MUSIC AND CULTURAL ACTIVITIES

Music and cultural activities including Drama and Production form an important part of life at St Paul's. The School has an established Drama Department. Itinerant teachers offer lessons on all instruments, and every Year 9 student has a weekly lesson on an instrument of his choice.

There is also an opportunity to extend and develop musical skills by joining a number of excellent groups including the chapel choir, orchestra, and band. The various chamber groups and rock bands that also exist in the School have enjoyed considerable success in competitions in recent years.

It is vital that students, especially senior students, do not over commit themselves. However we encourage students to be involved in at least one cultural activity per year.

Monday and Wednesday are set aside as cultural days. School Production, Choir or Stage Challenge, for example, take priority over sport practices on these days.

## MUSIC AND CULTURAL INFORMATION

### ARTS WEEK

**Grades:** Open to all students. This includes the House Arts Competition for the Marty Wong Trophy

**Venue:** St Paul's Campus

**Season:** Term 2, Week 4 (full week)

**Activities:**

Fashion Show / Wearable Arts

Theatre Sports

House Arts Competition; Friday (painting, sculpture, lip sync, chalk art, body painting, short film, physical challenge, photography)

Live Music

Guest speakers

Guest performances

Street Theatre performances

Student Art Exhibition

Artists in Residence

### DEBATING

**Grades:** Mixed team

**Practice Time:** Tutor and House period

**Venue:** To be advised

**Match Day:** Lunchtimes

**Costs:** Nil

**Uniform:** School uniform

### ORCHESTRA

**Grades:** Open to all students. Players would need to have passed Grade III practical.

**Practice Time:** Mondays at 1.10pm

**Venue:** Music Studio 1

**Costs:** Nil

**Uniform:** School uniform

### PRODUCTION

**Teacher in Charge:** Head of Drama and/or Director of Music

**Grades:** Open to all students

**Practice Time:** Term 1 and Term 2 Tuesday lunchtime and evenings 7:00pm – 9:00pm

Sundays 1:00pm – 5:00pm as required

**Venue:** Chapel or School Hall as advised

**Season:** To be advised

**Costs:** Nil

**Uniform:** Not applicable

### STAGE CHALLENGE (offered biannually)

**Grades:** Open to all ages

**Practice Time:** Wednesday and Friday in Term 1 and Term Two (up to and including Week 8)

Note: Due to Leave Weekends there will also be some Sunday afternoon practices. Prior

notice will be given. Final Dress Rehearsal will also be a full Sunday.

All practices in the old gymnasium

**Venue:** Founders Theatre, Hamilton

**Performance Date:** June (To be confirmed)

**Costs:** Food, transport, entry fee, T-shirt & sweatshirt (disbursed)

**Uniform:** School tracksuit, stage challenge T-shirt and stage challenge sweatshirt

## SCHOOL AND CHAPEL CHOIR

**Grades:** Students from Year 9 to Year 13 by audition.

**Practice Time:** Wednesday 3.35pm – 5.00pm,  
Friday 1.10pm (lunchtime)

Venue: School Chapel

**Costs:** Tours national and international on biannual basis

**Uniform:** School uniform, Choir Robes

## MUSIC AND CULTURAL AWARDS

Colours is the highest award a student can attain in recognition of his or her achievements in a music or cultural activity. Students eligible to receive a Colours Award are clearly recognised as 'top' in their field.

The Colours Committee consists of the following:

Chairman – Headmaster

Secretary – Head of Department English

Members – Deputy Headmaster

Teacher in Charge of Drama

Director of Music

Director of Extra-Curricular  
Activities

## FULL CULTURAL COLOURS

Candidates for the award of Cultural Colours shall have in all cases proven to be **exemplary role models**. In the opinion of the Colours

Committee they must meet the highest standards of behaviour both in and out of the classroom before being eligible for these awards. In addition to this they will have:

1. Consistently displayed outstanding ability, commitment and service both in performance and during practices as a member of a cultural activity.
2. Shown outstanding enthusiasm, involvement and spirit as a member of a cultural activity.
3. Set a creditable example around the School.

The awards are traditionally made at the annual Cultural Awards function.

## JUNIOR CULTURAL COLOURS

Candidates for the award of Junior Cultural Colours shall have in all cases proven to be **exemplary role models**. In the opinion of the Colours Committee they must meet the highest standards of behaviour both in and out of the classroom before being eligible for these awards. Junior Colours are only awarded to students in Years 9, 10 and 11. Candidates must display a high level of ability and determination as a member of a cultural group, such that he/she has made a major contribution to the group effort and meet similar criteria to those required for Full Cultural Colours.

## SERVICETIE FOR CULTURE

This award is for students who have involved themselves to a marked degree in any one of the following areas:

1. Directed or assisted with a cultural group.
2. Organisation of culture within the School.
3. Control, creation or maintenance of technical equipment, costumes, sets or instruments.
4. Shown exceptional leadership in an activity where the student was not a designated leader, director or main performer.

Only students in Year 13 would usually be considered for this award.

## ORGANISATIONS CONNECTED TO THE SCHOOL

### ST PAUL'S COLLEGIATE FOUNDATION LIMITED

The Foundation was established in 2004 as the key fundraising arm for St Paul's Collegiate School. It is wholly owned by the Trust Board of the School but encouraged to operate "independently" in its fundraising activities. It is considered important when fundraising that donors are provided with a high level of comfort that a proportion of their donated funds will be allocated to capital enhancement while some will be spent on immediate projects / scholarships. In recognising the desire to meet these needs and establish and grow a long term capital fund the Foundation category allocations have been adopted as follows:

- Management and administration
- Capital growth
- Grants, scholarships and special projects.

The Foundation continues to provide scholarships and has made considerable contributions towards significant projects undertaken by the School. Such projects include upgrading of the Tihoi accommodation, the provision of a High Ropes Challenge Course and fleet vehicles at Tihoi.

Members of the School community can contribute to the School's ongoing development by making donations each year through an annual giving programme, endowment fund or through bequests.

For further information contact the Foundation by phoning the School or emailing [foundation@stpauls.school.nz](mailto:foundation@stpauls.school.nz)

### THE ST PAUL'S COLLEGIATE SCHOOL ASSOCIATION INC (THE PARENTS' ASSOCIATION)

The St Paul's Collegiate School Parents' Association provides a forum that gives parents the opportunity to participate in and contribute to a wide range of school related activities.

The committee of the Association is elected at the Annual General Meeting usually held in March, and meets monthly. The Association aims to foster and promote the welfare of the School, and to co-operate with the Board, the Headmaster, the Old Collegians and any other group working towards these ends. A compulsory fee is charged to all parents on a per term basis, with other School fees.

The Parents' Association activities are diverse, and include raising funds to help the School, organising social functions, and the undertaking of numerous responsibilities to further enhance the success of the School and foster unity between staff, parents and students. Much of this work is carried out at sub-committee level and involves parents who may not necessarily be members of the Parents' Association Committee. A list of current committee members is located on the website [www.stpauls.school.nz](http://www.stpauls.school.nz) For further information contact the Parents' Association by emailing [parentsassociation@stpauls.school.nz](mailto:parentsassociation@stpauls.school.nz)

### ST PAUL'S COLLEGIATE SCHOOL OLD COLLEGIANS' ASSOCIATION

The Old Collegians' Association is an active body, which since its formation in 1960 has made significant contributions to the development of the School.

The Association is an independent organisation administered by a committee of Old Collegians which is elected on an annual basis, and has an Executive Officer who oversees the running of the Association and the achievement of its objectives. A compulsory lifetime membership is offered by the payment of a fee set by the

Old Collegians' Association from time to time, and is charged to parents/guardians with the School term fees. The Association, in partnership with the School, is responsible for producing the "Network". This publication, distributed to Alumni, Friends and Fellows, provides a link to the School and a vehicle for communicating the achievements and milestones of Old Collegians and the Foundation. The Association maintains a website to assist in keeping Old Collegians in touch with the Association. In addition, the Association may from time to time provide financial assistance and scholarships to students through the Foundation. A list of current activities and committee members is located on the Old Collegians' website page on the School website [www.stpauls.school.nz](http://www.stpauls.school.nz). For further information contact the Old Collegians by phoning the School or emailing [oldcollegians@stpauls.school.nz](mailto:oldcollegians@stpauls.school.nz)

## FRIENDS OF ST PAUL'S

The Friends of St Paul's was set up in 1992 to cater for parents whose children have left the School, and who wish to maintain contact with St Paul's and continue friendships they have made. Originally, membership was confirmed by the payment of a small fee, but in 1999 a decision was made to admit all parents whose family has left the school. The Friends meet once a year for a social function, and members receive the "Network" on request and invitations to various School functions, such as musicals and sports events.

## THE SCHOOL SHOP (TRADING AS THE GREAT OAKS TRADING COMPANY)

The Great Oaks Trading Company, established in 1993, is owned by St Paul's Collegiate School and all profits are returned to the School.

The modern, spacious, air-conditioned School Shop is situated in the foyer of the Students Centre building. The Shop stocks a wide range

of items including School uniforms, stationery, toiletries, sports equipment, outdoor recreation equipment and clothing and memorabilia and gift items. Where at all practicable, stock in the School Shop is New Zealand made, some of which is made locally, specifically for the Great Oaks Trading Company.

## TIHOI VENTURE SCHOOL CLOTHING AND EQUIPMENT

Please check with the School Shop for advice on the requirements for clothing and equipment for Tihoi before making a purchase. Many parents in the past have made purchases that have turned out to be unsuitable for the Tihoi environment. The Shop specialises in sourcing and providing the majority of the outdoor recreational clothing and equipment requirements for students attending Tihoi Venture School. This has been done in consultation with the Tihoi Venture School staff, as through several decades of experience they have come to know what equipment and clothing is best suited for the Tihoi experience. You should find prices at the School Shop competitive.

Purchases can be charged to your school account. Cash, EFTPOS and most credit cards are accepted. However, a 2% surcharge is levied on the use of credit cards. Purchases charged to the School account, by students, can be restricted by parents if necessary. To do this, please contact the Great Oaks Manager directly.

The School Shop is open every day during each academic term and is also available for uniform purchases in early December and from mid-January.

## TRADING HOURS

**School Term:**

7.45am - 4.00pm Monday to Friday

7.45am - 10.00am Saturday Mornings – Summer sports period

8.00am - 11.00am Saturday Mornings – Winter sports period



Note: Shop is closed on Saturdays during compulsory leave weekends.

### **School Holidays:**

April, July and September/October\* School Holidays

10.00am - 2.00pm Tuesdays and Thursdays.

\*The Shop is closed on the middle week of the September holiday break.

### **Contact Details**

The Shop can be contacted as follows:

Phone: 07-957 8841

Fax: 07-957 8844

Email: [greatoaks@stpauls.school.nz](mailto:greatoaks@stpauls.school.nz)

## **SCHOOL PUBLICATIONS AND COMMUNICATION**

### **WEBSITE**

The Website is designed to provide up-to-date information on the School, including news and events. The site is updated regularly and parents and students are encouraged to provide copy and photos to support the promotion of the School and its students through this medium.

### **NEWSLETTER “INFORMER”**

The Headmaster publishes a monthly newsletter that aims to keep the School community up-to-date with events at the school. The newsletter is posted to all School families. Members of the wider School community wishing to receive a copy of the newsletter can request a copy from the School Receptionist. A copy is posted on the website under Publications.

### **TIHOI NEWSLETTER**

The Directors of Tihoi compile a regular newsletter to keep parents of Tihoi students informed of the students' activities at Tihoi.

## **SCHOOL YEARBOOK “THE COLLEGIAN”**

The School Yearbook provides a comprehensive coverage of the School activities for the year at St Paul's.

### **COMMUNITY “NETWORK”**

The Old Collegians' Association, in conjunction with the school, produces a publication titled “Network” that covers major happenings within the School and events and news associated with Alumni and the Foundation.

## **RULES AND CONVENTIONS**

### **STANDARDS OF CONDUCT**

Our aim is to maintain high standards in student behaviour and appearance. The reputation of the School depends on the awareness of all members that, to live in a happy, efficient and purposeful environment, personal discipline is essential.

The School will not tolerate any breaches of major school rules. The School reserves the right to require that any student breaching any such rule be suspended, or withdrawn from school by his/her parents, and failing a voluntary withdrawal any such student may be expelled.

This policy applies to any act or behaviour which, in the Headmaster's opinion, amounts to misconduct that is harmful or a dangerous example to other students at this school.

Specifically, any breaches of the following rules will entitle the Headmaster to suspend, require withdrawal or expel any student:

- The use and/or possession of any drug prohibited by law.
- The consumption and/or possession of alcohol at school or whilst under school supervision.
- Breaches of bounds regulations.
- The theft of money or property.
- Harassment.



- Gross misbehaviour in House or School.
- Repeated disregard for School rules.
- Recording of information on a social network such as Facebook, Bebo or Twitter; about the School, a member of staff or a fellow student.

The School also reserves the right to require withdrawal of a student or if necessary to expel a student in the event of a student's gross misconduct or behaviour outside the School which, in the opinion of the Headmaster, has brought or is likely to bring the School into disrepute.

## GENERAL RULES

Note: School rules change from time to time. Such changes will be announced at Assemblies and published throughout the school communication system.

1. Good manners and good behaviour are expected at all times. Students are reminded that they are members of the St Paul's community, whether they are at School, or on holiday.
2. Students are expected to behave with consideration for other students at all times. Interfering with the rights of other students or their learning is not acceptable.
3. School bounds must be adhered to at all times.
4. The car park is out of bounds during the school day.
5. The borrowing of another person's property without that person's permission is not permitted.
6. All students must comply with leave, dress and hair regulations as published.
7. Deliberate or careless damage to any property is an offence. Offenders will be charged for breakages. Further consequences may also result.
8. Writing on the covers of textbooks, exercise books, desks, walls, doors or other inappropriate surfaces, is forbidden.

9. No personal adornments, except watches and medical alert bracelets, may be worn by students.
10. Except in the case of parents, a student must inform the person on duty in the House of any visitor he/she has in the school.
11. Possession and/or use of tobacco, alcohol, drugs, solvents and other substances is forbidden.
12. Fireworks may not be brought onto or used on the school grounds. Spray deodorants are also forbidden.
13. No personal portable electronic devices may be used in or around classrooms. The use of mobile phones and personal electronic devices is forbidden during class time. These devices may only be used in day houses or boarding houses during the school day.
14. The use of cars and motorbikes requires School permission while students are under School authority. Students may not transport other students without the appropriate permission.
15. Bicycles may only be ridden outside the area bounded by the Chapel, Hall and the Health Clinic. Helmets must be worn by all students riding bicycles.
16. Skateboards, roller blades and similar equipment are not to be used in the School grounds.
17. Inappropriate use of electronic media such as social networks Facebook and Bebo is unacceptable.

## REGULATIONS

### APPOINTMENTS OUT OF SCHOOL

As far as possible, appointments (e.g. dental, medical, driving) should be made out of School hours so that the pattern of learning is not interrupted. However, if this is not possible, and the appointment takes place during class time, the student must present a note from the parent or Housemaster, or an appointment



card at the School Office before leaving the School grounds, and sign out. On arrival back at School, the student should sign in at the School Office.

## ATTENDANCE AND PUNCTUALITY

No one is to be absent from class without the specific written approval of the subject teacher at the time, the Housemaster or of a senior teacher.

## BEHAVIOUR

We are judged as a School by our public behaviour, so the following rules are most important to uphold the School's reputation.

1. Students must be well dressed at all times.
2. Courtesy, politeness, and consideration towards passengers and transport officials, to shopkeepers and the public in general, are to be observed at all times. Students are expected to be standing at all times when talking to adults, with hands out of pockets.

## BOUNDS

1. No student may leave the School grounds during the School Day (8.10am - 3.30pm), without appropriate staff permission.
2. Boarders may visit local shops (Davies Corner and Chartwell Square) only after seeking and gaining permission from their Housemaster.
3. No boarder may leave the School grounds at any other time without the Housemaster's permission.
4. Out of Bounds areas within the School grounds are:
  - The service area behind the kitchens and areas used by maintenance and grounds staff
  - The kitchen and Dining Hall areas between meals
  - Staff Common Room, workroom, staff room stairs and balcony
  - All teaching areas outside class times

(this includes classrooms, laboratories, workshops and hall)

- Houses and their grounds to non-House members without appropriate permission
- The car park during the school day.

## BUILDINGS AND AMENITIES

### Chapel

1. The Chapel is an area of quiet retreat. Students are expected to reflect this in their behaviour. Talking must stop upon entry to the Chapel.
2. All day students are expected to attend Tuesday and Thursday services, as well as designated Sunday evening House service twice.
3. Boarders will attend Chapel service on Sunday evenings unless it is a leave weekend. This is in addition to chapel services on Tuesdays and Thursdays.
4. Tracksuit jackets and winter coats must be removed prior to entering the Chapel.

### Classrooms

1. Classrooms are out of bounds outside of teaching hours unless staff permission has been granted.
2. Classrooms must be used for quiet study only.
3. Eating and drinking is not permitted in classrooms.

### Gymnasium

1. No food or drink is to be consumed in the gym.
2. No gymnastic equipment is to be used unless supervised by a physical education teacher.
3. Participation in gymnasium activities is only to occur when students are changed into appropriate clothing and footwear.
4. **Leave bags and valuables in lockers provided in the changing rooms.** St Paul's Collegiate does not assume liability for any losses.

5. No equipment is to be removed from this room.

### Hockey Astro turf

1. **Only authorised persons are to use the turf.**
2. During anytime that the turf is in use, there shall be at least one adult designated as the supervisor who will supervise the turf at all times.
3. Only those persons who are authorised directly by the School may operate the lights, spray guns or pumps. Those persons who are not part of either the St Paul's Collegiate School staff, coaching team or contracted grounds staff must first arrange to meet with staff – contact phone numbers are as follows:
  - Grounds maintenance 021 127 5216 or 021 256 6087
  - Director of Sport and Extra-Curricular Activities 029 201 3947
  - School Reception 07 957 8899
4. Nets, cables, supports and mechanisms are only to be adjusted by staff.
5. The turf is not to be used unless watered first and at least two hourly thereafter.
6. Only appropriate sports footwear is permitted on the turf. No school shoes or sandals are to be worn on the surface.
7. Please clean any grass, mud or dirt from the soles of shoes before entry.
8. No food is to be consumed on the turf.
9. No dogs or other animals on the turf.
10. Any blood spilt on the turf must be cleaned off immediately and sprayed with the appropriate cleaner.
11. In an emergency call for help:
  - Health Clinic (first aid kit) at north end of tennis courts, phone 957 8820
  - Reception 957 8899
  - Ambulance 111

### Swimming Pool

1. **No students are to use the pool unsupervised.**

2. Children under 8 years are not permitted in the swimming pool area unless supervised by a person at least 16 years old.
3. During any session when the pool is in use, there shall be at least one adult designated as the swimming pool supervisor who will supervise the pool at all times. The number of additional supervisors required will be determined by the number of swimmers.
4. Entrance to the swimming pool must be gained through the gates. The pool gate and or doors to the pool shall be securely closed at all times.
5. Behaviour that could be considered dangerous, such as running, pushing, holding under and screaming, is prohibited.
6. No food or drink is to be consumed in the swimming pool area unless authorised by the pool supervisor.
7. In an emergency call for help:
  - Health Clinic (first aid Kit) at north end of tennis courts, phone 957 8820
  - Reception 957 8899
  - Ambulance 111
8. **Swimming Times:**  
 Students: Mon - Sat 6.45am - 5.15pm,  
               6.30pm - 9.00pm  
               Sunday 6.45am - 12.30pm,  
               2.00pm - 5.00pm, 6.00pm - 9.00pm  
 Staff: Mon - Sat 5.15pm - 6.30pm  
               Sunday 12.30pm - 2.00pm, 5.00pm - 6.00pm

### Weights Room (Fitness Centre)

1. **Only authorised persons are to enter the room and use the equipment.**
2. There shall be at least one adult person present at all times.
3. **Leave bags and valuables in lockers provided in the changing rooms.**  
St Paul's Collegiate does not assume liability for any losses.
4. No equipment is to be removed from this room.



5. Avoid banging or dropping weights.
6. Return weights / equipment to their designated place.
7. Share equipment – allow others to work in with you.
8. Wear only appropriate sports footwear and clothing at all times.
9. Wear deodorant and regularly wash workout gear.
10. Use a towel when working out.
11. Wipe equipment after use.
12. No food is to be consumed in the Fitness Centre.
13. No chewing gum in the Fitness Centre.
14. No performance enhancing foods or drinks are permitted.
15. Respect others at all times and comply with gym etiquette.
16. Any blood spilt must be cleaned off immediately and sprayed with the appropriate cleaner – under AV/TV tuner box.
17. The Fitness Centre is monitored by CCTV for security purposes only.
18. In an emergency call for help:
  - Health Clinic (first aid kit) at north end of tennis courts, phone 07 957 8820
  - Reception 07 957 8899
  - Ambulance 111
19. Any damage to equipment is to be notified immediately – leave voice mail message if necessary:
 

Grounds maintenance 021 127 5216  
or 021 256 6087

Director of Sport and Extra-Curricular Activities 029 201 3947

School Reception 07 957 8899

## DETENTIONS

### House Detentions

- Are given by House staff or Prefects for unsuitable behaviour in and around the House.

- Are worked off after school.

### School Detentions

- Are given by teachers for misbehaviour. They take priority over House Detentions but not over Masters' Detentions.
- Are worked off on Friday afternoons from 3.30pm to 4.30pm. Students doing School Detentions should change into physical education gear for the detention.

### Masters' Detentions

- Are given for incomplete or unsatisfactory school work.
- These detentions have priority over House and School Detentions and are worked off on Wednesday and Friday afternoons from 3.30pm to 4.30pm.

### Weekend Detentions

In some special circumstances, students may be required to complete detention requirements at weekends. These detentions have priority over all other commitments.

### Headmaster's Runs

- Are given by Housemasters and Senior Management for serious misbehaviour. They take priority over all other detentions.
- Has priority over all other commitments.
- Take place between 3:30pm and 5:00pm on the afternoon designated by the Headmaster.

Lists of students with School and Masters' Detentions and Headmaster's Run are read out at Assembly. Students with Masters' and School Detentions are also listed on the notice board outside the Deputy Headmaster's office, along with the room in which Masters' Detentions will be held.

## DINING HALL

1. All meals are compulsory for boarders unless excused by Housemasters.
2. All day students must attend lunch.
3. The queue must be orderly with no queue jumping.

4. Anyone wishing to enter out of normal order MUST have written permission from a member of staff and hand this to the Teacher or Prefect on duty.
5. Courtesy and good manners towards Dining Hall Staff are expected.
6. Any complaints should be directed to the Teacher on duty.
7. Take only what food you need: avoid waste.
8. No food is to be taken from the Dining Hall.
9. Spillages are to be cleared up immediately.
10. Breakages must be cleaned up immediately and reported to the Kitchen Manager.
11. Students should leave the Dining Hall as soon as the meal is eaten.
12. Replace chairs when leaving.
13. All utensils, trays, crockery must be neatly stacked in the trays provided.
14. All uneaten food must be put in the receptacles provided.

## DRESS REGULATIONS

All students are expected to wear the "School Uniform" as set out in the "The School Uniform" list in Appendix 3. Exceptions may be made in certain circumstances at the discretion of the Headmaster or a Deputy Headmaster. Summer uniform is to be worn in Terms 1 and 4 whilst winter uniform will be worn in Terms 2 and 3.

### FORMAL SCHOOL UNIFORM – BOYS

Regulation grey school trousers

Black belt

Regulation black jacket with School monogram

White school shirt, long sleeved, buttoned at the collar and cuffs

School Tie

Regulation black lace-up school shoes

Dark grey short socks

### FORMAL SCHOOL UNIFORM – GIRLS

Regulation grey skirt

Regulation black jacket with School monogram

Regulation long-sleeved blouse

School Tie

Regulation black lace-up school shoes

Black tights

Formal School Uniform is referred to as "Numbers" or "Number Ones". Students are to wear their Formal School Uniform at the following events:

- When travelling directly between School and home by public or private transport. Exceptions will be granted only by the Headmaster or Deputy Headmaster, and students are expected to apply for it.
- House Chapel Services
- House Music
- Prize Giving
- Special School services
- House Dinners
- By all students on Mondays and Fridays during the school term, or at special occasions, or as directed by the Headmaster.

### GREYS – BOYS

- Regulation grey airtex shirt
- Regulation grey shorts
- School socks
- Regulation black leather lace-up shoes (Terms 2 and 3) or regulation sandals (Terms 1 and 4)
- Regulation School socks with garters
- Regulation black jersey or regulation black school monogrammed jacket (optional)

### GREYS – GIRLS

- Regulation grey blouse
- Regulation grey skirt (Terms 2 and 3) or black culottes (Terms 1 and 4)
- Black jersey
- Black tights and regulation black leather lace-up shoes (Terms 2 and 3) or regulation black sandals (Terms 1 and 4)



## UNIFORM – GENERAL

1. Black belts are to be worn with trousers.
2. Boys are to wear garters with long socks.
3. Approved footwear must be worn whenever School uniform is worn:
  - Boys: Regulation black lace-up shoes; regulation sandals with heel straps.
  - Girls: Regulation black lace-up school shoes (not fashion shoes); regulation sandals with heel straps.
4. Tracksuit Jackets: may be worn between classes but not into class, the Dining Hall or Chapel.
5. Full Tracksuits: where deemed necessary by a staff member, FULL School tracksuits are permitted in the Dining Hall. They are not to be worn to class.

High-necked and printed vests are not to be worn with any form of School dress.
6. Cultural productions:
  - Rehearsals: tracksuits, or House uniform.
  - Performances: Spectators in Formal Uniform.
7. Other occasions:
  - Tihoi Induction Evenings: formal uniform.
  - Ballroom Dancing: School uniform with mufti jersey or sweatshirt top.
8. No personal adornments or jewellery, except watches and medical alert bracelets, may be worn by students.
9. Scarves can be worn to and from School and to and from class during Term 2 and Term 3. Scarves may be worn in classrooms at the discretion of the teacher. No scarves are to be worn in the Chapel.
10. Students may only wear St Paul's issued badges.
11. Academic, scholars and colours ties can only be worn if earned.
12. No student may walk or lie about the grounds without a shirt.

13. Only regulation school uniform may be worn for sport and physical education.
14. The regulations concerning dress and footwear are set out for specific sports and for use in the gymnasium.
15. Non-regulation footwear may not be worn outside of House bounds except by rowers, on their way to and from the river; or swimmers on their way to and from the pool.
16. Students who are spectators at sports events in the School on a Saturday morning are expected to be in greys, or full school track suit or full Formal School Uniform.
17. Jackets and regulation protective clothing may be worn within the confines of the School grounds, but not inside buildings.

## GIRLS DRESS AND APPEARANCE

### Length of Skirt

Length of the regulation grey skirt must be 2 inches below the bottom of the knee when worn.

### Length of Summer Culottes

The length of the regulation black culottes must be below the bottom of the knee when worn.

### Hair

- Long hair is to be tied back neatly.
- Stray hair is to be pinned back.
- Fringe is to be out of eyes or clipped back.
- Short hair must be off the collar and tidy.
- Hair must be of a natural colour.

### Earrings

- One pair of earrings can be worn, at one time, in the traditional manner; placed in the lowest hole on the lower part of the ear lobe.
- Earrings are to be of gold or silver and be fashioned as a small round stud.

### Make-up and nail polish

- Make-up is not to be visible, it is to be natural looking and not prominent.
- No nail polish is allowed on fingernails or toenails.

## BOYS DRESS AND APPEARANCE

### Hair

- All boys must be clean-shaven.
- Sideburns are not to extend more than halfway between ears and eyes in width and extend no longer than the bottom of the earlobe.
- Hair must be kept off the ears and collar and should be of a natural colour and not have 'product'.
- Appearance must be tidy and conform to School requirements in the opinion of Housemasters and Senior Staff.

## DRESS CODE FOR OTHER OCCASIONS

### Mufti

All boarders may keep a small amount of mufti at School. This must be in good condition, clean and smart. It is very important that all mufti be clearly named.

1. Housemasters will insist on a high standard of mufti.
2. Weekdays: after dinner; tidy mufti may be worn within the School grounds.
3. Boarders may wear tidy mufti from after lunch on Saturdays and on Sundays.

Day students may only wear mufti at the same times as boarders (see above). Appropriate School uniform must be worn at all other times.

### Sports Teams

When travelling on a sports exchange, Formal School Uniform is to be worn to and from the exchange. For other away fixtures, full School tracksuit or Formal School Uniform is to be worn.

### Headgear

- Only caps or sun hats stocked by the School shop may be worn.
- Clothing at all times is to be clean, tidy and in good repair.

### Swimming

- Footwear and adequate clothing must be worn when moving to and from the pool.
- Sports shorts and long beachwear / surf gear may not be worn in the pool.

## Saturday Sport

Participants – are to wear the School sports uniform as specified under the Sports Information section of this *Handbook*. Students are to travel in either Numbers, or full School tracksuit.

Spectators – are to be in School uniform or a full School tracksuit until after lunch. Any caps or beanies must be School regulation.

Note – all students when travelling home after sport or practices are to wear either School uniform or full School tracksuit.

## Overnight School Trips

Students are to wear the uniform as specified by the teacher in charge of the activity. In general students will be expected to wear their Numbers as specified (page 42) unless otherwise stated. In this case juniors are to hire a blazer from the School Shop.

If students travel in sports uniform it is to be full School tracksuit with either a white school polo shirt or House top with sleeves.

Note – singlets and rugby jerseys are not to be worn.

## School Day Trips

In general students will wear their "Greys" as specified in this *Handbook*. If students travel in sports uniform it is to be a full School tracksuit with either a white School polo shirt or House top with sleeves.

Note – singlets and rugby jerseys are not to be worn.

## Boarders travelling to and from school

Whether travelling on a bus or with parents/ family in a private vehicle, all students are deemed under School rules. As such all those travelling to and from School should wear their Formal School Uniform as specified (page 42). It should be noted that when in public students must ensure that they are correctly attired and behave well at all times as this reflects upon the School.



### **Stage Challenge**

At all practices and rehearsals students are to wear full School tracksuit and House top or rugby jersey or stage challenge official T-shirt as approved by the Headmaster.

### **Young Leaders Day**

All students are to wear the Formal School Uniform as specified (page 42).

### **Study Leave During Examinations**

When students come to see staff during study leave, all students are to wear full school tracksuit and white polo shirt/House top/ rugby jersey.

### **Dining Hall**

Students with sports commitments will be advised on a case by case basis and may wear full School tracksuit.

### **Formal Dinner**

Formal School Uniform.

## **FOOD CONSUMPTION / LITTER**

All litter is to be placed in bins.

All food and drink is to be consumed in the areas laid down as follows: the Dining Hall, House environs or the grounds away from the classroom areas, at morning break, lunchtime and out of school hours.

No eating/drinking will be permitted in or around classrooms during the school day; and in or around the Library, the Hall, the Chapel or the Gymnasium, except on specially organised occasions.

Gum is forbidden.

## **ILLNESS**

If a day student is staying home because of illness, parents should phone the School Office before 8.30am. On returning to School, absences should be explained by a dated note from parents to the Housemaster, giving the reason for the absence and setting out the duration of the absence.



## LEAVE

St Paul's has a well defined set of rules governing leave arrangements. These are for the benefit and protection of students, parents and the School.

1. No student may leave the School grounds during the School day without appropriate permission.
2. All leave during the School day (8.30 am - 3.30pm) must be entered in the School "Gate Book" which is in the School Office.

### Boarder Leave

Detailed arrangements and procedures can be found in the Boarding Handbook.

## PUNCTUALITY

The following should be observed in relation to the bells:

- Once the bell goes, students should move promptly to class, enter the classroom in the presence of the teacher, and get themselves ready for the lesson.
- School begins with roll calls at 8.05am. Those who come late to School must sign in at the Office where they will be given an 'Admit to Class' slip for their teacher.

## SPITTING

The practice of spitting is unacceptable and not permitted.

## TRUANCY

Where a student is identified as being truant, they will be required to make up the time they have missed from class, and catch up the work they have missed.

## VEHICLES / BICYCLES / SKATEBOARDS / ROLLERBLADES ETC

### Driving

1. All students will comply with Ministry of Transport regulations at all times.
2. Unless accompanied by a parent, students need a School Driving Permit to drive a

vehicle to School at any time. This should be obtained by parental request in writing through Housemasters. School Driving Permits (see Appendix 2) are issued by the Deputy Headmaster and must be clearly displayed in the motor vehicle window at all times while parked in School grounds. Normally a Permit is issued to only Year 12 and Year 13 students. Year 11 students can apply for a Permit only if they live more than 6km from the School or their activities require them to return to School in the evenings on a regular basis. Exceptions to this need the School's approval. Where vehicle parking limits the number of permits issued, preference will be given to those living furthest from the School.

3. All vehicles brought to School by students must be registered with the Deputy Headmaster. Changes must also be recorded with him within a week.
4. Permission to carry passengers is also necessary, and where allowed, parents of both driver and passenger(s) must give their approval in writing.

Vehicles brought to School under these rules:

- Must be parked in the Chapel car park unless a Housemaster specifies otherwise
- May be parked in the Administration car park only after 5.30 pm
- Are parked in the School grounds at the owner's risk
- May not be parked outside the School grounds
- Must use only the main (Hukanui Road) School entrance (not St Paul's Road or Casper Street)
- May not use the road in front of Williams House or park near the New Gymnasium.

Student vehicles are not to be used during School hours without written permission from home and approval by the student's Housemaster. All students leaving the School grounds (in vehicles or as pedestrians) during

normal School hours (8.10 am to 3.30 pm) must sign the Gate Book located in the School Office. Infringements of these rules may mean suspension or cancellation of a student's School Driving Permit.

### Cyclists

1. Road Code Rules must be observed.
2. Bicycles are not to be ridden (they must be pushed) in the central School area.
3. Helmets must always be worn by students riding bicycles.
4. Cycles may not be ridden on the sports fields.
5. Students may enter and leave the School grounds on a bicycle via the following entrances, but must dismount as indicated:  
Casper Street – dismount at gate.
6. Cyclists are required to own a reflective vest, which is to be worn after sunset if travelling to and from the School.
7. Pedestrians – must give way to vehicular traffic.

## CONCERNS AND COMPLAINTS

Should parents or guardians have any general concerns about a student's academic progress, sports participation or physical and social wellbeing within the School, these should be directed through the student's Housemaster in the first instance. The Housemaster may consult with the following people for assistance:

Curriculum (Academic) matters –  
Assistant Headmaster

Co-curricular (Sport or Cultural) matters –  
Director of Extra-Curricular Activities (DECA)

Pastoral Care (Physical and Social Well Being) –  
Deputy Housemaster and School Counsellor

Any member of the school community who has a serious concern (such as, but not limited to, continued bullying, or immediate risk, or where a concern has not been resolved in the first instance, may lay a complaint.

In order to facilitate investigation, a **complaint must be made in writing** as soon as possible after the event to which the complaint refers. All complaints will be treated seriously, dealt with promptly and responded to appropriately.

A complaint involving a student should be directed to the student's Housemaster in the first instance. The Housemaster will deal with the complaint as soon as is practicable; serious matters where a student may be at risk will be responded to without delay. If the Housemaster feels it is necessary he will refer the matter to the Deputy Headmaster in the case of pastoral issues, the Assistant Headmaster in the case of curriculum issues and the Director of Extra-Curricular Activities in the case of co-curricular issues.

A complaint involving a member of staff should be directed to the Headmaster. The Headmaster will deal with the complaint as soon as is practicable.

Due to the complex nature of some issues and the need to undertake a full and balanced investigation, it is not always possible to resolve matters immediately.

Where you feel a complaint has not been dealt with adequately, or after formal investigation your concern remains, please contact the Headmaster in the case of a complaint involving a student, and the Chairman of the Board in the case of a complaint against a member of staff.

The St Paul's Complaints Process is contained in Appendix 4 of this Handbook.

## FEES – NEW ZEALAND RESIDENTS

The payment of fees for the provision of educational services provided by St Paul's Collegiate School is bound by a contractual Declaration and Agreement.

### REGULATIONS COVERING FEES

1. Fees shall be fixed by the **Waikato Anglican College Trust (WACT) Board of Trustees** from time to time (with or without prior notice).
2. A current fee schedule is published and available from the Business Manager. In October / November a Schedule of Fees for the ensuing year is posted to every parent/guardian intending to send their child to St Paul's Collegiate School.
3. Fees are **payable prior to the commencement of the term** to which they apply.
4. Fees and disbursements **are payable within 20 days of the date of the account.**
5. All fees and other moneys **not paid by the due date shall bear interest** at a rate fixed from time to time by the WACT Board of Trustees.
6. No fee is refundable where a student does not start or does not complete a full term.
7. Where any fees remain unpaid and no arrangement has been agreed with the Business Manager as to their payment, then the WACT Board of Trustees will require the immediate removal of the student from the school.

### NOTICE OF WITHDRAWAL

1. **One full term's notice of withdrawal must be given in writing to the Headmaster.**
2. **Verbal notice of withdrawal will not be accepted.**
3. The notice required must be given not later than the beginning of the term at the end of

which a student is to leave. In the event that such notice is not given by the date required, the following term's fees shall be payable.

4. The question of a student's withdrawal should always be a matter for consultation between the Headmaster and the parents/guardians.
5. Where the student is required to leave the school under the Rules and Conventions, Standards of Conduct clause, described in the School Handbook, the full fee for the term will remain payable with no refund given.
6. Withdrawal of a student from a boarding position requires the same period of notice of withdrawal.

### PAYMENT OPTIONS

#### **Direct Debit** (Preferred method of payment)

The amount owing on an account can be paid as the amount falls due or spread in equal payments in the same manner as Automatic Payments below. The appropriate forms for the Direct Debit option are available at the School Administration Office.

#### **Automatic Payment**

An Automatic Payment can be made direct from your bank account as follows:

10 equal monthly payments

20 equal fortnightly payments

40 equal weekly payments

#### **Telephone and Internet Banking**

Telephone and internet bank transfers may be made directly into the School bank account. Bank details are published in the Fee Schedule and are as follows: BNZ, Hamilton North, Account Number: **02 0320 0203376000**.

**If you choose any of the above options please ensure that the student's name and family key code are included in the particulars given.**

Please notify the Business Manager by email that you have transmitted the money. This is very important so as to ensure electronic payments can be correctly credited to your account.

## Cheque

Payable at the School Administration Office or by mail. Post-dated cheques are accepted.

## EFTPOS

EFTPOS transactions must be carried out in person at the School Administration Office.

## Credit Card

Only Visa or MasterCard will be accepted; however a **surcharge fee of 2%** will be added to cover transaction costs where this option is chosen. Please apply to the School Administration Office for credit card forms.

## PAYMENT INFORMATION

**The first payment must commence on 20th of the month, prior to the term starting.**

Minimum payments are stated in the Fee Schedule. Please contact the School Administration Office if you wish to pay by this method.

Adjustment to the amount paid for any disbursements incurred may be made during the year but must be finalised at year-end.

The overdue portion of fees carries no interest charges provided the full monthly instalment is received by the due date.

**People who already have Automatic Payments set up should adjust the payment amount** from the 20th January, of each new year of School to take account of any change in the amount of fees payable.

## TEMPORARY PERSONALISED PAYMENT PLAN

In the event of you experiencing short-term cash flow problems, a payment plan to suit your specific requirements can be negotiated with the Business Manager.

## PREPAID FEES DISCOUNT

If full payment of the annual fees is received on or before 30th November of the year preceding attendance, a discount set from time to time by

the WACT Board of Trustees may be deductible. (Note – this discount factor offers a very good return on investment compared with other pre-tax options and if it is possible is worthwhile considering). Payments for more than one year in advance are welcomed and if received by the above date will carry an exemption from any fee increases incurred during the period for which the fees are prepaid.

The School will accept post-dated cheques (30 November).

**If you choose this option please ensure that the student's name and family key code are included in the particulars given.** Please also notify the Business Manager by email that you have transmitted the money. This is very important so that we can correctly credit the money received to your account.

## FEE ENQUIRIES

These generally come under two major categories:

- Enquiries specific to one-off charges made to an account
- Complaints in respect of fees set by the WACT Board of Trustees.

**If you have an enquiry relating to a specific charge made to your account**, please contact the School Administration Office. We would prefer you to send an email, letter or fax with your enquiry clearly detailed. This assists us to refer your enquiry on to a particular department for clarification. If you have an enquiry or complaint in respect to the **standard fees set by the WACT Board of Trustees**, please put your concerns in an email or letter to the Business Manager. Constructive suggestions for improvement to our service are welcome.

## FEES PROTECTION INSURANCE

It will be realised that the temporary absence of a student does not reduce the School's operating expenses and that it would not be possible for the WACT to make adjustments in fees to provide for minor absences. In order

that **New Zealand** resident parents/guardians may, as far as possible, protect themselves against any financial loss suffered as a result of illness or accident to students the Board has adopted a Fees Insurance Scheme, details of which are set out below. The scheme is in operation for **New Zealand Students only** and the premium is payable with each term's fees.

### Cover

The scheme provides that in all cases of compulsory absence from School of ten or more consecutive days for any of the reasons stated below, there will be a pro rata refund of fees for the full period of absence, including the first ten days.

The compulsory absences cover the following cases:

1. The inability of a student to return to School at the beginning of or during a term owing to illness, accident or through having been in contact with infectious diseases.
2. The inability of a day student to attend School during term time owing to illness, accident or contact with infectious diseases outside the School.
3. The inability of a boarder to attend School because the School Doctor has removed him or her for treatment which cannot be adequately given at the School.
4. The necessary closing of the School or a separate House owing to an epidemic or infectious disease.
5. The inability of a boarder to attend School because he or she is confined to the School hospital on account of sickness or quarantine. In this case, tuition fees only are remitted.

**No refund will be made for absences of less than ten consecutive days.** The maximum refund for any one student in any one School year is an amount equal to two terms (or half the year's fees). To eliminate claims for absence caused by organic or latent disorders, refunds during the first term of insurance only are confined to cases of infectious illness, recognised

quarantine, accidents and emergency operations.

### Claims

Claims by parents / guardians should be made in writing to the Business Manager substantiated by a medical certificate supplied by a doctor, on the return of a student to School.

## FEES – INTERNATIONAL STUDENTS

### REGULATIONS COVERING FEES

1. Fees are as published and shall be **fixed by the Waikato Anglican College Trust (WACT) Board of Trustees** from time to time (with or without prior notice).
2. A current schedule of fees for International Students is published and available from the Business Manager.
3. **Full payment in advance must be received by 30 November of the year preceding attendance. No prepaid discount is available.**
4. Disbursements are **payable within 20 days of the date of the account.**
5. All fees and other moneys **not paid by the due date shall bear interest** at a rate fixed from time to time by the WACT Board of Trustees.
6. No fee is refundable where a student does not start or does not complete a full term.
7. Where any fees remain unpaid and no arrangement has been agreed with the Business Manager as to their payment, then the WACT Board of Trustees will require the immediate removal of the student from the school.

### NOTICE OF WITHDRAWAL

1. **One full term's notice of withdrawal must be given in writing to the Headmaster.**
2. **Verbal notice of withdrawal will not be accepted.**
3. The notice required must be given not later

than the beginning of the term at the end of which a student is to leave. In the event that such notice is not given by the date required, the following term's fees shall be payable.

4. The question of a student's withdrawal should always be a matter for consultation between the Headmaster and the parents/guardians.
5. Where the student is required to leave the school under the Rules and Convention, Standards of Conduct clause, described in the School Handbook, the full fee for the term will remain payable with no refund given.
6. Withdrawal of a student from a boarding position requires the same period of notice of withdrawal.

## PAYMENT OF FEES OPTIONS

### Telephone and Internet Banking

Telephone and internet bank transfers may be made directly into the School bank account. Bank details are published in the Fee Schedule.

### Cheque / Cash

Payable at the School Administration Office or by mail. Post-dated cheques are accepted.

### EFTPOS

EFTPOS transactions must be carried out in person at the School Administration Office.

### Credit Card

Only Visa or MasterCard will be accepted; however a **surcharge fee of 2%** will be added to cover transaction costs where this option is chosen. Please apply to the School Administration Office for credit card forms.

**If you choose any of the above options please ensure that the student's name and family key code are included in the particulars given.**

Please notify the Business Manager by email that you have transmitted the money. This is very important so as to ensure electronic payments can be correctly credited to your account.

## PAYMENT OF OTHER COSTS INCURRED DURING THE YEAR

Any of the above payment methods are acceptable as well as Direct Debit. The application forms for Direct Debit are available at the School Administration Office.

## PAYMENT OF FUTURE YEARS' FEES

Payments for more than one year in advance are welcomed and if received before 30th November of the year preceding attendance, will carry an exemption from any fee increases incurred during the period for which the fees are prepaid. The School will accept post-dated cheques (30 November).

Payments may be credited directly into the School's bank account. Details are available in the Fee Schedule.

## FEE ENQUIRIES

**If you have an enquiry relating to a specific charge made to your account**, please contact the School Administration Office. We would prefer you to send us an email, letter or fax with your enquiry clearly detailed. This assists us to refer your enquiry on to a particular department for clarification.

# INSURANCE

## PERSONAL EFFECTS INSURANCE – NEW ZEALAND STUDENTS

Arrangement of adequate insurance cover on personal clothing and effects is the **responsibility of parents and guardians**. Where a Householder's Policy is held this may provide the necessary extension of cover, but this point should be checked with your Insurance Company. The WACT Board of Trustees cannot accept liability for losses of personal property suffered by fire, theft or other causes. Please make certain that personal possessions are clearly marked and where appropriate, a record is made of serial numbers and, further, that adequate insurance is held.

## PERSONAL EFFECTS AND MEDICAL INSURANCE – INTERNATIONAL STUDENTS

### Personal Effects Insurance

Arrangement of adequate insurance cover on personal clothing and effects is the **responsibility of parents and guardians**. Where a Householder's Policy is held this may provide the necessary extension of cover, but this point should be checked with your Insurance Company. The WACT Board of Trustees cannot accept liability for losses of personal property suffered by fire, theft or other causes. Please make certain that personal possessions are clearly marked and where appropriate, a record is made of serial numbers and, further, that adequate insurance is held.

### Other Insurance

The **Ministry of Education's code of practice for international students** requires that they take out a comprehensive insurance cover independent of the School. The School believes that the **Uni-Care Educational Travel Insurance policy** offers the widest cover and good value for money and **recommends it as the company to provide this compulsory type of insurance**

**cover**. The policy covers a wide range of events including personal effects, travel and fees insurance. If a student chooses not to select this insurance option then **written proof of cover** from an equally comprehensive alternative scheme (which covers deposits, travel and medical) must be provided at the time fees are paid otherwise the School can not accept the application to attend St Paul's Collegiate School. The premiums are competitive and the policy can be applied for online at **www.uni-care.org** Uni-Care offer a calculator to cover the specific periods of time away from the student's home.

### Information Required

1. Payment for fees and insurance incorporating the Uni-Care TRAVEL AND MEDICAL INSURANCE (recommended) or documentary proof of an equivalent insurance cover from another insurer, including email address.
2. Date of leaving country of origin.
3. Date of returning to country of origin.
4. If the student has pre-existing medical conditions, such as asthma, you are required to complete the Uni-Care Application and Medical Certificate form.
5. Advice of and value of any specific items of luggage, for example laptop computers, that you want covered plus payment of a premium at 2% of value. Under the Premier policy all luggage up to \$2,500 is covered by the policy.

**Please also provide the Director of International Studies at St Paul's Collegiate School with evidence of the insurance and the dates covered.**

### About Uni-Care Insurance – Special features

Uni-Care is New Zealand's longest established and most experienced provider of travel insurance for international students and visitors to New Zealand. As such, Uni-Care understands the cultural needs of international students and has designed the Uni-Care New Zealand Student Plan to help protect against the risks that accompany travelling and living overseas.



### **What will my New Zealand Student Plan cover me for and where will I be covered?**

The New Zealand Student Plan is designed to cover your unexpected medical costs in New Zealand, and in your country of origin when you return on a temporary basis to visit family. You may also upgrade your New Zealand Student Plan to cover visits to countries other than New Zealand or your country of origin. This policy will not cover any loss, damage or legal liability arising directly or indirectly from travel in, to, or through Afghanistan, Cuba, Democratic Republic of Congo, Iran, Iraq, Liberia, Sudan or Syria.

### **Pre-existing Medical Conditions**

Pre-existing medical conditions are not automatically covered. In some circumstances, providing a medical declaration is submitted, cover can be arranged.

### **How do I apply and what is the cost?**

**Apply online at: [www.uni-care.org](http://www.uni-care.org)**

As you complete the application form, the number of days and the cost are automatically calculated. Costs may be calculated in advance at: [www.uni-care.org/inboundcalculators.html](http://www.uni-care.org/inboundcalculators.html)





## St Paul's Collegiate School

Private Bag 3069, Hamilton 3240, New Zealand. School Telephone: 07 9578899 School Fax: 07 9578833

### WEEKEND LEAVE

**Please fax this form to the Housemaster by the Wednesday before Leave is required.**

TO: <input type="checkbox"/> Clark Housemaster	FAX: Clark House:	07 9578877
<input type="checkbox"/> Sargood Housemaster	Sargood House:	07 9578887
<input type="checkbox"/> Williams Housemaster	Williams House:	07 9578886
<input type="checkbox"/> Harington Housemaster	Harington House:	07 9578875

FROM: .....

Name/s of boarder/s: .....

I am applying for Leave for my child/ren from..... at.....am/pm.  
(day & date) (time)

My child/ren will be coming home / visiting .....  
(name & contact number of host adult if not going home)

#### Transport Arrangements

S/he will depart school by bus / car with parent / own car / car with .....  
(circle as appropriate) (name of driver if not you)

and will return to school by bus / car with parent / own car / car with .....  
(circle as appropriate) (name of driver if not you)

in time to attend **Roll Call before Chapel** on Sunday.

Signed: .....Date:.....  
(Parent/Guardian)

#### PLEASE NOTE

**Boarders with a detention MUST complete the detention before taking Leave.**

Boarders with a Saturday sporting commitment are expected to meet the commitment.

Boarders on Weekend Leave should not return to St Paul's before **6:00pm** on Sunday.

Boarders taking Leave are required to wear **FULL DRESS UNIFORM** ("Numbers") when travelling from and returning to St Paul's, whether by public or private transport (i.e. white shirt; tie; trousers or skirt as appropriate, etc; belt; dark socks; black leather shoes; jacket for Seniors).



# APPENDIX 2

## DRIVING PERMIT APPLICATION FORM

Name:..... Initials:.....

House: ..... Licence No:.....

Car Details	1	2	3
Make/Model			
Type (car/ute)			
Year			
Colour			
Reg No			

Named passengers for whom written permission has been received by the School from both sets of parents:

.....  
.....

---

In submitting this form the student acknowledges that they have read, understood and will abide by the School Driver Regulations.

Student's signature: ..... Date: .....

Parent's signature:..... Date: .....

---

Please return this form to the Deputy Headmaster when completed along with a copy of the student's Driver's Licence. A Driver Permit will be issued as soon as is practicable.

Return to:  
Deputy Headmaster

# APPENDIX 3

## SCHOOL UNIFORM

1. School uniform must at all times be clean, tidy and in good repair.
2. Full School Uniform must be worn by day students travelling between School and home. After sports practice students must get back into uniform or wear a full School tracksuit over their practice gear.
3. Full School Uniform must be worn by boarding students travelling to and from St Paul's when on leave.
4. The only jewellery permitted to be worn is a watch.
5. All garments must be labelled. For boarders this should be on either the outside of the top of the left sleeve or outside left hand of the waistband unless otherwise indicated.

<b>BOYS UNIFORM</b>	<b>Day Boys</b>	<b>Boarders</b>
<b>COMPULSORY SCHOOL UNIFORM</b>		
Regulation long grey socks - School colours	3	3
Garters	2	2
Regulation short grey socks	1	3
Pairs short white sports socks	2	3
Grey regulation Aertex shirts - short sleeve	2	3
White shirt - long sleeve, cotton, with semi-stiff collars	1	3
School tie	1	1
Regulation clerical grey shorts	2	2
Black leather belt	1	1
Regulation clerical grey long trousers	1	2
Regulation black pullover with School monogram	1	1
Black blazer jacket with top monogrammed pocket for Years 11, 12 and 13.	1	1
Regulation tracksuit	1	1
Regulation House polo shirt	1	2
Regulation School polo shirt - Aero Cool polyester fabric Or Regulation School polo shirt - cotton pique knit fabric	1	1
Regulation black sports shorts with School monogram	1	2
Regulation swimming shorts with School monogram	1	1
Practice rugby jersey own style	1	1
<b>OPTIONAL SCHOOL UNIFORM</b>		
School rugby jersey	1	1
House rugby jersey (can be worn for P.E. during winter terms)	1	1
Football socks - School colours	1	2
Stadium track pants - monogrammed	1	1
Black rugby shorts	1	2
Regulation House or School cap	1	1



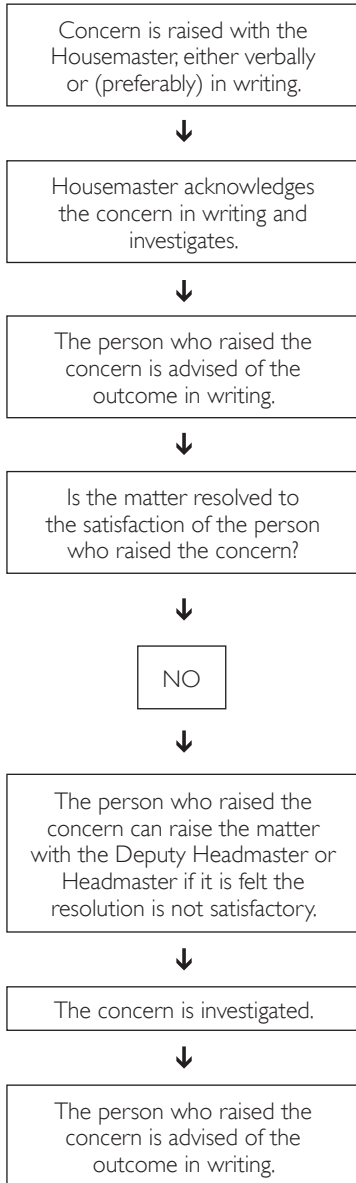
Regulation School sun hat		
Regulation cricket longs		
Regulation House athletic vest		
Regulation School athletic vest		
Regulation fleece-lined jacket		
Regulation House rugby jersey		
<b>FOOTWEAR</b>		
Regulation black sandals (Brand – McKinlay's Safari).		
Regulation black leather lace-up shoes - black stitching		
<b>OTHER</b>		
Monogrammed School sports bag (available at the School shop)		

<b>GIRLS UNIFORM</b>	<b>Day Girls</b>	<b>Boarders</b>
<b>COMPULSORY SCHOOL UNIFORM</b>		
Regulation grey skirt		2
Black jacket with top monogrammed pocket		
Regulation long-sleeve white blouse, button at collar and cuffs	3	3
School tie		
Black pantyhose - formal nearly black (fine)		
Regulation black culottes	2	2
Regulation black pullover		
Regulation grey blouse	2	3
One piece swimming costume		
Regulation tracksuit		
Regulation House polo shirt / singlet		2
Regulation School polo shirt (white)		2
Regulation black PE shorts		2
<b>OPTIONAL SCHOOL UNIFORM</b>		
Regulation House cap or School cap		
Regulation Harington House singlet		
Regulation Harington House rugby jersey		
Lightweight training jacket (winter)		
Fleece-lined jacket		
Sports shoes		
Sports socks		
<b>FOOTWEAR</b>		
Plain black flat sandals with front and heel straps (Brand - McKinlay's Safari)		
Regulation plain black leather lace-up shoes, black stitching, no buckles, no suede, with solid base		
<b>OTHER</b>		
Monogrammed School sports bag (available at the School shop)		

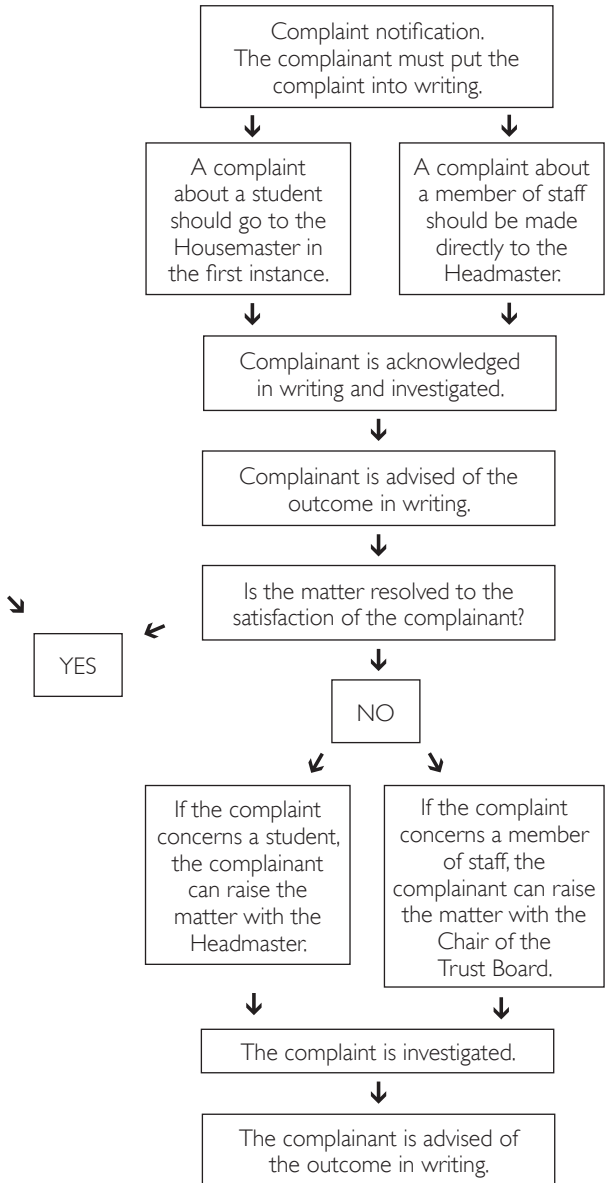
# APPENDIX 4

## CONCERNS AND COMPLAINTS PROCESS FOR PARENTS

### CONCERNS



### COMPLAINTS



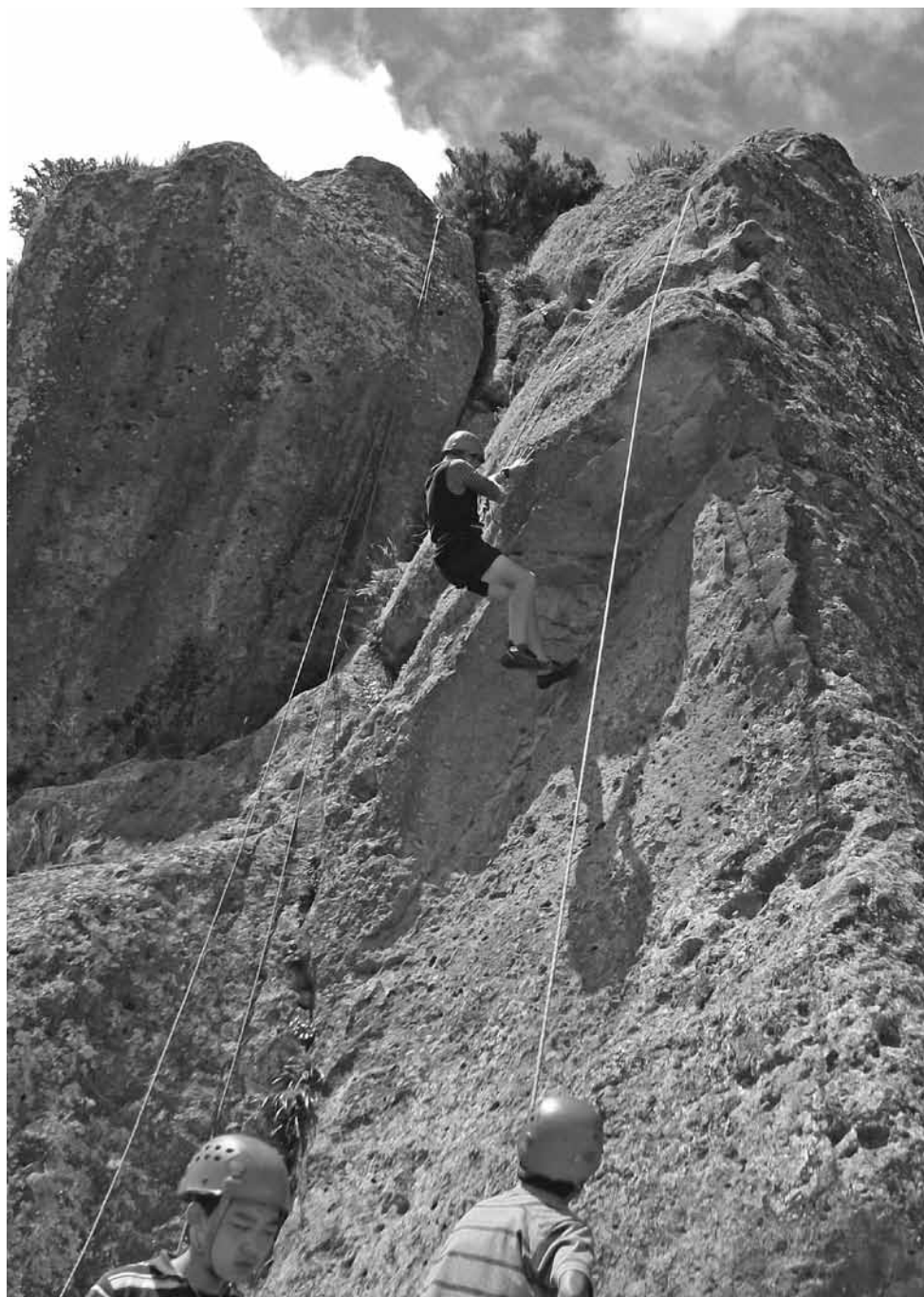
## ST PAUL'S COLLEGIATE SCHOOL – SCHOOL PRAYER

Heavenly Father, giver of all that is good, we thank you for the blessings and privileges we daily enjoy as members of this School.

Give us grace, we pray, to use our gifts to your glory in the service of others. Strengthen us to stand firm in our faith in our Saviour, Jesus Christ.

May your Holy Spirit so rule our hearts and lives that we may daily grow in love of you and one another; through Jesus Christ, our Lord. Amen.







**TOMORROW'S SPORTS STARS WEAR**





# St Paul's Collegiate School



Physical Address: 77 Hukanui Road, Hamilton, New Zealand

Postal Address: Private Bag 3069, Waikato Mail Centre, Hamilton, 3240, New Zealand

Phone: (07) 957 8899 | Fax: (07) 957 8833 | Email: [info@stpauls.school.nz](mailto:info@stpauls.school.nz)

Website: [www.stpauls.school.nz](http://www.stpauls.school.nz)