



Welcome to St Paul's Collegiate School – it's exciting to have you as part of our family!

Here you will find some helpful hints for starting life at St Paul's. We also have a lot more information on our website under the *Parents* tab at stpauls.school.nz

The information below is relevant for students starting at St Paul's in 2024.



Uniform and Stationery

Uniform

The entire school uniform can be purchased on site from the School Shop, located in the foyer of the Student Centre. The Shop supplies uniform, stationery, sports equipment, Tihoi gear and boarding necessities. **New students should make a booking for a uniform fitting.** Information on the Shop can be found on our website and you can make a uniform booking [here](#).

All items of clothing (for both day and boarding students) must be clearly labelled with the student's name in their house colour. Personalised labels are available for order via this [order form](#). Please ensure **all** footwear is clearly named, both under the tongue and on the sole immediately in front of the heel (white Twink pens are a good way of doing this). You can find a helpful guide [here](#) for labelling clothing, footwear and even socks!

You can find guidelines regarding uniform and dress/appearance under the *Parents* tab and [Uniform and shop](#).

For more information on clothing and other items required for boarding students, please refer to the *New Boarding Students* section in this booklet.

Stationery

Stationery packs for Year 9 students are distributed at the beginning of the year through the School Shop and are charged to the student's school account at the time of distribution. Students should also bring their own pencil case. A scientific calculator is also required and may be purchased from the Shop if one is not already owned. The packs include a four-colour pen, a pencil and a highlighter.

Senior students can purchase required stationery from the Shop and lists are distributed in each class.

Students who start mid-year should bring the stationery they owned from their previous school and let teachers advise if there is additional stationery required.



Student Absentees

Students need to sign in and out at Student Reception if arriving late or leaving school for an appointment.

Student absences for day students should be notified to the office before 8:00 am via one of the methods below. Absences for boarding students should be advised to the housemaster in the first instance **and** by notifying the office via one of the methods below.

1. Via the School app.
2. Email absences@stpauls.school.nz and copy in the housemaster.
3. Phone 07 957 8899 and press 1 to leave an absence message.



Lunch and the Tuck Shop

All students enjoy lunch together in the dining hall each day and it is compulsory for students to attend lunch every day. We also have a Tuck Shop that opens during morning tea and after school. Payment at the Tuck Shop is by card only (no cash). Boarders have morning and afternoon tea provided at the Dining Hall each day.



Devices and Phones

All students are required to bring a device with a full keyboard to school. Year 9 and 10 students are required to bring a **Chromebook** and Years 11-13 may bring a laptop. For model recommendations and buying options please take a look at our [BYOD guidelines](#). Devices should be named with a label.

Year 9 and 10 students should bring their Chromebook **on the first day of school** to be set up on the network. If the device is not new, make sure you make copies of any files you wish to keep, as the enrolment process deletes content from the Chromebook and installs school software.

Senior students will be provided with login details when they start at school.

The use of **mobile phones** and personal electronic devices (other than a Chromebook or laptop) are forbidden during school and class time. Mobile phones may be used by Year 11-13 students but only in day houses or boarding houses during the school day.

Year 9 and 10 students are to have no phones at school unless their phone is handed in at the School Reception at the start of the school day or, in the case of boarding students, to their boarding housemaster after weekend travel. Phones can then be collected at the end of the school day or, in the case of boarding students, before a boarder travels home. There are clear consequences outlined in the School Rules for breaching the use of phones.



Class Placement

Year 9 students

Year 9 students will be placed in a core class that is appropriate for their learning. This placement is based on the entrance test result and previous school reports. Placements are reviewed regularly throughout the year. If you have any academic concerns, contact Helen Bradford (Deputy Headmaster – Academic Systems) - h.bradford@stpauls.school.nz

Other year levels

All other year levels are invited to choose their subjects during Terms 3 and 4 of the year prior to the next school year. An email will be sent with a link to choose the options. For help with choosing subjects and academic advice:

- Year 11, please contact Helen Bradford (Deputy Headmaster – Academic Systems) – h.bradford@stpauls.school.nz
- Years 12 and 13, please contact Jeremy Coley (Deputy Headmaster – Curriculum and Assessment) – j.coley@stpauls.school.nz



Timetable and Calendar

The School runs on a ten-day timetable. Class timetables and classroom locations will be provided after the first week at school. You can find a classroom location map on our website [here](#).

Below are the start and end times for each school day:

Day	Start Time	End Time
Monday, Tuesday, Thursday and Friday	8:00 am	3:30 pm
Wednesday	8:45 am	3:30 pm

The School Calendar can also be found on our website and includes term dates, weekly events and Tihoi dates – [School Calendar](#). For some events published in the school calendar, you can click on the event to find further information.



Sport

Sport is compulsory at St Paul's and all students are required to play a summer and winter sport. Students are advised to choose carefully before making their commitment as there is a clear expectation that students finish the full season of their chosen sport.

An email will be sent to all parents/caregivers before the start of Term 1 to select the student's summer and winter sport and includes information on what sports are available. Summer sports are played during Terms 1 and 4 and Winter sports are played during Terms 2 and 3.

For more information on sport, see our website [here](#).



Music and Culture

Year 9 students

Music lessons are compulsory for all Year 9 students, and they are asked to make an instrument choice during the enrolment year. Students who wish to change that choice or ask any questions should contact Heather Fox – h.fox@stpauls.school.nz. The costs of the lessons are charged to the student's school account and are approximately \$35 per individual half hour lesson.

All year levels

The music department welcomes new students from all year levels to join a music group that they will enjoy. A Google Form will be sent out to parents of new students before the end of the year, to be completed by students that are interested in joining one of the music groups. If a student wishes to take up music lessons with an itinerant teacher, please contact Heather Fox – h.fox@stpauls.school.nz.

You can find out more about music and culture at St Paul's [here](#).



Payment of Fees

In early November each year, the fees are set for the following year and families are advised via email of the fees and options to pay. Fees are billed in ten monthly instalments (starting in December) and are payable by the 20th of the following month. The payment options we have are:

1. **Prepaid fees.** If you pay the full 2023 fees (before disbursements) by Thursday 30 November 2023 a 4% discount will be applied.
2. **EFTPOS or Credit Card** (the credit card incurs a 2% surcharge).
3. **Automatic payment or direct debit.** Payments can be made by direct debit or automatic payment from your bank account.
4. **Parent portal.** Payments can be made via the parent portal.



Transport and Visitor Parks

When dropping off or picking up students, please use the drop off zone by the Chapel. For the safety of all, **no vehicles are to pass through the roundabout** and beyond the Chapel. An internal gate on St Paul's Road is closed at 8:00 am and opened at 3:00 pm, preventing through traffic.

For other times you are visiting the school, other than student drop off, parks are allocated outside the Reception and Management Centre. Refer to the site map located opposite the Chapel if you are unsure of campus locations.

St Paul's provides daily student bus services to and from Cambridge, Morrinsville, Te Awamutu/Pirongia, Tamahere and Whatawhata/Te Kowhai. You can find more information on our website [here](#) under *Daily Services*. An 'Application for Daily Transport Form' will need to be completed for students wishing to use this service (link to the form can be found on our website). Please direct any questions to Facilities on 07 957 8890 or email facilitieshire@stpauls.school.nz. Once a booking is confirmed, tickets can be collected from Reception.

There are a number of buses available to transport **boarding students** to and from St Paul's. You can find information about the *Independent Shuttle Providers* or *Intercity* on our website [here](#). If you have any further questions about these bus services, please contact Reception on 07 957 8899.

Students wishing to drive to school must complete a Vehicle Permit Application via an e-form in the student portal. Please see below for links to the vehicle permit guidelines for:

- [Day students](#)
- [Boarding students](#)



What happens the first day of School?

We will be in contact before the start of Term 1 about the programme for the first week including what to wear and bring, when to arrive and other important information. You can also keep up to date with term dates, weekly events and Tihoi dates using the [School Calendar](#) on our website.



Student and Parent Portal and the School App

Download the St Paul's Collegiate School phone app and/or use the parent and student portal at spider.stpauls.school.nz. Login information will be emailed to you; new students will receive their login information during the first week of school. The portal can be used for:

- Viewing a student's full school reports
- Viewing a student's timetable
- Paying monthly billing
- Accessing Orah (boarders leave application system – access is available through the Parent Portal)
- Quick links to other relevant information eg. daily notices and Consent2Go



New Boarding Students

Below you will find various helpful information for new boarding students. There is also some very important information explaining the procedure for personal medication.

Boarding Bag: All new Year 9 boarders will be provided with a standard black overnight bag which is to be used for travel home at weekends and for trips. The bag will be issued directly from the boarding house (not through the School Shop). The cost of the bag will be charged to the student's account. Other boarders who wish to purchase a boarders' overnight bag may do so by asking their house Matron. The bags are suitable for use out-of-school.

Padlock: Boarding boys will be provided with a standard combination padlock which will be used on their sports locker. The padlocks will be issued through the boarding house (not through the School Shop). The cost of the padlock will be charged to the student's account.

Boarding Handbook: It is important that you review our [Boarding Handbook](#) which provides information in regard to Health / Safety and Wellbeing, Administration and General Information. Please ensure that you look through the Handbook before your child starts at St Paul's.

Boarding Boys (clothing list): Please refer to the [list here](#) for clothing and other personal items that boarding boys will need.

Boarding Girls (clothing list): Please refer to the [list here](#) for clothing and other personal items that boarding girls will need.

Orah Guide: Once you are provided access to Orah (the software used to check in and check out students from the boarding houses), this [link](#) will provide you with a handy guide on how to use it.

Personal Medication: To provide clarity about St Paul's Collegiate School's expectations on how the school will receive and administer prescription medication for a student on campus, we have provided instructions below regarding personal medication for boarding students.

- Please note that we will **only accept medication** in the form of a script that is emailed, faxed or dropped off to the **Five Cross Roads Pharmacy** in Hamilton. This must be done at least 2 days prior to each term commencing. Medication that is brought into the school will not be accepted. Students are not allowed to hold onto any personal medication.

- Please contact the Pharmacy below to organise your child's script.

Five Cross Roads Pharmacy

280 Peachgrove Road Hamilton

Phone: 07 853 0040

Fax: 07 853 0049

Mobile: 021 597 902

Email: info@fivecrossroadspharmacy.co.nz

** Please note there is a dispensing fee at the pharmacy which will be charged to your account.*

- When sending the script to Five Cross Roads Pharmacy, please state the following
 - The student is from St Paul's Collegiate School
 - The script needs a **Blister Pack**
 - The script will be picked up by the School Nurse and brought back to campus.
- It is very important that this process is followed as above. If you have any questions, feel free to contact either Craig Hardman (Associate Headmaster) - c.hardman@stpauls.school.nz or Kate Begovich (School Nurse) - k.begovich@stpauls.school.nz