



St Paul's COLLEGIATE SCHOOL

HAMILTON | DAY | BOARDING | TIHOI



YEAR 9 PARENT GUIDE

A helpful guide of key staff members



WHO TO CONTACT

This guide is designed to help you quickly identify the right person to contact when questions arise during your child's time at St Paul's, particularly in the first four weeks. Whether the matter relates to wellbeing, learning, subject choices, sport, or day-to-day school life, starting with the appropriate staff member ensures concerns are addressed promptly and effectively. Our Housemasters remain the key pastoral contact for students, and from there, families can be supported by our academic, curriculum, and co-curricular leaders as needed.

KEY STAFF



Bryan Summerfield: Assistant Headmaster – Year 9 Student Engagement & Wellbeing

Oversees Year 9 pastoral care, wellbeing services, discipline, transitions into secondary school, and supports junior pastoral systems. Coordinates with Housemaster and pastoral teams.

Email: b.summerfield@stpauls.school.nz



Helen Bradford: Deputy Headmaster – Academic Systems

Oversees academic systems, including timetabling, junior academic programmes/class placements, and learning support integration; supports student transitions and academic organisation.

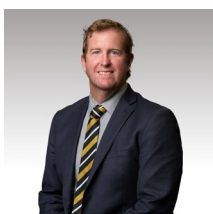
Email: h.bradford@stpauls.school.nz



Josh Hay: Deputy Headmaster – Co-curricular

Oversees co-curricular programmes including sport, music, arts, and student activities outside the classroom. He supports broad participation, leadership, and development opportunities, and liaises with coaches, directors, and activity leaders to enhance student engagement and outcomes.

Email: j.hay@stpauls.school.nz



Brad Emslie: Director of Sport (*First point of contact for sports-related questions)

Works closely with Josh Hay to support sport and co-curricular facilitation and administration within the school community.




Email: b.emslie@stpauls.school.nz




HOUSEMASTERS AND DEPUTY HOUSEMASTERS




Housemasters are the first point of contact for pastoral support, behaviour, wellbeing, mentoring, or adjustment concerns. They are supported by two Deputy Housemasters, a Matron (boarding), and residential assistants.




Pastoral Workflow







1. Parent contacts Housemaster (first point of contact for pastoral, social or behavioural concerns).
2. Housemaster liaises with Deputy Housemasters and pastoral support team (boarding, matron, counsellors).
3. If needed, concerns escalate to Assistant Headmaster (Year 9) or Senior Leadership for school-wide support.





SCHOOL (DAY HOUSE)	HOUSEMASTER		DEPUTY HOUSEMASTERS	
		Daniel Tekā Email: d.teka@stpauls.school.nz		
			Byron de Beer Email: b.debeer@stpauls.school.nz	Guy Johnstone Email: g.johnstone@stpauls.school.nz





HAMILTON (DAY HOUSE)	HOUSEMASTER		DEPUTY HOUSEMASTERS	
		Keegan Stewart Email: k.stewart@stpauls.school.nz		
			Bruce Rawson Email: b.rawson@stpauls.school.nz	Kieran Taylor Email: k.taylor@stpauls.school.nz





FITCHETT (DAY HOUSE)	HOUSEMASTER		DEPUTY HOUSEMASTERS	
		Jason Sharma Email: j.sharma@stpauls.school.nz		
			Jason McGrath Email: j.mcgrath@stpauls.school.nz	Angela Bromwich Email: a.bromwich@stpauls.school.nz





HALL (DAY HOUSE)	HOUSEMASTER		DEPUTY HOUSEMASTERS	
		Ryan McCarthy Email: r.mccarthy@stpauls.school.nz		
			Carl Neethling Email: c.neethling@stpauls.school.nz	Di Taumalolo Email: d.taumalolo@stpauls.school.nz

HARINGTON (DAY GIRLS)	HOUSEMASTER		DEPUTY HOUSEMASTERS			
						
	Rachel Wallis Email: r.wallis@stpauls.school.nz		Email: s.patterson@stpauls.school.nz	Email: j.spenceley@stpauls.school.nz	Email: a.strickett@stpauls.school.nz	Email: j.hudson@stpauls.school.nz

SARGOOD (BOARDING HOUSE)	HOUSEMASTER		DEPUTY HOUSEMASTERS	
				
	Lionel Tapara Email: l.tapara@stpauls.school.nz		Email: l.churchill@stpauls.school.nz	Email: j.nielsen@stpauls.school.nz


WILLIAMS (BOARDING HOUSE)	HOUSEMASTER		DEPUTY HOUSEMASTERS	
				
	Adam Ross Email: a.ross@stpauls.school.nz		Email: h.tarbotton@stpauls.school.nz	Email: b.emslie@stpauls.school.nz

CLARK (BOARDING HOUSE)	HOUSEMASTER		DEPUTY HOUSEMASTERS	
				
	Matt Rees-Gibbs Email: m.rees-gibbs@stpauls.school.nz		Email: l.katene@stpauls.school.nz	Email: m.doyle@stpauls.school.nz

HARINGTON (BOARDING GIRLS)	HOUSEMASTER		DEPUTY HOUSEMASTERS	
				
	Jackie Lock Email: j.lock@stpauls.school.nz		Email: k.lilley@stpauls.school.nz	Email: n.schollum@stpauls.school.nz

LEADERS OF CURRICULUM (FACULTY OR DEPARTMENT CURRICULUM LEADERS)


Leaders of Curriculum (LOCs) are responsible for curriculum planning, departmental teaching programmes, assessment standards, and subject-specific pedagogical consistency. These staff ensure high-quality delivery and coherence of learning within each faculty.



JONATHAN CAMERON

Leader of Curriculum
(Arts)

Email: j.cameron@stpauls.school.nz



JORDAN SIMMONDS

Leader of Curriculum
(English)


Email: j.simmonds@stpauls.school.nz



TESS HASTIE

Leader of Curriculum
(Mathematics)

Email: t.hastie@stpauls.school.nz



DUNCAN GUNDERSEN

Leader of Curriculum
(PE & Health)


Email: d.gundersen@stpauls.school.nz



MATUA LAMONI TAWHA

Leader of Curriculum
(Pane o Te Tari Reo Maaori)

Email: l.tawha@stpauls.school.nz



MAX THOMSON

Leader of Curriculum
(Science)


Email: m.thomson@stpauls.school.nz



ANGELA BROMWICH

Leader of Curriculum
(Commerce)

Email: a.bromwich@stpauls.school.nz

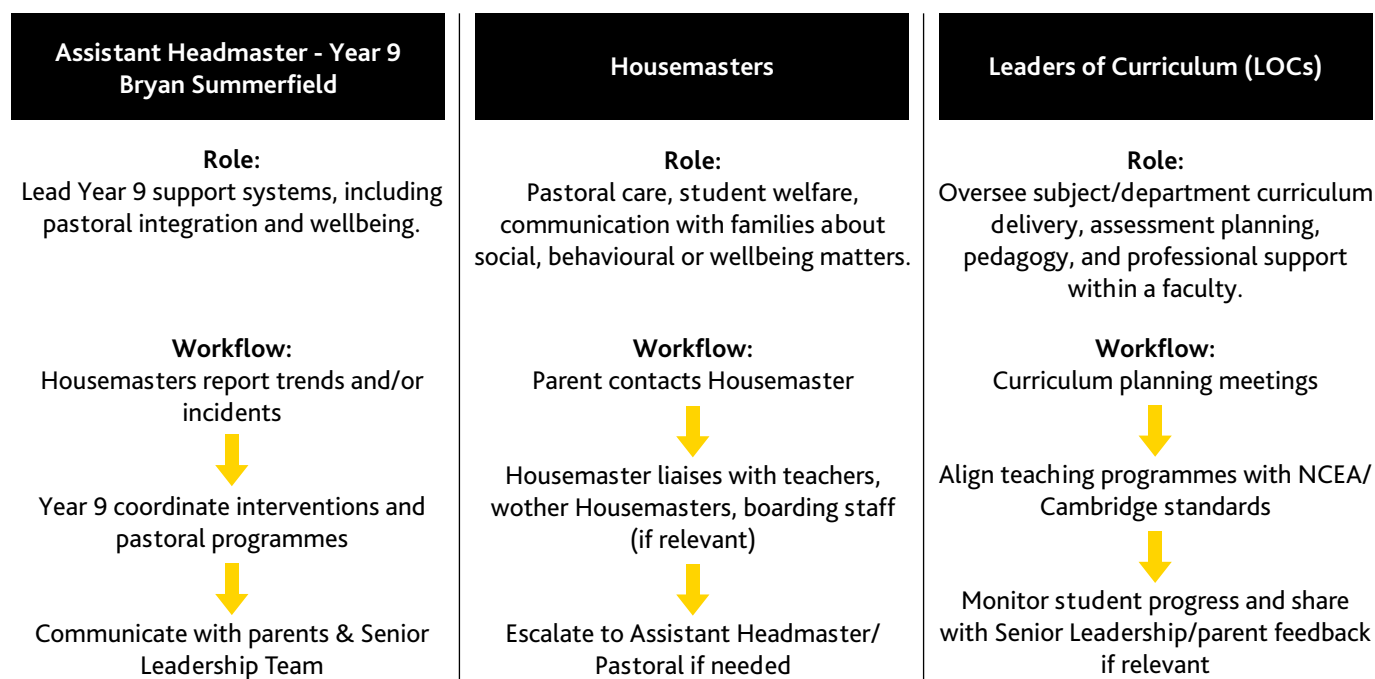


JEREMY NIELSEN


Leader of Curriculum
(Technology)

Email: j.nielsen@stpauls.school.nz

HOW RESPONSIBILITIES AND WORKFLOWS TYPICALLY FUNCTION



ACADEMICS AND TIMETABLING


	DEPUTY HEADMASTER (ACADEMIC SYSTEMS) - HELEN BRADFORD
	Role:
	Manages timetabling, class placements, learning support and academic pathways. Email: h.bradford@stpauls.school.nz

Workflow:
Academic inquiries
↓
Class Teacher
↓
Subject Leader of Curriculum (LOC)

Workflow:
Timetable or academic placement concerns
↓
Deputy Headmaster (Academic Systems)

SPORTS

	DIRECTOR OF SPORT - BRAD EMSLIE
	Role:
	Coordinates coaches, training programmes and competition schedules (first point of contact). Email: b.emslie@stpauls.school.nz

	DEPUTY HEADMASTER (CO-CURRICULAR) - JOSH HAY
	Role:
	Responsible for sport programmes, participation pathways, coaching support and activity planning. Email: j.hay@stpauls.school.nz

Workflow:
Sport-specific queries
↓
Coach/Teacher in Charge

Workflow:
Team programme concerns or pathways
↓
Director of Sport

Workflow:
Broader co-curricular sport planning
↓
Deputy Headmaster (Co-curricular)

GENERAL PARENT ADVICE


When in doubt, start with your child's Housemaster — they will direct you to the right academic or wellbeing support within the school.



St Paul's
COLLEGIATE SCHOOL

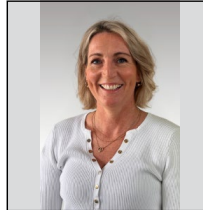
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HEALTH CLINIC



KATE BEGOVICH

School Nurse
Email: k.begovich@stpauls.school.nz



AMY HENWOOD

School Nurse
Email: a.henwood@stpauls.school.nz

The Health Clinic, located in The Hive, is available to all students Monday–Friday (7:15am–3:30pm) and provides health care staffed by a doctor, registered nurse, physiotherapist, and first aider. The Health Clinic supports students who need rest or care during the day, and after-hours care is available for boarders.

Services:

- Drop-in doctor clinic before school
- Nurse support on-site daily
- Physiotherapy available by appointment
- Liaison with local medical services in emergencies
- Vision screening and vaccination programmes
- Communication with families for medical follow-up

Workflow:

Student reports illness/injury to Housemaster/Matrons or presents to Health Clinic




Health staff assess and treat or advise next steps




For ongoing health needs, the clinic liaises with family and external health providers

SCHOOL COUNSELLORS



BLAIR HEATON

Head of Student Services
Guidance Counsellor
Email: b.heaton@stpauls.school.nz



ELZISHA BOTHA

Guidance Counsellor
Email: e.botha@stpauls.school.nz

Located in The Hive, the Counsellors at St Paul's provide confidential emotional and wellbeing support for students. They assist with personal, social or school-related concerns and can support connections to external services when needed. (Contact details and booking information are managed through the pastoral or wellbeing teams via the School Office.)

Workflow:

Student/family request or referral via Housemaster, or Dean teacher



Counsellor assessment and follow-up sessions with the student




Counsellor liaises with pastoral team and family (with consent)



Ongoing support plans developed as needed

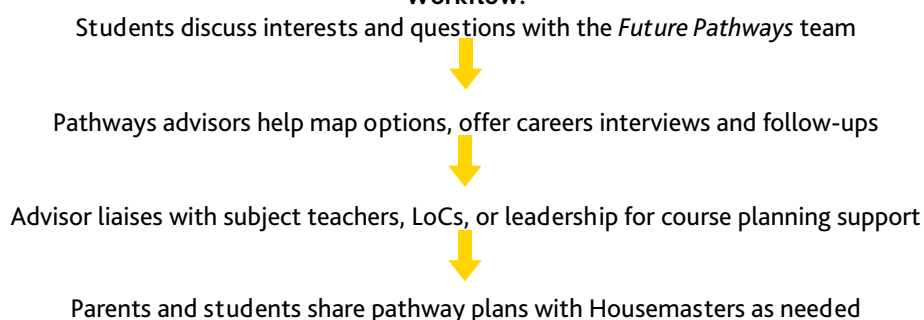
FUTURE PATHWAYS (CAREERS AND TRANSITION)

	JT THOMAS
	Future Pathways Lead
	Email: j.thomas@stpauls.school.nz


	DAN BAIR
	Future Pathways Lead
	Email: d.bair@stpauls.school.nz

Future Pathways at St Paul's helps students explore education, training and career options with personalised guidance, information and planning. Career education includes access to up-to-date provider information, pathway tools, liaison with tertiary providers, and support for subject choice and future planning. *Interviews and personalised planning sessions are typically part of this work, beginning in Year 10 during our Hauora sessions.*

Workflow:




ST PAUL'S LIBRARY/LANDER CENTRE

	NATASHA RENNER
	Librarian
	Email: n.renner@stpauls.school.nz

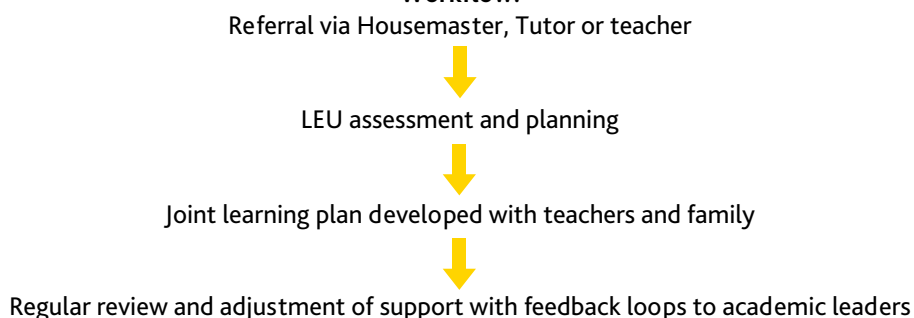
The Library is a central learning hub providing students with access to books, digital resources and study spaces to support reading, research and information literacy across the curriculum. It also offers guidance on resource selection, study skills and digital learning tools. (Note: Specific contact and staff details are available via the [Library page](#)).

LEARNING ENHANCEMENT UNIT (LEU)

	MEAGHAN COOLEY
	Head of Learning Enhancement Unit
	Email: m.cooley@stpauls.school.nz

The LEU provides tailored academic support for students with diverse learning needs. It works with families, teachers and leadership to build strategies that enhance access to curriculum and accelerate progress. LEU staff support literacy, numeracy and study skills development, and coordinate with pastoral and academic teams as needed.

Workflow:



ATTENDANCE PROCEDURES AND WORKFLOW

Regular attendance is essential to student learning, wellbeing, and full participation in school life at St Paul's Collegiate School. Accurate attendance records allow the school to support students promptly and effectively.

Attendance Procedures

- Subject teachers are required to **accurately record attendance for every lesson** using PC Schools.
- Parents and caregivers will be **automatically notified** if their child is marked absent.
- Students are expected to maintain an **attendance rate of 85% or higher** to be eligible for participation in **co-curricular activities**, including:
 - Camps
 - Sporting fixtures and tournaments
 - School balls

The 85% threshold ensures students remain actively engaged in their academic learning while also enjoying the enriching opportunities offered beyond the classroom.

We recognise that **exceptional circumstances** may occasionally impact attendance. These situations are considered on a case-by-case basis in consultation with pastoral leadership.

Unexplained Absences

- Any unexplained absences **outstanding after seven days** will be recorded as **Truant** in the system.
- Relevant **disciplinary pathways** for truancy will then be implemented.
- The **Mentor Teacher and Housemaster** will follow up unexplained absences directly with students and families.
- Consequences for unexplained absences may include:
 - Afterschool detention
 - A parent/caregiver meeting

If a teacher notices a pattern of irregular attendance, **immediate contact should be made with the student's Housemaster.**

How to Notify an Absence

Day students must notify the school **before 8:00am** on the day of absence.

Boarding students must notify both their **Housemaster** and the **School Office**.

Absences can be notified in the following ways:

1. School App – Skool Loop

- Available via Google Play or the Apple App Store
- Register for St Paul's Collegiate School
- Parents can submit absences, view the school calendar, and receive important notices

2. Email

- absences@stpauls.school.nz
- Please include the student's name, year level, and reason for absence
- Copy in the student's Housemaster where possible

3. Phone

- **07 957 8899**, press 1 to leave an absence message

Attendance Workflow:

Parent/Caregiver notifies absence → Attendance recorded in PC Schools → Unexplained absences followed up by Mentor Teacher and Housemaster → If unresolved, consequences applied and pastoral leadership involved → Ongoing concerns escalated to Assistant Headmaster – Year 9 and Senior Leadership as required



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