

Middle School Handbook 2012



St Andrew's College

Middle School Uniform



Years 9 to 11 Girls' Uniform: Summer and Winter

- Collarless blazer;
- White shirt: short- or long-sleeved;
- Tie - with dark blue stripe;
- Skirt - checked (compulsory - all girls must own
NB - When kneeling, skirt hem should touch the ground
- Pinafore - checked (optional);
- Black tights or black knee-high socks;
- Black shoes;
- Cardigan or vest - optional year round;
- Scarf - optional in winter.



Years 9 to 11 Boys' Uniform: Summer and Winter

- Collared blazer;
- Chambray shirt: short- or long-sleeved;
- Tie - with dark blue stripe;
- Charcoal shorts in summer, trousers in winter;
- Black walk socks with blue and white bands;
- Black shoes;
- Vest or jersey - optional year round;
- Scarf - optional in winter.

Middle School Handbook 2012

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Welcome to Life in the Middle School



If you are new to St Andrew's College this year, then I offer you a special welcome. You have come to one of New Zealand's best schools. Like all new schools it may seem a little strange at first, but we will do all we can to help you settle in. Work hard, enjoy your friends and have a very good year.

The Middle School is a time of transition when students are exposed to a wide variety of subjects and activities that will better prepare them for the expectations of life in the Senior College.

The goal of the Middle School team is to encourage students to learn self-discipline, increase their organisational skills, become socially responsible and take responsibility for their own learning.

Students who are making the transition from childhood to adolescence need a special learning environment. Our environment fosters growth, enabling dependent learners to become independent learners.

The Middle School bridges the gap between primary school and the specialised subject-field approach of the Senior College, with a programme that challenges all students intellectually while meeting their physical, emotional, social and academic needs. It provides an environment in which students can combine a sense of security with the motivation to grow and become independent life-long learners.

The St Andrew's College Middle School helps students to work with, appreciate and respect others as well as themselves. It provides opportunities for students of all abilities, interests, and backgrounds to develop fully as learners.

This handbook has been designed to give parents, caregivers and students an understanding of the routines and requirements of a large and busy College.

The information has been laid out alphabetically to give you quick and easy answers to most questions or concerns you may have. If the information you are seeking has not been included or if you need further clarification, the contents will guide you as to the correct procedure and lines of communication to follow, to find the information you require.

A handwritten signature in black ink, appearing to read 'John Anderson', with a horizontal line underneath.

John Anderson
Head of Middle School



Finding Out More

The handbook is well supported by other sources of information:

- The College intranet (<http://intranet.stac.school.nz>) is the most comprehensive source of information for current students and their parents. The fixtures and dates and daily notices information on the intranet should be viewed daily;
- A term fixtures card with important dates and contact details is given to students at the start of each term;
- The College newsletter, **On Strowan**, is emailed home regularly throughout the year;
- Each student has a St Andrew's College diary which includes term dates, information about Sunday evening chapel and daily routines, and an outline of the Code of Conduct;
- The Rector's magazine **Regulus** is issued three times during the year;
- Each Friday during term time, a '**Rector's Comment**' is sent out via email.

Contacting the College

Parents have the opportunity to meet formally with teachers twice a year to discuss student progress. However, if you have immediate concerns about your child's academic progress or pastoral welfare, please contact your student's tutor or the Dean for his or her year group.

Reception Telephone Numbers

Phone: 940 2000

Fax: 940 2060

Office Hours

8.00am – 4.30pm including College holidays.

Email

Most staff can be contacted through email. Use the first initial followed by the surname - for example, Mr John Smith = JSM@stac.school.nz.

General enquiries should be addressed to Margot de Spa, PA to the Rector, at MDE@stac.school.nz.

NB: Staff email addresses are under the 'Key Staff' section on the College website (www.stac.school.nz).

Accounts

Please refer to Fees and Accounts.

Attendance

The College day runs from 8.25 am to 3.30pm, although most co-curricular activities take place outside these hours.

Students must arrive at College in time for tutor group meetings at 8.30 am. If late, the student must first report to the Middle School Centre student reception or the Attendance Officer to sign in. If you are late to tutor meetings you will not be accepted into the group unless you have been issued with a lateness slip. If you arrive late without a slip or do not attend your tutor group meeting you will be placed on lateness report.

Lateness to Class

It is a discourtesy to arrive at class late. If you do arrive late, you should report to the Middle School Centre to obtain a lateness note to take to your class. Enter the classroom quietly and without disruption. Wait inside the door until the teacher is ready and able to acknowledge you. If you arrive late without an acceptable reason or a lateness note from the Attendance Officer or another staff member you will be placed on lateness report that runs on Fridays from 3.30 - 4.00pm. Students should take books for successive classes, and thereby avoid returning to the locker areas between classes.

Sickness

If a student is sick or unable to attend school, their parent or caregiver should ring the absence number: 940 2031 (Attendance Officer is Judy Dasler) before 8.30am. Leave a recorded message with the following information, in this order:

- Student's name;
- Tutor group;
- Periods the student will be absent;
- Reason for absence;
- Daytime contact number of parents or caregiver.

If this procedure is followed correctly, no written note will be required. If you are unable to follow this procedure, a note from parents with the above information is expected on the first day you return.

Absence with Prior Permission

If parents wish a student to be absent from school for a period of one day or more they must seek prior permission in writing from the Head of Middle School.

Appointments During the College Day

If a student has a medical/dentist's appointment during the College day, the student should follow the following procedure:

- Bring a written note from a parent or caregiver to the Attendance Officer or the Middle School Centre reception before 8.30am on the day. When it is time to depart class, show the note to the class teacher. Sign out at student reception before leaving the campus and sign back in on return;
- If arriving at school late after an appointment, a parent or caregiver should phone Judy Dasler before 8.30am stating what time the student will arrive. If you are sick you should see the Nurse on duty in the Health Centre;
- You are encouraged to make all appointments outside school time. If this is not possible, it is a courtesy to inform teachers whose classes you will miss during the appointment time.

Special Leave

Special leave is generally granted for compassionate reasons affecting immediate family, or participation in a recognised event (sports, cultural, seminar, conference). Application forms for special leave can be downloaded from the College intranet and should be submitted to the Head of Middle School not less than ten days in advance. Parents or caregivers will be advised of the outcome of such applications.

College holidays are well advertised, so requests for family holidays during term time or early departures/late returns from holidays are not encouraged and such applications may be declined. The College's reluctance to grant such leave is due to the additional pressure placed on both students and teachers, especially in NCEA years.

Boarders

Please refer to the Boarders' Handbook.

Calendar / Fixtures Card

A fixtures card with important dates and contact details is handed to students at the start of each new term. In addition, all holidays and important dates are posted on the College intranet.

Each student has a St Andrew's College student diary, which includes term dates and information about Sunday Chapel services and daily routines.

Important upcoming events are also listed on the front page of the Secondary School newsletter, **On Strowan**, which is emailed home regularly during the year.

Cafeteria

This is open before school, at morning interval and at lunchtime. Fair prices are charged and profits are utilised to provide amenities for the College. The tables in the cafeteria are to be left clean and rubbish is to be put in the receptacles provided.

Parent help is welcomed by the Café Manager. Please contact the College reception if you are able to help or telephone 940 2005 and ask for Mrs Sharon McDonald.

Camps - Castle Hill

Each year, separate outdoor education experiences are organised for all Year 9 and 10 students. Year 9 has a five-day orientation camp held in Term 1 or Term 2, while Year 10 enjoys a four-day experience later in the year. The camps are compulsory and are well supported by College staff and the Castle Hill Outdoor Education staff and give students the opportunity to participate in a wide range of outdoor activities and team building programmes. For further information, visit the College intranet and click on the Castle Hill link.

Career Advice and Vocational Studies

Career information and opportunities concerning all University and tertiary educational institutions are readily available from the Senior College.

Individual interviews are conducted with all Year 11 students to ascertain their needs for the following year but students at any level may make an appointment for individual assistance with careers

and course planning as well as student selection. For further information please contact Mr Peter Feary.

Mr Mike Smith takes the vocational students' classes in Year 11. He helps senior students of the Middle School develop the skills they will need for successful transition to tertiary education or the workplace. He also runs a Transition to Work programme for individual students completing work experience as part of their weekly timetable.

Work exploration enables you to look at a variety of different career choices that you may be considering. By making contact with Mr Feary or Mr Smith, you will be able to gain assistance in finding suitable workplaces for work exploration. Making decisions about your career is difficult, and work exploration is one way of finding out first hand what it would be like to work in the industries you are considering.

Cars, Parking and Campus Access

Parents' Cars

If there is a need to bring your vehicle on to the grounds, the student drop-off zone is well marked just beyond the Normans Road entrance. Students should be picked up from the car park at the end of the day.

Please respect the barrier arms placed across the campus access road. They are there to ensure safety. Parents' cars may not proceed past this point. There is a small number of visitor's car parks outside reception. No parking is permitted at any time outside the RE Centre.

Student Use of Vehicles

Bringing a vehicle to College carries responsibilities that are non-negotiable. Any student who wishes to bring a vehicle to College must apply to the Head of the Middle School for a Vehicle Use Identification Form.

Student Vehicle Guidelines are detailed below. The guidelines ensure the College receives information in the interests of safety of student drivers and their passengers. Students who do not complete the Vehicle Use Identification Form or observe the Student Vehicle Guidelines must be prepared to accept responsibility for their choices. Consequences range from loss of privilege to Saturday detention.

Any breach of the following conditions will result in the permit being revoked.

- All students who drive a vehicle to College must provide identification information to the College. Bringing a vehicle to school is regarded as a privilege and the College will intervene should the driver infringe either the Student Vehicle Guidelines or the Transport Authority's regulations, while driving to or from College or a College activity;
- A Vehicle Use Identification Form must be filled out and signed by a parent or guardian. This form is available from the Middle School reception or StAC Information and Forms on the intranet and must be completed and returned to Middle School reception, along with the completed and signed Transport Information section from the student diary;
- Students will be advised by the Head of Middle School when their Vehicle Use Identification Form has been processed. A permit sticker will be issued, which must be displayed in the rear window;
- Students who have a full licence and wish to drive other students on College-related activities must provide written consent from their parents or guardians. The driver must also obtain the permission of the staff member in charge of the trip. Before the trip, the driver should provide the teacher with the names of the passengers being transported. The staff member is required to authenticate this information by checking student diaries;
- Students are to park in the following areas only: Brenchley Avenue, Watford Street (unlimited parking side), College Avenue and Normans Road. Students are not permitted to park in limited time zones or staff car parks on site.
- Students must comply with any conditions indicated by parents or guardians on the Vehicle Use Identification Form;
- Students may not bring their vehicles onto the College grounds on any College day between the hours of 7.00am and 7.00pm;
- Students with a restricted licence may not carry St Andrew's College students other than siblings as passengers, even if the passenger has a current full licence. This permission will be entered by the Head of Middle School in the student diary;

- Any changes in licence conditions or vehicles being brought to the College must be immediately communicated to the Head of Middle School.

You must abide by the laws of the road in all respects, especially in relation to carrying passengers. The College cannot be responsible for your actions on public roads. If you accept a ride in a vehicle, you do so at your own risk.

Any breaches of the Student Vehicle Guidelines are viewed seriously and will result in immediate action including the notification of parents or guardians.

Cellphone Procedures

The College is mindful of the role cellphones play in personal security and allow their use during the day at College.

However, the following conditions apply and are non-negotiable:

- Cell phones may be used before/after College, at interval and lunch;
- Cell phones must be turned off and cannot be used or seen during any scheduled class, assembly or Chapel service;
- Cell phones are the responsibility of the student.

Inappropriate use of a cellphone will result in its immediate confiscation. The phone will be held in the Middle School office for a period at the Head of Middle School's discretion, normally of not less than five days. Full details of the College's cellphone policy are available on the intranet. The College takes no responsibility for the security of student cell phones. They are the student's responsibility during the day and they should be covered by their own insurance.

Chapel

St Andrew's College is firmly founded on Christian principles, and worship in the Chapel is a central feature of life in the College community. Our College motto, "Fides Et Patria" (Faith and Country), presents us with a special challenge as we seek to encourage our students to know and love God and to serve others within and beyond our College community. Mid-week Chapel services are held for all year groups during school time. These are compulsory.

Chapel

Sunday evening Chapel takes place at 7.00pm three times a year. Attendance is compulsory and we invite families to join students for these special services. Chapel services are marked in the student diary and on the term calendars.

The services are led by one of our two chaplains, Mr Paul Morrow (College Chaplain) or Mr Cameron Pickering (Assistant Chaplain). The Developing Positive Relationships (DPR) values of compassion, faith, hope, honesty, respect, generosity and responsibility are often profiled in services. One of these values is a focus each term.



Classroom Use and Care

- No class will start or finish with an untidy room;
- Material on teachers' desks, posters, notes on whiteboards and classroom equipment must not be interfered with;
- All students are to keep rooms very tidy, with desks and chairs orderly. Any litter must be picked up at the conclusion of each period;
- The last class of the day, in any room, will ensure desks are neatly ordered, chairs put on desks and windows closed;
- Without a teacher's permission, classrooms are out of bounds at interval and lunchtime;
- Workshops, laboratories, gymnasium, computer rooms, library, and the art and music suites have their own rules. The teacher in charge will detail them;
- No food is to be eaten in any classroom or other school building except during a wet lunchtime or with explicit permission from the teacher;
- Three bells indicate wet weather lunchtime. Wet weather classrooms must be kept clean.

Code of Conduct

Co-curricular Activities

St Andrew's College believes in a holistic education and that co-curricular activity is integral to a young person's development. The College offers an exceptionally wide range of sporting, recreational, musical and other performance opportunities, ensuring students can discover their potential, explore their interests and strive for excellence in their activity of choice. These activities greatly assist in building confidence and self-esteem, as well as making constructive use of leisure time.

Most of the practices for these activities take place either before or after school and all students are encouraged to participate in at least one option per session.

You are required to be actively involved in both a summer and a winter sport or activity.

Exemptions must be cleared with the Head of Co-curricular and will only be granted:

- On medical grounds, for which you need a doctor's letter.

You may not use a part-time job as an excuse to avoid co-curricular responsibilities. If you fail to fulfill your obligations, you are required to make up time in detention.

Sports and activities available to students are listed in the Sports and Activities section on the Intranet.

Code of Conduct

All students are expected to maintain the highest standards of courtesy and behaviour, and understand that there are consequences for poor behaviour. The College Code of Conduct is outlined in the front of the student diary.

The following guidelines represent the key expectations that all teachers have when a student engages in learning at the College:

- **Start** – learning begins by being prepared with correct equipment and homework completed;
- **Tolerate** – respect others' feelings and values, listen to others;
- **Attitude** – a positive learning attitude starts by allowing teachers to help you learn by listening, following instructions and wanting to do your best;
- **Consistency** – for every lesson be on time and be ready to learn.

Communication Protocol			
When I need information on:	I should first call:	I should next call:	I should finally call:
My child's academic performance	Tutor	Dean	Head of Middle School
Classroom activities and concerns	Tutor	Dean	Head of Middle School
Curriculum	Teacher	Head of Department	Head of Teaching and Learning
General Calendar	Middle School Secretary	Dean	Head of Middle School
Confidential personal counselling	College Counsellor	Dean	Head of Middle School
Sports/Cultural	Middle School Secretary	Head of Co-curricular	Dean / Head of Middle School
After school sports	Sports Coach	Director of Particular Sport	Head of Co-curricular
Attendance and reporting absence	Attendance Officer	Dean	Head of Middle School

College Contacts		
Head of Middle School	John Anderson	JAS@stac.school.nz
College Counsellor	John Quinn	JQU@stac.school.nz
Year 9 Dean	Jacqueline Yoder	JYO@stac.school.nz
Year 10 Dean	Clare Register	CRI@stac.school.nz
Year 11 Dean	Chris Atkinson	CAT@stac.school.nz
Middle School Secretary	Lisa Laughlin: 940 2066	LCA@stac.school.nz
Attendance Officer	Judy Dasler: 940 2066	JDA@stac.school.nz
Head of Co-curricular	Denley Jones: 940 2055	DJO@stac.school.nz
College Reception:	940 2000	
Attendance Hotline:	940 2031	

Computers

All students are required to sign and abide by the College Acceptable Use Agreement, which covers access and use of College ICT facilities. The full Acceptable Use Agreement can be found on the intranet. A username and password is provided for each student, which must not be shared.

Students may use computers under supervision in the computer suites and the Library Resource Centre or on their own laptops via wireless in a number of areas. Students have access to email and the internet which is provided to support teaching and learning. Internet traffic is filtered and logged. Students are allocated personal network space, but may also find it advantageous to use a USB flash drive for transferring large projects.

Students are allocated a reasonable number of print credits each year. When these are exhausted students pay for additional printing.

If you require any assistance or have any concerns regarding Information Technology please see the ICT Department.

Counsellors - refer Learning Development

Daily Notices

A sheet of important daily reminders is available for all students and staff to read at the start of each College day. This reminds students of any important events for that particular day. If students are late and have missed their tutor group roll check, they can access the daily notices on the intranet or in the Library Resource Centre. There are three large media screens on campus with regular updates that students should check as well.

Daily Schedule

There are 28 classroom periods scheduled each week. However, your commitments will vary depending on your involvement in options, religious education, physical education, life skills or study. Your timetable will be unique to you. Your Dean, in conjunction with the Head of Middle School, will authorise any changes and approve it.

Tutor group meetings are held on Tuesday, Wednesday and Thursday (for an extended time) and every other Friday. Thursdays are also used for year group meetings run by the year group Dean. A Secondary School assembly (Years 9-13) is held every second Friday, with one period by rotation excluded from the teaching day. On Fridays where there is no assembly, a normal six-period teaching day will operate.

Lunch is at 12.35pm each day and the cafeteria is available at morning interval and lunch times.

Damage

- Any damage or breakage is to be reported immediately to the Head of Operations, Duty Teacher or to the Head of Middle School;
- Where negligence or mischief has contributed to the damage of school property, payment by those responsible will be required;
- Senseless or deliberate damage or destruction of student or school property is considered a serious offence.

Deans

In the Middle School there are Deans for each year group and for international students. The Deans are well-informed, have a personal interest in you and can assist with your academic concerns.

Deans oversee, support and resource the tutors working with students in their year group. They meet with their tutors during Middle School assemblies, provide resources for the tutor meetings and help tutors with individual student issues and concerns that have been referred by the tutor or where the seriousness of the issue demands that they get involved.

The Deans will also visit the boarding houses at least once a term. They meet regularly with the Head of Middle School and play an important part in the pastoral care of students. The Deans may arrange interviews with other members of staff or refer you for careers or guidance counselling.

Appointments for parents to meet any of the Tutors, Deans or Head of Middle School may be arranged by contacting the Middle School Secretary on 940 2066.

2012 Middle School Deans**Year 9 Dean**

Mrs Jacqueline Yoder - JYO@stac.school.nz

Year 10 Dean

Ms Clare Register - CRI@stac.school.nz

Year 11 Dean

Mr Chris Atkinson - CAT@stac.school.nz

Dentist / Doctor Appointments

It is preferred that these are made outside College hours. However, when this is not possible, please refer to the procedure detailed under the heading 'Attendance'.

Diary - Student

All students are supplied with a student diary at the beginning of the academic year. This includes term dates, information about Sunday Chapel services and daily routines. Students are expected to use the diary to record homework and assessment dates.

The diary is checked by tutors and is a useful point of contact for messages between home and school.

Discipline

The College aims to help students develop a sense of purpose, a desire to seek justice, self-discipline and a concern for the wellbeing of others.

At times, the College may need to deal with unacceptable behaviour and a range of disciplinary methods are used, including the following:

- **Lunchtime Fatigues** –
12.50pm – 1.10pm, Tuesday and Wednesday;
- **Home Detentions** –
Set by the classroom teacher;
- **Early Bird Detention** –
7.30am – 8.30am Friday morning by arrangement;
- **After School Detention** –
Friday 3.30pm – 4.30pm;
- **Saturday Detention** –
9.00am – 12.00pm Summer,
1.00 – 4.00pm Winter.

Disciplinary Action**1. Fatigues (NE)**

20 minutes Tuesday, Wednesdays lunchtime.

Examples:

- Incorrect gear;
- Littering;
- Inappropriate behaviour in the grounds;
- Bad language.

2. Lateness Imposition

30 mins: Friday 3.30 – 4.00pm.

- Lateness to class without an exemption slip and no valid excuse.

3. Uniform Report.

Monday – Friday 8.15am – 8.30am Middle School Centre. Parents informed by letter of any infringement.

- Uniform infringement.

4. Time Out

Short period of time outside classroom.

- In class misdemeanors.

5. Class Teacher Detention

20 minutes lunchtime or after school.

Examples:

- Not following instructions;
- Classroom misbehavior;
- Failure to do homework.

6. Home Detention

Home D Sheet – 30 minutes work at home. Parents to sign to witness work.

- Failure to respond to time out or lunchtime issue.
- Not completing set work in school or home.

7. Middle School Detention

Early Bird Friday 7.30am – 8.30am and 3.30pm – 4.30pm.

Examples:

- Bad language in class;
- Fatigue incompleteness;
- Classroom misbehaviour such as defiance, answering back, continued non-completion of class or home tasks;
- Accountability card full;
- Accumulation of five fatigues in a term.

8. Saturday Detention

9.00am – 12 noon or 1.00pm – 4.00pm.
Parents informed.

Examples:

- AWOL;
- Bunking;
- Wilful damage;
- Accumulation of unexplained absences in a term or four Friday detentions in a term.

9. School Detention (HOMS)

Community service hours – outside school hours (length dependent on issues). Parents informed.

Examples:

- Damage to property;
- Theft;
- Bringing the school into disrepute;
- Repeatedly on detention.

10. Withdrawal

One period withdrawal.
Longer term (via Dean or HOMS),
Parents informed.
Student spends time in Student Services, re-entry to class negotiated.

- Persistent non-compliance with classroom expectations.

School detentions and Saturday detentions must be attended and take precedence over other activities. Parents will be notified by letter when a student has a detention. Serious misdemeanours may result in a stand down, conditional enrolment or, ultimately, removal from the College.

Levels System

The Middle School employs a levels system for students causing ongoing concern.

An outline of the process is:

- **Level 1** – Dean meets with student to discuss problem and possible action;
- **Level 2** – meeting to include student, Dean with parents/caregivers informed;
- **Level 3** – meeting to include student, parent/caregiver, Dean and or Head of Middle School;
- **Level 4** – meeting to include student, parent/caregiver, Head of Middle School, Head of Secondary School.

Note: If the behaviour is of a serious nature then the incident may be dealt with at the appropriate level.

DPR Values

Some years ago the staff, students and parents of the College settled on seven values that the College would like to focus on in its life together. These values are promoted in chapel and in tutor groups as part of a programme called DPR (Developing Positive Relationships). The seven DPR values are:

- Faith;
- Compassion;
- Hope;
- Respect;
- Honesty;
- Responsibility;
- Generosity.

Term-by-term focus for 2012:

- Term 1 - Hope;
- Term 2 - Compassion;
- Term 3 - Respect.

Establishing Good Habits in the Middle School

To help make all the DPR Values a 'living part' of St Andrew's, it is important that all students, staff and parents know what expectations the school has for student conduct.

Students, please read the following guidelines very carefully. When all students follow these guidelines and live up to these expectations, the school will be a productive, happy and safe place for everybody.

Respect is the key – respect for oneself, for others, for property.

Always treat others as you'd like them to treat you.

Always look for the good in others. Hold back negative criticism.

Bring your equipment and books to every lesson.

1. In-Class Behaviour

- Have all materials needed for the lesson ready on your desk. Please begin work even if a teacher has not arrived;
- Ensure that one of your class members goes to the Secondary School office and informs the office staff if your teacher is more than a few minutes late for class;
- Wait until all the students from the previous lesson have left or the teacher invites you in before you enter a classroom;
- Stand and be ready to greet your teacher at the start and conclusion of every lesson;

- Always thank your teacher at the end of the lesson;
- Stand when the Rector, Head of Secondary School or Head of Middle School enters your classroom;
- Bring your student diary to every lesson and record your homework;
- No MP3s, iPods, walkmans, discmans, electronic games, or other entertainment devices are to be brought to classrooms. Students may carry a cellphone while at school so they can communicate outside school hours. These must not be brought to the classroom.

2. Out of Class Behaviour

- Greet all adults on the school campus with: 'Good morning/afternoon, Sir/Mam, and a smile! If they are from outside the school, ask if you can help them;
- Remain outside the classrooms at interval and lunchtimes unless three bells are rung to indicate bad weather;
- Refrain from public displays of affection;
- Use appropriate inoffensive language at all time;
- Read carefully the Code of Conduct in the student diary. Understand it and live up to it at all-times;
- Understand that at St Andrew's College we have **zero tolerance of all bullying.**

Emergency Procedures

- Emergency procedures for fire, earthquake or other event are detailed in all classrooms;
- All students must be familiar with signals and the necessary resulting actions. Sensible and supportive actions must be evident during evacuations and other times of confusion or crisis.

Examinations / Assessments

Examinations for Year 9 and Year 10 Middle School students take place in early November. Year 11 students sit College examinations in early September and external examinations from mid-November to early December. NCEA assessment requirements are different for each subject. Individual subject teachers will make this information available to their students early in the course.

Exchanges

St Andrew's has an active exchange programme with schools in seven different regions of the world.

Year 10 girls have the opportunity to participate in a three to four-week exchange with Presbyterian Ladies' College in Sydney and Armidale during Term 2. Boys exchange with Scots College, Sydney, for five weeks in Term 2.

Year 10 students will be invited to apply during Term 3 for the longer exchanges to England, Scotland, Canada and South Africa. Year 11 students will be invited to apply for exchanges to Scotland, Canada and Peru.

The exchanges are for eight to ten weeks and take place either in Terms 1 or 2. Hosting can be in Terms 1, 2 or 3. Not every school is available every year.

Term 2, Year 10 girls have a chance to go on a four week exchange to Presbyterian Ladies' College, Sydney and Armidale. Year 10 boys have a chance for a similar exchange to Scots College, Sydney. Applications for these are usually called for in Term 1.

The exchange information and application packs are available on the school intranet, along with dates for applications. Go to 'Secondary Learning'. The 'School Exchanges' button is at the top of the page. For further information please contact Dr Jeni Curtis on 940 2000 ext. 4063 or email JCT@stac.school.nz.

Vanuatu 2012

Year 11 students are invited to apply for the 2012 Vanuatu Exchange in July.

Ten students, supervised by two staff, will visit Onesua College on the main island of Efate in Vanuatu. Students will be involved in the life of the school, complete service work in the village and help out at a local primary school. The exchange is for 10 days. Two students from Onesua College will then travel to St Andrew's with the returning group to be hosted for 10 days. Applicants must be committed to fundraising and hosting Onesua students on return.

For further information please contact Miss Kerry Larby on 940 2058 or email KLY@stac.school.nz.

Exchanges

Spirit of Adventure Team Trophy Challenge

Year 9 students are invited to apply for a position on the team in Term 4. The expedition is dependent on whether the College is invited to be part of the annual challenge by the Spirit of Adventure Trust. The trophy is contested in Term 1 of the following year.

Exit Procedures

If your child is leaving the College at any level other than Year 13, you must inform the College in writing, giving the required term's notice. There is an official exit procedure to be followed that involves completing a yellow exit card, available from the Dean, and ensuring that all the students' commitments have been fulfilled. This includes the return of all books and materials.

The closure of account, forwarding of educational information, and testimonials are dependant on this being completed correctly.

Fees and Accounts

Each year the Board of Governors reviews the level of fees and adjusts these as necessary. The Board is responsible for establishing the resources needed to maintain the high standards of the College and to provide those resources necessary for the continued development of the facilities and property.

An invoice will be posted to you at the beginning of each month, and the due date for payment is shown at the foot of the statement. Tuition fees will be charged in ten equal instalments, on the invoices dated 31 January to 31 October.

Please note that if you wish to withdraw your child from the College, one full term's notice, in writing, is required. Failure to do this will result in fees for half a term being charged.

Graduation

Personal Learning Skills

The graduation system enables us to highlight students who will not necessarily gain top scholastic awards but always give their best to their studies. The College's basic goal is to ensure all students work to the best of their ability.

It is important to note that this report does not record the student's academic or scholastic ability.

Holidays/Term Dates

Reporting on a positive attitude to class and a good work ethic is the basis of this reporting system. Graduation from Middle School culminates with a graduation certificate awarded to Year 11 students who gain sufficient credits based on their Personal Learning Skills throughout the year. Students are assessed by their classroom teachers and are scored on a four-point scale in each subject over five learning skills, (class work, organisation, homework, co-operation and behaviour). It is designed to recognise and reward students who are most prepared to learn.

An overall graduate score is created by combining, Mid and End of Year report scores. Students are able to graduate from the Middle School with Distinction (95+%) 3.8, Merit (75 – 94%) 3-3.7, and Pass (60 – 74%) 2.4-3.6.

Any students averaging lower than 65% (2.6) for the reports will be placed on a Dean's report, which is intended to assist the student in at least reaching 60% (2.4) average by the end of the year. During the monitoring period the student is asked to record his or her own score in each class, which is then shown to the teacher who will either ratify the mark by leaving it and signing or will alter the grade and sign. This assists students in understanding areas they need to improve upon. Students who do not reach 60% average by the end of Term 4 will need to meet with the Head of Middle School or Senior College for consideration to move to the next year level.

Holidays / Term Dates

Term 1:

Y9 Wednesday 1 February – Thursday 5 April
Y10-13 Thursday 2 February – Thursday 5 April
(10 weeks) - 3 weeks holiday

Term 2: Tuesday 1 May – Friday 29 June
(9 weeks) - 2 weeks holiday

Term 3: Tuesday 17 July – Friday 21 September
(10 weeks) - 3 weeks holiday

Term 4: Monday 15 October – Friday 5 December

Term dates are marked in the student diary, on the Term Fixtures card that is handed out at the start of every term and on the College intranet (<http://intranet.stac.school.nz>).

Holidays/Term Dates

Families are encouraged to make holiday plans during College holidays only. Any requests for students to be absent during term time should be directed to the Head of Middle School.

Homework

Homework is important part of a student's education at the College and is set to reflect or reinforce what is being taught or is going to be taught in class. Parents can assist staff in ensuring that homework is done conscientiously. Each student has a student diary in which homework is recorded daily. Students in Year 9 and Year 10 are expected to do 60 minutes a night. Failure to do homework will result in disciplinary action. Persistent failure will be discussed with parents or caregivers and the year group Dean.

Leadership

Leadership opportunities and positions of responsibility are offered to students in the Middle School.

- **Middle School Leaders**

Applications for this position are available to Year 10 students at the end of Term 3. The year group Dean and Head of Middle School, in consultation with the Head of the Secondary School, appoint up to 30 Year 10 students to carry out duties for the Middle School for the last five weeks of the year and the following year. These duties include organising lunchtime events for Year 9 and 10 students, assisting in the organisation of mufti days and Year 9 and 10 dances, running the Year 11 Semi Formal, doing charity and community work, including assisting patients to Chapel at Christchurch Hospital, reading the lesson at Middle School Chapel each week and assisting in the promotion of the College at Information Evenings and Open Days;

- **Year 9 and 10 Tutor Representatives**

Two students from each Year 9 and 10 tutor group meet once a month with the Dean to discuss points of view raised at tutor meetings. The Dean is able to bring these ideas to the Deans' meeting with the Head of Middle School for consideration;

Year 9 and Year 10 Tutor group representatives hold office for one semester while Year 11 Middle School leaders hold office for one year. In addition, leadership roles are offered with Chapel, sports teams and other co-curricular groups.

Lockers

Leave Procedures refer Attendance

Library

Students are encouraged to use the Library Resource Centre for study, research and leisure reading. The library holds a wide selection of resources including books, magazines, newspapers and electronic resources. Facilities include:

- Resource computers with access to the library catalogue, CD ROMS, and databases;
- Internet access for educational purposes;
- Word processing, scanning and printing;
- Black and white and colour photocopiers;
- Audio and video recorder and video resources for viewing in the library;
- Digital camera for use within the school;
- A wide selection of leisure reading available from the Mezzanine area.

The Library Resource Centre is a busy working environment and we ask you to be considerate of other students working.

Library hours: Monday to Friday 8.30am to 5.00pm;
Monday to Thursday 6.30pm to 8.00pm.

Books and other borrowed material should be returned as soon as students have finished with them. Failure to return borrowed items will result in charges to cover replacement costs.

Lockers

All Middle School students are issued a locker. Lockers are provided for students to keep their belongings safe. Students are discouraged from bringing valuable items and large quantities of money to College but should they do so, their safekeeping is the responsibility of the student.

Bags should never be left unattended and must always be locked away when not in use. Lockers must be emptied at the end of every term. A \$10 key hire is charged to those students with metal lockers who do not return their key at the end of the year.



Lost Property

All items of clothing must be clearly named. This greatly increases the likelihood of getting it back when lost. Lost property must be reported to the Head of Operations, and property that is found must be immediately handed in to the Head of Operations. Do not give up looking for lost items after the first inquiry. All lost property is kept at the pound that is open every Monday and Thursday from 10.30am – 10.45am. You will be charged \$0.50 to reclaim any lost property. Failure to pay the fine will result in a late payment fee of \$1.00. Please note that the Head of Operations will dispose of any unclaimed items after a reasonable time.

Medical Matters

A medical form is sent to parents with the introductory paperwork after acceptance of enrolment. Parents are asked to complete and return the form, as the information is vital in the event of a medical emergency. Should a child's medical circumstances change, please ensure that the College is notified. Any such information remains confidential.

If a student becomes unwell or is injured during the day, they are referred to a Matron or the College Nurse. If the illness or injury is such that the student needs to go home or requires further medical attention, parents or the emergency contact will be notified.

Please do not send your student to school if he/she is clearly unwell.

Karen Monk, a registered nurse, is available from 8.30am to 4.15pm for assessment and treatment of injuries/illnesses, nutritional advice, support to stop smoking, diabetes/asthma support, contraceptive/sexual health advice and support for other health issues such as depression, relationship problems, stress, anxiety, drug and alcohol problems.

A physiotherapist is also available on Tuesdays, Thursdays and Fridays from 8.30am to 4.00pm. Bookings may be made through the Registered Nurse. Students may not leave the College for illness without the permission of the Registered Nurse, who will notify the College Middle School office.

If illness prevents a student attending tests or exams, they must ensure that this is discussed with relevant teachers.

Money

Students are discouraged from bringing large quantities of cash or valuables to school. Should they do so, the College takes no responsibility in the event of a loss. Students should make full use of their lockers to keep their possessions safe.

Movement Between Periods

- Students must move directly and promptly to classes. Movement during a period must not disturb others;
 - Lateness to class must be explained by a note from the previous teacher or the Attendance Officer;
 - A student released from class must carry a teacher's note detailing the reason for, and the time of release. There should be no expectation of being released to go to the toilet or to have a drink of water;
 - When arriving at class, students must quickly and quietly seat themselves and take out the relevant books, homework and equipment – or as otherwise expected by the teacher at the start of the period.
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Music - Performance and Tuition

We strongly encourage our students to explore and develop skills and talents in musical performance. The College has an extensive choral and instrumental programme with many students involved in a variety of groups. Individual tuition in singing and on a range of instruments, including the pipes and drums, is provided through the College by independent specialist staff. A request for tuition should be made on the form available from the Music Department.

Students who already play an instrument and who have reached a sufficiently high level of proficiency are given the opportunity to audition for one of the College performance groups. The groups do not have long rehearsal sessions and they generally take place either before school or during the lunch hour so that rehearsals do not interfere with class time and after-school activities. Further information can be obtained from the Head of Music.

Newsletter

Newsletter

The Secondary School newsletter, **On Strowan**, is emailed to parents approximately every five weeks. It contains important information and dates, as well as items of interest.

If your student has a notable achievement out of College, please make their tutor or Dean aware. If it is a sporting achievement, please also notify the Head of Co-curricular, Mr Denley Jones, on 940 2055.

The Rector's Friday Comment is emailed each Friday during Term time.

Office Hours

The College Office is open for general enquiries from 8.00am to 4.30pm, including during the College holidays. Telephone 940 2000.

Should you need to let us know that your child will be absent, please contact the Absentee Line on 940 2031.

Old Collegians' Association

The subscription for the Old Collegians' Association is included in the acceptance fee for the College, making all students life members after graduation. The aims of the Association are to encourage a kindred spirit and ongoing communication between former students and the College.

The association undertakes a number of social activities each year and sponsors a Scholarship Trust that assists students at the College.

Orientation Week

Information regarding the first week of the school year will be published in the first edition of *On Strowan* and on the College intranet.

Outdoor Education

St Andrew's College has a long history of giving students the opportunity to be challenged in an outdoor setting away from College.

Education outside the classroom takes many forms, from field trips associated with particular subjects such as Geography and Biology to the traditional

Parent Teacher Interviews



orientation camp at Year 9. However, the experience most students recall long after leaving College is the Year 10 winter excursion. Please refer to the College intranet for specific details.

Parent Help

Parent help is welcomed in many areas of the College. In addition to the activities of the Parents and Teachers Association, we particularly welcome offers of help in coaching or managing one of the many sports teams across a large number of codes. If you would like to offer to help, please contact the College.

Parent - Teacher Interviews and Reports

The College makes every endeavour to ensure good communication between teachers and parents about the progress and welfare of students.

Parents have the opportunity to meet with teachers twice a year to discuss student progress. However, if you have any immediate concerns about your child's academic progress or pastoral welfare, please do not hesitate to contact your child's tutor or Dean.

Dates for interviews and reports are always notified on the Term calendar with a reminder placed in *On Strowan*. The College uses an online booking system. An email is sent to all parents with the instructions on how to access it.

Parking / Campus Access

Parking / Campus Access

Please refer to Cars / Parking / Campus Access.

Pastoral Care

Our Pastoral Care Programme looks after all aspects of students' wellbeing while they are at St Andrew's. This is borne out through small tutor groups and a dedicated team of individuals who monitor every student's progress – socially, academically and emotionally.

Occasionally a student may need a little more care than usual. When there is a need, our qualified counsellors are available to offer guidance and support. These people are highly skilled in supporting teenagers in need of counselling.

Mr John Quinn is the College Counsellor. Students can visit him at lunchtime or make an appointment by filling in one of the appointment slips found in a box adjacent to his office. Parents can contact him directly if they have a concern.

The chaplain is also available to all students for help and guidance.

Learning Development

Mrs Lynda Collins and Mrs Shelley Broad are learning development teachers who work with individuals and small groups of students needing learning support.

Miss Mary McNulty organises and co-ordinates appropriate programmes for students who require extension programmes. Students are referred to Miss McNulty by Deans and class teachers.

A teacher aide works with students who require learning support within and outside of the classroom. Mrs Phillipa Lane is available in the library on Monday and Tuesday after school for students who require help with their Maths homework.

Peer Support

Year 12 and Year 13 students operate the peer support programme for Year 9 students during Orientation Week and throughout Terms 1 and 2.

Prizegiving and Assemblies

Philosophy

The Middle School philosophy is to provide a safe co-educational environment that encourages independent learning through a broad and engaging experience that strives for high educational achievement

Two themes support the idea of the movement from dependence to interdependence.

The first theme is providing a safe transition to high school, moving from the more dependant primary school environment to an independent high school environment.

The second theme is an emphasis on broad, integrated and engaged hands-on learning opportunities.

There are a number of reasons for this:

- To keep students interested through this time of potential disengagement from learning;
- To develop a love of learning;
- To develop the independent learning skills needed in higher levels of education;
- To provide a broad base from which students can choose to specialise (i.e. maximising choice in later years);
- To educate the whole person – this is a key opportunity to do this before the more specialised learning that takes place in the Senior College and tertiary institutions.

Prizegiving and Assemblies

Students are rewarded for outstanding performances at assemblies throughout the year. Formal prizegiving ceremonies occur at the end of the academic year - in December.

The whole Secondary School comes together every two weeks for assembly at 8.30 am on a Friday morning. The Middle School assembles on Mondays or Fridays at 8.25am.

Assemblies keep you informed and are an occasion to share in the developments and successes within the College community. Parents are invited to attend when their son or daughter is being honoured.

Privacy

Privacy

Students are not permitted to publish photos and video clips taken at the College or at College events without College permission (see Privacy Policy on intranet for more details). This includes publishing on internet sites such as Facebook and YouTube.

Record of Achievement

A Record of Achievement (RoA) is a document that will develop over time and through all learning experiences. An RoA can demonstrate, with evidence, that you have developed a range of skills which are applicable to your studies and to life outside the College. Your RoA will be posted after the final report of the year.

Why develop a Record of Achievement?

- To raise awareness about the process of learning, and the development of personal transferable skills, general academic skills, and subject-specific skills;
- To help you to reflect upon your learning, and evaluate the developmental changes that are taking place for you;
- To provide a structure for you to work independently to identify skills and achievements gained;
- To assist in forward planning, in study, in personal development, and in career terms.

What will a Record of Achievement do for you?

- Organises all relevant information about your time in Middle School;
 - Provides a framework for recording skills developed over time, so that you recognise the range of your achievements;
 - Summarises achievements to date, providing you with information that you can use at interviews;
 - Can be taken to interviews and shown to prospective employers;
 - Acts as a reminder of your achievements.
-

Reports

Please refer to Parents / Teacher Interviews and Reports.

Rights and Responsibilities

Rights and Responsibilities

Everyone in the Middle School has **ten basic rights:**

1. To be safe whatever they are doing and wherever they are in the school.
2. To receive respect for their person, whatever their age, race, gender, culture, abilities, religion, socio-economic background and sexual orientation.
3. To have their property treated with care.
4. To receive/deliver top quality teaching so that all students reach the highest standards of achievement of which they are capable.
5. To make the optimum use of time in every school lesson.
6. To express their ideas, questions and opinions openly and without fear.
7. To be listened to considerately by children and adults.
8. To receive fair and consistent treatment from all members of staff, according to the agreed expectations of the school (students).
9. To receive co-operation from all students according to the agreed expectations of the school (staff).
10. To work and play in an environment which promotes good health.

Everyone in the Middle School has **ten basic responsibilities:**

1. To treat other people with due regard for their physical safety.
2. To respect other people's age, race, gender, culture, abilities, religion, socio-economic background and sexual orientation.
3. To treat other people's property with care.
4. To allow other people to work to the best of their ability.
5. To attend school and be punctual.
6. To express themselves openly and honestly.
7. To listen to others and take them seriously.
8. To treat students fairly and consistently according to the agreed expectations of the school (adults).
9. To co-operate with staff so that they can do their jobs according to the agreed expectations of the school (students and adults).
10. To work and play in ways which look after or improve the College environment.

Rewarding Student Achievement

We place the highest priority on ensuring that our students are given the opportunity to succeed in a wide range of activities, and that their achievements in these activities are acknowledged.

- We have a range of certificates including Wings awards for high-flying achievers and Triple C awards for students showing Courtesy, Co-operation and Consideration. Staff can award these at any time and they will be presented at Middle School assembly;
- An extensive range of trophies and prizes is awarded to Middle School students prizegivings. These cover achievement, potential, fair play and social skills;
- During the term, the Head of the Middle School invites students from Year 9 for morning tea at the '10 o'clock' Club. Students are selected because they have completed a piece of high-quality schoolwork or have displayed positive attitudes outside the classroom during the preceding week.

With such a range of awards, each and every student has the opportunity to be recognised.

Safe@StAC

The Process

Upon notification of bullying behaviour a meeting with victim, bully and support people is organised.

Note – if bullying is of a serious nature (significant physical harm) then the incident may be dealt with at the appropriate step.

Step 1 – Introduction – why they are all there.

- Discuss – environment they would like to live in, refer to the rules they made;
- What they could do if they saw bullying – options;
- Explain the process if someone does bully;
- Remind them of their responsibilities;
- Use restorative justice model if needed;
- Follow up over the next few weeks with students;
- Facilitator of meeting will inform Deans/Head of Middle School of meeting and who was attending and the result of the meeting;
- The Deans will have the option to ring the parents of the bully and the victim;
- Support offered to all parties.

Step 2 – Dean investigates and handles the process and informs Head of Middle School.

- Meeting with Dean and parents;
- Bullying policy explained;
- Possible consequences considered;
- Help and support offered to both parties;
- Record placed on file;
- Letter sent to parents with minutes and process.

Step 3 – Head of Middle School handles process.

- Meeting with Head of Middle School/Head of Secondary School/Dean;
- Parents involved in meeting;
- Stand down – in/out of school;
- Conditional enrolment negotiated with Head of Secondary School;
- Help and support offered to both parties;
- Information sent to Rector.

Step 4 – Head of Secondary School handles meeting.

- Termination of enrolment;
 - Support offered to both parties.
-

School Shop

The shop is situated at 60 Normans Road, adjacent to the Preparatory School. The shop caters for:

- New uniforms;
- Sports uniforms;
- Stationery;
- General supplies and services.

The shop is open from 8.00am until 4.30pm (weekdays) and remains open with reduced hours throughout all holiday periods. A direct telephone line (03) 940 2032 into the shop has voicemail, so personal contact can be made or messages left.

Out of town parents can arrange a time to visit, including on weekends. Fax: 03 940 2060 or email SCA@stac.school.nz.

Smoking, Alcohol, Restricted and Prohibited Substances

Smoking

The entire College campus is a smoke-free zone. The College promotes the smoke-free lifestyle.

It is against College rules to:

- Smoke at College, in College uniform or at any College function or event;
- Be in possession of cigarettes at College;
- Supply other students with cigarettes.

If these rules are breached, some of the following consequences will apply depending on the number of breaches:

- Student counselled;
- 'Stop' programme recommended;
- Parents notified;
- Community service given;
- Saturday detention given.

Full details of the College's smoking policy can be found on the College intranet.

Alcohol

The level of alcohol consumption among teenagers in New Zealand today is a concern. The development of healthy and realistic attitudes towards alcohol is important. The College is determined to promote healthy and realistic attitudes within its community through education, good role-modeling and consistent standards.

You must not consume, be affected by or be in possession of alcohol at school, in school uniform, or at any school activity. If you do, you will be subject to disciplinary procedures.

Full details of the College's alcohol policy can be found on the College intranet.

Restrictive and Prohibited Substances

No student will consume, carry, store or offer to another student any illegal substance at any time. Potentially harmful excesses, such as 'herbal highs' are prohibited at any function associated with the College.

Full details of the College's restricted and prohibited substances policy can be found on the College intranet.

Drugs

St Andrew's College has a zero tolerance policy to drugs at College. This means decisive action will be taken on any drug-related incident. Drugs are illegal and the College retains a non-negotiable position on any illegal substances.

Sickness refer Attendance

Sports and Activities

St Andrew's College sport engenders healthy competition and develops team spirit and a sense of fair play. We offer a comprehensive sports programme that caters for all interests and abilities, giving all our students the opportunity to represent the College with pride.

Currently the College has well in excess of 200 sporting teams across more than 30 sporting areas. More information, including an up-to-date list of teachers in charge, may be found on the College intranet under the 'Sport & Cultural' link.

Students are notified through daily notices and sports notice boards when meetings and trials will take place. If your child has a notable sporting achievement out of College, please notify the Head of Co-curricular. Participation in a sport or cultural activity is compulsory for all Middle School students throughout the year.

Stationery

Stationery requirements are given to students on the first day of term. Items are available from the College Shop. Students are expected to have their stationery with them on the first full working day of term.

Payments may be made by cash, charge, cheque, credit card or EFTPOS.

Student Reception / Middle School Centre

The student reception coordinates the range of services available to students and is the general point of contact for attendance, arranging meetings with Deans, and the Head of Middle School.

If a student arrives late or leaves the College campus during the day, they must sign in and out at the Middle School reception.

Purchase of tickets for various events is coordinated through the main College reception.

Term Dates

Term Dates / Holidays

Term dates are marked in the student diary, on the term fixtures card that is given to students at the start of every term. They are also available on the College website www.stac.school.nz and intranet <http://intranet.stac.school.nz>.

Text Book Issue and Conditions

Text books are issued free of charge at the beginning of each year and remain the property of the College. They must be handled with care.

They are issued on the condition that they are maintained in good condition throughout the year.

The student is responsible for any repairs that become necessary through misuse. A scale of charges applies if the text is lost or not returned in good condition. This ranges from 50% to the full replacement cost of the book.

Tutor System

Tutors are the prime carers within the school for students in their tutor group. They take responsibility for tracking academic progress, taking an interest in co-curricular activities, monitoring emotional wellbeing and helping with relationship issues.

Tutors need to get to know the parents and guardians of the students in their group, and parents should take issues and concerns about their children to the tutor in the first instance. Other teachers and support staff in the College relay information and concerns about students to the tutor in the first instance.

Features of the tutor system include:

- Tutor groups of 12 to 16 students;
- Regular contact between students and their tutor;
- Tutors take responsibility for overseeing the wellbeing of the students in their tutor group.

The goals of the tutor system are:

- To connect students to a key caring adult in the school system;
- To foster a sense of belonging amongst students;
- To encourage students to maximise their potential in the school environment.

Student needs drive this system. Students are arranged into the smallest possible groups and programmes are developed and delivered accordingly.

Uniform and Grooming

The tutor groups are horizontal. In Year 9 and Year 10 the form class is divided in half. Each half will have a tutor and will be twinned with the other half for tutor support. We endeavour to put Year 9 lockers outside the tutor's classroom to enable greater identification with the tutor and tutor room. As much as possible, tutors will take responsibility for the same group in Year 10 as they had in Year 9. Year 9 tutors will teach the students in their tutor groups and, where possible, tutor groups will be made up to maximise the natural links students have with other students (classroom and extra curricular).

Uniform and Grooming

We hope that all St Andrew's College students are proud to be identified with their school and will wear their uniform correctly at all times. Middle School students who do not wear their uniform correctly may be placed on uniform report by staff and required to report to the Middle School office between 8.00am and 8.15am for five days. Parents will be informed by letter of breaches in standards.

The College uniform is worn at school and when travelling to and from College. You are required to:

- Wear your uniform with **pride**;
- Wear a blazer in the street and wear your shirt/blouse tucked in with the top button and your tie done up;
- Wear clean and polished black leather lace-up shoes in a conservative style with the laces tied;
- Wear shorts/trousers/skirts that fit appropriately and are not too long or too short;
- Wear a complete College tracksuit when travelling home after sport;
- Wear approved dress at physical education and sports practices.

The wearing of patterned or coloured T-shirts or polypropylene under school shirts is not permitted, nor is the wearing of coloured socks. Socks for boys are regulation grey socks in winter and black walk socks in summer.

When travelling with College teams or groups, mufti may sometimes be approved, but only in special cases such as field trips or outdoor education camps.

A final decision on what constitutes good grooming will be made by the Head of the Middle School in consultation with the Head of the Secondary School and the year level Deans.

Guidelines to Good Grooming

- Young men: the hair must not be longer than the length of the collar at the back and must fall above the eyebrow line; sideboards must not be lower than the earlobe nor wider than 2.5cm; hair should be cut in a conservative style no shorter than a number three; the face is to be clean-shaven;
- Young women: long hair must be tied back; hair jewellery is not acceptable; ribbons, bands and ties must be blue or white;
- Young men and women: hair must be clean, well-groomed, in the range of natural hair colour and be kept clear of the face;
- Unusual hairstyles, including dreadlocks and braided hair, will not be permitted;
- Offenders will be sent home and asked to have hair restored to natural colour or to an appropriate style;
- Jewellery: All students may wear a wrist watch; young women only are able to wear one pair of studs or sleepers in the lobe of the ears; students may wear no other rings or studs of any type. In the case of piercing (other than lobe in ear) students may wear a small and inconspicuous plastic retainer at the discretion of the Head of Middle School. No other items of jewellery may be worn. Any breaches will mean the immediate removal of ring, stud or bracelet;
- Wrist bands and bracelets (other than christening bracelets/band), finger jewellery, piercing and visible body art are not permitted whilst wearing the College uniform or sports uniform. Any breaches will require the immediate removal of such items. To wear a christening band an exemption must be obtained from the College Chaplain.

Make-up Guidelines

Make-up is not part of the College uniform and it is not to be worn at any time with school uniform or sports uniform. All forms of make-up are unacceptable, including foundation, mascara, eye-liner, eye-shadow, blusher, lipstick, coloured fingernails and lip gloss.

Valuable Possessions

The College takes no responsibility for large sums of money or for the security of valuable possessions brought to the College. iPods and other electrical apparatus should not be brought to school.



All students are assigned a locker for safe storage of their possessions and all valuable items such as cameras, musical instruments, audio equipment, computers, cellphones should be covered by appropriate insurance and students must take full responsibility for them. Items can be left at the Middle School Centre during the day.

Visitors

All visitors to the College, irrespective of purpose, must report to the main reception beside Strowan House first to sign in and receive a visitor's badge. At the conclusion of their visit they are required to return to the main reception to sign out. There are a few car parks reserved for visitors in front of reception. If these are not available, visitors are required to park in the main car park.

Withdrawals

Repeated unacceptable behaviour in the classroom will result in a withdrawal from class to the Middle School reception. A withdrawal is treated very seriously, with formal recording of events by teacher, student and the Dean.

Repeated withdrawals result in parent interviews, extended periods on class report and may lead to a formal stand-down from school.

Acceptable Use Policy – for computers, the internet and electronic mail.

St Andrew's College provides students with access to its computer network including electronic mail and the internet. To gain access to email and the internet, all students must obtain parental permission as verified by the signatures on a permission form.

What is possible?

Access to the internet enables students to explore a wealth of resources and provides them with an external and internal communication tool. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. Use within the College is supervised and closely monitored. While the College intends that internet resources are used for constructive educational purposes only, students may find ways to access other materials. We believe that the benefits for students in being able to access the internet for information resources, communication and collaboration exceed the disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

What is expected?

Students are responsible for appropriate behaviour on the College's computer network just as they are in the classroom or on the school grounds. Communications on the network are often public in nature. General school rules for behaviour and communications apply. It is expected that students will comply with standards and the specific rules set by the College. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy – Network and email storage areas should contain school-related material only. Periodically, network administrators may review email accounts and network files to ensure that students are using the system responsibly.

Storage capacity – Students are expected to remain within allocated network space and delete material that takes up excessive storage space. Network

spaces should not be used to store music or video files unless they are required for school work.

Software/shareware/games and copying – Students are not to download or install any commercial software, shareware or freeware to College computers or the network. Nor should students copy other people's work or intrude into other people's files. Games are not to be downloaded or played on College computers unless they have been authorised by a teacher as an integral component of a course.

Inappropriate materials or language – No obscene, offensive, abusive or impolite language may be used to communicate nor any materials accessed that are not in line with the school rules. A good rule to follow is never view, send or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately, or the Director of ICT.

Internet access – Students may only use the internet for educational purposes related to school work. For example, internet sites involving online trading should not be accessed from the College unless this forms part of a curriculum programme under the guidance of a teacher. The College network may not be used by students for commercial or illegal activities.

Printing – Students receive a set number of print credits at the beginning of each year and are encouraged to be economical with their printing. They may apply for additional credits if necessary through the library. The cost of additional credits is disbursed to their College account.

These are guidelines to follow to prevent the loss of network privileges at school.

Do not:

- Use a computer to harm other people or their work;
- Damage the computer or the network in any way;
- Interfere with the operation of the network by installing illegal software, shareware, and freeware;
- Violate copyright laws;
- View, send, or display offensive messages or pictures;
- Share your password with another person;

- Waste limited resources such as disk space or printing capacity;
- Use email during class time without teacher permission;
- Enter any other student's personal network space or files;
- Use a computer for non-educational, commercial or illegal purposes.

Do:

- Notify an adult immediately if, by accident, you encounter materials that violate the rules of appropriate use;
- Change your network and email passwords regularly;
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.



History

A comprehensive account of the College's history can be found in *High Flies the Cross*. Copies are available in the Library Resource Centre.

Foundation

The College was founded in 1916 through the efforts of the Rev AT Thompson OBE MA BD, and was officially opened in the Manse of St Andrew's Church, Christchurch, on 17 March 1917 (St Patrick's Day). Duncan Rutherford, a staunch Presbyterian from Leslie Hills, left a generous bequest of £5,000, which was used to purchase "Strowan" from the trustees of the late GG Stead. In 1918 the College transferred to its new site on Papanui Road.

In 1858 St Andrew's Church founded one of the first secondary schools in Canterbury, the Presbyterian High School, which developed into Christchurch West High School and is now known as Hagley Community College.

It was the discovery of the original documents relating to the Presbyterian High School that largely brought about the decision to found the present College, which may therefore claim to be its lineal descendant.

Things Scottish and Presbyterian

Much of what makes this school different from others comes from its Scottish-Presbyterian origins. There are 14 Presbyterian-founded Colleges in New Zealand today. St Andrew's has sporting links with several – John McGlashan (Dunedin), St Kentigern (Auckland), Lindisfarne (Hastings) and Scots (Wellington). There have been many and various links with Rangī Ruru Girls' School and, since the arrival of female students in the Senior College, contacts have begun with Columba College (Dunedin). We share a great pride in our Scottish heritage with all these schools.

The College song was written in 1925 by TA Stuart-Menteath, a member of staff. It tells the legend of the monk Regulus bringing the relics (bones) of the disciple Andrew from Greece to Scotland, and of how the stories of St Andrew and the faith of the Scots who honoured him have inspired Christians through the ages.

The College tartan is the Fergusson tartan, as the Pipe Band got its first kilts in 1924 when General

Sir Charles Fergusson was the Governor-General. Prefects dress formally in kilts, cutaway jackets and sporrans for Friday assemblies.

- 1851** Property RS 299 was first purchased from Canterbury Association by Rev Henry Sidebottom of Halifax for 150 pounds. This area of 50 acres was for his son John.
- 1856** Granted to Sir Thomas Tancred, who built the first homestead.
- 1858** Leased by Thomas Duncan, Crown Prosecutor.
- 1865** Purchased by Duncan who enlarged the house and named the property "Strowan" after a family estate in Scotland (derived from St Rowan, a seventh-century scholar and saint).
- 1890** GG Stead, a noted businessman and horse breeder, bought the property.
- 1918** 30 acres purchased by St Andrew's College Board. Part of Normans Road frontage sold for building sections.
- 1920** Stables (on site of Arts Block) converted into laboratories. Gymnasium built alongside.
- 1921** No 2 and 3 fields laid – previously potato paddocks.
- 1922** Quadrangle formed. Old Rutherford House (initially called Junior House and now called Erwin) begun. Preparatory School, classrooms and open air dormitories sited there.
- 1924** Old Rutherford House completed. Swimming pool built.
- 1926** Junior School built, facing Normans Road.
- 1931** No. 3 field laid.
- 1932** Driveway put through from Strowan House to Junior School.
- 1933** Depression labour used to help build up and landscape Strowan Stream
- 1941** New tennis courts opened by junior school. Prefects' study built.
- 1944** Assembly Hall opened – previously the Amberley Girls' College gymnasium.
- 1945** A St Andrew's Kindergarten established in Western Road.
- 1949** Science block opened. (Memorial to 'Pat' Hyndman and Dudley Bowker, two Old Collegians killed in World War II).
- 1951** Boarders' recreation hall opened.
- 1952** Preparatory School built on present site (for Years 7 and 8). Chapel foundation stone laid.
- 1953** 'Old Boys' Field' laid; the work of the Old Boys' Association.
- 1954** Memorial Chapel built on the site of The Grove, across Strowan stream.

History

- 1955** Extensions to Preparatory School (for Standards 3 and 4).
- 1958** 'Wilson Field' laid (formerly a boggy horse paddock). Project directed by an Old Collegian, D.C. Wilson. Band room also built. A two-storey wing added to south end of science block.
- 1959** Cricket pavilion erected, and baths' dressing sheds.
- 1961** A two-storey administration and library-classroom block added to north end of science block.
- 1964** Second storey added to science block.
- 1965** TD Burnett Memorial Block and Mountain Lodge opened.
- 1967** Jubilee Hall opened. Chisholm Wing added to Mountain Lodge.
- 1970** Richard Askin Memorial Band Room built. Rutherford House built.
- 1973** Cafeteria and Theatre opened.
- 1974** Arts block opened and grass tennis courts laid.
- 1975** Further Preparatory School extensions opened. Name of Old Rutherford changed to Erwin Block.
- 1976** New library wing and senior study begun.
- 1977** New library wing, senior study, squash courts and Preparatory School extensions opened. New hostel buildings commenced. Squash courts built.
- 1978** Agricultural laboratory opened. New tennis courts and maintenance area developed. New boarding houses built.
- 1979** Opening of MacGibbon and Thompson Houses.
- 1980** Opening of music suite.
- 1981** Fundraising appeal to restore Strowan House and add fourth floor to Arts block.
- 1982** Restoration of exterior of Strowan House. Refurbishment of staff room and laundry. Completion of fourth floor on Arts block. Upgrading of Science laboratories. New Fine Arts centre opened. College display at Canterbury A & P Show.
- 1983** Erwin House renovated. Deans introduced.
- 1984** Erwin classrooms, computer laboratory and horticultural shade house set up.
- 1985** Restoration of exterior of Strowan House and establishment of museum and photographic display. Preparatory School given separate identity.
- 1986** New remedial department, Strowan House. New lighting in Junior School. New stained glass window in Chapel. Horticultural tunnel house completed. New storage facilities in gymnasium. Alterations to metalwork department, Burnett Block. Refurbishing of 7th form study (now room10). Showcases built for museum by Old Boys' Association.
- 1987** Year Book introduced. Upgrading of science laboratory. New covered entry to dining room. Remodelling of administration offices.
- 1988** Introduction of in-house computer system for school administration, renovations to library and science laboratories; new staffroom at Preparatory School; new stock-watering system at Cave farms; new drying room at Mountain Lodge. The swimming pool was heated.
- 1989** Chapel refurbishment, upgrading of geography department, boarding houses and food storage area in Strowan. New staff committees. Curator employed. Museum established.
- 1990** New gymnasium floor. Preparatory School extensions commenced. Senior College concept approved. Publicity officer appointed.
- 1991** Jubilee planning committee set up. Senior College Student Centre commenced. Quad redesigned.
- 1992** Opening of Senior College 75th Jubilee celebrations. Director of Development appointed. Quadrangle redeveloped. Rentoul House for girl boarders opened.
- 1993** Normans Road widened. Rutherford House remodelled. Second girls' boarding house opened.
- 1994** New physics laboratory and library extensions opened. Computer system installed in library. Theatre and gymnasium extensions started.
- 1995** Formation of Art Acquisition committee. Junior school renovated.
- 1996** Ager sports pavilion opened. New chairman for Foundation. Fundraising committee begins planning for \$3 million capital campaign for new technology centre. Full coeducation (by 2000) announced. Office of Bursar ceased, replaced by that of Administration Manager and Financial Accountant.

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- 1997** Erwin building moved to a temporary site on the far side of number 3 field and construction started on the new technology centre.
- 1998** RDH Steel Technology Centre opened 24 July. Car park put in front of Senior College. Erwin moved to present site opposite Assembly Hall (on rollers across rugby field, down behind Thompson House then across the cricket field).
- 1999** Preparatory School technology centre in the Burnett Block reopened. Science block upstairs renovated. Co-education now complete. Thompson House restructured for Girls. Maintenance workshop relocated at end of Wilson Field near Band Room.
- 2000** St Andrew's College Pre-School opened on 17 July. Junior School relocated to new site. Fine Arts rebuilt on same site. MacGibbon House restructured.
- 2002** Music suite completely refurbished and extended. English Language Centre opened in the old Girls High School in Cranmer Square.
- 2003** Television and Media studies suite refurbished. New play area for Preparatory School.
- 2004** Preparatory School Arts & Library Centre opened. Two squash courts converted into a gym.
- 2006** Senior College officially named Rentoul Senior College.
- 2007** 90th anniversary celebrations. Mrs Christine Leighton appointed Rector.
- 2008** Castle Hill outdoor education centre completely rebuilt and renamed the Alistair Sidey Mountain Lodge. Work commenced on new Science and Mathematics block.
- 2009** Spiro Science and Mathematics Centre completed. New Foundation Sports Pavilion constructed at south end of Science Block. Work commenced on new quadrangle.
- 2010** Foundation Sports Pavilion opened. Construction of the new Preparatory School commenced. Trumic family donated 'Cubes' created by Neil Dawson.
- 2011** January completion of the new Preparatory School. Strowan House refurbished. 6.3 magnitude earthquake, February 22. Thompson and MacGibbon Houses demolished along with the Pipe Band Room. Extensive damage to Chapel and Strowan House. Strengthening of the Arts Block and Rutherford House to meet current building codes.



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