

Preparatory School Handbook 2012



St Andrew's College

Preparatory School Uniform



Years 1 - 8 Girls' Uniform: Summer and Winter

- Collared blazer
- White shirt: short- or long-sleeved
- Tie - with baby blue stripe
- Pinafore - compulsory for Years 1 - 6, optional for Years 7 and 8
- Middle School checked skirt - optional for Years 7 and 8
- Black shorts: optional for Years 1 - 8 in summer
- Black tights in winter, black socks in summer
- Black shoes
- Cardigan - optional year round
- Scarf and beret - optional in winter
- The collared blazer can be worn into the Secondary School, until a replacement needs to be purchased



Years 1 - 8 Boys' Uniform: Summer and Winter

- Collared blazer
- White shirt: short- or long-sleeved
- Tie - with baby blue stripe
- Black long trousers or shorts in winter, black shorts in summer
- Black socks - knee-high, with white and blue bands
- Black shoes
- Jersey or vest - optional year round
- Scarf - optional in winter

PE Uniform Years 4 - 8

- College tracksuit
- Navy blue St Andrew's polo shirt
- White shorts
- White socks
- Non-marking court shoes

Preparatory School Handbook 2012

Contents

Introduction	2	Leadership & Service Opportunities	16
Vision for Learning	3	Learning Enrichment	16
Preparatory School Staff -		Library	17
Leadership	4	Lost Property	17
All staff	5	Mobile Phones	17
Staff Emails	6	Music	17
Key Dates and Contacts	7	No Hurting Policy	19
Absence	8	Parent Interviews	20
Accounts	8	Parking	20
After School Care Programme	8	Pipe Band	20
Assemblies	8	Prizegiving	20
Badges/Awards	8	PTA	20
Bikes and Scooters	8	Road Patrol	20
Cafeteria	8	Scholarships	20
Camps	9	Sick Bay	21
Chapel	9	Speech and Drama	21
Class Trips	9	Sport	21
College Shop	10	St Andrew's College Song	26
Communications	10	Stationery	26
Computers/ICT	11	Sun Safe	26
Dance	13	Support for Learning	26
Database Information Check	14	Uniform and Grooming	27
Dental Care	14	Water Safety	27
Diary	14	Speech and Drama Reply Slip	29
Developing Positive Relationships		Instrumental Tuition Reply Slip	31
Expectations Policy	14	Pipe Band Application	33
Fixtures and Planners	16	After School Care Reply Slip	35
Holiday Programmes	16	Cafeteria Helpers Reply Slip	35
Homework	16	IT Parent Permission Form	37
Houses	16	StAC Ballet Academy	39



Preparatory School Handbook 2012

This Handbook provides general information about the school and school-related systems and procedures, and is aimed at parents and students.

For further clarification, or for information not included here, please contact the Preparatory School Reception on 03 940 2037.

The information is in alphabetical order.

We are hopeful the disruptions of 2011 are well behind us so this year we are able to fully embrace and utilize the school's new facilities and associated site works. The Year 4-8 classrooms feature ergonomically designed student desks and chairs, interactive whiteboards, individual student lockers, and the very latest technology. The internal areas are spacious, which allows the learning to move beyond the classrooms to other learning areas; to the expansive hallways and to specialist facilities for Food & Fabric, Science & Technology, Art, Movies and TV broadcasting. The ground water heat pump system is expected to be fully operational in readiness for the start of winter. This advanced system is environmentally friendly and a significant cost saving measure for the school.

2012 also sees the on-going development of curriculum documentation and information. Specific curriculum and learning information can be obtained from the school's Curriculum Plan. Copies of this

document can be collected from Reception or downloaded from the College's web page. For a diagrammatic summary of the school's learning approach please refer to the 'Vision for Learning' model shown on page 3.

Your child attends school at an exciting time. Learning today is engaging and meaningful, and as well as growing knowledge there is a strong emphasis placed on developing key learning skills and strategies, and understanding. The aim is to foster and grow independent learners and responsible individuals. Of course the quality of the teaching staff is the most crucial factor in determining quality learning, and we are indeed fortunate to have such capable teachers in the school.

I hope your child enjoys a positive and productive year in the Preparatory School. Please do not hesitate to contact your child's class teacher should you wish to discuss any matter pertaining to information contained in the Handbook or about the school generally.

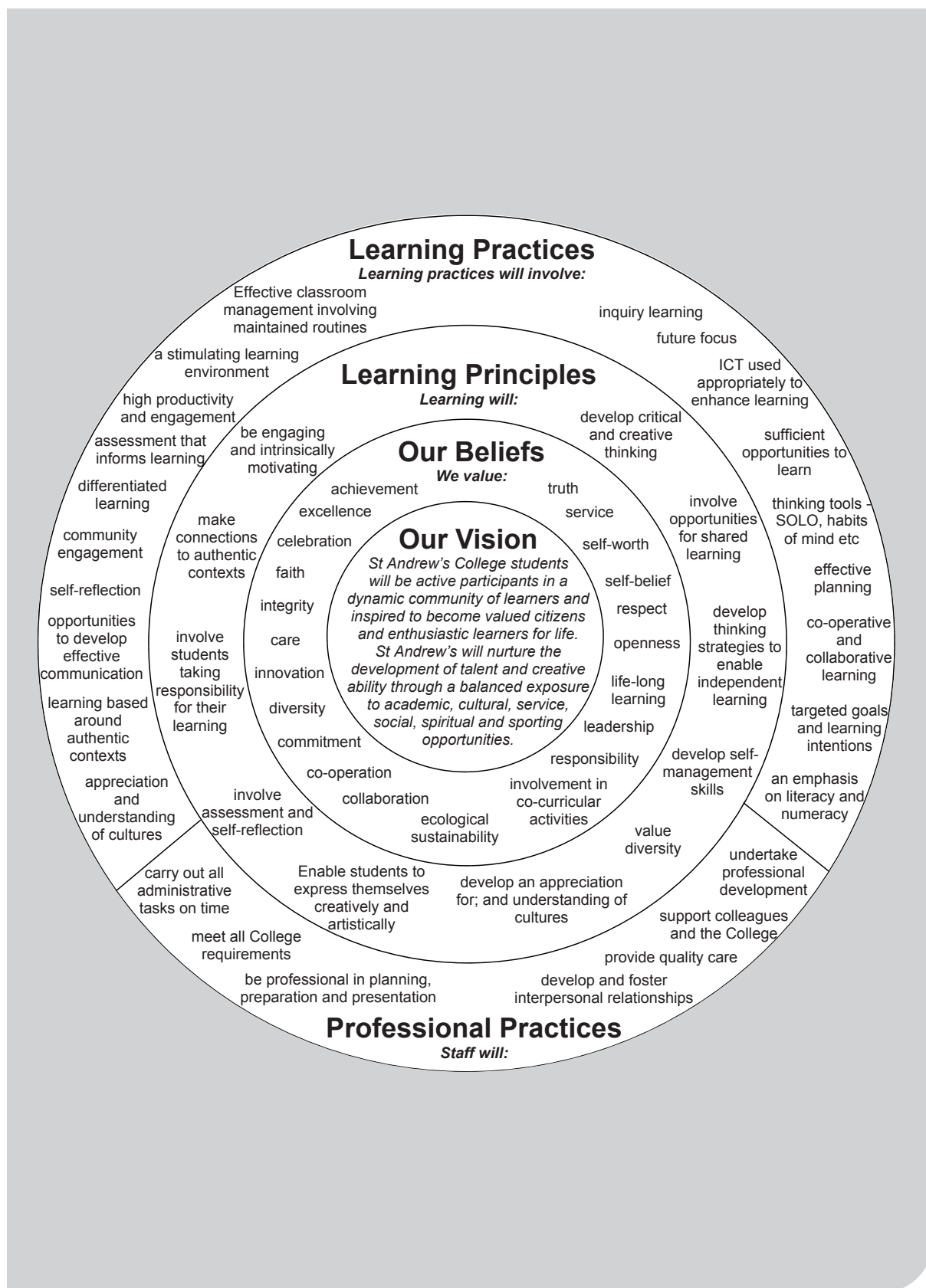


Jonathan Bierwirth

Principal, Preparatory School
Deputy Rector, St Andrew's College



Vision for Learning Model



Preparatory School Leadership Team 2012

Principal of the Preparatory School

Mr Jonathan Bierwirth

Nat Dip Ed Man, B Tchg & Ln, Higher Dip T, TTC

Deputy Principal

Mr David Farmer

Bachelor of Ed

Assistant Principal

Mrs Ann-Maree Bateman

HDipT, ATCL

Head of Education

Mrs Vicki Pettit

BSc, Dip T

Syndicate Leaders

Senior (Years 7 & 8):

Mr David Farmer

BEd

Middle (Years 4-6):

Mrs Diane Cumming

Dip T

Junior (NE -Year 3):

Mrs Ann-Maree Bateman

HDipT, ATCL

Head of Learning Enrichment

Mrs Kelly McBride

BEd, Dip T

Head of Sport

Mr Alex Kelley

BA(Hons), Grad Dip Tchg & Ln

Chaplain

Mrs Jillian Fenton

BEd, Dip T



Preparatory School Staff 2012

Principal of the Preparatory School		Mr J R Bierwirth Nat Dip Ed Man, BTchg & Ln, H.Dip Tchg, TTC
Deputy Principal		Mr D C Farmer BEd
Assistant Principal		Mrs Ann-Maree Bateman H.Dip Tchg, ATCL
Head of Education		Mrs Vicki Pettit BSc, Dip Tchg
Syndicate Leaders	Senior (Y7-Y8)	Mr David Farmer BEd
	Middle (Y4-Y6)	Mrs Diane Cumming Dip Tchg
	Junior (NE-Y3)	Mrs Ann-Maree Bateman H.Dip Tchg, ATCL
Head of Learning Enrichment		Mrs Kelly McBride BEd, Dip Tchg
Head of Sport		Mr Alex Kelley BA(Hons), Grad Dip Tchg & Ln
New Entrants (T.3-->)	1SB	Mrs Ann-Maree Bateman H.Dip Tchg, ATCL
New Entrants/Year 1	1CF	Mrs Anne Fletcher TTC
Year 1	1AH	Mrs Annabell Hitchings BA, TTC
Year 2	2TMD	Mrs Susan McDonald BA, MTchg, Dip IT (Ed), Dip Tchg
	2SML	Mrs Annabelle McLauchlan TTC
Year 3	3AH	Miss Jane Howie BEd
	3CR	Mrs Jane Radford BA, Dip Tchg, Dip Chn Lit
Year 4	4TM	Mrs Penny Munro-Foster BA, Dip Tchg, TESOL (Dist)
	4SM	Miss Anneke Moore BTchg & Ln
Year 5	5CC	Mrs Nicky Clark Dip Tchg, BTchg & Ln
	5AL	Mrs Mary Leota Dip Tchg, AISTD
Year 6	6TC	Mrs Diane Cumming Dip Tchg
	6SB	Mrs Kate Brown BEd, Dip Tchg
Year 7	7TDG	Mr Duncan Doig Dip Tchg/Karla Guerin DipTchg
	7AH	Miss Rachael Hoddinott Bed, Dip Tchg
	7CK	Mr Alex Kelley BA(Hons), Grad Dip Tchg & Ln
	7SM	Mrs Kelly McBride BEd, Dip Tchg
Year 8	8SF	Mr David Farmer BEd
	8AC	Mrs Julia Evans BTchg & Ln, H Dip Tchg
	8CM	Mrs Rebecca McPhail BTchg & Ln
	8TW	Miss Bridget Walsh BEd (Tchg)
Language		Mrs Virginia Simcock BA, Dip Tchg, Cert Social Work - Japanese
		Mrs Bronwyn Radcliffe BA, Dip Tchg - French
		Mr Alexis Evlampieff / Mr Ben Smith BTchg & Ln - Spanish
Learning Support		Mrs Barbara Broughton Adv Dip Tchg, Dip STN, BTchg & Ln
		Mrs Pat Barry - Teacher Aide
		Mrs Heather Wilson - Teacher Aide
Art		Mrs Pip Dinsenbacher BA, Dip Tchg, Dip Chn Lit
Drama / Dance		Ms Virginia Thorner BEd, Dip Tchg
Physical Education		Mrs Kate Taylor BEd, Dip Tchg
Librarians		Mrs Cathy Kennedy Dip Tchg - Library Resource Manager
		Mrs Rose Townsend NZRN
		Mrs Margie Broughton BSc
Music		Mrs Rachel Wilford BA, Dip Tchg
		Mr Michael Lawrence BA, MusB (Hons), FTCL, LRSM, Dip Tchg
		Mr Mark Hodgkinson BMus, FTCL, LRSM (Trumpet)
Religious Education		Mrs Jillian Fenton Bed, Dip Tchg
		Mr Paul Morrow B Tchg & Ln, Dip Tchg
Materials Technology		Mr John Hamilton NZATC
Food Technology		Mrs Therese Bierwirth TTC, ATCL
Counsellors		Mr John Quinn BA, Dip Social Work
After School Care		Mrs Karen Monk RpdN, RPN, PGDip Health Sc
Office Manager		Mrs Mary Minson / Mrs Patricia Barry
Office Assistant		Mrs Barbara Prentice
		Mrs Jenny Neill

Preparatory School Staff Emails

Jonathan Bierwirth	Principal	jbi@stac.school.nz
Vicki Pettit	HOE	vpe@stac.school.nz
Ann-Maree Bateman	AP (1SB T3 & 4)	aba@stac.school.nz
Anne Fletcher	1CF	afl@stac.school.nz
Annabell Hitchings	1AH	ahi@stac.school.nz
Annabelle McLauchlan	2SML	amc@stac.school.nz
Susan McDonald	2TMD	smc@stac.school.nz
Jane Howie	3AH	jhw@stac.school.nz
Jane Radford	3CR	jra@stac.school.nz
Anneke Moore	4SM	amo@stac.school.nz
Penny Munro-Foster	4TM	pmu@stac.school.nz
Nicola Clark	5CC	ncl@stac.school.nz
Mary Leota	A5L	mle@stac.school.nz
Diane Cumming	6TC (Mid Syn Leader)	dcu@stac.school.nz
Kate Brown	6SB	kbr@stac.school.nz
Duncan Doig	7TDG	ddo@stac.school.nz
Karla Guerin	7TDG	kgu@stac.school.nz
Rachael Hoddinott	7AH	rhd@stac.school.nz
Alex Kelley	7CK (Head of Sport)	ake@stac.school.nz
Kelly McBride	Y7/8SM	kmc@stac.school.nz
Rebecca McPhail	8CM	rmc@stac.school.nz
David Farmer	8SF DP (Sen Syn Leader)	dfa@stac.school.nz
Julia Evans	8AC	jev@stac.school.nz
Bridget Walsh	8TW	bwa@stac.school.nz
Barbara Prentice	Office Manager	bpr@stac.school.nz
Jenny Neill	Office Assistant	jne@stac.school.nz
Cathy Kennedy	Librarian	cky@stac.school.nz
Rose Townsend	Library Assistant	rto@stac.school.nz
Margie Broughton	Library Assistant	mbr@stac.school.nz
Pip Dinsbacher	Art	pdi@stac.school.nz
Barbara Broughton	Head of Learning Support	bbr@stac.school.nz
Kate Taylor	PE	kta@stac.school.nz
Ben Smith	Spanish	bsh@stac.school.nz
Alexis Evlampieff	Spanish	aev@stac.school.nz
Rachel Wilford	Music	rwi@stac.school.nz
Ginny Thorner	Drama	gth@stac.school.nz
Therese Bierwirth	Food Technology	tbi@stac.school.nz
Pat Barry	Teacher Aide	pba@stac.school.nz
Heather Wilson	Teacher Aide	hwi@stac.school.nz
Jillian Fenton	Preparatory Chaplain	jfe@stac.school.nz

Key Dates and Contacts

Term Dates 2012

Term 1: Wednesday 1 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 7 December
(8 weeks)

School Hours

Monday, Tuesday, Thursday and Friday:
8.25am – 3.20pm

Wednesday:
8.25am – 2.25pm *Wednesday classes conclude
at 2:25pm for sports practices

Morning Break: 10.30am – 10.50am

Lunchtime: 12.35pm – 1.35pm

Office Hours

8.00am – 4.00pm

Preparatory School Phone Numbers

School Office: 940 2037
Fax: 940 2059
Attendance Line: 940 2031
College Shop: 940 2032
60 Normans Rd

Intranet Access

<http://intranet.stac.school.nz/default.aspx>
Click 'Preparatory Learning'
Parent login : stac\prepparent
Password : stac347prep

Emailing Staff - see list on page 6



Absence

The telephone number for notifying absences is 940 2031. Please ring by 8:15am All absences must be explained to the class teacher by a note/email from a parent or guardian. Teachers need to be notified if any appointments make it necessary for your child to leave the school grounds or be late for school. All unexplained absences are followed up by a phone call.

Accounts

School fees are charged ten times a year: January to October.

All additional costs incurred in education outside the classroom (e.g. transport, entry costs) will be disbursed to accounts and invoiced monthly.

After School Care Programme

The After School Care programme will operate in the Library. There are about 15 children who use the facility regularly and each day there are casual places available.

The operating hours are 3:20pm to 5:20pm. (Wednesday 2.25pm - 5.20 pm). Flexibility of use is possible - i.e. sessional (1 - 2 hours), 1 - 5 days per week, casual or regular.

The cost is \$7.00 per hour or part thereof, and accumulated hours will be disbursed to accounts at the end of each term.

We provide an afternoon tea snack (drink and couple of biscuits), and activities include Lego, some computer access, TV/video watching, reading, homework and some and outside play (weather permitting).

Although homework monitoring will be provided where applicable (i.e. according to the year level of the student), the programme is less structured than school and will be more relaxing.

Should you wish to enrol your child in the After School Care programme please complete the applicable form at the back of the Handbook and return it to the Preparatory School office. For casual use, please advise the school office, phone 940 2037, early on the day.

The After School Care hotline during After School Care operating hours is 940 2018.

Assemblies

The Junior Department holds an assembly most weeks.

Years 4 - 8 have an assembly most Thursday mornings at 8.35am.

The Preparatory School has three major assemblies each year - towards the end of Terms 1, 3 and 4. At these assemblies we acknowledge major academic, sporting, cultural and service achievements. We welcome parents and extended family to these assemblies, particularly if your child is being presented with an award.

Badges / Awards

Children are able to work towards several badges and awards each year - e.g. Science Badges, Sports and Cultural Badges. Further information is available from classroom teachers.

Bikes and Scooters

Children from Years 1-6 may bike to school with the permission of the Principal, although we prefer that only Year 7 and 8 children choose this option. Bikes must be stored and locked in the bike area behind the Junior Department. Children of any age may ride a scooter to school. Scooters must be locked in the area provided in the bike shed area. Neither bikes nor scooters may be ridden in the school grounds.

Cafeteria

A menu from the cafeteria is included with this Handbook. Preparatory School children are unable to go directly to the cafeteria to make purchases, but if students wish to order lunch, they must write their order on the form provided in the classroom, enclose the correct payment in the plastic bag provided and place the bag in the lunch order basket in their classroom. Orders are returned to the classroom just prior to lunchtime. Morning tea is not available from the cafeteria and must be provided by parents.

Preparatory School children may not purchase softdrinks or Powerade.

Cafeteria

Children are not permitted to bring sweets, ice creams or soft drinks to school. Juice and bottled water is available from the cafeteria.

The cafeteria is run by Mrs Sharon McDonald, with the assistance of voluntary parent helpers. The hours are 9.00 am – 1.30 p.m. If you can give up the occasional morning to assist in the Cafeteria, please complete the appropriate form at the back of this Handbook. With the help of parents we are able to keep the prices down. If you have any further enquiries, please call Cafeteria Manager Sharon McDonald on 940 2005.

Camps

Each year, children in Years 4-8 will attend a camp.

- Year 4: Woodend Christian Camp in Term 2
- Year 5: Living Springs in Term 1
- Year 6: Wainui in Term 1
- Year 7: Castle Hill in Term 4
- Year 8: Castle Hill in Term 2

Information pertaining to each year group that will attend camp in Term 1 accompanies this Handbook.

Chapel

The Memorial Chapel holds a very special place in the life of St Andrew's. It was built in 1954 as a memorial to those who lost their lives in World War II. It is currently not being used due to earthquake damage.



Class Trips

All students attend a weekly daytime chapel. For the Preparatory School this service is 8.40am for years 7-8 and 9.00am for Years 1-6 on Tuesday mornings. The services are led by one of our chaplains.

The Developing Positive Relationships (DPR) values of compassion, faith, hope, honesty, respect, generosity and responsibility are often profiled in these services, and we focus on one of these values each term.

We also hold a Sunday evening service towards the end of Terms 1, 3 and 4, to which all families of students are invited. Students also participate in weekly Religious Education lessons in the classroom.

Class Trips

Information is sent out by classroom teachers and where possible, included in the term planner.

On the first day of the new school year, a consent form will be sent home to you. It is to be returned to your child's class teacher immediately. This will give your child permission to attend all Level 0, 1 and 2 (see below) class trips during 2012. Email notification of each trip, including method of transport, will be sent home prior to the outing. If you do not wish for your child to attend a specific outing, please notify the classroom teacher at least two days prior to the trip.

All Levels 3 and 4 trips will require individual consent. This will be sent home at least one week prior to the trip and must be returned to the classroom teacher at least two days prior to the trip.

We generally use Redbus or Super Shuttles for outings in the Christchurch and surrounding areas and Hawarden Transport for trips further afield. If just a small number of children are involved, we may use parent transport. The cost for outings will be disbursed to your child's individual account after the activity.

- Level 0: Trips within walking distance that are low risk (local tennis courts etc.)
- Level 1: Trips within Christchurch that require transport (e.g. visits to Museum, sporting fixtures etc.)
- Level 2: Trips away from Christchurch.
- Level 3: Trips involving overnight stay.
- Level 4: Adventure activities (i.e. camps, skiing, and water activities.)



College Shop

The College Shop is situated at 60 Normans Road, and the hours of operation during term time are 8.00am – 4.00pm. The Shop is also open during the holidays, and the hours of opening will be posted on our website. Alternatively, you may telephone 940 2032 to confirm these details.

All stationery items are available from the College Shop. An individual class stationery equipment list for each child is enclosed with this Handbook.

All purchases from the College Shop may be put on accounts.

The St Andrew's uniform is only available from the College Shop. See uniform requirements under

'Uniform' in this Handbook. The PTA runs a second hand uniform shop on Tuesdays and Thursdays from 3.00pm – 4.30pm. This is located just behind the main shop, and also operates at reduced hours during the holidays.

Communications

A weekly newsletter is emailed home on Thursdays, and an individual class information and learning plan is emailed every four or five weeks.

Three times a year a College-wide publication called 'Regulus' (the Rector's magazine) is published. 'Collegian' is our other major publication. It is a record of the school year at all levels. A Preparatory School Annual Report is also published every year.

Computers and Information Technology

Computers and Information Technology

Cybersafety Use Agreement: St Andrew's College Preparatory School students

Section A: Cybersafety Rules for Preparatory School Students

Section B: Cybersafety Use Agreement Form.

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign section B and return that page to the school office.
3. Please keep section A for future reference.
4. If you have any questions about this agreement please contact the school.

* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Important terms used in this document:

- (a) The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'
 - (b) 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
 - (c) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
 - (d) The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
 - (e) 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.
-

SECTION A: Rules to help keep St Andrew's College Students Cybersafe

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Andrew's College, and to the effective operation of the school. All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
5. I will not tell anyone else my password.
6. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
7. While at school, I will not:
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.

8. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
 - Not show others
 - Turn off the screen and
 - Get a teacher straight away.
9. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
10. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
11. The school cybersafety rules apply to any ICT brought to school like a mobile phone.
12. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.
Personal Information includes:
 - Name
 - Address
 - Email address
 - Phone numbers
 - Photos
13. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
14. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

SECTION B: St Andrew's College Preparatory School Cybersafety Use Agreement Form

To the parent/caregiver/legal guardian, please:

1. Read this page carefully to check that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return this form to the school office

I understand that St Andrew's College will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT

Please complete and return the CyberSafety User Agreement at the back of the Handbook and hand to your child's class teacher.

Dance

Ballet Academy - Pre-school to Year 8-9

Whether your child is new to ballet - or already a dancer - the Ballet Academy aims to encourage your child's joy of dance, develop their appreciation for music, and provide the opportunity to experience the exhilaration of performance. The Year 1-8 program includes two classes per week in two key areas:

1. Technique class: 45-50 minutes per week (year groups, held during class time).
2. Performance companies: a lunch period per week, focuses on dance choreography.

The syllabus has been designed exclusively for St Andrew's College by Dr Carolyn Cairns. As well as being a perfect training ground for students new to ballet, a student who already studies ballet (and wishes to continue with lessons outside of school) can benefit by extending their learning without duplication of other syllabus work – and gain acknowledgement at school for their effort and skill. All students who complete the full year (including taking the annual exam and participating in the end of year performance) earn points towards their cultural badge and are eligible to compete for the 'Outstanding Dancer of the Year' trophy. Those who pass their examination with the highest grade of 'Gold with Excellence' also receive a school blazer badge.

Tutor

The Academy is taught by Dance Specialist Dr Carolyn Cairns, an experienced ballet and school teacher. Dr Cairns holds a Ph.D. in Education (specializing in the expert practice of teaching ballet), and is a past student and tutor from Southern Ballet and its ballet companies. She performed with Dance Arts (Otago University) and while overseas in Washington, DC, worked as a ballet mistress for Gallaudet University. Dr Cairns also works as a freelance ballet critic and article writer for DANZ Quarterly (New Zealand's dance magazine).

Introductory Class

An additional free class is offered for students in Year 3 and above with no ballet experience, or needing to refresh their skills. Held only in Term 1 – students will learn the fundamentals of ballet in a private lesson type environment – giving new students a solid and safe head-start to their training (they can also attend their grade level class).

Beginners Dance – for pre-school (age 4) and new entrant classes only

A 30 minute fun-filled class to encourage your child's imagination through creative and expressive movement to music. Dance exploration helps develop

a child's self-confidence, co-ordination, and musical awareness. This class also introduces the 'ballet basics' to prepare those planning to enter the 'Junior Petite' ballet class. Parents of Year 1 students can select either this class or the Junior Petite class – depending on their child's readiness and background in dance.

Timetable (subject to change in 2012)

Technique:

Junior Petite (Year 1-2)

Friday, Period 1 (8.45am-9.30am)

Junior (Year 3-4)

Friday, Period 2 (9.45am-10.30am)

Intermediate (Year 5-6)

Thursday, Period 4 (11.45am-12.35am)

Senior (Year 7-8)

Wednesday, Period 5 (1.35pm-2.25pm)

Performance:

Juniors (Year 1-4): Thursday lunch

Seniors (Year 5-8): Friday lunch

Introduction Ballet:

Wednesday lunch (Term 1 only)

Beginners Dance:

Wednesday 12.00pm - 12.30pm

Fees

Technique PLUS performance classes (total of 1¼ hours tuition/week): \$220 per term

Beginners Dance: \$85 per term

Private lessons (30 minutes, available on request):

Individual \$35, pairs \$20 each participant.

Sibling discount - additional children receive 10% deduction off class fees.

Enrol by completing the registration form at the back of this Handbook, or email prepballet@stac.school.nz

Kelly Dance (Jazz)

Children will learn a variety of dance moves culminating in a routine performed at the end of each term. Children are introduced to a variety of activities where balance, coordination, rhythm and group dynamics are the focus.

Dance

Highland

Highland Dancing is available through private tuition. Julie Hawke is a fully qualified member of the New Zealand Academy of Highland and National Dancing with many years teaching experience.

Julie offers tuition in recitals and concerts, competition work and examination syllabus, and lessons are available for both boys and girls from four years on. If you wish to make further enquiries please contact Julie on 354 1011.

Database Information Check

Early in Term 1 a record checker is sent home for each child. We ask that these are checked carefully and any alterations/additions marked on the form. All forms are to be returned to the office with or without any changes.

Please notify the office of any changes of address or personal information as they occur throughout the year. It is important that we have up-to-date information. If you are leaving your child in the care of temporary caregivers, it is important that we are informed of this and who we are to contact in case of an emergency.

Dental Care

Dental care for St Andrew's College Preparatory School students is provided free of charge by the CDHB. The mobile van will visit annually and check every child's teeth. Parents are notified before any remedial work is carried out.

Diary

The diary is a centralised source of information for both children and parents, and will assist with students' daily organisation and time management.

Students use the diary to summarise homework requirements, and to record books to read and maths facts to learn. It provides valuable evidence about completion of work, personal achievement and homework set.

We encourage parents to use the diary as a means of communication between home and school.

Expectations Policy

Developing Positive Relationships (DPR) Values

Our DPR values are a key component of maintaining a Christian ethos at St Andrew's College. The values are hope, faith, compassion, honesty, respect, responsibility and generosity.

Each term the school focuses on one of these values. They are incorporated as themes into our chapel services and help to build positive relationships in classrooms and across the whole school.

Expectations Policy

Summary of Expectations

This Summary of Expectations document is for staff, students and parents, and highlights the key areas that we believe are essential and integral in the achievement of quality education.

We value the high level of learning and the positive environment that we are able to offer in the Preparatory School, and our endeavour is to maintain a high level of expectation.

Parents: Expectations

Parents must ensure that their children are at school by 8.20am each morning and that they leave promptly in the afternoon following the conclusion of classes or sports practices. Children are not permitted at school before 8.00am.

Parents will assist staff by ensuring that their children are prepared and equipped for the school day.

Parents will ensure that their children fulfil all commitments to sports teams and extra-curricular activities/groups.

Parents will follow regulations relating to the school uniform and will ensure the uniforms are smart and worn as intended. (Please refer to your child's diary).

Parents will support the school's regulations on jewellery and haircuts (see Student Expectations of Behaviour).

Parents will support staff by ensuring students complete daily and weekly homework goals. Parents will be open in discussions with staff on matters of concern relating to their child's education. In the first instance, discussions relating to individual achievement, class programme etc. should be directed to the class teacher.

Expectations Policy

Where possible parents will make appointments in advance to see staff. This ensures that due consideration and adequate time is given for discussion.

Students: Expectations of Behaviour

Students will show a high level of manners, courtesy, respect and responsibility towards adults and peers both inside and outside of the classroom.

Students will show care and respect for all school equipment and resources.

No harassment (whether verbal, physical or emotional) by one student towards another is permitted.

Classes should stand for adults entering a room for the first time during the day. The teacher is to initiate this depending on the class activity at the time.

Students moving to and from classes are to walk in a quiet and orderly fashion. Teachers are to accompany classes wherever possible.

No contact games are permitted at any time unless under teacher supervision.

No bicycles or scooters are to be ridden inside the College grounds unless under teacher supervision. Skateboards/rollerblades are not to be brought to school.

Uniform regulations as outlined in the Preparatory School Diary are to be adhered to at all times.

Dyed hair or extensions are not permitted. Girls' hair must be tied back if shoulder length. Boys' hair is to be no shorter than #3 comb and must conform to the length requirements (refer Uniform and Grooming).

Girls are permitted one set of small plain gold/silver stud earrings (ear lobes only). No other jewellery apart from a watch is permitted.

Preparatory School approved sunhats are compulsory for outside play in Terms 1 and 4. Students will dispose of their rubbish appropriately at all times.

Students are to adhere to the school wet weather procedures and take particular note of the rules relating to the fields and astroturf during the winter terms.

All students are to be equipped and organised for their school day.

Students will take responsibility for the consequences of their actions and behaviours.

Staff: Expectations

All staff will support and enforce the student Expectation of Behaviour Policy and other regulations as outlined in College publications.

Teachers are role models for students in the school and will exhibit a high level of professionalism in talking to and working with students and the school community.

Staff will ensure that they reinforce the intentions of the No Hurting Policy and DPR Programme to the students in their care.

Students will be monitored by staff whilst eating their lunch, and whilst playing at interval and lunchtime as per the duty roster. All staff are to ensure that students adhere to the school sunhat policy.

Students are to be supervised at all times during class time and where possible when moving to and from specialist classes.

Year 4 to 8 staff and specialist teachers may make individual arrangements with students (privilege system) regarding the use of classrooms during school break times.

A high standard of dress is required for all staff at all times.

Staff will meet all stated requirements as outlined in their contracts, job descriptions, curriculum overview document and school-based programmes.

Term Planner

Term Planner

At the beginning of each term a Preparatory School Planner is produced. These will be displayed on the front page of the intranet. However, as the term progresses a number of additions and alterations will be made. Parents will be notified of any additions or changes through the Newsletter or Learning and Information Plans. This can also be accessed through the intranet.

Holiday Programmes

We hold our annual Holiday Programme in December. This is a one week holiday programme for Preparatory School aged children. Information including enrolment details will be sent home at the beginning of Term 4.

Homework

Homework is an important part of every student's learning programme. It is given regularly and is collected and assessed or marked by staff. We aim to reinforce essential aspects of the core curriculum and to provide a basis for future home study. By inspecting homework books, parents will be kept up to date with current classroom topics and be able to monitor progress.

We strongly encourage parents to listen to reading where appropriate. Homework should be suitably pitched to allow for independent work, except in the case of a younger child who will probably need some assistance. Parents who are looking for extra activities beyond homework should contact their child's class teacher for suggestions.

Homework Times

Year 1-2	10 minutes
Year 3	15 Minutes
Year 4	20 minutes
Year 5	25 minutes
Year 6	30 minutes
Year 7	50 minutes
Year 8	60 minutes

At all levels, homework should comply with the stated time allocation, relate to the class programme for the week and have a clear purpose. It should be needs-based where possible, and appropriate to the level of the child. Generally staff agree that too much homework is counter productive, and that no child

Learning Enrichment

should work beyond the stated time allocations. A parent note in the diary is all that is required should homework not be completed in the allotted time.

Homework in the Junior Department will be mainly reading based.

In Middle Primary (Years 4-6) there will be a high reading content and maintenance, and students will sometimes need to finish work that was not completed during the day.

In Senior Primary (Years 7-8) students will often have to complete work that was begun during the day, and will also be set tasks that help them to reinforce knowledge and develop strong organisational skills.

Houses

Students are allocated to one of four houses, and if there is a family connection we endeavour to place students in the relevant house.

MacGibbon	Yellow
Rutherford	Blue
Thompson	Green
Erwin	Red

Leadership and Service Opportunities

There are many opportunities for leadership and service throughout the Preparatory School, particularly for our senior students.

Leadership opportunities available are: prefect, sacristan, librarian, sports captain, house captain, road patrol warden, science monitor and many more minor in-class responsibilities.

Learning Enrichment

The Head of Learning Enrichment (HLE) is responsible for the identification of able students in the school and for the preparation of school statements, policies and procedures in this area. The HLE works with staff to ensure that class programmes meet the needs of the able learners in the school at all levels. Where necessary, IEPs will be established. These plans may require students to work in other rooms (and year levels) from time to time. Catering for GAT students within the class environment supports multi-levelled learning which is of benefit to all students. Under the umbrella of Gifted and Talented the following areas are offered:

- GAT register to identify and monitor students within the Preparatory School who demonstrate exceptional ability;
- Integrated programmes to enhance problem solving, inquiry learning and higher order thinking skills;
- Ongoing extension and enrichment opportunities, such as Future Problem Solving, Kids' Congress, Otago University Problem Challenge, Cantamaths, Kids' Lit Quiz, writing competitions (e.g. Nestlé Write Around NZ), extension writing group, speech competitions, The Press – Young Debaters Competition, The Press Chess Competition, 'D' Squared;
- Drama Group.

Library

Opening hours

Monday – Thursday 8.15am – 4.00pm

Friday 8.15am – 3.30pm

(Closed at interval but open at lunchtime 1.00pm - 1.30pm)

The library is situated in the Library and Arts Centre. It has a large collection of fiction and non-fiction, and eight computers for student use, with black and white or colour printing. Books are issued for two weeks and can be returned at the issue desk or in the after-hours slot outside the library door. Student librarians are selected from Year 8 pupils. We encourage parents to visit the library with their children.

Lost Property

Lost property is an area of concern to us. Please ensure that all items of clothing are named. All named items are returned to the child's class. All unnamed property is stored in the Preparatory School Office. Access can be gained from the office staff.

Mobile Phones

Mobile phones are not permitted to be used during the school day. If a child is found using a phone during school hours, the phone will be confiscated and held for a period of time. Mobile phones may be carried and used after school to arrange altered pick up times, although a phone is available in the Preparatory School office for this purpose.

Music

Tutors are available at the College to teach the following:

- Piano
- Contemporary/jazz piano
- Flute
- Oboe
- Clarinet
- Theory Lessons
- Horn
- Trumpet
- Trombone
- Violin
- Cello, Double Bass
- Classical Guitar
- Singing
- Contemporary/jazz singing
- Electric Bass
- Saxophone
- Guitar (Jazz, Rock styles)
- Drums

Fees

Most tutors charge at least \$30.00 per half hour lesson for private lessons in the Music Suite studios. About 30-33 lessons are taken during the year. If you wish to know the exact scale of fees, please check with the tutor concerned.

Lesson Time Preferences

Tutors try to accommodate all students' requests.

Reports

These are issued twice a year (at mid-term and end of year).

Absence

It is important that the tutor is advised of any absence by emailing the Head of Music DFE@stac.school.nz, preferably before 8am, or by obtaining the tutor's telephone number and leaving a message.

Tutors reserve the right to charge for lessons where no notification has been given of the student's absence. Except in the case of illness, communication with the tutor should be no later than 24 hours before the lesson in order to give tutors the chance to reorganise student times. We do appreciate your support in this matter.

Music

Termination of Lessons

Students are expected to learn for the full year. If the student or parent wishes to finish lessons he/she must give four weeks' notice. Otherwise, four weeks' lessons will be charged in lieu of that notice. If you are unable to reach the tutor by phone, please inform the Head of Department.

Piano

To learn the piano, you must have one at home on which to practise. This needs to be a real piano rather than an electronic keyboard. However, some expensive keyboards like Roland and Yamaha have a weighted touch and could be used.

Instrument Hire

The College has some instruments available for hire at \$40.00 per term. Saxophones, French Horns, Bassoon and Oboes are \$50.00 per term. (Please refer to the attached form). If the College runs out of hire instruments, there are some very good 'hire-to-buy' schemes available in Christchurch (Sedley Wells, Christchurch Music Centre).

Theory Lessons

The tuition offered follows the Associated Board of the Royal Schools of Music unless otherwise requested. Students will be expected to purchase the appropriate grade workbook. Please complete the reply slip in the back of this booklet just as you would for instrumental/vocal lessons.

Performance Evening

Each term on Tuesday evening of the last week of term there is an opportunity for all students, from beginners to advanced, to perform. Parents provide an ideal first audience and the evening is made as informal as possible so that the first performance experience is a pleasant one. Any St Andrew's student can take part, whether learning at the school or from an outside teacher. These are held in the Senior Music room apart from Term 4 when it is held in the Prep Music Room.

Current Music Groups in the Preparatory School

Preparatory School Ensemble

This instrumental group is made up of interested Preparatory School students and currently numbers about 15 players. The ensemble plays some varied repertoire selected by the conductor, Mr Mark Hodgkinson, and meets on Tuesday lunchtimes.

Preparatory School Chamber Groups

Groups are formed each year depending on the instruments children play.

Preparatory School Choir and Choir Chapel

This choir of young voices from Years 6 to 8 is directed by Mrs Rachel Wilford and performs sacred works in Chapel and secular material in concerts. Practice times will be advised. Chapel choir meet before Chapel every Tuesday at 8.15am.

Preparatory School Junior Choir

This choir is made up of students from Years 3 to 5 and rehearses once a week. The children learn a wide variety of songs that they perform on occasions throughout the year. This choir is conducted by Mrs Rachel Wilford.

Chamber Group

This group varies each year depending on students abilities and instruments they are learning. This group is taken by Jan Radford and rehearses once a week.

Preparatory School Percussion Group

This is for students who are learning a percussion instrument or have a good sense of rhythm and cannot be included in the orchestra.

Current Music Groups in the Secondary School

(more able Preparatory School students can join)

Junior Jazz Band

This new jazz big band was started in 2011 and is open to students in Years 7-10. Auditions take place in early Term 1. Please see Mr Ferguson for more details or consult the Music Department Handbook due to be released at the start of 2012.

Concert Band

This is a wind band or symphonic band, rather like an orchestra minus the strings (with woodwind, brass and percussion sections). It plays original compositions, classical transcriptions, music from shows and popular tunes and is directed by Mr Mark Hodgkinson. Practice is on Thursday at lunchtime in MS01, with a sectional practice every Friday lunchtime (woodwind, brass or percussion).

String Ensemble

The ensemble has about 20 students, and plays some interesting repertoire under the direction of Mr Boydan Kievski. It meets on Monday or Tuesday

Music

lunchtimes in MS01. Prep school students are able to attend if they are first committed to the Prep School Ensemble.

If you have any enquiries regarding music at St Andrew's, please do not hesitate to contact Mr Duncan Ferguson, HOD Music DFE@stac.school.nz or Mrs Rachel Wilford RWI@stac.school.nz. We are only too happy to hear from students interested in joining any of these groups and look forward to their involvement.

No Hurting Policy

Student consequences for bullying, intimidating or hurtful behaviour are determined by the No Hurting Policy.

Policy Goal and Rationale

St Andrew's College Preparatory School is committed to a positive, friendly and encouraging learning environment. Our expectation is that all children will be happy at school and that they will interact in an appropriate and acceptable manner with their peers.

We believe that all children have the right to learn within a safe and caring environment, and in an environment that is conducive to all aspects of their education.

NB: It is intended that this policy works alongside the College-wide harassment policy and Developing Positive Relationships (DPR) programme. It is intended that this policy be used in the Year 4-8 area of the school although it will be applied to younger children should the need arise.

This policy will be applied in situations of ongoing physical, verbal, or faceless (via text or e-mail) bullying, and in one-off physical attacks. The College reserves the right in cases of serious physical bullying to apply this policy at any level of the Consequence Steps outlined below.

Criteria

In an environment that encourages positive relationships we expect that:

- Children will respect the feelings and rights of others;
- Children will feel included rather than excluded;
- Children will be safe from physical or verbal harm.

No Hurting Policy

System of Monitoring and Supporting

- Staff will be vigilant in looking for signs of appropriate and inappropriate behaviour in all situations;
- Children will be encouraged to communicate to staff if they are unhappy due to the behaviours of others or if they see other students who are unhappy;
- Duty teachers will hand out DPR vouchers to children who are supporting and demonstrating positive playground interaction (vouchers are balloted weekly for movie tickets);
- Duty teachers will record in the duty book the names of children who are seen contravening the intentions of this policy or for any other behavioural issue. The Principal will check duty book entries regularly and follow up accordingly;
- All children identified as contravening this policy, as determined by the Principal, will commence a series of Consequence Steps.

Consequence Steps

FIRST OFFENCE

Details of the incident will be recorded electronically and the child's parents will be notified in writing. Parents will also be sent a copy of the No Hurting policy.

SECOND OFFENCE

The child's parents will meet with the Principal. The child will participate in an appropriate counselling and/or an awareness programme.

THIRD OFFENCE

The child's parents will meet with the Principal for further discussions. The student will be placed on conditional enrolment. The College Board will be advised of the details.

FOURTH OFFENCE

The Principal will recommend to the Board that the student's enrolment be cancelled.

NB: Currently, Preparatory School students are guaranteed a place in the Secondary School in Year 9 except in the case of poor behaviour. Contravening this policy would be such a case. In such circumstances, acceptance into Year 9 would be at the discretion of the Head of the Secondary School.

Parent Interviews

Parent Interviews

During Week 3 of Term 1 a Meet the teacher evening is held, which gives staff the opportunity to explain classroom expectations and the curriculum. During Week 6 of Term 1 individual Parent-Teacher Interviews are held to discuss and set key learning intentions for the year. Towards the end of Term 2, after the issue of reports, parent interviews are held. In Term 4, after the issue of end-of-year reports, there is also an opportunity for interviews if required.

Parking - Drop-off Zone

Safety is our primary concern. A drop off zone is provided in Norman's Road. This is for setting down and picking up children. Cars are not to be left unattended in the drop off zone. If parking on the road, we ask that you respect our neighbours and park at least one metre from a driveway entrance. Please do not double park – it obscures the view from the Kea crossing.

Pipe Band

St Andrew's College Pipe Band is New Zealand's premier College Pipe Band, with members ranging from Year 6 to Year 13. For further information please contact Margaret Lyons, Pipe Band Secretary, on 03 940 2021 or e-mail MLY@stac.school.nz or complete the reply slip at the back of this booklet.

Prizegiving

At the end of each year, prizegiving for students in Years 4 to 13 is held in the CBS Canterbury Arena in Addington.

PTA

One very effective way you can contribute to the school is by becoming involved in the PTA. The PTA meets on the second Tuesday of every month during term time. A list of meeting times can be viewed on the College intranet. Meetings provide feedback to school management on areas of interest or concern, plan fund-raising activities, and organise social events. College management use the PTA to gain parent views on new initiatives and day-to-day school functions.

Scholarships

The PTA runs a number of open evenings each year at which guest speakers from external organisations talk on issues relevant to young people. The PTA is also involved in fundraising for special projects. Support from parents is vital for running the second-hand uniform shop, which is the PTA's main income stream. The shop is open on Tuesdays and Thursdays from 3.00pm until 4.30pm and is staffed by volunteers from the parent body.

In the Preparatory School, class representatives act as points of contact for the PTA and help organise social functions. The first function in the Preparatory School for 2012 is a morning tea for new families on Friday 3 February at 11.00am.

If you would like to be more involved with St Andrew's, either as a member of the PTA committee or as a volunteer in the uniform shop, please email pta@stac.school.nz. We welcome all assistance.

Road Patrol

Year 7 children are invited to volunteer as road patrollers at the Kea crossing in Normans Road. Training is given by the Police Education Officer from the Papanui Police. This is a very responsible duty and requires parental assistance in ensuring punctual attendance. There are 30 children trained for road patrol, and the commitment is two duties per week for two terms.

Scholarships

The following scholarships are offered in the Preparatory School :

- Up to two 50% academic scholarships (tuition fees) for two years education in Years 7 and 8. (Applicants must be in Year 6 at the time of application);
- Up to one music scholarship providing 50% tuition fees for two years education in Year 7 or 8 (Applicants must be in Year 6 at the time of application).

Detailed information will be available from late March. The examinations and auditions are held in late May or early June.

Sick Bay

Children who are unwell or injured should report to the Preparatory School office, where a sick bay is located. In the case of injury, if the child can be moved they will be taken to the sick bay and if necessary taken to the doctors' surgery in Normans Road or to Accident and Emergency at Christchurch Public Hospital. If the child cannot be moved, an ambulance will be called. Parents are notified immediately. In the case of illness, parents are also notified immediately. All staff in the Preparatory School have First Aid certificates and attend a refresher course every two years.

All medication is held in the Preparatory School office and dispensed per instructions from a parent or guardian. Analgesics will only be given following verbal permission from a parent or guardian.

In the case of infectious diseases or communicable conditions (e.g. chicken pox, conjunctivitis, mumps, measles, rubella, slapped cheek, influenza, impetigo [school sores] and head lice), we ask that you keep your child at home until the condition is no longer transferable.

Speech and Drama

Tuition is available in speech and drama, effective communication and public speaking for individuals, pairs or small groups. Students may choose to enter either Trinity College or Speech New Zealand exams and/or competitions or may simply attend to build confidence and improve skills in these areas.

Tuition fees are :

Private lessons: 30 minutes 4 Terms
\$210 + GST per Term

Pairs lessons: 40 minutes 4 Terms
\$165+ GST per Term

Small group lessons: Fees adjusted according to number in group.

Thirty lessons are guaranteed a year with additional examination or performance preparation.

Tutors

Mrs Helen Balch

LTCL, ASB(SpandDr), ASB(PubSp), AccAdj.SCA, RTSCA

Teaches full time every day. Phone 942 7348 or 027 388 1838. Email lye@paradise.net.nz

Ms Dianne Jones

LTCL (SpandDr), LTCL (EffComm), BBC (Exec), RTSCA

Teaches Monday, Wednesday and Friday. Phone 351 4345 or 027 222 8181. Email diannej@ihug.co.nz

Please complete the application form at the back of this Handbook if you wish your child to receive speech and drama tuition. The Preparatory School also enters students in the Rotary Speech Competition and Cantaspeaks.

Sport

Sport is a major part of student life at St Andrew's College Preparatory School. Sport is compulsory for Years 4-8, as are the school's athletics, swimming, cross-country and triathlon events. We want each child to learn to be a member of a team, develop skills, learn the rules, learn to win and lose, and develop a desire to be physically active as an adult.

In the Preparatory School, participation in sport is first and foremost. Results and achievement are secondary. Where possible, children will be accommodated in their chosen sport. For some students, sport will be a forum for excellence and outstanding achievement. Achievement in any activity will be encouraged and celebrated by the school.

Mr Alex Kelley is the Head of Sport, and he is supported by the co-ordinators of the various sports and activities.

Following is a list of the sports available to Preparatory School students and information to aid parents and students in choosing a sport.

Student and Parent Sporting Obligations

All students from Years 4-8 are required to take part in at least one summer and one winter sport. It is expected that where the school offers a sport, the students at St Andrew's College play for the school. Parents/students may apply in writing to the Head of Sport for a dispensation from their sporting obligations where there is a significant commitment to a sport or activity outside the College that is not catered for in the College.

Having selected a sport for the season we expect students to make every effort to commit to the team. This means turning up to practices and games at the correct time and informing the coach beforehand

Sport

if unable to do so. In several sports, failure to field sufficient numbers on the day can result in a fine for the school.

Information to Students and Parents

Draws and results are regularly posted on notice boards around the Preparatory School. The same information is available on the intranet:

<http://intranet.stac.school.nz/default.aspx>

Click Preparatory Learning

Parent login: stac\prepparent

Password: stac347prep

Sports meetings are held every Thursday morning and students should also regularly check the daily notices for sports information. Results may also be found in The Press on Mondays. Draws may be found on Wednesdays.

Sports Associations

St Andrew's College is part of the Independent Schools Sports Association and the Canterbury Primary Schools Sports Association. We compete in various tournaments run by these organisations.

Sports Days

Inter-school sports days are held throughout the year. These include other local independent schools as well as schools around the North and South Islands. The school travels biennially (even years) to Australia to participate in rugby, soccer, and netball competitions. On odd years there is a tour within New Zealand.

Inter-House Sport

Inter-House Sport is played throughout the year, generally either at the start or the end of a season in cricket, touch, soccer, rugby, netball and basketball. House points are also collated during the swimming, cross-country and athletic carnivals.

Sports Carnivals at St Andrew's College

Term 1: Swimming, Triathlon

Term 2: Cross Country

Term 4: Athletics

Summer Sports

Athletics (Kate Taylor)

Athletics is available for students from Years 4-8. Practices are held on Wednesday after school until 3.45pm. Three professional coaches will be taking

the seniors as well as three staff members assisting these coaches.

Athletics is made up of sprints, relays, middle distance, jumps, throws and hurdles. Parent helpers are encouraged to assist staff on coaching nights and create small learning groups. Students can wear their PE gear or purchase the school athletic singlet from the school shop. Students aged ten years and up can wear spikes with parent and staff approval.

Cricket (Alex Kelley)

Cricket is offered as a summer sport to students in Years 4-8. Though not generally offered to junior school students, Year 3 children may at times play in order to bolster numbers in Year 4 teams. A Year 3 team will start in Term 4 if numbers are available.

All junior cricket is played between 9.00am and midday on Saturdays. Year 4 to 5 teams will generally practise once per week, with Years 6, 7 and 8 training twice per week. Practice sessions are usually held after school, running for approximately one and a half hours. Sessions are supervised by staff and/or professional coaches employed by the school.

Cricketers are required to play in a blue PE shirt, white shorts or cricket trousers, white socks and either trainers or specialist cricket footwear. Players may wear either a blue St Andrew's College cap or broad brimmed sun hat. Those selected for the 1st XI must wear cricket trousers and will be provided with a 1st XI cap which will be disbursed to their account. 1st XI games generally start at either 10.30am or 12.30pm and finish at 4.00pm - 6pm. Although students are welcome to use their own cricket equipment, each team will be supplied with the gear necessary for their grade, including the appropriate protective equipment.

Summer Hockey (Susan McDonald)

Summer Hockey is a non-competitive sports option for Years 4-8. We expect students to attend all games. There are no practice sessions for summer hockey. It is offered primarily as a fitness and participation sport. In light of this, teams are selected on the basis of class and year groups rather than ability. The uniform is a blue PE polo, white shorts and long blue/white socks which can be purchased from the shop. A mouth guard and shin pads are compulsory. The games take place on either Mondays or Tuesdays between 3.30pm and 7.30pm at Nunweek Park or Porritt Park. The most likely day given to us by Canterbury Hockey is Monday,

Sport

however there is a possibility it could be Tuesday. Spare hockey sticks are available at Nunweek Park, or students can use their own.

Summer Netball (Staff member T.B.C)

Twilight Netball is a non-competitive sports option for Years 4-8 in Term 4. Whilst the games are social, players must commit to their team for the full term. Twilight netball is primarily offered as a fitness and social sport therefore Years 7-8 do not have practice sessions. To encourage good ball skills and game knowledge, Years 4-6 have one practice a week which is held on Wednesday. Teams are mixed ability and mixed year level. Future Ferns consist of Year 4-6 and the Under 13 grade is Year 7-8. Year 8 boys are permitted to play in Term 4. Twilight Netball is also offered to Year 4-6 players in Term 1. Players are to wear their school PE kit of shorts and t-shirt.

Tennis (Rachael Hoddinott)

Introductory coaching for beginner tennis players is available in Terms 1 and 4. Qualified coaches take the coaching sessions. These are usually held on Thursdays between 3.30pm and 4.30pm. There is a tennis singles ladder operating in the school during Terms 1 and 4 for students of all abilities. Students are selected from the ladder for inter-school fixtures once or twice a term. The top singles ladder players compete for the school cup in Term 4 and an Open Doubles tournament takes place in Term 1.

Touch (Vicki Pettit)

Touch is a sports option for students in Years 7 and 8. There are no practice sessions. Teams compete at St Andrew's College every Friday afternoon against the other independent schools. Touch is offered primarily as a fitness and participation sport. Teams are usually based on class and year group rather than ability. Students are required to wear their school PE uniform and appropriate footwear.

Water Polo (Annabell Hitchings)

At St Andrew's, Water Polo is available to Years 7 and 8 in Term 1 and Term 4. Water polo teams play a 30 minute game in the Year 7 and 8 inter-school competition at Jellie Park Pool on Fridays and between 7.00pm - 9.00pm. This day and time may change due to pool availability.

By participating in water polo students acquire advanced aquatic skills such as treading water, sculling and swimming. These skills are picked up more readily at a young age and will increase their

chances of survival in any aquatic environment. Students will also learn valuable team and leadership skills, hand-eye co-ordination and ball handling skills.

All competitors are required to wear school togs and a protective cap which is provided by the competition organiser. Mouth guards are optional but are recommended.

Please note that due to lack of facilities now available there will only be an 'A' team. Practice sessions may not be available in 2012.

Winter Sports

Basketball (Anneka Moore)

Basketball is offered from Years 5-8. The competition is held at Pioneer Stadium in Terms 2 and 3. Years 7 and 8 play on a Monday or Friday and Years 5 and 6 on a Wednesday. Pupils will have one practice per week, usually at lunchtime. Basketball in the Preparatory School is a second tier sport behind rugby, soccer, netball and hockey. Emphasis is placed on learning new skills and working as a team in an enjoyable, low-pressure atmosphere. Students who play a major sport are encouraged to play basketball because it is a great sport for developing hand-eye coordination and spatial awareness.

Hockey (Bridget Walsh)

Hockey is a winter sports option for Years 1 to 8. Students are expected to attend all practices and games. Games are held during the term and the school holidays. The Mini 6, Junior 8, Intermediate 8 and Super 8 have one practice a week and 11 aside teams have two sessions - a white board session and a practical session.

The uniform is a StAC hockey shirt, blue shorts and long blue socks which can be purchased from the school shop. A mouth guard and shin pads are compulsory.

The games are held on Saturdays between 8.00am and approximately 2.00pm. The venues change from year to year but recently have been as follows: Mini 6 at Rangi Ruru, Junior 8 at Medbury School or Christchurch Girls' High School, Intermediate 8 at Burnside High School, Super 8 at St Andrew's College Preparatory School or St Margaret's College. and 11 aside at Marist or Nunweek Park.

Sport

Netball (Staff Member T.B.C)

Netball is offered from Years 4 to 8. Years 4 and 5 play in the Future Ferns competition. The programme introduces basic netball skills and positional play. Students are rotated round positions several times in each game to experience and practise a number of skills. There is one practice a week at school (usually Wednesday 2.30pm to 3.30pm). Games are played on Fridays from 4.00pm to 5.00pm at the Netball Centre in Hagley Park.

Years 6 to 8 students play in the Saturday competition at the Hagley Netball Courts. Pre-season training and trials are held at the end of Term 1. We have an 'A' squad and also a number of mixed ability teams. Students have the opportunity to specialise in particular positions. However, this is not a necessity and coaching is pitched at positional flexibility. Students have one or two practices per week. On Saturday there is a 50-minute game which is held at Hagley Netball Courts. Students receive their game times a term in advance. All netball players must wear a netball skirt and top to all competition games. Their school PE kit is suitable for practices and to wear to and from the courts on Saturdays. Gear can be purchased from the School College Shop in Term 1.

Rugby (Alex Kelley)

St Andrew's Preparatory School Rugby falls under the umbrella of the StAC Rugby Club, which was re-established in September 2005. The goal of the club is to work with players, parents, coaching staff and Old Collegians to further the interests of the game, the College and most importantly the players.

Rugby is offered and run for Years 1 to 8 by the Junior Rugby Co-ordinator, along with staff and parent assistance. The College also has a Development Officer who is available to assist all coaches and teams at some stage in the season. All teams are supported by the StAC Rugby Club.

Players are expected to attend all practices and games, including fixtures during school holidays unless suitable notification is given to the coach. Teams from Under 6 to Under 10 practise at least once a week and the Under 11 to Under 13 teams have two practices per week. Games are played on Saturday mornings, with starting times varying between 8.45am and 11.45am.

The uniform for St Andrew's College rugby teams is Kooga socks, shorts and rugby jersey. The socks and shorts can all be purchased from the school shop. A rugby jersey will be provided by the Rugby Club. A mouth guard is provided by the C.R.F.U. St Andrew's College Rugby Club Affiliation fees for 2012 are approximately \$100.00.

Football (Staff Member T.B.C)

St Andrew's Preparatory School soccer teams play in the Mainland soccer competition on Saturday mornings. Saturday teams are made up of Year 4 to 8 boys and girls. Teams are coached by current staff, parents, tertiary students and professional coaches from Sport Canterbury. All teams practise once a week, except for the 13th Grade and 1st XI, which meets twice a week. The 1st XI team occasionally plays visiting school teams mid-week. The top school team usually plays in the 13th Grade competition. Shorts and socks can be purchased from the College Shop. Shirts are provided by the College.

Other Options

Various other activities are offered when there is sufficient interest amongst students. In the past these have included ski racing, orienteering and a chess club.

Can You Help?

Coaches and Managers Required

St Andrew's College invites you to assist with one of our sports teams as a coach or manager. We are particularly interested in hearing from people keen to coach cricket, basketball, hockey, or soccer, but assistance in any sport is appreciated. Positions could be for mid-week or weekend teams.

Please contact our Head of Sport, Mr Alex Kelley, by email at AKE@stac.school.nz or via the Preparatory School office on 940 2037 if you can help or if you require further information.



St Andrew's College Song

St Andrew's College Song

When Regulus to Angus bore
At King's Mount, by the grey North Sea
St Andrew's relics, and the lore
of Truth, to set the heathen free.
Loud sang the King then the praise of St Andrew,
Loud from the grey granite cliffs came reply,
Honour and fame to the name of St Andrew
Glory shall fold it that never shall die.

Through years of toil and bitter war
The sons of Angus toiled amain,
And still the Truth received of yore
Made woe and darkness light again.
Great grew the land of the Holy St Andrew,
Far flowed the light from the torch by the sea.
Old world and new told the fame of St Andrew,
High flew his Cross o'er the brave and the free.

And we who bear St Andrew's name
Beneath a cross he never knew,
Must strive for truth and guard his fame
With heart as high and soul as true.
Strong as the grey granite cliffs of St Andrew's
Wise as the good saint that lived long ago,
So shall the years gather fame to St Andrew's
And we shall praise her while ages shall flow.



Support for Learning

Stationery

Included with this Handbook is a list of stationery requirements applicable to your child. All stationery items are available from the College Shop. The stationery at our College Shop is of a very high quality and a reasonable price. If you purchase stationery elsewhere please check that the quality is comparable (e.g. weight of paper, number of leaves and legible line print). Please ensure your child has their stationery on their first day of school.

Sun Safe

All children must have a St Andrew's College approved sun hat. Hats are compulsory during the summer Terms (1 and 4). The following options are available to the various sectors of the Preparatory School and are all stocked at the College Shop:

New Entrants to Year 5

Blue wide-brimmed St Andrew's College hat.

Years 6-8

Blue wide-brimmed St Andrew's College hat or blue St Andrew's College cap.

Sun screen is available in all classrooms and taken on all outdoor trips or camps during Terms 1 and 4.

Support for Learning

Student learning is supported by the school's learning support team. The programmes offered are considered crucial for building self-esteem and addressing delayed learning. We have a full-time reading specialist and several teacher aides, and offer support in subjects such as reading, maths, spelling and writing. This support is based on individual student needs and is priority assessed.

Counselling facilities are available to parents with student concerns. The counsellors are John Quinn and Karen Monk. For most matters, parents will initially consult with their child's class teacher, the Principal of the Preparatory School or syndicate leaders. For matters of assessment, referral or guidance with more personal matters, Mrs Jillian Fenton (Preparatory School Chaplain) can be contacted through the Preparatory School office. Jillian co-ordinates referrals to the Counsellors.

Uniform and Grooming

Please see the pictures on the inside cover for full details of uniform requirements. In 2011 we introduced a new school uniform. There will be a transition period of three years. Students are not to mix the two styles.

We expect that students are proud to be identified with St Andrew's College. The uniform must be worn correctly at all times. Students who do not do this may be placed on uniform report by staff, and required to report to the Deputy Principal between 8.00am and 8.15am for five days. Parents will be informed by letter of repeated breaches of uniform standards.

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

- Wear their uniform with total PRIDE;
- Wear a blazer in the street and wear their shirt or blouse tucked in with the top button and tie done up;
- Wear regulation black shoes, kept clean;
- Wear shorts/trousers/pinafore that fit. 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 under school shirts is not permitted, nor is the wearing of coloured socks.

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

A final decision on what constitutes good grooming will be made by the Deputy Principal in consultation with the Principal of the Preparatory School.

Guidelines to good grooming are:

- Boys: hair must not be longer than the length of the collar at the back and must fall above the eyebrow line; hair covering the ears must not be lower than the earlobe; hair should be cut in a conservative style with no haircuts shorter than a number three; the face is to be clean-shaven if necessary;

- Girls: long hair must be tied back; hair jewellery is not acceptable; ribbons, bands and ties must be blue or white;
- Boys and girls: hair must be clean and well groomed and be in the range of natural hair colour. Offenders will be asked to restore their hair to a natural colour or to an appropriate style. Unusual hairstyles, including dreadlocks and braided hair, will not be permitted;
- Jewellery: all students may wear a wrist watch. Girls 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. 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. To wear a christening band, an exemption must be obtained from the Principal of the Preparatory School or his Deputy.

Water Safety

Swimming Lessons

In Term 4, all children from Years 1 to 6 are involved in swimming lessons. The children are placed in ability groups. All children at Years 7 and 8 who are not able to swim 200m competently are offered swimming lessons at Wharenui Pool on a Wednesday afternoon. These lessons and transport are subsidised by the College (50%).

Beach Education

Years 1 to 3 children are involved in the Beach Education programme each year in Term 1. Years 4-6 students participate biennially.

Aquatics Programme

Year 7 children are involved in an aquatics programme in Term 1. This includes surf safety and sailing.

Year 8 EOC Programme – Term 4

Year 8 children are involved in water-related activities in Term 4. This includes kayaking.



Speech and Drama Tuition

Reply Slip

Name: _____ Telephone: _____

Address: _____

Email address: _____

Class: _____ Date of Birth: _____

I would like my son/daughter to study: _____

Previous experience: _____

Current teacher (if applicable): _____

Signed: _____

For further information please contact:

- Mrs Helen Balch, telephone 027 388 1838
- Mrs Dianne Jones, telephone 027 222 8181

Instrumental Tuition

Reply Slip

Name: _____ Telephone: _____

Address: _____

Email address: _____

Year level: _____

What would you like your son or daughter to learn? _____

Please indicate any previous musical tuition or experience: _____

Do you wish to hire an instrument? _____

I wish my son / daughter, _____ to learn _____
from the St Andrew's College Music Department. I understand that accounts are sent out separately by the tutor concerned, and agree to pay for missed lessons where absences have not been notified at least one day before the lesson (apart from illness on the lesson day itself).

Parent / guardian signature: _____ Date: _____

Please return to HOD Music or the Preparatory School office.

Pipe Band Membership Application

Reply Slip

Please complete and return to the Preparatory School Office or Pipe Band Room.

Name: _____

Class: _____

Form teacher / tutor: _____

Home address: _____

Telephone (home): _____

Telephone (mobile): _____

Email address: _____

Parents' / guardians' names: _____

Other instruments learned or previous musical experience: _____

I am interested in (please tick):

Bagpipes

Drums

Drum Major

After School Care

Reply Slip

Parent / guardian name: _____

Please enrol _____ (child's name) in the after school care programme.

Signed: _____ Date: _____

Permanent days: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** (circle those required)

In the interests of your child's safety whilst they attend the school's After School Care programme, we have a system of "signing out". We realise there are several older students who attend the After School Care programme who walk home or who are collected from the front gate at a predetermined time, for whom signing out would be an inconvenience. Should this be the case for you, please sign the waiver below. If no waiver is received, the after school care supervisor will assume that you will collect your child in the afternoon and sign out.

Signed: _____ Date: _____

Cafeteria Helpers

Reply Slip

Name: _____

Address: _____

Telephone: _____

Class or form of student(s): _____

I would be prepared to help in the Cafeteria (please circle):

- One day per term: Yes No
- More than one day per term: Yes No

My preferred days would be (please circle):

Monday **Tuesday** **Wednesday** **Thursday** **Friday**

Signed: _____ Date: _____

IT Parent Permission Form and User Agreement

As a parent or guardian of a St Andrew's College Year 4-8 student, I have read the information in this Handbook under 'Computers and Information Technology' about the appropriate use of computers at the College, and I understand this agreement will be binding during my child's time in the Preparatory School.

Student's name: _____ Class: _____

Parent name: _____

Parent signature: _____

Class teacher signature: _____

Date: _____

Student's Name: _____

Parent/Guardian name: _____

Telephone: _____

Cellphone: _____

Billing Address: _____

Postcode: _____

Email address: _____

Year/class in 2012: Teacher's Name (if known): _____

Date of birth: _____

Please describe previous dance experience/qualifications, if any:

AGREEMENT:

I wish my daughter/son, _____ to join the Ballet Academy in the following areas

(Please tick choices below):

- Technique and Performance classes: for Years 1-8
- Introduction class - for students in Year 3 and over who are new to ballet, Term 1 only
- Beginners Dance - for Pre-school and new entrance classes

Accounts, refunds, and care policy:

I understand that: accounts are sent out via email the second week of each term and are payable upon receipt, with a 10% charge added on invoices that remain unpaid after 30 days; fees are payable each term irrespective of a child's attendance in class (refunds only given for medical reasons, with a medical certificate required to receive a pro-rated fee refund); no credits or refunds are given on withdrawn or missed classes; additional costs include nominal charges for examination fees, performance wardrobe, and CD's (if ordered). I understand that the ballet teacher(s) will exercise all care, but accidents can happen in any type of physical activity. I authorise any medical care urgently required.

Parent/guardian signature: _____ **Date:** _____

(Confirmation of registration and further details, including uniform, will be sent via email)

Complete and return to the Preparatory School office.

Alternatively, scan form and email to prepballet@stac.school.nz.

Class sizes are limited with places assigned on a first-come first-served basis.



St Andrew's College

347 Papanui Road
Strowan
Christchurch 8052
Tel: 03 940 2000
Fax: 03 940 2060

www.stac.school.nz