

# Saint Kentigern College

## Parent and Caregiver Handbook 2024



SAINT KENTIGERN

## Mission Statement

'To provide education which inspires students to strive for excellence in all areas of life for the glory of God and the service of others.'

## Motto

The motto of the College sets its aims:

**'Fides Servanda Est' – 'The Faith Must Be Kept.'**

The crest is an adaptation of the old Celtic Cross or Cross of Iona and includes the motto.



## History

The College opened in 1953, the realisation of a vision of a group of far-thinking Presbyterian ministers and laymen who had established the Saint Kentigern Trust in 1949 to found a school for **'the acquisition of knowledge, for the glory of God, and the benefit of mankind, a proper discipline of mind and body, and a life of service to others.'** The College took the name of the patron saint of Glasgow, Saint Kentigern, who is also known in Scotland as Mungo. The Story of Saint Kentigern can be read at the back of this handbook. Read 'A Brief History of the College' on the Saint Kentigern website. [www.saintkentigern.com](http://www.saintkentigern.com).

The Saint Kentigern Trust was founded in 1949 for the purpose of providing schools for boys in the Auckland Province. The Trust Board is an independent body with power to appoint its own members. Two members are nominated by the Presbytery of Auckland. All members of the Board must be members or adherents of the Presbyterian Church of Aotearoa New Zealand. The Trust is incorporated under the 'Charitable Trusts Act 1957' (previously the 'Religious Charitable and Educational Trusts Act 1908'). In 1953, the Trust Board opened Saint Kentigern College, Pakuranga, to provide for education for boys from Form I to Form VII. In 1959, Saint Kentigern School, Shore Road, Remuera, was opened to provide education from the Primers to Form II. On 12 December 1995 by Act of Parliament the Trust Deed was amended to provide for the education of girls as well as boys at both the School and College and in 2003, the 50th Jubilee year, education of girls commenced at the College. In 2009, the Saint Kentigern and Corran School Trust Boards merged, with the Saint Kentigern Trust Board assuming responsibility for the operations and staffing of Corran School for girls in Years 1-8. From October 2012 the girls' school was renamed Saint Kentigern Girls' School and the boy's school, Saint Kentigern Boy's School. At the start of 2011, a Preschool for girls and boys aged 3 and 4 opened on the Girls' Campus. In 2022 Saint Kentigern Girls' School moved to new buildings on the Shore Road campus in Remuera. In 2023 Saint Kentigern Preschool moved to new buildings on the Shore Road campus in Remuera.

Information about the current members of the Trust Board can be viewed on the College website [www.saintkentigern.com](http://www.saintkentigern.com) (Community).



# SAINT KENTIGERN

## THE SAINT KENTIGERN WAY

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The Saint Kentigern Way is a unique and on-going experience that inspires students to develop confidence and humility. It is built on a set of Core Values that shape our shared expectations about the way we work and play together.

The Core Values are:

### **RESPECT**

I respect the dignity of others and will treat them with consideration and courtesy, just as I would like to be treated myself.

### **INTEGRITY**

As a person with integrity, I stand up for what I know is right. I am honest and sincere with myself and others. I do the right thing even if it is not the easiest or most popular choice.

### **SERVICE**

I look for opportunities to be of service to others. I am thoughtful and do not wait to be asked to act in a caring way. I make a positive difference to my community and the world at large.

### **EXCELLENCE**

I strive to give my best effort in all that I do. I have the courage to set my own goals, using determination, perseverance and patience to fulfil my potential.

### **LOVE**

As a loving person I show my compassion with thoughtful acts and kind words. I feel empathy with all that God has created.



# SAINT KENTIGERN

## INTRODUCTION

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This Handbook has been designed to give Parents and Caregivers an understanding of the routines and requirements of our College.

The information has been laid out alphabetically to give you quick and easy answers to most questions or any concerns you may have.

There is a quick reference index on page 2.

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.

The Handbook is well supported by other sources of information:

- ✘ The OLE (Online Learning Environment) is the most comprehensive source of information.
- ✘ The OLE holds a great deal of information regarding curriculum, pastoral and organisational matters. The OLE is a secure site that also gives parents access to details about their own child – assessment results, reports, homework, daily timetable and teacher contact details.
- ✘ Term Dates, important events and contact details for staff are available on the OLE.
- ✘ The OLE is a resource for regular communication between the College and home.
- ✘ Term Calendar; a Term Card is emailed home prior to the start of each term with key dates and events listed. The most up to date list of events is on the OLE.

At Saint Kentigern, we understand the importance of maintaining a close relationship between our students, their families and their place of learning. We look forward to working alongside you and your children as they discover 'a world of opportunity' at Saint Kentigern College.

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## CONTACTING THE COLLEGE

If you have any concerns about your child's academic progress or well-being, please contact your child's Head of House for Years 8 to 13, or the Head of Year 7 for the students in that year.

	<b>Middle School</b>	<b>Senior School</b>
<b>Cargill</b>	(09) 577 0710	(09) 577 0668
<b>Chalmers</b>	(09) 577 0728	(09) 577 0667
<b>Hamilton</b>	(09) 577 0669	(09) 577 0672
<b>Stark</b>	(09) 577 0656	(09) 577 0725
<b>Wilson</b>	(09) 577 0658	(09) 577 0729
<b>Wishart</b>	(09) 577 0663	(09) 577 0671
<b>Head of Year 7</b>	(09) 577 0745	

### Telephone Numbers

Reception Hours 7.45am – 4.15pm including school holidays:

Main Reception	(09) 577 0749
Absence from College / Text only	021 172 6464
Admissions	(09) 577 0703
Director of Boarding	(09) 577 0714
Café Manager, Saints & Kents	(09) 577 0748 Ext 4406
Counsellors / Psychologist	(09) 577 0748 Ext 9312
Fees / Accounts	(09) 577 0747
Health Centre	(09) 577 0748 Ext 9331
ICT Service Centre	(09) 577 0718
Director of International Students (24/7 emergency)	+64 27 232 8155
Librarian / Goodfellow Centre	(09) 577 0706
Music Department	(09) 577 0707
Reception - Students	(09) 577 0748 Ext 9414
Sports Administrator	(09) 577 0650
Trust Board	(09) 577 0720
Uniform Shop (Mungo's)	(09) 577 0746

### Email Contact

Most staff can be contacted through email.

Use the first name followed by a full-stop and then the surname followed by @saintkentigern.com e.g. to reach Mr John Smith use: john.smith@saintkentigern.com

General enquiries: skc\_admin@saintkentigern.com

## ACCOUNTS

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Please refer to Fees and Accounts.

## ATTENDANCE

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The College day runs from 8.40am to 3.30pm, although some classes may run outside the standard hours. Most co-curricular activities take place outside these hours.

### Late Arrivals

Students must arrive at College in time for Tutor Group meetings at 8.40am.

If late, the student must first report to the Student Reception with their student ID card to sign in.

### Sickness / Appointments

If a student is unable to attend school, whether sick or has an appointment during the day, the parent/caregiver must as soon as possible either:

Email: [skc\\_absence@saintkentigern.com](mailto:skc_absence@saintkentigern.com)

Text: 021 172 6464

**In all cases**, please provide the following information:

- ✘ Student's full name
- ✘ Tutor Group
- ✘ Period of absence
- ✘ Reason for absence

### Appointments During the College Day

It is preferable that appointments are made outside school hours. If a student needs to have an appointment during the College day the College must be notified in advance, and the student must sign out at the Student Reception before leaving the campus and sign back in on return.

If arriving at the College late after an appointment the parent/caregiver should text 021 172 6464 stating what time the student will arrive.

### Absence with Prior Permission – Leave Requests for More Than Two Days

If parents wish a student to be absent from the College for more than two days, parents need to seek prior permission. It is the student's responsibility to ensure they speak to their teachers, so all deadlines are met. Applications for leave must be made on the College OLE page ([Student Leave Request](#)) well in advance of the date of leave requested. If the leave is for personal reasons, formal assessments carried out during the period of absence will be forfeited. All applications are reviewed by the Deputy Principal in charge.

## BOARDING AT BRUCE HOUSE

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Bruce House, our boarding facility, is a diverse mix of International, national, and local students. Boarding is available for students in Years 9 and above. Boys and girls are in separate sleeping and living dwellings, with a shared main dining and recreation hall. Full catering and a laundry service are provided. Students are welcome to return home on weekends apart from stay back weekends where activities are arranged. A Terms notice is required in writing should you withdraw your child from Bruce House.

For information on boarding please contact College Admissions on +64 9 577 0703 or [skc\\_admissions@saintkentigern.com](mailto:skc_admissions@saintkentigern.com)

## BUSES

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The Colleges are well serviced by our own bus routes throughout the greater Auckland region and we encourage families to use this service. Up-to-date bus routes and information about other bus services are available on the Saint Kentigern website.

Bus fees are worked out on a per sector basis and charged directly to the student's College account. Full information is available from the accounts department phone: 09 577 0747 email: [accounts@saintkentigern.com](mailto:accounts@saintkentigern.com). If you have any concerns regarding the service of the buses or behaviours on buses please contact our bus coordinator email: [skc\\_BusCoordinator@saintkentigern.com](mailto:skc_BusCoordinator@saintkentigern.com)

The College runs **winter late buses**, six bus routes, at the conclusion of after-school practices that cover a wide area of Auckland. The winter late bus routes can be found on the Saint Kentigern website. The aim is to greatly reduce the number of parents who need to travel through rush hour traffic in the dark to the College, to pick up children from sports or other after school practices and rehearsals. The buses leave the College at 5.15pm Monday – Thursday evenings all of Term 2 and the first half of Term 3. Payment options will be advised at the end of Term 1.

## CALENDAR / TERM DATES

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All holidays and important dates are available on the OLE and the Term Card.

## CAMPS

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Early each year, separate camp experiences are organised for all Year 7, Year 8 and Year 9 students in Term 1. Student Peer Support Leaders attend Year 9 camp. The camps are well supported by staff and give students the opportunity to get to know each other better, participating in a wide range of outdoor activities and team building programmes.

All Year 10 students take part in a Field Centre experience. Year 13 Prefects take part in a leadership camp.

## CAREERS ADVICE

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The Student Futures department aims to help students transition successfully from school into the world of work and/or further education and training.

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Information about the Future Pathways programme, tertiary educational institutions in NZ and overseas, as well as further learning and work opportunities, is available in the Student Futures area of the Lower Goodfellow Centre. Regular visits from tertiary institutions will also take place during the year as well as assistance to apply for tertiary scholarship awards.

Students in any year group can make an appointment for individual assistance with subject selection, course planning and careers by selecting the appropriate link on the College Student Futures page on the [OLE](#).

## **CARS, PARKING AND CAMPUS ACCESS**

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The safety of our students is paramount at all times. We ask parents and students to please respect the rules that govern access to our Pakuranga Campus.

The College is well serviced by our own bus routes throughout the greater Auckland region and we urge parents to help ease congestion on campus by considering the use of our excellent student bus service.

### **Parent Cars**

If there is a need to bring your vehicle on to the grounds in the morning, the student drop-off zone is in the bus bays.

To relieve congestion on campus at the end of the school day, vehicle access from Pakuranga Road is restricted between the hours of 3.00pm and 4.00pm and is for buses only. **Parents wishing to collect their children by car during this time will need to enter the campus via the Manor Park entrance, where parking is available on both sides of the access road and around the roundabout.** Please note that this restriction only applies between 3.00pm and 4.00pm weekdays. You are welcome to use Pakuranga Road entrance at all other times.

When on campus, please respect the barrier arms placed across the campus access roads. They are there to ensure safety. Parents' cars may not proceed past this point. There are visitor car parks outside main Reception as well as by Mungo's uniform shop.

### **Student Cars – Parking on Campus is By Permit Only**

Year 13 students can bring a car to school if they have completed the relevant application form and had their application approved by the Deputy Principal. Students approved must ensure their SKC parking permits are clearly visible in their windscreen at all times on site, and they are to park in the numbered carpark allocated to them. Cars without permits displayed may be towed if they are not identified as permitted to park in the area. The procedure is designed to ensure safety and to minimise parking difficulties on campus and surrounding streets. Any passengers must also be recorded on the vehicle permission form and have written consent of both their parents/guardian and the driver's parents/guardian. Permitted student drivers may not return to their cars during the day. Students are not to park in the Manor Park entrance/cul de sac on campus. Students parking in neighbouring streets need to ensure they uphold College values and New Zealand road rules at all times, including staying clear of driveways.

## CHAPEL

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Saint Kentigern is firmly founded on Christian principles and weekly Chapel services are a central feature of school life. Our motto, Fides Servanda Est 'The Faith Must Be Kept' 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 school community.

Midweek Chapel services are held for all Houses during the day. These are compulsory services which all students attend with their Tutors.

Sunday House Chapels take place in the evening once a term. Attendance is compulsory and we warmly welcome families to join their children for these services. The House Chapels are all marked on the College OLE Calendar and Term Card.

## CO-CURRICULAR ACTIVITIES

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At Saint Kentigern we believe co-curricular activity is integral to a young person's development. We offer an exceptionally wide range of clubs, sporting, cultural, 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 gaining confidence, learning to work in a team and building 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 in summer and one in winter. To have a club/sport listed on the Semester Two report or testimonial, students must have attended at least 75% of all available sessions.

## CODE OF CONDUCT

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### STUDENTS

All students are expected to maintain the highest standard of courtesy and behaviour, based on our Saint Kentigern Way – understanding that there are consequences for poor behaviour. It is a fundamental expectation that they behave respectfully towards themselves, their peers, their teachers and their College. Refer to pages The Saint Kentigern Way and Upholding College Values & Expectations.

### PARENTS & VISITORS

Saint Kentigern College are committed to providing a safe and healthy environment for students, staff, parents, caregivers and visitors.

Our Code of Conduct is a reminder to parents, caregivers and visitors to the College that their conduct must support everyone's emotional and physical well-being.

### The Code of Conduct applies:

- ✘ To all conduct, speech, action, and includes emails, texts, phone calls, social media, or other forms of communication.

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- ✘ While on College grounds, or at another venue, where students and/or staff are assembled for College purposes (such as a camp, sports match or performing arts event).

### **The College expects students, parents, caregivers and visitors to:**

- ✘ Treat everyone with respect.
- ✘ Work together in partnership with staff for the benefit of students.
- ✘ Respect and adhere to our College values (Respect, Integrity, Service, Excellence, Love), and to set a good example for students at all times.
- ✘ Follow College procedures to raise any concern or complaint.

### **Examples of unsuitable conduct include:**

- ✘ Threats, bullying, harassment.
- ✘ Profanity/offensive language.
- ✘ Insulting, abusive, or intimidating behaviour.
- ✘ Discrimination (e.g. based on ethnicity, religion, gender).
- ✘ Physical aggression.
- ✘ Deception/fraud.
- ✘ Damaging College property.
- ✘ Smoking, vaping, possessing or use of alcohol/drugs/other harmful substances on College premises or at another venue where students and/or staff are assembled for College purposes (except where alcohol may be served at a specific approved College event).
- ✘ Placing unreasonable and excessive expectations on staff time, or resources.
- ✘ Pursuing a malicious complaint or campaign, making defamatory, offensive, or derogatory comments, regarding the College, Trust Board, or staff, and/or students.

### **Dealing with a breach of the Code of Conduct**

The College deals with a breach of our Code of Conduct depending on the nature of the incident and its seriousness. The process will align with the principles of natural justice for all parties involved. Examples include:

- ✘ Documenting each instance of behaviour, including the date, time, place, who was present, what was said, how any witness or victim felt and/or responded.
- ✘ Holding a meeting with the relevant person/s, the Principal, and/or Board Chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution.
- ✘ Issuing a warning letter that outlines the problem, required resolution and reminds them of the possible outcomes of any repeated conduct.
- ✘ Arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

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## Outcomes of breaching the Code of Conduct

- ✘ If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:
- ✘ Any College employee may ask a person to leave the College campus by withdrawing their permission to be on the College grounds, then asking them to leave under Section 3 of the Trespass Act (1980).
- ✘ Unacceptable behaviour of a criminal nature may result in the police being informed under Section 139C of the Education Act (1989).
- ✘ In the case of behaviour amounting to harassment, a restraining order may be sought.
- ✘ In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

## COMPUTER NOTEBOOKS (LAPTOPS)

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All students attending the College use Computer Notebooks (Laptops) equipped with application suites and curriculum specific software. They are configured for wireless access to the College (OLE) and the Internet.

Students receive advice on the responsibilities of computer use. This covers safe and responsible practice for both the user and the security of the computer.

The Saint Kentigern College Computing / Cyberspace Student Use Agreement is signed by all new entrants and their parents prior to the student starting at the College.

All repairs and maintenance issues should be referred to the ICT Service Centre, phone (09) 577 0662.

## COUNSELLOR / PSYCHOLOGIST

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Our Pastoral Care system aims to care for the 'whole' student. This is borne out through small Tutor Groups and a Tutor who monitors the student's well-being – socially, academically and emotionally. Tutors are supported by the Heads of House.

Occasionally a student may need a little more care than usual. When there is a need, a member of our qualified Counselling team offers guidance and support. These people are highly skilled in supporting teenagers in need of counselling. The Counselling Team may be contacted on (09) 577 0748 Ext 9312 or email [skc\\_counsellors@saintkentigern.com](mailto:skc_counsellors@saintkentigern.com). Referrals can also be made through the OLE.

**SchoolTV:** The College provides parents access to SchoolTV; an online resource to empower parents with sound information and practical ongoing support strategies to help guide their child through challenges to be happy, well and resilient. <http://saintkentigern.schooltv.me/>

## CULTURAL AND RELIGIOUS ITEMS

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The College understands that there may be some of our uniform rules that could unduly infringe on the religious or cultural beliefs or practices of a student, such as hairstyle, jewellery, piercings

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or tattoos. A request for exemption from a general rule must be made in writing to the Principal by a student's parent/caregiver and must state the exemption sought and the belief which could be compromised if the exemption were not granted. The granting of an exemption to a general rule is at the sole discretion of the College, often in consultation with appropriate cultural or religious leaders. If granted, the student will receive a uniform pass for the calendar year.

## DAILY NOTICES

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A list of important daily reminders is available for all students, staff and parents to read on the OLE. This reminds students of any important events for a particular day and events coming up.

## DAILY SCHEDULE

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We work on a 7 day timetable. Note that some classes and co-curricular occur outside of these times.

8.40am	–	8.50am	Tutor Group
8.50am	–	9.40am	Period 1
9.40am	–	10.30am	Period 2
10.30am	–	10.50am	Interval
10.50am	–	11.40am	Period 3
11.40am	–	12.30pm	Period 4
12.30pm	–	1.00pm	Assembly / Chapel / Extended Tutor Time (ETT) Navigate
1.00pm	–	1.50pm	Lunch Break
1.50pm	–	2.40pm	Period 5
2.40pm	–	3.30pm	Period 6

## EMAILS

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The College uses emails as well as the OLE frequently to communicate with parents. It is important, therefore, to make sure we are notified should your email or any other contact detail change.

You should check your contact details by visiting 'My Details' on the OLE by selecting the 'Parent Portal' tile under 'Quick Links'.

## ENHANCED LEARNING

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At Saint Kentigern, we recognise that our students have a range of skills and abilities and often learn differently from each other. The Enhanced Learning Centre liaises with and support classroom teachers to enhance the learning of individual students in their classes. All students referred to the Enhanced Learning Centre (ELC) are assessed to determine their learning needs and the result of this assessment, when discussed with parents and the classroom teachers, is used to determine appropriate support.

Gifted and Talented students in a wide range of disciplines are provided with opportunities to showcase their achievements and are celebrated, school wide, during Gifted Awareness Week each year.

For queries about learning support or gifted programmes, contact the Enhanced Learning Department (09) 577 0748 Ext 9319.

## FEES AND ACCOUNTS

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Each year the Trust Board reviews the level of fees and adjusts these as necessary. The Trust Board is responsible for providing the resources needed to maintain the high standards of Saint Kentigern.

Fees are due for payment by the beginning of Terms 1, 2 and 3. Please note that one full term's notice is required prior to withdrawal otherwise a maximum of one Term's fees will be charged.

Any queries may be directed to the Accounts Department. Phone: (09) 577 0747

## FITNESS CENTRE

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Our Sports Centre has a fully equipped Fitness and Weights Room which students can use under supervision. Applications for Old Collegian membership can be made at the Sports Centre reception, phone (09) 577 0650.

## FORMAL FRIDAYS

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Formal Fridays are listed on the calendar and on the Term Card. All students are required to wear their full formal uniform, including their blazer, on these days. During Terms 2 and 3, all Fridays are classified as Formal.

## GOODFELLOW CENTRE

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The Goodfellow Centre is a full service learning, research and project space open to the wider Saint Kentigern community. The Centre opens daily from 7.30am, closing at 5.30pm Monday – Friday. The Centre will close early on the last day of each Term. Opening hours for Term holidays are available on the OLE.

The Goodfellow Centre is a flexible learning space that enables group, independent and social learning to occur. The Centre provides access to a wide variety of learning resources both physically and online. Saint Kentigern College ID cards are needed to access digital learning tools, eBooks, and books as well as photocopiers and printers. Please note, the Goodfellow Centre reserves the right to charge for lost, damaged or overdue learning resources.

Hospitality is a key function of the Goodfellow Centre and the space is available for a variety of Saint Kentigern community events. For all enquiries please contact the Goodfellow Centre via email ([skc\\_library@saintkentigern.com](mailto:skc_library@saintkentigern.com)) or by phone (09) 577 0706.

## HOUSE SYSTEM

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The House system, with its six Houses – Cargill, Chalmers, Hamilton, Stark, Wilson and Wishart – is the central structure through which the pastoral care dimension of the College is fostered. Every student is a member of a Tutor Group which is linked with one of the Houses.

There are twelve Heads of Houses overseeing the pastoral care of students, six in the Middle School and six in the Senior School. In addition, the Head of Year 7 oversees the welfare of our youngest students.

Parents have the opportunity to meet with Teachers during the year to discuss student progress,

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however, if you have any concerns about your child's academic progress or wellbeing, please contact your child's Head of House.

	<b>Middle School</b>	<b>Senior School</b>
<b>Cargill</b>	(09) 577 0710	(09) 577 0668
<b>Chalmers</b>	(09) 577 0728	(09) 577 0667
<b>Hamilton</b>	(09) 577 0669	(09) 577 0672
<b>Stark</b>	(09) 577 0656	(09) 577 0725
<b>Wilson</b>	(09) 577 0658	(09) 577 0729
<b>Wishart</b>	(09) 577 0663	(09) 577 0671
<b>Head of Year 7</b>	(09) 577 0745	

Information about the origins of the House names can be read on the Saint Kentigern website [www.saintkentigern.com](http://www.saintkentigern.com) (About Us, Pastoral Care).

## ICT SERVICE CENTRE

See Computer Notebooks (Laptops).

## INTERNATIONAL STUDENTS

Saint Kentigern is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019) published by NZQA. This means that we have the necessary processes and resources in place to ensure that our international guests are looked after at all times, and any problems can be addressed quickly and effectively. A full copy of the Code is available on the NZQA website: [www.nzqa.govt.nz/providers-partners/education-code-of-practice](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice). All international students and their parents are issued with the International Students Handbook, this provides advice and support for students and their families. Emergency contact for parents of International students is the Director of International Students +64 27 232 8155.

It is recommended that International students join Bruce House, our boarding facility to ensure a smooth transition and involvement at the College.

For more information on international student places or boarding, please contact Admissions on +64 9 577 0703 or [skc\\_admissions@saintkentigern.com](mailto:skc_admissions@saintkentigern.com)

## KENTS CAFÉ AND SAINTS CAFÉ

Saint Kentigern Trust is responsible for the Senior School Saints Café and the Middle School Kents Café which sell a range of healthy food and drinks. Much of the food is prepared daily onsite and changes to the menu occur at frequent intervals.

Saints Café is open before school to cater for those students attending early morning sports and cultural sessions, at interval and at lunch times. Saints Café is open from 7.00am – 2.00pm. Students can order online for collection from Kents and Saints Cafés which will be automatically charged to the parent/caregiver account. Orders must be submitted via the online form on the OLE before 9am on the day lunch is required. Please contact the Café Manager if students require special dietary requirements or you wish to ask a question (09) 577 0748 Ext 4406.

Voluntary help is essential and is greatly appreciated. If you are interested in volunteering, please email [skc\\_pfadmin@saintkentigern.com](mailto:skc_pfadmin@saintkentigern.com)

## LOCKERS

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Students can be issued a locker for which they must provide their own padlock. Lockers are provided for students to keep their belongings safe and to save them carrying heavy bags around the Campus. Students are discouraged from bringing valuable items and large quantities of money to school but should they do so, their safekeeping is the responsibility of the student.

Notebook computers should never be left unattended and can be locked away when not in use.

Lockers must be emptied and left clean at the end of every year and locks removed.

## LOST PROPERTY

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All items of clothing and items of value should be clearly named. Found items are to be taken to student reception.

All named items handed in will have an email sent to the student (cc. parent). All items unclaimed at Term end will be disposed of. Lunch boxes and drink bottles may be disposed of at the end of each week to avoid issues with ants.

Items left on bus services – it is the responsibility of the student/family to contact the bus depot direct. Howick & Eastern Buses phone: (09) 273 3660.

## MAP

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A map of our Campus is available on the Saint Kentigern website and the Parent Information page on the OLE.

## MEDICAL MATTERS

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A medical information form is sent to parents with the introductory paperwork after acceptance of enrolment.

Parents must complete and return this as the information is vital in the event of a medical emergency. Should a child's medical circumstances change, please ensure that the Health Centre nurse is notified. Any such information remains confidential. [health@saintkentigern.com](mailto:health@saintkentigern.com)

If a student becomes unwell or is injured during the day, they are referred to our Health Centre and the nursing staff. 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 contacted.

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

## MOBILE PHONES

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No mobile phones and/or earphones are allowed to be used by students on the campus from 8.15am to 3.30pm, unless directed by a teacher for learning purposes. Mobile phones must be placed in students' bags and turned off during those times..

The College takes **no responsibility for the security of student phones**, they are the student's responsibility during the day and they should be covered by their own appropriate insurance. We recommend that phones are left in secured student lockers during the day.



## MONEY

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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.

Eftpos facilities are available at Saints Café and Kents Café.

## MUSIC – PERFORMANCE AND TUITION

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We strongly encourage our students to explore and develop skills and talents in musical performance. We have an extensive choral and instrumental programme. Individual tuition in singing and on a range of instruments, including the Pipes or Drums, is provided by independent specialist staff. A request for tuition should be made on the form available from the Music Office or on the OLE.

Students who already play an instrument and who have reached a sufficiently high degree of proficiency are given the opportunity to audition for one of the Saint Kentigern performance groups. The groups rehearse regularly, generally before school or during the lunch hours so that rehearsals do not interfere with the students' class time and after-school activities.

Further information can be obtained from the Music Department Administrator, phone (09) 577 0707

## NEWS

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News about the College and our students is available online regularly throughout the year. Our website [www.saintkentigern.com](http://www.saintkentigern.com) and OLE contain important information and dates as well as reporting on items of interest. If your child has a notable achievement out of school we would like to know about it; please email our Principal. Please make your child's Tutor or Head of House aware. If it is a sporting achievement, please also notify the Sports Administrator in the Sports Centre, phone (09) 577 0385.

## OFFICE HOURS

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Main Reception is open for general enquiries from 7:45am – 4.15pm including school holidays.

**Absences: TEXT 021 172 6464** or email [skc\\_absence@saintkentigern.com](mailto:skc_absence@saintkentigern.com) to let us know that your child will be absent.

## OLD COLLEGIANS' ASSOCIATION - SKOCA

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The subscription for the Saint Kentigern Old Collegians' Association (SKOCA) is included in the acceptance fees for Saint Kentigern, 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 Saint Kentigern.

The Association undertakes a number of social activities each year as well as sponsoring a Scholarship Trust that supports a number of students at the Colleges. Contact details and

*(Continued on next page)*

information about regular Old Collegians' events can be viewed in the Old Collegians' 'About SKOCA' section of the Saint Kentigern website [www.saintkentigern.com](http://www.saintkentigern.com) and contact can be made to the Association by email [skoca@saintkentigern.com](mailto:skoca@saintkentigern.com).

## **OLE (ONLINE LEARNING ENVIRONMENT)**

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We understand the importance of maintaining a close relationship between our students, their parents and their place of learning. This is done through the OLE.

Accessed via the Saint Kentigern website, the OLE is a secure portal which is primarily a student online learning environment. It enables you to view your child's assessment results, past reports, homework, Tutor Group, House details and daily timetable and a great deal more information online. In addition, you can update your family's contact details. Each family is allocated a unique Family Username and Password to gain access to the site.

Step by step instructions on how to access the OLE, including your unique Family Username and Password is sent to new families before the student/s start.

For support in accessing the OLE, phone (09) 577 0749 or alternatively email your query to [ole@saintkentigern.com](mailto:ole@saintkentigern.com) for a reply.

## **PARENTS AND FRIENDS**

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The objectives of Parents and Friends are primarily to provide opportunities for parents and guardians to meet each other and to develop parental interest and support in the welfare and activities of the College, and to channel their collective resources in supporting student activities and projects.

As well as providing expertise and hands-on support to a number of projects they also occasionally fund significant donations of equipment.

There are several ways parents can help with Parents and Friends many activities, including registering as a volunteer, attending the AGM held in February each year and helping to plan and deliver projects.

If you would like more information about joining Parents and Friends please email [skc\\_padmin@saintkentigern.com](mailto:skc_padmin@saintkentigern.com) or refer to the information available on the OLE. Click on the 'Parents and Friends' title under 'Quick Links'.

## **PARENTS IN PRAYER**

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Parents in Prayer is a group of parents who meet fortnightly in the Chapel of Saint Kentigern to pray for the students and staff of the College. They especially welcome parents of new students to join them. For more information, please contact Reception, phone (09) 577 0749.

## **PERFORMING ARTS**

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A wide range of Co-curricular Performing Arts activities are available. These include Dance, Drama, Theatre Sports and Music. Full details of the programmes are highlighted on the OLE. In addition, major productions occur annually for Middle and Senior School Students

## PRAYER OF SAINT KENTIGERN

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This foundational prayer is part of every assembly and Chapel. Staff and students learn it by heart.

*O Lord Jesus Christ, who didst give such grace to Thy servant St Kentigern, that he readily obeyed Thy Call, and brought light to them that sat in darkness, and the knowledge of truth to those who were in ignorance and fear; so inspire us also that we may follow Thee gladly, and hating all that is cruel and evil and wrong, may ever strive to banish these things from our land.*

*Through Jesus Christ our Lord, Amen.*

## PROHIBITED ITEMS

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Bringing dangerous and forbidden items to the College is not allowed. Examples include knives (including knives for cutting fruit or lunch items – plastic or bamboo knives and forks to be used), lighters, fireworks, water bombs, chemicals, masks (other than medical masks when required), air pistols or any item with which you could threaten the safety or security of others.

Possession or use of drugs, alcohol or illegal substances is prohibited on College premises, College trips and when representing the College. This includes tobacco and vape devices.

## SERVICE

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In keeping with our Mission Statement: ‘... to **provide education which inspires students to strive for excellence in all areas of life for the glory of God and the service of others**’, there are many opportunities during the course of the year for students to offer their time to help others. This service takes many forms, both inside and outside the College, and occurs mostly during term time.

However, during the holidays a group of Year 12 students are offered the opportunity to travel to Vanuatu to help a local school. In Year 13, a group of students travel to a Pacific Island to build a house for a family in need.

If you have any enquiries please contact our Service Administrator, phone (09) 577 0748 Ext 9391.

## SICKNESS

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Please refer to Attendance / Medical Matters.

## SPORTS

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Saint Kentigern College has a rich sporting heritage. We encourage healthy competition, develop team spirit, and cater for a diverse school community through the provision of a variety of sporting activities for all students who wish to participate in sport, regardless of ability.

We currently have in excess of 200 teams across more than 30 sporting codes. More information may be read on the website [www.saintkentigern.com](http://www.saintkentigern.com) (Sports) or on the OLE.

Students are notified by OLE notices when musters and trials will take place.

## STUDENT RECEPTION

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Students have their own reception as a point of assistance. If a student arrives late or leaves the campus during the day, they must sign in and out using their Student ID card at the Student Reception. Parents/caregivers are to advise permission for student to depart the College in advance of the student departing – please refer to page Attendance..

## TERM DATES / HOLIDAYS – see CALENDAR

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## TEXT BOOK ISSUE AND CONDITIONS

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Text books are issued free of charge at the beginning of each year.

They are issued under the condition that each text is maintained in good condition. 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.

## TIMETABLE – see DAILY SCHEDULE

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## TRANSCRIPTS AND TESTIMONIALS – ACADEMIC

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Students requiring transcripts and testimonials to apply for university are to email requests to [studentfutures@saintkentigern.com](mailto:studentfutures@saintkentigern.com) in Student Futures.

## TUTOR GROUPS

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All students belong to one of six houses: Cargill, Chalmers, Hamilton, Wishart, Stark, and Wilson. Within each House, students belong to a Tutor Group. In Year 7 and Year 8 these are Form Class groups.

Identifying Tutor Group Names: All Tutor Groups are identified according to year level, Tutor initials and House. The Houses are abbreviated with a numerical code: Cargill (1), Chalmers (2), Hamilton (3), Wishart (4), Stark (5), Wilson (6).

Therefore, the Tutor Group 9JPS3 means a Year 9 group with Mr John Peter Smith (Tutor's Initials) as Tutor, which belongs to Hamilton House.

## UNIFORM

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There is a summer and winter uniform.

On Formal Fridays and when attending special functions on or off our campus, students are required to wear the full formal uniform, including the blazer.

Naturally, a high standard of dress and cleanliness is expected and uniforms should be clean, pressed, tidy and worn with pride at all times.

- ✘ All items of clothing must be clearly named.
- ✘ Only designated shoes may be worn.
- ✘ Girls may wear a gold or silver stud not more than 3mm in size in both ears. No other jewellery is to be worn, apart from a watch.
- ✘ No visible body piercing or tattoos, unless approved by the Principal by formal exemption.
- ✘ Makeup is not permitted.
- ✘ Hair must be neat and tidy, of a natural colour and style and be off the collar and ears and the face when it falls naturally. Shaven heads, partially shaven heads, extreme hair styles or colours are not acceptable. The final decision is at the discretion of the Deputy Principal.
- ✘ Boys must be clean shaven.
- ✘ Jerseys may be worn under blazers during Term 2 and Term 3 – but removed for photos, and for assemblies on Formal Fridays.

The College recognises some of our uniform rules may impinge on the religious or cultural beliefs or practices of a student, such as hair style, jewellery, piercings or tattoos. A request for exemption from a general rule must be made in writing to the Principal by a student's parent/caregiver and must state the exemption being sought and the belief which could be compromised if the exemption was not granted. The granting on an exemption to a general rule is at the sole discretion of the College, often in consultation with appropriate cultural or religious leaders. If granted, the student will receive a uniform pass for the year.

## UNIFORM SHOP – MUNGO'S

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Mungo's is the only retailer of the College Uniform and has a range of both new and second hand items. Top up stationery and Saint Kentigern memorabilia are also available. Student purchases will be charged directly to the student's College account, alternatively payment may be made by cash, eftpos or credit card. Purchasing of uniform online is encouraged where there is no need for trying on sizes. This can be done via the OLE uniform page. The Mungo's shop hours are 8.15am – 3.00pm each school day, Term time only. Any extended opening days in the holidays will be advertised on the OLE uniform page prior to end of Term.

Phone: 09 577 0746 / Email: [mungos@saintkentigern.com](mailto:mungos@saintkentigern.com)

## UPHOLDING COLLEGE VALUES & EXPECTATIONS

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To support students learning and overall development it is the aim of the College that all students embody the Saint Kentigern Way, with its core values of respect, integrity, service, excellence and service. The relationship between College and family is vital to student success. It is our intention to work in partnership with families in matters that impact on students' learning and well-being to support a return to a positive and safe learning environment for all.

At times the College may need to remind a student of our values and expectations when their behaviour does not reflect our values and expectations. We will use a range of the following strategies to support students to reach the desired level of expected behaviour in the College:

*(Continued on next page)*

- ✘ A restorative conversation with the student outlining the impact of their actions and developing supporting strategies to transition behaviour to meet our values and expectations
- ✘ Communication with students' parents seeking their support to return to a safe and positive learning environment for all
- ✘ Lunchtime detentions for minor breaches of the school rules (1.00pm-1.40pm)
- ✘ Afterschool detentions for major breaches of school rules (Wednesday – Friday 3.30pm-4.30pm)
- ✘ Gating for a serious breach of school rules. (Saturday 9.00am-11.30am)

## VALUABLE POSSESSIONS

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We take no responsibility for sums of money or for the security of valuable possessions which are brought to the campus. Students are assigned a locker for safe storage of their possessions and all valuable items such as sports gear, cameras, musical instruments, audio equipment, computers, mobile phones etc should be covered by appropriate insurance and students must take full responsibility for them. Notebook Computers must never be left unattended. If they are the student concerned may receive a lunchtime detention.

## VISITORS

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All visitors to the Campus, irrespective of purpose, must report to the main Reception. If entering the campus beyond reception during the school day, they must first sign in and receive a visitor's badge from main reception and they will be escorted by a staff member while onsite.

There are car parks reserved for visitors in front of main reception. If these are not available, visitors are requested to park in the main car park.

## WITHDRAWAL FROM COLLEGE

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If your child is leaving the College at any year level other than Year 13 you must inform our Admissions Department. Please email [skc\\_admissions@saintkentigern.com](mailto:skc_admissions@saintkentigern.com). As outlined in the Enrolment Agreement one Term's written notice of intention to withdraw the student from the College is required. If no notice is given a fee of one Term's tuition will be charged in lieu of notice.

Year 12 students leaving the College can apply for a reference via the Student Futures office [studentfutures@saintkentigern.com](mailto:studentfutures@saintkentigern.com)

Where a student is required to withdraw from the College, the full fee for the Term will remain payable and no refund will be given.

The Admissions Department will ensure that the students' commitments have been fulfilled. This includes the return of all books and computer software. A final invoice will then be sent and once the Account is up to date and closed the Education Bond will be refunded. All educational information can be obtained from NCEA or IB Co-ordinators.

# *The Story of St Kentigern*

Our early saints were extraordinary men.

They believed in God and by spreading his

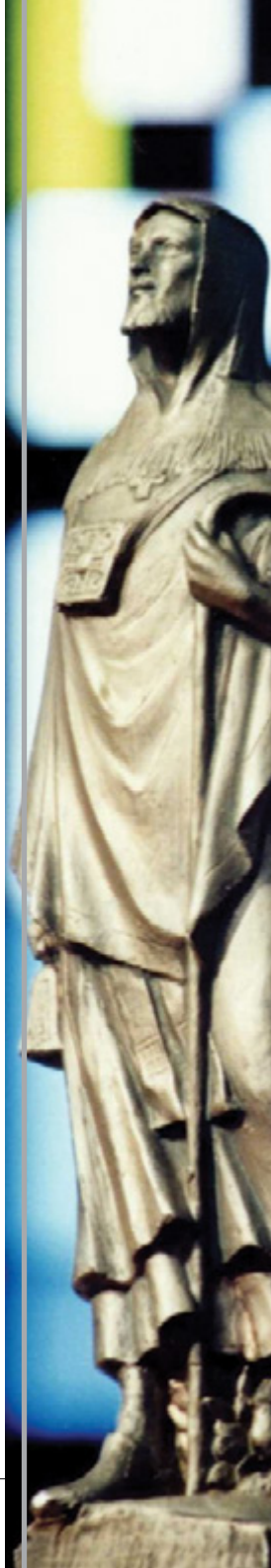
word changed history. St Kentigern was such a man. Kentigern was born near Edinburgh in the sixth century.

His mother, St Enoch, was the daughter of the King of Lothian. Her pregnancy was illegitimate, the result of rape by one of her suitors, whose identity she refused to reveal. Her father was so incensed, he had Enoch and her child cast adrift in an open boat on the Firth of Forth, expecting them to perish. The currents carried them across to the other side of the Firth, bringing them to land near the present town of Culross where they were offered shelter at the monastery of St Serf. Serf took the boy under his special care, educating him and training him in the monastic life. When he reached manhood, Kentigern left the monastery and journeyed across to the west of Scotland, finally establishing his own religious foundation on the site of the cathedral in Glasgow. Here he set about converting the area to Christianity. At a later stage he journeyed south into England and many parishes along his route still bear his name. Legend has it that he finally reached North Wales and spent several years there before returning again to Scotland, where he died c. 603.

From the time of his death St Kentigern was venerated as Glasgow's patron saint, and the cathedral of Glasgow was built in his honour. To this day, his figure and the symbols associated with his legend make up the crest of the City of Glasgow. The attributes of St Kentigern – more popularly known by his pet name 'Mungo' – are remembered in a nonsense rhyme taught to Glasgow school children about the city's Coat of Arms:

This is the bird that never flew  
This is the tree that never grew  
This is the bell that never rang  
This is the fish that never swam

The Bird commemorates the pet robin owned by St Serf, which was accidentally killed by monks but who blamed it on Kentigern. Kentigern took the bird in his hands and prayed over it, restoring it to life again. The Tree is the symbol of another incident in Kentigern's childhood. Left in charge of the holy fire in St Serf's monastery, he fell asleep and the fire went out. However, he broke off some frozen branches from a hazel tree and miraculously rekindled the fire. The Bell may have been given to Kentigern by the Pope. The original bell, which was tolled at funerals, no longer exists and was replaced by the magistrates of Glasgow in 1641. The bell of 1641 is preserved in the People's Palace. The Fish was one caught by Kentigern in the Clyde. When it was slit open, a ring belonging to the Queen of Cadzow was miraculously found inside it. The Queen was suspected of intrigue by her husband, as she had parted with his ring. She implored Kentigern for help and he found and restored the ring to her in this way.



*A World of  
Opportunity  
for Boys &  
Girls*



SAINT KENTIGERN

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