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**Choose
to believe**

**Saint Kentigern College
Parent & Student
Handbook 2026**



Saint Kentigern

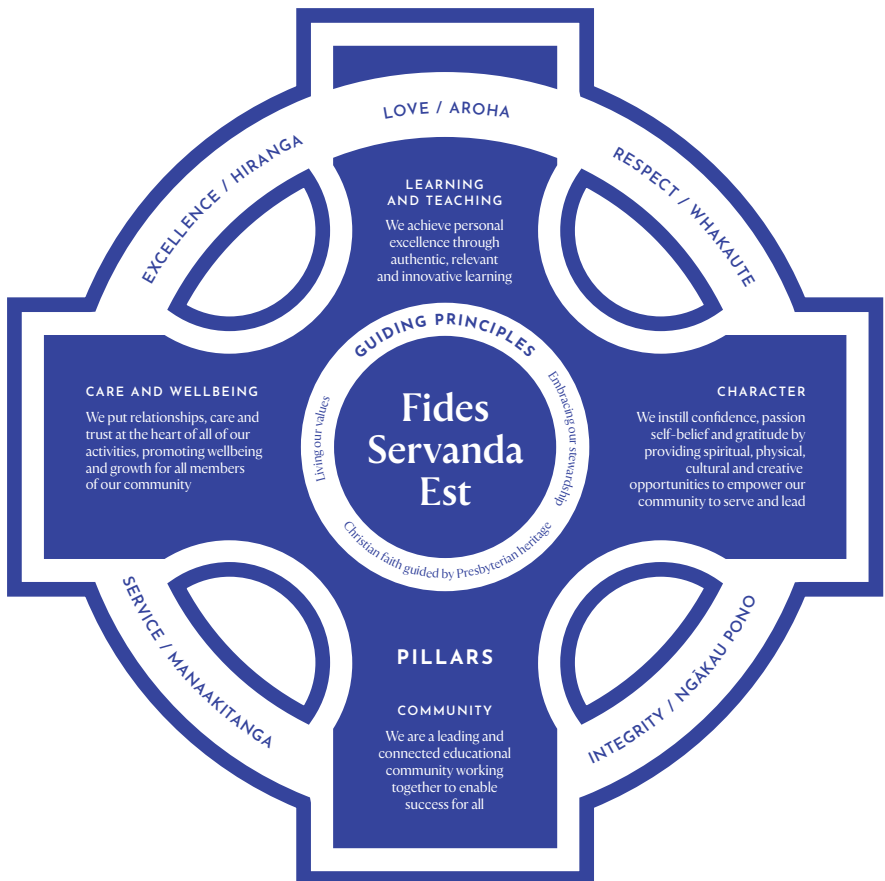


Saint Kentigern

Our Statement of Intent

MISSION

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.



ENABLERS

PEOPLE

We attract, retain and develop the best people

RESOURCING

We are resourced to ensure continued success and sustainability

TECHNOLOGY

We invest in leading teaching systems and technology

CONTENTS

Saint Kentigern Mission Statement	2
Statement of Values	2
The Saint Kentigern Way	2
Service.	2
Upholding College Values and Expectations – Students.	3
Prayer of Saint Kentigern.	3
Term Dates	4
Daily Schedule – 7-Day Timetable.	4
College Contact Details Information	4
Academic and Assessment Procedures	6
Senior School NCEA & IB Diploma Courses	8
Enhanced Learning	8
College Reporting	9
Careers Advice	9
Code of Conduct – Students – College Expectations	10
Code of Conduct – Parents/Caregivers and Visitors	12
Co-Curricular Activities	13
Education Outside the Classroom (EOTC)	14
Bruce House – Boarders	14
Chapel	15
Reporting Absences	15
College Uniforms and Student Appearance.	16
ICT Requirements	20
International Students	21
Cars, Parking and Campus Access	21
Use of Student Vehicles for College Curriculum Activities	21
Communication With Parents	22
Cafes – Saints and Kents	23
College Transport – Buses	23
Lost Property	24
College Map	24
Events – Year 13	25
Fitness Centre.	25
Foodbank Shoebank	25
Lockers	25
Mufti Days	25
Music – Performance and Tuition	25
News.	26
Parents and Friends / Parents in Prayer.	26
Photocopying and Printing	26
Photographs	26
Selling of Products Fundraising by Student Groups and Staff	26
Sun Smart	27
Visitors	27
Withdrawal From College	27
Senior Leadership Team	28
House System	30
The Saint Kentigern Story	31



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.'

Statement of Values

We believe that a Christian focus based on the tradition of the Presbyterian Church is an integral part of school life.

We believe that a fundamental aim of education is to nurture the potential of students through pursuit of excellence in all fields of human effort, so that they may develop a sense of purpose and a desire to seek truth, justice, self-discipline and the well-being of others.

We believe that a caring school environment supported by students, families and staff assists personal growth.

We believe that all people in our society are important, that cultural heritages are significant and that we have a role to play as New Zealanders in the global community.

THE SAINT KENTIGERN WAY

As the Saint Kentigern community we emphasise the values of **Respect, Integrity, Service, Excellence, and Love**. These 5 values are demonstrated through our students having self-discipline, self-respect, respect for other people's rights, opinions and property, honesty, fairness and caring for others.

SERVICE

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. Further information can be found on the OLE. If you have any enquiries please contact our Service Administrator, phone +64 9 577 0748 Ext 9391.



Saint Kentigern

UPHOLDING COLLEGE VALUES AND EXPECTATIONS - STUDENTS

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 Love**. 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.

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.

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:

- ✘ 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 (Tuesday and Thursday 3:30pm-4:30pm)
- ✘ Gating for a serious breach of school rules. (Saturday 9:00am-11:30am).

PRAYER OF SAINT KENTIGERN

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 Saint 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.

TERM DATES

To view the College Term Dates for 2026 and additional information please click on Term Dates - Saint Kentigern Organisation, on the Saint Kentigern website:
www.saintkentigern.com/college/term-dates.

Term 1 Begins

Year 7-9 – Tuesday 27 January

Year 10-13 – Wednesday 28 January

Term 1 – Tuesday 27 January – Thursday 2 April

Term 2 – Monday 20 April – Friday 3 July

Term 3 – Monday 27 July – 25 September

Term 4 – Monday 12 October – 8 December

DAILY SCHEDULE - 7-DAY TIMETABLE

Tutor Group	8:40am – 8:50am
Period 1	8:50am – 9:40am
Period 2	9:40am – 10:30am
Interval	10:30am – 10:50am
Period 3	10:50am – 11:40am
Period 4	11:40am – 12:30pm
Assembly Chapel Extended Tutor Time (ETT)	12:30pm – 1:00pm
Lunch Break	1:00pm – 1:50pm
Period 5	1:50pm – 2:40pm
Period 6	2:40pm – 3:30pm

Note – some classes and co-curricular occur outside of these times.

[OLE – College](#) - [OLE - Saint Kentigern's Learning Management System](#) - [College](#)

COLLEGE CONTACT DETAILS | INFORMATION

✱ Admissions	+64 9 577 0703
✱ Director of Boarding	+64 9 577 0714
✱ Café Manager, Saints & Kents	+64 9 577 0748 Ext 4406
✱ Counsellors Psychologist	+64 9 577 0748 Ext 9312 skc_counsellors@saintkentigern.com

Our Pastoral Care system aims to care for the 'whole' student. When there is a need, a member of our qualified Counselling team offers guidance and support. Referrals can also be made through the OLE. SchoolTV: The College provides parents access to SchoolTV; an online resource to empower parents with information and practical ongoing support strategies to help guide their child through challenges to be happy, well and resilient. <http://saintkentigern.schooltv.me/>

- ✱ **Director of Boarding** +64 9 577 0714
- ✱ **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.

✘ **Fees | Accounts** +64 9 577 0747

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.

✘ **General Enquiries** skc_admin@saintkentigern.com

✘ **Head of House** Please refer to House System

✘ **Head of International Students** +64 27 232 8155 – 24/7 emergency

✘ **Health Centre | Medical Matter** health@saintkentigern.com / +64 9 577 0748 Ext 9331

The Health Centre is staffed Monday to Friday from 8:00am – 4:00pm. Please do not send your child to school if he/she is clearly unwell.

- 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.
- Boarders who are unwell in school hours will be cared for by the College Nurses but transferred to Bruce House if needed where boarding staff will continue to care for them.
- A medical information form is sent to parents/caregivers after acceptance of enrolment. The form must be completed and returned 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.

✘ **ICT Service Centre** +64 9 577 0718

✘ **Library** +64 9 577 0706

The Library is a full-service learning, research and project space.

- Open daily from 7:30am, closing at 5:30pm Monday – Friday.
Closes early on the last day of each term.
- The Library is a flexible learning space that enables group, independent and social learning to occur. The Library 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: we reserve the right to charge for lost, damaged or overdue learning resources.

✘ **Main Reception** +64 9 577 0749

Hours 7:45am – 4:15pm, including school holidays

✘ **Music Department** +64 9 577 0707

✘ **Sports Administrator** +64 9 577 0650

✘ **Student Reception** +64 9 577 0748 Ext 9414

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.

✘ **Trust Board** +64 9 577 0720

✘ **Uniform Shop, Mungo's** +64 9 577 0746

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ACADEMIC AND ASSESSMENT PROCEDURES

Academic Honesty

Saint Kentigern College is committed to academic honesty and will ensure that all students, teachers and parents promote both integrity and good practice in teaching and learning programmes as well as assessment. Saint Kentigern College seeks to produce learners who are principled – that is they act with integrity and honesty, with a strong sense of fairness, justice and respect for themselves and others. They take responsibility for their own actions and the consequences that accompany them.

We expect that all students enrolled in the College will submit work that is authentic. Authentic work is based on the students' individual and original ideas with the ideas and work of others fully acknowledged through referencing. Other people's creations are their intellectual property and cannot be copied without permission – this includes art and music, discoveries and inventions, trademarks, and slogans and even some words and phrases.

Breaches of academic honesty could include plagiarism, collusion, fabrication of data, breach of copyright, failure to acknowledge the work of others, provision of undue assistance, cheating etc.

Although the following list is not exhaustive, academic dishonesty or malpractice can take several forms:

✘ **Cheating**

- Communicating with other students in an examination or assessment.
- Bringing unauthorised material into an examination room.

✘ **Collusion**

Supporting another student by allowing your work to be copied or submitted for assessment.

✘ **Duplication**

Presenting the same work for more than one assessment.

✘ **Falsifying data**

Creating or altering data and presenting it as if it had been collected in an appropriate way.

✘ **Plagiarism**

Copying and representing the ideas or work of another person as your own.

Process

1. The College will inform all students of academic honesty expectations and procedures.
2. A common referencing system (APA) will be promoted and used in all subject courses.
3. It is the responsibility of each student to ensure that their work is authentic and that all references are appropriately acknowledged.
4. Students will be provided with clear guidelines for assignments in line with the International Baccalaureate Diploma General Regulations, International Baccalaureate Internal Assessment Regulations, and the requirements of NCEA. (Refer to International Baccalaureate and NCEA Assessment handbooks).

5. The IB Coordinator or Principal's Nominee, through the Exam Centre Manager, will ensure that all external examinations are conducted according to the published IB and the NZQA examination regulations to mitigate any possible malpractice by candidates.
6. Teachers will set deadlines and checkpoints to evaluate students' progress towards completion of assessments to reduce the likelihood of malpractice occurring.
7. Use of AI – within guidelines provided by teachers as appropriate to activity or assessment.

Textbook Issue and Conditions

Textbooks 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

Homework

1. Homework is part of learning at Saint Kentigern.
2. Homework is set at the discretion of the teacher, based on students' learning needs. It can either be compulsory work set by the teacher or a series of voluntary tasks undertaken on the initiative of students. It should reflect or reinforce what is being learned or is going to be learned in class.
3. Guidelines for homework or 'prep' that might be expected on a weeknight in total:
 - Years 7 and 8 - 1 hour,
 - Years 9 and 10 - 1 to 1½ hours,
 - Years 11, 12 and 13 - as required to reinforce learning for assessment purposes or in preparation for public examinations.
4. Parents can assist staff in ensuring that work set is done conscientiously. Students should have a quiet place in which to learn at home. If students are unable to complete homework for any reason, they should notify the teacher concerned and ensure they catch up on work missed.
5. Persistent failure to complete homework will result in the involvement of Heads of Houses and contact with parents. This applies to students at all levels.

Examinations

Students will bring to each examination only the basic equipment needed for that subject and chargers, if necessary, for digital exams: it should be in a clear plastic bag. Bags must be left outside the examination room or with the teacher's permission at the front of the examination room.

Students will be notified about any stationery requirements well in advance.

Transcripts and Testimonials – Academic

Students requiring transcripts and testimonials to apply for university are to email requests to Student Futures via studentfutures@saintkentigern.com.

NCEA AND IB DIPLOMA COURSES IN THE SENIOR SCHOOL

NCEA Courses – NCEA Students at Saint Kentigern College study:

- ✘ 6 courses in Year 11 including a course of English, Mathematics and Science.
- ✘ 6 courses in Year 12 including English.
- ✘ 5 courses in Year 13.

Students may, after consultation, where appropriate take multi-level courses to best meet their Academic needs or reduce the number of subjects being studied. No course changes may occur after the first 4 weeks of the year (unless with agreement with the Deputy Principal).

Students who are finding their course difficult will be expected to:

- ✘ discuss reasons and strategies with their teacher.
- ✘ attend all additional tutorials where available.
- ✘ review their study and homework programme with their Head of House and parents.
- ✘ set personal goals for the next assessment tasks.
- ✘ attend all classes without causing disruption.
- ✘ discuss options for continuing their education outside the College or seeking appropriate work options with Student Services staff.

The College, through the Tutor, class teacher, Head of Department and Head of House, will provide clear information to the student and their parent / caregiver when they are in danger of failing an NCEA Internal Assessment.

IB Courses

International Baccalaureate (IB) Diploma students at Saint Kentigern College study:

- ✘ 6 subjects in both Year 12 and Year 13.
- ✘ The Theory of Knowledge (TOK) course in Year 12 and Year 13.
- ✘ Complete 'The Extended Essay' and 'Creativity, Activity and Services (CAS)' components in Year 12 and Year 13.

ENHANCED LEARNING

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. [OLE – Saint Kentigern's Learning Management System – Enhanced Learning](#).

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.

COLLEGE REPORTING

At Saint Kentigern College, we align with both International and National educational reporting guidelines by structuring our reporting processes around continuous feedback. This live reporting approach is complemented by traditional checkpoints and grades, which are provided in PDF reports each term.

Engagement Indicators

Engagement Indicators will be completed by students and staff each term.

These will be pushed to OLE subject class pages as a course and will be open well ahead of the reporting deadline.

Subject Learning Conferences

Subject Learning Conferences take place twice a year for all year levels. Bookings are made by parents electronically through SchoolPoint. If a teacher is unavailable on the day of the Subject Learning Conference, parents can contact the teacher to arrange a conversation at an alternative day/time. This could be a phone or video call.

Parents are encouraged to communicate with teachers as, and when, required rather than waiting for these conferences. Parents are also encouraged to keep up to date with their child's progress via live reporting on the OLE.

OLE (Online Learning Environment)

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, daily timetable and a great deal more information online. For further information please click on [OLE – Saint Kentigern's Learning Management System – College](#).

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

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 at the College.

For support in accessing the OLE, phone +64 9 577 0749 or alternatively email your query to [**ole@saintkentigern.com**](mailto:ole@saintkentigern.com).

CAREERS ADVICE

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

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

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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 Students Futures page on the OLE.

CODE OF CONDUCT - STUDENTS - COLLEGE EXPECTATIONS

Our Core Values — **Respect, Integrity, Service, Excellence and Love** — guide behaviour at school and on any activity, event or trip (EOTC).

By taking part, students agree to:

- ✘ Represent the College with pride and courtesy at all times.
- ✘ Follow instructions from staff, coaches, managers, event officials or their delegates.
- ✘ Understand that all College rules apply for the full duration of a trip or event. Support leaders and help peers meet expectations.
- ✘ Act responsibly and show self-control; take ownership of choices.
- ✘ Treat everyone with respect—students, staff, hosts, opponents and the public. Verbal, physical or online abuse is not acceptable.
- ✘ Refrain from drugs, alcohol, vaping and smoking. This applies to students, staff, parents, team managers and coaches while involved in College activities.
- ✘ Show cultural awareness and respect local customs and beliefs.
- ✘ Accept officials' decisions with good grace; show sportsmanship in success and disappointment.
- ✘ Take part fully and try your best—whether the activity is sporting, academic or cultural.
- ✘ Respect others' property and protect personal belongings.
- ✘ Care for facilities, accommodation, venues and transport. Leave spaces clean and as found.
- ✘ Report any damage, illness or injury to staff promptly.
- ✘ Keep to curfews and schedules; do not leave accommodation, venues or group settings without permission from the staff member in charge.
- ✘ Wear the uniform or attire specified by staff/coaches for public events and functions, and maintain a tidy, appropriate appearance.

Consequences and Decision-making

In serious cases, a student may be sent home at the parent/caregiver's expense at the discretion of the tour or event organiser in consultation with the Principal. All decisions before and during the event/trip are the responsibility of the organiser, in consultation with the Deputy Principal or Principal.

Bullying: Prevention and Response

At the College we are committed to a safe, positive environment where every learner is valued. Students, staff, parents and whānau share responsibility for a respectful, inclusive culture.

What we mean by bullying

- ✘ Deliberate.
- ✘ Involves a power imbalance.
- ✘ Repeated, or has the potential to be repeated.
- ✘ Harmful.

Bullying behaviours may be physical, verbal or social, and can occur in person or online (cyberbullying). It may involve initiators, targets and bystanders.

Examples

- ✘ Physical: hitting, kicking, tripping, shoving, damaging or taking property, threatening gestures.
- ✘ Verbal: threats, discriminatory remarks, name-calling, mockery, hurtful comments (including emails, texts or anonymous posts).
- ✘ Social: excluding others, spreading rumours or personal information, posting negative material online.
- ✘ Cyberbullying: harmful behaviour using devices, games or social networks, at any time of day.

Prevention

We promote consistent messages at school and home, raise awareness through the OLE, communications and parent information sessions, and encourage students to speak up early.

Response

All reported incidents are taken seriously and followed up by the Pastoral Team, who will:

- ✘ Reassure the student that reporting was the right step.
- ✘ Gather information (including written statements) to understand what happened.
- ✘ Activate an appropriate response, often restorative in approach, with consequences where required.
- ✘ Involve parents/whānau as early as appropriate.
- ✘ Escalate serious matters to Senior Leadership and, if needed, seek support from external agencies.
- ✘ Support targets, bystanders and initiators, and monitor for patterns over time.

How to report: students and parents can contact a Dean, Tutor, Counsellor or any trusted staff member, or report via the OLE.

Behaviour on College Buses

Every student has the right to safe, comfortable travel.

Students Must:

- ✘ Treat others with respect, no verbal or physical harassment.
- ✘ Take available seats so no one stands unnecessarily; remain seated if seats are available.
- ✘ Keep laptops off while travelling (insurance risk if damaged).

Failure to follow bus expectations may lead to detentions and/or loss of bus privileges, depending on frequency or seriousness.

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Prohibited Items

Do not bring dangerous or forbidden items to the College or to any College activity. Examples include knives (including for food preparation—use plastic or bamboo cutlery only), lighters, fireworks, water bombs, chemicals, masks (other than medical masks when required), air pistols, or any item that could threaten others' safety. Possession or use of drugs, alcohol, tobacco or vape devices is prohibited on College premises, on trips and when representing the College.

CODE OF CONDUCT - PARENTS/CAREGIVERS & 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.
- ✘ 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.
- ✘ 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.

CO-CURRICULAR ACTIVITIES

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. [OLE - Saint Kentigern's Learning Management System - College Student Life](#).

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.

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EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Education Outside the Classroom (EOTC) takes many forms at Saint Kentigern, including orientation camps, field trips associated with particular curriculum subjects such as Geography, Biology or Outdoor Education; organised trips to art galleries or museums for our visual arts students; workshops for performing arts students; university lectures; theatre visits; Service opportunities; and the opportunity for small groups of students to represent the College at events such as MUNA (Model United Nations Assembly) and Young Enterprise. For further information please click on [OLE - Saint Kentigern's Learning Management System - EOTC](#).

PARENTS & ADULTS PARTICIPATING IN EOTC ENVIRONMENTS

- ✘ Parents/caregivers are welcome to support College teams and events at their own expense -airfares, accommodation and meals but not staying at the same accommodation as the team.
- ✘ Parents officially with a group must be Police vetted before departure.
- ✘ Parents in an official role (manager, coach, medical etc) will be considered as having the status of staff. They are required to agree to and understand the professional expectations of staff of the College. It is the responsibility of the organiser to brief adults on these expectations that will include dress, language, alcohol consumption, and other behaviours. These adults must read and sign the RAMS form for the trip.
- ✘ In the case of an emergency where an adult may be required to stay with a student unable to travel, the College will pay for immediate and reasonable expenses associated with the requirements of the role.
- ✘ As a general guide showing appropriate respect for people, property and the environment is expected. Positive encouragement of students and displaying a good example is essential. The College has very high expectations for all students and staff. This applies to appropriate clothing, language, humour, behaviour and attitude.
- ✘ At all times the safety and best interests of the student must be a priority. Given that physical contact between adults and students is sometimes unavoidable, adults should follow these guidelines carefully to avoid any action that could be misconstrued by a student.
- ✘ These guidelines will be part of the briefings by organisers to adults officially participating in Education Outside the Classroom activities.

BRUCE HOUSE - BOARDERS

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. One Term's notice is required in writing should you withdraw your child from Bruce House.

The Director of Boarding (or Duty Master) will act "in loco parentis" with regards to a boarder being driven on a school activity by a day student (this sentence makes no sense). The Director of Boarding should give their permission for the boarder to travel having been

informed of the full details by the students involved and in a letter from the TIC.

For information on boarding please contact College Admissions on +64 9 577 0703 or skc_admissions@saintkentigern.com.

CHAPEL

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 opportunity as we seek to encourage our students to know and love God and to serve theirs within and beyond our school community.

[OLE – Saint Kentigern's Learning Management System – College Chapel.](#)

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

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

REPORTING ABSENCES

Absence from College | Text only +64 21 172 6464

College email: skc_absence@saintkentigern.com

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.

Please note that any absences must be reported by **parents** to the school as confirmation they approve the student absence or sign in/out times. **Students** are required to always sign in/out at Student Reception using their Student ID cards when they come and go from the school during school hours. The school needs to know that the students' absence times match what their parents advise. The following are the contact details for reporting student absences:

When reporting an absence, please be sure to advise:

- ✘ Student Name (first and last name)
- ✘ Tutor Group or Year Level
- ✘ Date(s) of absence
- ✘ Absence time (e.g. all day, from 10:30am to 12:30pm, from 1:00pm for rest of the day)
- ✘ Reason for Absence (e.g. late, sick, holiday, appointment – doctor, dentist etc.)

Please always update SKC Absences if the absence date/time changes for any reason.

Please note that **non-medical leave of more than two days** needs to be approved by our Deputy Principal, Academic Operations. In these instances, please complete a Student Leave Request online form on the College OLE page (Leave Request and Absence Information icon – OLE – Saint Kentigern's Learning Management System – Assessment: College Student Leave Application) which will be assessed before permission may be granted for leave. Applications should be submitted well in advance of leave period. It is preferable that appointments are made outside of school hours to minimise disruption to learning.

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COLLEGE UNIFORMS & STUDENT APPEARANCE

Formal Uniform

The formal uniform is to be worn by students:

- ✘ On Fridays allocated on the Term calendar as a Formal Friday in Terms 1 and 4.
- ✘ Every Friday in Terms 2 and 3.
- ✘ At all Sunday evening Chapels.
- ✘ When representing the College at a formal function e.g. College music groups, debating, Prefect functions, funerals related to the College.
- ✘ In all Premier teams if appropriate when representing the College at a sports fixture.
- ✘ At Prizegiving's and Graduation Ceremonies.
- ✘ On other occasions as directed by Teacher in Charge or Principal e.g. some travelling groups.

Tour Uniform

- ✘ There is a standard touring uniform for overseas trips The Saint Kentigern branded Tour Uniform must be supplied by Mungos.
- ✘ When appropriate the touring party will wear their Formal uniform on the following occasions: Official occasions at other schools and at the discretion of the tour organiser.
- ✘ All sports teams will wear their College strip on tour for matches.
- ✘ All sports tour members must have a Saint Kentigern College tracksuit (unless exempted by the Principal).

Student Hair and Facial Hair

The General Rule (Boys)

Our guiding principle is hair must be kept neat, tidy and groomed. Hair must be sufficiently short that it is off the collar and ears. The fringe does not fall past the eyebrows when it falls naturally. Shaved heads, partially shaved heads (e.g. mohawks or mullets) or extreme hair styles or colours that are likely to cause offence are not permitted. Hair must be of a natural colour. Facial hair is not permitted.

The General Rule (Girls)

Our guiding principle is hair must be kept neat, tidy and groomed. Hair must either be sufficiently short that it is off the collar and face when it falls naturally or be kept restrained by hair ties. The fringe does not fall past the eyebrows when it falls naturally. Hair bands or clips may be worn. Hair ties, hair bands or clips may be of the same colour of the student's hair or navy, royal blue, black or white in colour. Shaved heads, partially shaved heads or hair styles likely to cause offence are not permitted. Hair must be of a natural colour.

Cultural and Religious Items

Saint Kentigern's Uniform policy and procedures are intended to be transparent, robust and fit for purpose. Occasionally exceptions may be required to accommodate individual's needs. Saint Kentigern has long affiliations to the Presbyterian church with strong Christian values.

Today we recognise that our school communities reflect a variety of cultural and family backgrounds. As such, we recognise that occasionally some of our uniform rules may impinge on the religious, cultural or other individual beliefs, practices or needs of our staff and students.

Where a staff member or student does not consider they can comply with Saint Kentigern's Uniform Policy and/or Procedures they may apply for an exemption. All applications for exemption will be carefully considered, and expert advice sought where decisionmakers consider it required, to ensure an informed decision is made.

The decision to grant an exemption is at the sole discretion of the Principal or Senior Manager. Refer to the Guidelines for Exceptions to the Uniform Policy – One Org PO S02.

OLE Uniform Shop

[OLE – Saint Kentigern's Learning Management System – College Mungo's Uniform Shop](#)



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BOYS UNIFORM

FORMAL UNIFORM	
Senior School Years 11-13	Dark grey trousers, white shirt, tie, blazer, dark grey dress socks, black leather belt, plain black dress loafers. Jumper may be worn under blazer in Term 2 & 3 except for photos and assemblies.
Middle School Years 7-10	Dark grey trousers, white shirt, tie, blazer, grey dress socks, black leather belt, black lace up school shoes.
DAY UNIFORM	
Senior School	
Summer	Dark grey shorts or trousers and navy summer striped shirt, navy jersey. McKinley black sandals, black roman sandals, black Birkenstocks with a heel strap or plain black dress loafers, long dark grey (with navy stripe) socks and garters. When wearing jersey, shirt must be tucked in.
Winter	Dark grey trousers or shorts and navy striped winter shirt, navy jersey, blazer, long dark grey (with navy stripe) socks and garters, plain black dress loafers. When wearing jersey, shirt must be tucked in.
Middle School	
Summer	Dark grey shorts and grey striped summer shirt, royal blue jersey. McKinley black sandals, black roman sandals, black Birkenstocks with a heel strap or plain black leather lace up school shoes, long grey socks (with royal blue stripe) and garters. When wearing jersey, shirt must be tucked in.
Winter	Dark grey shorts or trousers and grey striped winter shirt, royal blue jersey, blazer, long grey socks (with royal blue stripe) and garters, plain black leather lace up school shoes. When wearing jersey, shirt must be tucked in.
PE UNIFORM	
Summer	Short sleeved blue and white top and blue shorts with swim liner, Saint Kentigern blue cap or hat (compulsory for Years 7 and 8).
Winter	Short sleeved blue and white top and blue shorts. Saint Kentigern tracksuit.
OTHER REQUIREMENTS	
House Comps	PE shorts, House t-shirt.
Hair	Hair must be kept neat, tidy and groomed. Hair must be sufficiently short that it is off the collar, face, and ears when it falls naturally. Shaved heads, partially shaved heads (including mohawks/mullets) or hair styles likely to cause offence are not permitted. Hair must be of a natural colour. Facial hair is not permitted.
Sun Protection	Sunscreen is encouraged in summer. School caps or hats are strongly recommended for all students during Term 1 and 4. (Caps and sunscreen available at Mungo's Uniform Shop).
Optional Items	Saint Kentigern gloves and rain jackets. Scarf – navy for Senior School Scarf – royal for Middle School.
Note	Wrist watches are permitted. No other visible body piercing or tattoos allowed. No t-shirts to be showing under shirts. No caps worn indoors or with Formals.
Cultural Uniform Accessories	PE shorts, House t-shirt.

GIRLS UNIFORM

FORMAL UNIFORM	
Senior School Years II-13	Long navy skirt, white blouse, tie, blazer, black opaque tights (terms 2 and 3) sockettes (term 1 and 4), black leather loafers. Jumper may be worn under blazer in Term 2 & 3 except for photos and assemblies.
Middle School Years 7-10	Blue tartan skirt worn on the waist and below the knee, white blouse, tie, blazer, black opaque tights, (white socks in Terms 1 and 4) plain black College leather lace up school shoes.
DAY UNIFORM	
Senior School	
Summer	Summer skirt worn on the waist and below the knee, short sleeved white blouse, navy slip-on vest (optional), McKinley black dress sandals, black Birkenstocks with a heel strap or black leather loafers and sockettes.
Winter	Long or knee length navy skirt or navy-blue pants worn on the waist with a long-sleeved white blouse, navy jersey, blazer, black opaque tights, black leather loafers. When wearing jersey, shirt must be tucked in.
Middle School	
Summer	Summer knee length skirt or navy shorts worn on the waist and a short sleeved blue blouse. McKinley black dress sandals, black Birkenstocks with a heel strap or plain black leather lace up school shoes and white ankle socks. Royal blue jersey or cardigan can also be worn. When wearing jersey, shirt must be tucked in.
Winter	Tartan skirt worn on the waist and below the knee, long sleeved silver oxford blouse, royal blue cardigan or royal blue jersey, blazer. Black opaque tights, plain black leather lace up school shoes. When wearing jersey, shirt must be tucked in.
PE UNIFORM	
Summer	Short sleeved blue and white shirt and blue shorts, Saint Kentigern blue cap or hat (compulsory in year 7 and 8). Saint Kentigern swimsuit and swim cap (optional). PE shorts can be worn over swimsuit.
Winter	Short sleeved white and blue shirt and blue shorts. Saint Kentigern tracksuit, Saint Kentigern blue cap (compulsory Years 7 and 8).
OTHER REQUIREMENTS	
House Comps	PE shorts, House t-shirt.
Hair	Hair must be neat, tidy and groomed. Hair must either be sufficiently short that it is off the collar and face when it falls naturally or be kept restrained by hair ties. Hair bands or clips may be worn and must be navy, royal blue, black or white in colour. Shaved heads, partially shaved heads or hair styles likely to cause offence are not permitted. Hair must be of the student's natural colour.
Sun Protection	Sunscreen is encouraged in summer. School caps or hats are strongly recommended for all students during Term 1 and 4. (Caps and sunscreen available at Mungo's Uniform Shop).
Optional Items	Saint Kentigern gloves and rain jackets. Scarf – navy for Senior School Scarf – royal for Middle School.
Note	Girls may wear a gold or silver stud not more than 3mm in size in both ear lobes. No makeup is to be worn. No other jewellery is to be worn, apart from a watch. No other visible body piercing or tattoos allowed. No undergarments to be showing under uniform.
Cultural Uniform Accessories	PE shorts, House t-shirt.

ICT REQUIREMENTS

Student Digital Devices

Digital devices are an integral part of the teaching and learning at Saint Kentigern College. This is their primary function.

- ✘ All students will be expected to have and bring to the College a computer notebook.
- ✘ Students are responsible for all material on their digital device and the appropriate use of their notebooks.
- ✘ Care and security of digital devices is primarily the responsibility of the student.
- ✘ The College will provide advice and guidance, supported by College rules and disciplinary procedures to encourage the appropriate and safe use and security of digital devices.
- ✘ The College will provide appropriate technical support for student notebooks. Limited support for non-school computer notebooks will be provided.
- ✘ The ICT Committee and IT Services will provide and promote relevant policies and procedures for the appropriate use of digital devices in the College. These will be included on the OLE in information for parents and students.
- ✘ All students will sign an Acceptable Use Agreement outlining their rights and responsibilities.

Managing and Monitoring Internet use at the College

Schools in New Zealand are legally required to 'provide a safe physical and emotional environment'. At Saint Kentigern College, staff must be aware of dangers that students may be exposed to and take reasonable precautions to prevent students being exposed to inappropriate material or situations.

The responsibilities of the College include:

- ✘ To designate supervised areas where notebooks can be used outside of teaching times on the College campus.
- ✘ To provide a net filter for inappropriate material on Internet access through the College.
- ✘ To ensure the students are informed and aware of the appropriate use of notebooks and the penalties if conditions are broken.
- ✘ Inform parents and students of the positive and negative aspects of the Internet.
- ✘ Ensuring that an Acceptable Use Agreement is a requirement for student Internet access on site.

Student Use of Cell phones

Our College seeks to maximise learning and student well-being. The use of mobile phones throughout the day increases distractions for our students and reduces focus. We want our students to communicate well and interact with each other in a positive way in our school environment.

A significant proportion of students report that use of mobile devices is disruptive to their learning in class. We want to support our students in removing these distractions while ensuring a healthy and safe environment at Saint Kentigern College.

1. A student's mobile phone and/or earphones must not be used or visible during the College day between 8:40am to 3:30pm. Mobile phones may only be used when a teacher gives permission – for educational purposes only. A phone at student reception is available for communication with families when needed.
2. Mobile phones must not be used during school trips unless permission is given by staff member.
3. Students who bring mobile phones to the College do so at their risk and are responsible for their security. If mobile phones are brought to the College by students, they must be in school bags and switched off between 8:40am and 3:30pm. A lunch time detention will be issued by staff members for any student who does not follow this mobile phone guideline.
 - A student who repeatedly uses their mobile device and/or earphones without permission, may have it confiscated and secured in the Head of House safe until the end of the school day.
4. As responsible digital citizens, students will not use their mobile devices to record, film or photograph in a clandestine fashion.

INTERNATIONAL STUDENTS

Saint Kentigern is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2021 published by NZQA. This means we have the necessary processes and resources in place to ensure that our international students 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. Emergency contacts 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 active 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.

CARS, PARKING AND CAMPUS ACCESS

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.

Student Cars

Parking on Campus is By Permit Only

Year 13 students may bring a car to school if they have completed the relevant application form and had their application approved by the Deputy Principal. Students approved can provide two vehicle registrations and 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. .

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.

Cars without permits displayed may be towed if they are not identified as permitted to park on campus. The procedure is designed to ensure safety and to minimise parking difficulties on

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campus and surrounding streets. Students are not to park in the Manor Park Road, nor 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.

Use of Student Vehicles for College Curriculum Activities

At times it is necessary to request students to travel in their own vehicles as the College vans can only safely seat 11 students plus the driver. At other times parents of students request for them to drive due to living close to the location of the activity. Students must not drive or travel in cars driven by other **fully** licensed students when they are involved in a College activity unless there is written permission from the parent or caregiver of:

- a. the driver and
- b. all passengers

Student and Parent Responsibility

It is the responsibility of the student to ensure they are travelling in a legal and safe manner. The parent is responsible to ensure that the student and the student's car meet all legal requirements and that they have given permission to transport other students or be transported by other students.

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. No stopping on the roundabout. Please respect all yellow lines on campus – do not park nor drop off on yellow lines or pedestrian crossings. After school pickup is via the Pakuranga Road entrance after 3:50pm (once the College Buses have departed). School pickup is not permitted from the Manor Park Road entrance or Manor Park Road.

To relieve congestion on campus at the end of the school day, and ensure safety with buses, vehicle access from Pakuranga Road is restricted between the hours of 3:00pm and 3:50pm and is for buses only. 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.

COMMUNICATION WITH PARENTS

The College uses emails as well as the OLE frequently to communicate with parents/caregivers. 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'.

Home School Communication

Saint Kentigern College believes that a successful education requires a positive relationship between the student, parents, and the College. Parents and teachers are encouraged to develop open lines of communication to address any area of concern at the earliest possible stage.

Informal Communications

Should parents have concerns at other times, they should contact the Tutor or subject teacher by email or phone. Minor matters are likely to be successfully solved through these

channels. Staff are expected to acknowledge these within 1 working day and follow up as soon as possible.

Concerns about a student's Overall Progress

If parents have concerns about their child's progress or a situation at the College at other times, this should be addressed in the first instance through the Head of House. Subject selection matters should be referred to the Head of House, Middle School/Senior School Deputy Principals or for career advice and planning to the Head of Student Services.

Serious concerns about assessment matters should be referred to a Deputy Principal for Curriculum, NZQA Coordinator or IB Coordinator.

The College provides support through Student Services and Counselling to assist when appropriate.

Serious Concerns

If a parent has serious concerns about their child's behaviour or performance or the behaviour of other students, they should get directly in contact with the Middle School or Senior School Deputy Principal. If the College has serious concerns about a student's progress or behaviour, parents will be informed by the Head of House or the Deputy Principals Pastoral Care – Senior School or Middle School, so that the matter may be discussed with those concerned in the student's welfare.

Formal Complaints

If a serious incident arises involving your child, other students, or a teacher, and you wish to make a formal complaint, please make any formal complaint to a Senior Manager or Head of House via email or verbal.

CAFES - SAINTS AND KENTS

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 9:00am on the day lunch is required. Please contact the Café Manager if students require special dietary requirements or you wish to ask a question + 64 9 577 0748 Ext 4406. Eftpos facilities are available at Saints Café and Kents Café.

COLLEGE TRANSPORT - BUSES

The College is well-served 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 are available on the Saint Kentigern website.

New parents/caregivers are required to register their children for bus journeys at the start of the calendar year. Returning students will have their bus registrations rolled over from the previous academic year. Changes to journey use throughout the year can be advised to the Accounts Department, email: accounts@saintkentigern.com.

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The majority of Saint Kentigern College students use our College chartered buses for travel to and from the College. For most of that time, the students are outside the direct supervision of College staff members. While on the bus, the students are the responsibility of the bus company and will adhere to their Health & Safety rules and standard operating procedures.

1. Every attempt is made to provide the most effective allocation of buses and routes.
2. Alterations to times or routes are the decision of the College Bus Coordinator, which is then conveyed to the bus company to action.
3. For further information please click on [Bus Information - Saint Kentigern Organisation](#)

Morning Process

1. If a bus is significantly delayed, the bus company will contact the College Receptionist with the details and the reason for the delay.

Afternoon Process

1. At 3:40pm, duty staff will direct the buses to depart. This is done in a strict order to minimise any chances of collisions between buses.
2. No student is allowed to wait for a late self-loading bus in amongst the buses. Students wait across the road in the coned off Visitors carpark while the buses depart and load only when a duty teacher takes them to it. These students are supervised by the Middle School Head of House on duty that day while the bus duty team are busy.
3. Students on non-self-loading buses, line up in the Goodfellow Quad. When their bus arrives after 3:40pm, they walk to their bus under duty staff supervision and instruction.

Late Winter Buses

1. During all of Term Two and part of Term Three (two weeks' notice will be given when the buses are finishing in Term 3), the College operates buses that cover a wide area of Auckland at the conclusion of after-school practices and clubs. The aim is to greatly reduce the number of parents who need to travel through rush hour traffic to the College to pick up students from activities in the winter months when the sun is setting early.
2. The buses depart the College at 5:15pm and are charged per trip. Students using this service are required to have their Student ID ready to tag on and off the bus. Parents accounts will be charged each month.
3. The same standards of behaviour are expected as on the normal College buses.

LOST PROPERTY

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 the end of Term will be disposed of. Lunch boxes and drink bottles may be disposed of at the end of each week. Items left on bus services – it is the responsibility of the student/family to contact the bus depot direct. Howick & Eastern Buses phone: +64 9 273 3660.

COLLEGE MAP

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

EVENTS - YEAR 13

For our Year 13 students, we host two significant milestone events: the Year 13 Ball in Term 2 and the Year 13 Graduation at the end of Term 4. Both occasions involve additional costs, with full details provided well in advance—typically with at least one term's notice.

FITNESS CENTRE

Our Sports Centre has a fully equipped Fitness Centre which students can use under supervision. Applications for Alumni membership can be made at the Sports Centre reception, phone +64 9 577 0650.

FOODBANK | SHOE BANK

1. Foodbank - One per Term (dates set in calendar).
2. Shoebank - One per annum as requested (Late Term I).

LOCKERS

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. The College takes no responsibility for the security of students' personal effects. 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.

MUFTI DAYS

When the Year 13 Service Council make a proposal to raise money for a specific event or charity and the requests fit with the criteria in this Procedure all students will be allowed to come to the College in mufti attire. On these occasions students must be dressed in clean and tidy clothes. PJs, clothing with disrespectful wording, offensive outfits or images will not be accepted. Appropriate footwear (no jandals) must be worn i.e. bare feet are not suitable. No masks or helmets to be worn. Students will have an automatic charge of \$5 added to their College Account. Students that are absent on the day or request in writing not to be part of mufti day will not be charged. The amount raised will be presented (at assembly if appropriate) to the charity, or event that is being supported.

PERFORMANCE AND TUITION

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 specialists. 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 +64 9 577 0707.

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NEWS

News about the College and our students is available online regularly throughout the year. Our website 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 notify your child's Tutor or Head of House. If it is a sporting achievement, please also notify the Sports Administrator in the Sports Centre, phone +64 9 577 0385.

PARENTS AND FRIENDS | PARENTS IN PRAYER

The objectives of Parents and Friends are primarily to provide opportunities for parents and guardians to meet and 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. For further information on P&F please click on [OLE - Saint Kentigern's Learning Management System - College Parents & Friends](#).

PHOTOCOPYING AND PRINTING

The principle aim of the Photocopying and Printing system at Saint Kentigern College is to ensure that staff and students have adequate access to print, copy and scan services. These facilities are available to all staff and students for curriculum and administration purposes.

PHOTOGRAPHS

Photographs are taken for the multi-purpose Student ID card and so that students and families have photographs as a record of their activities and time at Saint Kentigern College. They are also taken so the Yearbook can provide a record of Tutor Groups and major co-curricular groups each year.

College student photograph sessions take place four times during the College year. The dates will be published in the College OLE Calendar by the Senior Manager responsible for the calendar. Students will be reminded in the OLE Daily Notices the week prior to the event. Where practical parents/caregivers will also receive a reminder email/newsletter.

SELLING OF PRODUCTS | FUNDRAISING BY STUDENT GROUPS & STAFF

Rationale

Saint Kentigern seeks to offer students a broad range of education opportunities. It recognizes that fundraising may be required to ensure these opportunities are available to all students. Fundraising helps to ensure educational opportunities are evenly available across curriculum, cultural and sporting areas. Refer to the guidelines and procedures set out the key principles and procedures for school fundraising at Saint Kentigern via the [OLE - Saint Kentigern's Learning Management System - Other SK Policies and Procedures](#).

SUN SMART

1. Where reasonably practical, ensure that shade is provided around the College grounds, at sporting and other outdoor activities including camps.
2. Students shall bring their own form of sunscreen to College so they can re-apply as necessary. Supplies of the sunscreen are located at the College Health Centre and in dispensers around the Campus, broad-spectrum, water-resistant sunscreen for staff and student's use in the event of them not bringing sunscreen to College. When there are outdoor activities, sunscreen will be made available.
3. Students and staff are encouraged to wear hats, which protect the face, neck and ears when they are outside (e.g. interval, lunch, sport and sport practices, at the College pool, excursions, camps and other College related activities). Students are encouraged to search out shade.

VISITORS

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. 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

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**. 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 request a reference via the Student Futures office **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, if paid on enrolment, will be refunded. All educational information can be obtained from NCEA or IB Co-ordinators.

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Saint Kentigern

Senior Leadership Team



Damon Emtage

Principal

Karen Barden – PA to the Principal



Duncan McQueen

Associate Principal

CAMPUS LIFE &
SPECIAL CHARACTER



Paul Bennett

Deputy Principal

ACADEMIC



Mark Thomas

Deputy Principal

PHYSICAL &
CREATIVE LEARNING



Hannah Williams

Deputy Principal

PEDAGOGY



Pat Baird

Deputy Principal
PROFESSIONAL PRACTICES
& PARTNERSHIPS



Eric Wall

Deputy Principal
PASTORAL CARE,
SENIOR SCHOOL



Carl Lidstone

Deputy Principal
PASTORAL CARE,
MIDDLE SCHOOL



Natalie Burrridge

Deputy Principal
ACADEMIC OPERATIONS



Kate Offord

Campus Operations Manager



Reverend Reuben Hardie

Head of Chaplaincy

HOUSE SYSTEM

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

Twelve Heads of Houses oversee 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/Caregivers have the opportunity to meet with Teachers during the year to discuss student progress, however, if you have any concerns about your child's academic progress or wellbeing, please contact your child's Head of House.

Information about the origins of the House names can be read on the Saint Kentigern website www.saintkentigern.com (Our History, Our Houses - OLE - Saint Kentigern's Learning Management System - College Pastoral Care).

HEADS OF HOUSE			
Middle School		Senior School	
Cargill + 64 9 577 0710	Mr Steve Broun	Cargill + 64 9 577 0668	Mr Joe Cunningham
Chalmers + 64 9 577 0728	Miss Katie Gordon	Chalmers + 64 9 577 0667	Ms Shannon Duffy
Hamilton + 64 9 577 0669	Mrs Shannon Gwilliam	Hamilton + 64 9 577 0672	Mrs Anna Pinder
Stark + 64 9 577 0656	Ms Sarah Whitehead	Stark + 64 9 577 0725	Mr Peter Harries
Wilson + 64 9 577 0658	Mr Al Ronberg	Wilson + 64 9 577 0729	Miss Kirsten Donovan
Wishart + 64 9 577 0663	Miss Rebecca O'Donnell	Wishart + 64 9 577 0671	Mr Clinton Thomas
Head of Year 7 + 64 9 577 0745	Mr Kevin Taylor		

The Saint Kentigern Story

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:

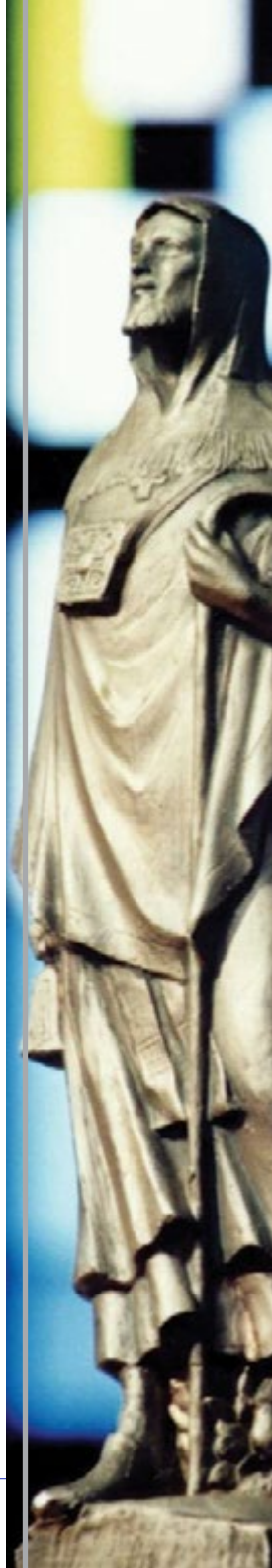
This is the bird that never flew

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.





Saint Kentigern

130 Pakuranga Road, Pakuranga 2010,
PO Box 51060, Pakuranga, Auckland 2140
Phone +64 9 577 0749
Email skc_admin@saintkentigern.com

www.saintkentigern.com

