

# Middle College and Senior College

# Parents' Handbook 2019



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.’*



# 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 Middle and Senior Colleges.

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 Saint Kentigern website ([www.saintkentigern.com](http://www.saintkentigern.com)) and the OLE (Online Learning Environment) are the most comprehensive sources of information.
- ✘ The OLE holds a great deal of information regarding curriculum, pastoral and organisational information. 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 Middle College, Senior 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.
- ✘ For a full list of policies please refer to the College Policies 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 Middle and Senior Colleges.

## INDEX

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Introduction	1	Lockers	14
Contacting the Colleges	3	Lost Property	14
Academic Awards	4	Kents Cafe / Saints Cafe	14
Accounts	4	Map	14
Attendance	4	Medical Matters	15
Boarding at Bruce House	5	Mission Statement	15
Buses	5	Mobile Phones	15
Calendar / Term Dates	6	Money	15
Camps	6	Motto	15
Careers Advice	6	Music – Performance and Tuition	16
Cars, Parking and Campus Access	6	News	16
Chapel	7	Office Hours	16
Co-Curricular Activities	7	Old Collegians' Association - SKOCA	16
Code of Conduct	7	OLE (Online Learning Environment)	17
College Structure	8	Outdoor Education (EOTC)	17
Computer Notebooks (Laptops)	8	Parents and Friends	17
Counsellors / Psychologist	8	Parent / Teacher Interviews and Reports	18
Curriculum	8	Parents in Prayer	18
Daily Notices	9	Parking / Campus Access	18
Daily Schedule	9	Performing Arts	18
Dental / Medical Appointments	9	Prayer of Saint Kentigern	18
Discipline	9	Prizegiving	18
Elite Sports	10	Reports	18
Emails	10	Service	19
Enhanced Learning	10	Sickness	19
Examinations / Assessments	10	Socials	19
Exit Procedures / Withdrawal	10	Sports	19
Fees and Accounts	11	Sports Awards	20
Field Centre (Year 10)	11	Student Receptions	20
Fitness Centre	11	Student Stationery	20
Formal Fridays	11	Swimming Pool	20
Goodfellow Centre	11	Tennis Courts	21
Graduation (Years 12 and 13)	12	Term Dates / Holidays	21
Graduation Chapel and Dinner (Year 13)	12	Testimonials / Exit Procedures	21
Graduation Chapel And Lunch (Year 10)	12	Text Book Issue and Conditions	21
History	12	Timetable	21
Holidays / Term Dates	12	Trust Board	21
Homework	12	Tutor Groups	22
Honours Board	13	Uniform	22
House System	13	Uniform Shop - Mungo's	23
ICT Service Centre	13	Valuable Possessions	23
International Students	13	Visitors	23
Leadership	14	Withdrawal / Exit Procedures	23

## CONTACTING THE COLLEGES

Parents have the opportunity to meet formally with teachers twice a year to discuss student progress. However, if you have any immediate 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 College</b>	<b>Senior College</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 or call	021 172 6464 (09) 576 1740
Admissions	(09) 577 0703
Director of Boarding	(09) 577 0714
Café Manager, Saints & Kents	(09) 577 0748 Ext 9406
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 - Middle College	(09) 577 0748 Ext 9303
Reception - Senior College	(09) 577 0748 Ext 9411
Sports Administrator	(09) 577 0650
Trust Board	(09) 577 0720
Uniform Shop (Mungo's)	(09) 577 0730

### 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

## ACADEMIC AWARDS

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Academic Awards are given to students who demonstrate high achievement. Academic Colours and Honours are awarded in Term 1 for Senior College students and Term 4 for Middle College Students. At the end of year Prizegiving ceremonies, students are rewarded for their outstanding achievements across a range of subjects and endeavours. The IB and NCEA Dux are announced at the Senior College Prizegiving and the Middle College Dux at the Middle College Prizegiving.

In addition, Saint Kentigern Scholars Awards, offering financial assistance towards further tertiary study in New Zealand, are awarded to the top seven scholars in Year 13.

Information for these awards is available on the OLE.

## ACCOUNTS

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Please refer to Fees and Accounts on page 11.

## ATTENDANCE

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The College day runs from 8.40am to 3.30pm, although 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 Middle College or Senior College Reception to swipe 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 should either:

Email: [skc\\_absences@saintkentigern.com](mailto:skc_absences@saintkentigern.com)

Text: 021 172 6464

Ring and leave a message: (09) 576 1740.

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 student must sign out at Middle College or Senior College 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 One Day**

If parents wish a student to be absent from either College for more than one day they need to seek prior permission in writing from the Assistant Principal (Head of Student Wellbeing) of Middle or Senior College. It is the student's responsibility to ensure they speak to their teachers so all deadlines are met. Requests should be made well in advance of the date of the leave requested. If the leave is for personal reasons, formal assessments carried out during the period of absence will be forfeited. Student Leave Requests can be completed on the OLE.

## **BOARDING AT BRUCE HOUSE**

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Boarding for boys and girls is available at Bruce House, our boarding facility, either as full term boarding or weekly boarding. Students at Bruce House come from as far afield as Europe and Asia. Some are from rural homes in New Zealand and some simply live too far across Auckland for daily access by bus. Many choose to live at Bruce House to avoid daily commuting or to take advantage of before and after school co-curricular commitments. A term's notice is required in writing should you withdraw your child from Bruce House.

## **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 (How to Apply Section), on the OLE or from main reception.

During the winter sports season, additional buses depart from the campus after sports practices at 5.15pm on Monday to Thursday evenings, servicing the most popular Howick/Dannemora and Eastern Bays to Ellerslie routes.

Bus fees are worked out on a per sector basis and charged directly to the student's College account. Full information on the fee structure is available from main reception.

If you have any concerns regarding the bus service please contact the teacher in charge of co-ordinating the service, Mr Kevin Taylor. Phone: (09) 577 0745.

## CALENDAR / TERM DATES

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All holiday and important dates are available on our website [www.saintkentigern.com](http://www.saintkentigern.com), the OLE and the Term Card.

## CAMPS

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Early each year, separate camp experiences are organised for all Year 7 and Year 9 students. Year 9 students participate in a three day orientation camp held early in Term 1, which Year 13 Peer Support Leaders also attend. Year 7 students enjoy a five day experience later in the term. 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.

In November, all Year 10 students take part in Field Centre after Middle College exams. For further insight, visit our website [www.saintkentigern.com](http://www.saintkentigern.com) (College, Curriculum, Education outside the classroom (EOTC)).

## CAREERS ADVICE

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Career information and opportunities concerning all university and tertiary educational institutions in NZ and overseas are readily available from the Student Futures staff in the Student Futures room.

Individual interviews are conducted with Senior College students to ascertain their needs for the following year, but students at any level may make an appointment for individual assistance with careers and course planning as well as subject selection. University liaison officers also visit during the year to assist Year 13 with university course planning.

Software programmes identifying career pathways are all accessible from Student Futures.

## 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 Colleges are 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 the Pakuranga Road entrance at all other times.

When on campus, please respect the barrier arms placed across the campus access road. They



are there to ensure safety. Parents' cars may not proceed past this point. There are visitor car parks outside main Reception as well as by Mungo's uniform shop.

### **Student Cars**

Year 13 students can bring a car to school if they have completed the relevant application form and had their application approved by the Senior College Deputy Principal (Head of Wellbeing). The procedure is designed to ensure safety and to seek to minimise parking difficulties on campus and surrounding streets. Any passengers must also be recorded on the vehicle permission form and have the written consent of both their own parents/guardian and the driver's parents/guardian. Permitted student drivers may not return to their cars during the Senior College day. Students are not allowed to park in Manor Park.

## **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 the wellbeing of our students is enhanced by a balanced education with co-curricular activity being 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 2 report or testimonial, students must have attended at least 75% of all available sessions.

## **CODE OF CONDUCT**

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All students are expected to maintain the highest standard of courtesy and behaviour, understanding that there are consequences for poor behaviour. The College Code of Conduct is detailed on the OLE. It is based on respect for themselves, their peers, their teachers and their College.

## COLLEGE STRUCTURE

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The Middle College operates single-gender core subject classes for students in Years 7-10. We run co-educational classes in the Senior College for students in Years 11-13. This allows our Middle College students to learn in an environment suited to their development during those crucial early teen years.

In the Senior College, girls and boys work together, developing teamwork and collaboration skills in a social environment that prepares them for tertiary education and work beyond.

All students belong to one of six Houses: Cargill, Chalmers, Hamilton, Stark, Wilson and Wishart with a Head of House within each College responsible for their pastoral care. Within each House students belong to a small Tutor Group and are cared for on a daily basis by their Tutor.

## 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 six Heads of House in each College.

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).

### 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/>

## CURRICULUM

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Full details of the Middle College and Senior College Curriculum, including National Certificate of Educational Achievement (NCEA) and the International Baccalaureate (IB) Diploma courses, can be viewed on the College website [www.saintkentigern.com](http://www.saintkentigern.com) and the OLE (Curriculum). All Year 11 students undertake NCEA Level 1 qualifications. At Year 12, students can choose to continue on the NCEA pathway or begin the two year IB Diploma Programme.

## 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 or the phone App. This reminds students of any important events for a particular day and events coming up.

## DAILY SCHEDULE

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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

## DENTAL / MEDICAL APPOINTMENTS

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It is preferable that these are made outside College hours. Where this is unavoidable, please refer to the procedure detailed under the heading, 'Attendance.'

## DISCIPLINE

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It is an aim of the College that 'students develop a sense of purpose and a desire to seek justice, self-discipline and the well-being of others.'

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

- ✘ Lunchtime Detentions (1.00 to 1.40pm)
- ✘ After School Detention (Wednesday and Friday 3.30 to 4.30pm). The student will bring home a form for parents to sign. A student who receives three Lunchtime Detentions in one term will also receive an After School Detention.
- ✘ Gating (Saturday 9.00 to 11.30am). Parents will receive a phone call and letter notifying them of a Gating. Students who receive three After School Detentions in one term may also receive a Gating.

Detentions and Gatings must be attended and take precedence over other activities. Serious misdemeanours may result in a 'Stand Down' or 'Suspension' and possible removal from the College.

## ELITE SPORTS

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See entry for 'Sports' on page 19.

## EMAILS

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The Colleges use 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 can 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 Co-ordinator (09) 577 0748 Ext 9319.

## EXAMINATIONS / ASSESSMENTS

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Examinations for Middle College students take place in early November.

Senior College students sit practice NCEA/IB examinations at the end of Term 3 with external NCEA examinations taking place from mid-November to early December. Year 13 IB Diploma students sit external examinations in November.

Assessment requirements are different for each subject. Individual subject teachers will make this information available to their students early in the course. It is also available under every subject heading on the OLE.

## EXIT PROCEDURES / WITHDRAWAL

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If your child is leaving either College at any level other than Year 13, you must inform the Principal in writing, giving the required term's notice.

There is an official exit procedure to be followed by the Admissions Department to ensure that all the student's commitments have been fulfilled. This includes the return of all books and computer software. The closure of account, forwarding of educational information, and testimonials are dependent on this being completed correctly. Year 12 students can apply for a testimonial at the Admissions office.

## 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

## FIELD CENTRE (YEAR 10)

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For over 40 years, the Middle College has organised Field Centre expeditions for students in Year 10. The Field Centre experience gives students the opportunity to gain independence and to explore personal strengths in an exciting, spectacular and challenging environment.

The camp can be challenging, physically and emotionally, but above all it is exhilarating and many students name Field Centre among the most memorable experiences of their time at Saint Kentigern. In an environment where both the senses and physical being are challenged, students discover hidden strengths and a resilience many never knew they had. Through shared experience, many new friendships and lasting bonds are created.

## FITNESS CENTRE

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Our Sports Centre has a fully equipped Fitness and Weights Room available. Application for membership, including out of hours access, 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 8.00am, closing at 7.00pm Monday – Thursday and 5.00pm on Friday. 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.

## GRADUATION (YEARS 12 AND 13)

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Graduation from the Senior College culminates with a Graduation Certificate (Year 12) or Diploma (Year 13). For details please refer to the Graduation Policy available on the OLE.

Two separate Graduation Ceremonies are held for students leaving at each year level. Both are recorded in the Calendar on the OLE.

## GRADUATION CHAPEL AND DINNER – YEAR 13

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Students graduating at Year 13 and their parents are invited to a formal Graduation Chapel and Dinner at the end of the academic year in early December. This is an enjoyable occasion giving students the opportunity to say farewell to their peers and the teachers. Year 13 Graduation Diplomas and testimonials are formally awarded at this occasion.

## GRADUATION CHAPEL AND LUNCH – YEAR 10

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A final Year 10 Chapel Service is held in November, followed by a Graduation Lunch for all of Year 10, their Tutors, Heads of Houses and Middle College Senior Management Team.

## HISTORY

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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).

## HOLIDAYS / TERM DATES

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Term Dates are marked on the College website [www.saintkentigern.com](http://www.saintkentigern.com) and the OLE. Families are encouraged to make holiday plans during term holidays only. Any requests for a student to be absent during term time should be directed to the Deputy Principal (Head of Student Wellbeing) of Middle or Senior College.

## HOMework

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Homework is an important part of a student’s education at Saint Kentigern and is set to reflect or reinforce what is being taught or is going to be taught in class.

Parents can assist staff by ensuring that homework is done conscientiously. Homework is recorded in Due Work or on the subject class page of the OLE for Middle College students.

Failure to do homework will result in disciplinary action. Persistent failure will be discussed with parents and the Head of House.

## HONOURS BOARD

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Each academic year the names of the top Year 13 Academic Honours Students who obtain NZ Scholarship, the top IB Student, the top NCEA Student and the Dux will be entered on to the Honours Board.

## 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 College and six in the Senior College. In addition, the Head of Year 7 oversees the welfare of our youngest students.

Parents have the opportunity to meet with teachers twice a year to discuss student progress, however, if you have any immediate concerns about your child's academic progress or pastoral welfare, please contact your child's Head of House.

	<b>Middle College</b>	<b>Senior College</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

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See Computer Notebooks (Laptops) on page 8.

## INTERNATIONAL STUDENTS

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Saint Kentigern is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 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.

We currently have students from as far afield as China, Taiwan, Thailand, Japan and the Pacific Islands in our boarding house. Living alongside our New Zealand students, it doesn't take long for our international students to settle, make friends and come to appreciate the many benefits of studying in New Zealand. They add a rich diversity to the mix of students on our campus.

## LEADERSHIP

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Leadership opportunities and positions of responsibility are offered to students at both Middle and Senior College levels.

Year 10 Middle College Leaders, Year 10 Peer Support Leaders and Year 13 Prefects are selected. In the Senior College, in addition to the College and Boarding House Prefect Teams, leadership roles are offered in Peer Support, and a variety of student Councils, Librarians, students in IT, sports teams and other co-curricular groups.

## LOCKERS

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Most students are 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 must always be locked away when not in use. Lockers must be emptied at the end of every year.

## LOST PROPERTY

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All items of clothing and items of value should be clearly named. All found clothes/bags are to be taken to and kept at Mungo's Uniform Shop (Lost & Found). Mungo's Phone: (09) 577 0730.

Found items of high value, or fragile, (eg. phones, glasses, wallets) are to be taken to Middle College Reception, and if named will be held at the Reception of the College attended.

All named items handed in will have one email sent to the student (cc. parent) who lost them. Any items unclaimed at term end will be disposed of.

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 dial 0 for reception.

## KENTS CAFE / SAINTS CAFE

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Our Parents and Friends group is responsible for the Senior College Saints Cafe and the Middle College Kents Cafe which sell a range of healthy food and drinks. Much of the food is prepared daily on site and changes to the menu occur at frequent intervals. Kents Cafe is open before school (to cater for those students attending early morning sports and cultural sessions), at interval and at lunchtimes. Saints Cafe is open from 8.00am to 3.00pm.

Whilst prices are very competitive, it is a fundraising endeavour. Voluntary help is essential and usually constitutes at least one duty per term, although more frequent help is greatly appreciated. Please call the Cafe Manager, phone (09) 577 0748 Ext 9406.

## MAP

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A map of our Campus is printed on page 24 of this Handbook. It is also available on the 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 are asked to 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.

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.

## MISSION STATEMENT

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'The Mission of the Saint Kentigern Trust Board is 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.'

## MOBILE PHONES

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From the start of 2019 no mobile phones and/or earphones are allowed to be used by Students on the campus from 8.15am to 3.30pm, including morning tea and lunch break.

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 Cafe and Kents Café.

## MOTTO

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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.



## 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 Colleges and our students is available online regularly throughout the year. The Saint Kentigern App, 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 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.

**Phone: (09) 577 0749**

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. A recorded message for absences can be left on answer phone (09) 576 1740.

## 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 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 book Parent/Teacher Interviews online and 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 prompt reply.

## OUTDOOR EDUCATION (EOTC)

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Saint Kentigern has a long history of giving students the opportunity to be challenged in an outdoor setting away from school. Education Outside The Classroom (EOTC) takes many forms from field trips associated with particular curriculum subjects such as Geography and Biology to the traditional Orientation Camps at Year 7 and 9, the two main intake levels each year. However, the experience that most students recall, long after leaving College, is the annual Field Centre for Year 10 students, undertaken in November each year.

In addition, we have a very active Duke of Edinburgh programme as well as Outdoor Education as a subject offered in Year 12 and 13.

## 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 Colleges, and to channel their collective resources in supporting student activities and projects.

As well as providing manpower, expertise and support to a number of projects, they also fund significant donations of equipment.

Parents and Friends primarily raises funds through the operation of Saints Cafe and Kents Café. There are several ways new parents can help us with our many activities:

Registering as a volunteer, attending the AGM held in February each year and helping to plan and run our projects.

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

## PARENT / TEACHER INTERVIEWS AND REPORTS

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The Colleges make every endeavour to ensure good communication between teachers and parents about the progress and welfare of students. Parents have the opportunity to meet with teachers twice a year to discuss student progress. However, if you have any immediate concerns about your child's academic progress or well-being, please do not hesitate to contact your child's Head of House. Refer to House System for contact details.

All reports are available for viewing on the OLE. Parent/Teacher interviews can also be booked online via this portal. Dates for interviews and reports are notified on the Calendar on the OLE.

## 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 Colleges. They especially welcome parents of new students to join them. For more information, please contact Reception, phone (09) 577 0749.

## PARKING / CAMPUS ACCESS

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Please refer to Cars / Parking / Campus Access on page 6.

## 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 College 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*

## PRIZEGIVING

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Students are rewarded for outstanding performances at assemblies throughout the year but the main formal Academic Prizegiving events occur at the end of the academic year. This occurs in October for Senior College students and the last day of Term 4 for Middle College students. Parents of prize winners are invited to attend these special events.

## REPORTS

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Please refer to Parent / Teacher Interviews and Reports on page 17.

## 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. Every third year a team of Senior College students travel to Malawi to help at our World Vision Project.

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.

## SOCIALS

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Middle College students have the opportunity to attend a staff supervised Social during the course of the year. Often Middle Colleges are invited to attend supervised Socials at other Independent Schools.

The main focus of the Senior College social calendar is the Ball held in May or June each year. This is a formal occasion for Year 12 and 13 students and their partners which is well supervised by staff.

## SPORTS

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Saint Kentigern sport openly engenders healthy competition; developing team spirit and a sense of fair play. We offer a comprehensive sports programme that caters for all interests and abilities, giving all our students the opportunity to represent Saint Kentigern with pride.

Currently we have well in excess of 200 sporting 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.

### Elite Sports

The Elite Sports Programme is designed to identify those sports people who are talented enough and who genuinely have a desire and work ethic to pursue a career, or at least the dream of reaching the top, in their sport not just in New Zealand but in the world. It has been set up to add value to what is already a very busy, very successful and very comprehensive sports programme. The purpose is to individualise the needs of our students who perform at an elite level and to assist them to perform at peak level. Currently, as a direct result of the Elite programme, we have students playing professional Netball, Rugby, Golf, Tennis, and Cricket.

In addition, our International Programme offers specific courses to overseas students that combines language tuition with Elite coaching in either tennis or golf.

If your child has a notable sporting achievement out of school, please notify the Sports Administrator at the Sports Centre, phone (09) 577 0650.

## **SPORTS AWARDS**

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Our top sporting students are invited to an Awards Dinner in the Sports Centre in October to acknowledge and honour their sporting achievements during the course of the year.

All students who have been invited receive recognition. In addition special prizes, including the coveted Dux Ludorum, are awarded.

## **STUDENT RECEPTIONS**

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The Middle College and Senior College Student Receptions co-ordinate the range of services available to students and are the general points of contact for attendance, arranging meetings with Heads of Houses, Counsellors, Careers Advisors and the Health Centre.

If a student arrives late or leaves the campus during the day, they must sign in and out using their Student ID card at their Student Reception.

## **STUDENT STATIONERY**

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Parents are encouraged to use the 'MySchool' on-line ordering feature offered by OfficeMax. Subject requirements are loaded onto [www.myschool.co.nz](http://www.myschool.co.nz) in November and in early December you will be able to create your order, pay by credit card and have items delivered, at your convenience, to your home or workplace.

Prices are very competitive, items are of good quality and this method is easy for parents and students to use.

Clear instructions on how to order will be sent out to all students each year (November - December).

Mungo's, our on-campus uniform shop, does not stock items available on-line but does sell additional pens, pencils and exercise books for students throughout the course of the year.

Mungo's is open from 8.15am to 3.00pm each school day except for Tuesday, until the end of February, when it remains open to 4.30pm. Payment may be made by cash, cheque, credit card, EFTPOS or by charging to your College account (Refer to the entry for Uniform Shop).

## **SWIMMING POOL**

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The Swimming Pool is available to authorised users only. Please respect the 'Conditions of Use' statement clearly displayed on the entrance gate. In the summer terms, students can swim at lunchtime as well as during allocated PE classes.

## TENNIS COURTS

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The Tennis Courts are available to authorised users only. Please respect the 'Conditions of Use' statement clearly displayed on the entrance gate.

## TERM DATES / HOLIDAYS

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Term Dates are on the Saint Kentigern website [www.saintkentigern.com](http://www.saintkentigern.com) and the OLE (Parent Information Page).

Families are encouraged to make holiday plans during school holidays only. Any requests for a student to be absent during term time should be requested in writing to the Deputy Principal (Head of Student Wellbeing) of Middle or Senior College.

Student Leave Requests can be completed on the OLE.

## TESTIMONIALS / EXIT PROCEDURES

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Year 13 students and students leaving from Year 12 can apply for a testimonial from the College.

## 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

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The Colleges operate a seven day academic timetable. Your child's individual daily timetable can be viewed on the OLE.

## TRUST BOARD

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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.

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

## 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 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 for both Middle College and Senior College boys and girls.

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.
- ✘ No jewellery is to be worn, apart from a watch.
- ✘ No visible body piercing or tattoos.
- ✘ 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 are unacceptable. The final decision is at the discretion of the Deputy Principal (Head of Student Wellbeing).
- ✘ Boys must be clean shaven.

Mungo's, the uniform shop, is the only retailer of our school uniform – both new and second hand. All items, including sports uniforms, can be purchased at Mungo's. The shop is open for business from 8.15am – 3.00pm each day except for Tuesday when it stays open to 4.30pm, with extended opening as advertised on the OLE at the beginning and end of the school year.

Student purchases of stationery and uniform may be charged directly to the student's Fees Account. Alternatively payment may be made by cash, cheque, credit card or EFTPOS.

Lost property is also administered by the Mungo's staff. Phone (09) 577 0730  
Email: [mungos@saintkentigern.com](mailto:mungos@saintkentigern.com)



## **UNIFORM SHOP - MUNGO'S**

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Hours: 8.15am - 3.00pm each school day except for Tuesday, until the end of February, when it remains open until 4.30pm.

Mungo's is the only retailer of the Colleges uniform – both new and second hand. Items of stationery and Saint Kentigern memorabilia are also available. Student purchases of stationery and uniform may be charged directly to the student's Fees Account. Alternatively, payment may be made by cash, cheque, credit card or Eftpos.

Lost clothing/bags are held at Mungo's until end of term and then disposed of.

Phone (09) 577 0730. Email: [mungos@saintkentigern.com](mailto:mungos@saintkentigern.com)

## **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 first to sign in and receive a visitor's badge. At the conclusion of their visit they are required to return to the main Reception to sign out.

There are 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 / EXIT PROCEDURES**

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Please refer to Exit Procedures on page 10.



# *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

**Middle College for Boys and Girls in Years 7-10**  
**Senior College for Boys and Girls in Years 11-13**

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