



Saint Kentigern

**Relief Teacher
Handbook
2025**

**Saint
Kentigern
College**

Revised:
3 February, 2025



Saint Kentigern

Mission Statement

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.

Welcome

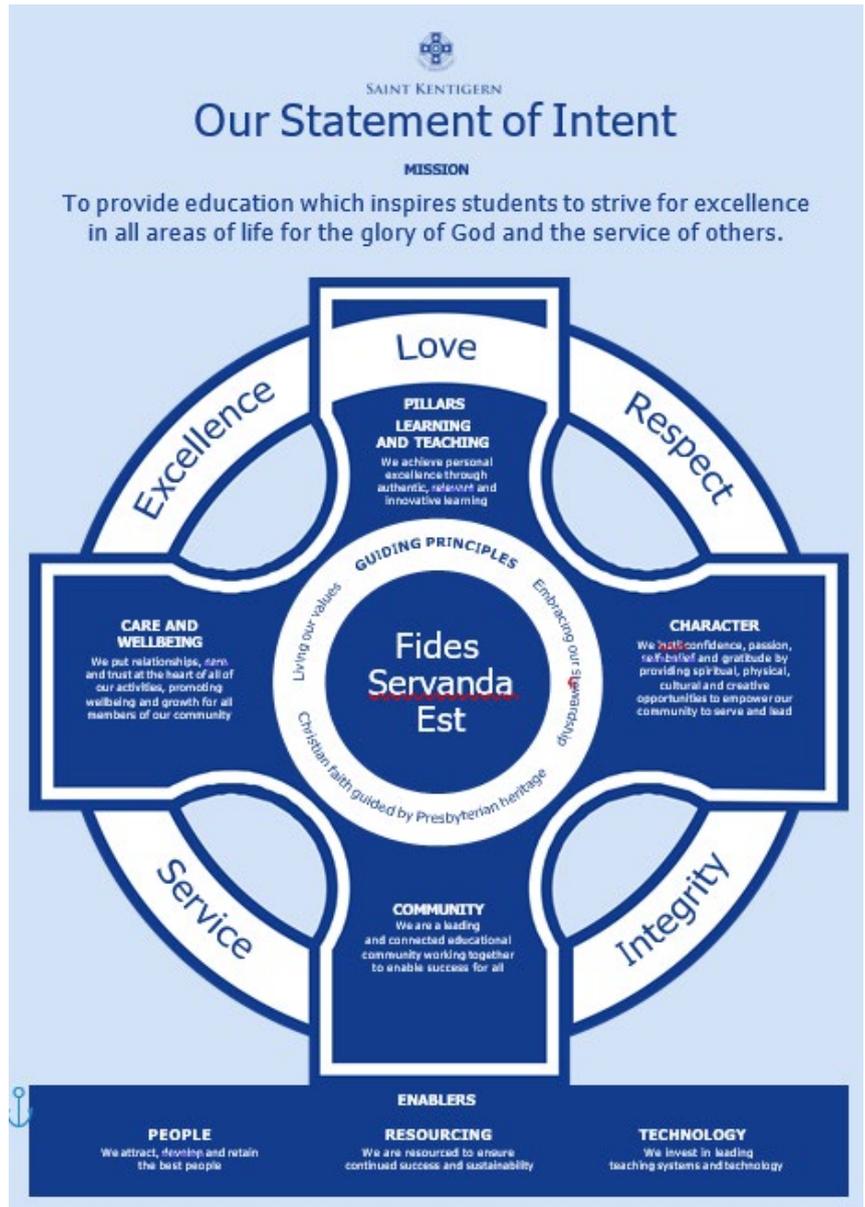
Welcome to Saint Kentigern College and thank you for assisting us with the very important job of teacher relief cover. We trust you find the information contained within this booklet useful and welcome any suggestions you may have that would better assist relievers understand what is required of them and how the College operates so they can effectively carry out their relief role.

The Manager of Teacher Relief is **Mrs Susan Mudford** and her mobile number **021 861963**. Her office is located in the corridor directly ahead past Main Reception. Please contact Susan should you have any issues with the relief arrangements that have been set for you.

Relief staff are normally contacted at least a day before they are required, but on some occasions there are last minute requests. In such cases relievers would be texted or phoned before 7.30am that day. Relievers are expected to report to the Manager of Teacher Relief by 8.30am each morning that they are employed. You will receive your instructions for the day and any other information that may be required. You will also collect a laptop or I-pad to use for the day. At the end of the school day, or when you finish for the day, please return laptop/I-pad to the Teacher Relief office and provide any feedback about your day as needed.

We encourage you to explore our website to find out about the history of our College, our core values and Special Character – all of which are integral to our Saint Kentigern community and the way in which we do things.

www.saintkentigern.com





Saint Kentigern

Bell Times (might change on special days)

8.40 to 8.50am	Period 0 (Tutor Group roll call, notices etc)
8.50 to 9.40am	Period 1
9.40 to 10.30am	Period 2
10.30 to 10.50am	INTERVAL
10.50 to 11.40am	Period 3
11.40 to 12.30pm	Period 4
12.30 to 1pm	ETT (Extended Tutor Time/Chapel/Assembly)
1 to 1.45pm	LUNCH
1.45 to 2.40pm	Period 5
2.40 to 3.30pm	Period 6

Please arrive by 8.30am at the latest to collect your I-pad or laptop and instructions for the day.

Assembly / Chapel/ Extended Tutor Time (ETT)

In the 30-minute slot following Period 4 and before the lunch break, students will either be at an Assembly of some kind, Chapel or in their Tutor Group rooms.

Relief teachers are not expected to attend Assemblies or Chapel (although you are welcome to do so if you are free and would like to). You may be required to cover an ETT (tutor group) slot during this time.

Usually, if you don't cover an ETT you will likely be asked to do a duty.

Duties

These take place during Interval and Lunchtime. The Manager of Teacher Relief will inform you if you are required and where the duty is.

Wet Lunchtimes

Indicated by 3 bells at the start of the lunch break (1.00pm)

Some of the duty areas change if it is a wet lunchtime:

- Fields 1 and 2 to the Gyms
- Elliot Quad, Music & Languages to Elliot Hall Foyer and surrounding corridors
- Elliot Hall Carpark to Corridors of Rooms 21-39

Otherwise, if you have an outside duty, head for a sheltered spot from which you are able to oversee the area.

OLE (Online Learning Environment)

This is the Learning Management System used across the 3 Saint Kentigern Campuses. It is where staff, students and parents go to access or view all sorts of information:

- Daily notices for students
- College Calendar (trips, events etc.)
- Teachers leave work instructions for students when they are away. Always check the OLE for the work for each class you are taking. They might refer the class to OneNote (on their laptops).
- Recording Student Attendance

The OLE is accessed by clicking on the Internet Explorer icon or Saint Kentigern icon on your home screen of your device.



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You will be issued a username and password (which you will be asked to personalise when you are onsite). You will be asked to change the password every 6 months. You can only do this on-site. Once you are all set up, you should be able to access the OLE from home should you need or want to. You will be given a Saint Kentigern email address, which you should check each day when you are working and can check from home (via the OLE) should you wish to.

What happens if there is a problem with your laptop or I-pad?

When you collect your laptop/I-pad you should check it is working and that you can log in to the College OLE. If you have any issues, it is best to see ICT in the first instance. If an issue arises during class, if possible avoid leaving your class to do this, but ideally wait until you have a break.

What happens if there is a problem with a student's laptop or accessing the OLE?

If it is an individual student, send them to the ICT department if there is no other option. If appropriate, they can work with another student in the interim and go to ICT during their break. If the whole class is affected, you will need to contact the respective Head of Faculty or Head of Department for work (contact them directly if you know who they are).

What happens if there isn't any work set on the OLE?

All teachers who are away are expected to have put clear instructions on each OLE class page. Check the OLE very carefully and talk with the students, in case the work is well hidden or on another platform eg MS Teams/OneNote etc. If you can't find anything and students can't either, email the teacher you are substituting for and copy in the HoD or HoF (see list further down this file). It may be that you need to improvise for the interim.

Marking Student Attendance

Knowing where our students are at any time of the day is essential. Therefore, marking attendance accurately and on time each day is a very important task for all teaching staff.

Electronic Rolls: We record attendance electronically via the OLE. There is an attendance link for each class you are allocated, shown on your OLE home page.

Rolls are taken for every period (Period 0 ie 8.40am Tutor Roll Call, Period 1, 2, 3, 4, 5, 6). Rolls are not taken for the 12.30pm ETT (Extended Tutor Time) slot.

The general rule for marking attendance is that if a student is not in front of you at the time you mark the roll, even if they are at school, they are marked absent.

There is no set time at the start of a period for marking the roll, but the aim is to mark it **within the first 10 minutes of the lesson**. In addition to calling the roll please take a head count to confirm the number of students present before submitting it. When marking the roll, only mark those students who are absent (i.e. students are assumed to be present).

If you need to change an entry e.g. a student turns up after you have taken the roll and they have a valid excuse, you can go back into the roll and make the change and resubmit the class record.

Reminders will be sent at the following times if rolls have not been completed:

9.20am for Period 1

10.30am for Period 2

12.30pm for Periods 3 and 4

3.10pm for Period 6



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Saints Café

A wide range of food is available for purchase from the Senior College café on the lower ground floor of the MacFarlan Centre. You can also purchase from Kents Café (the Middle School tuckshop under Elliot Hall, near the pool).

Dress Code

The dress code for all teaching staff is practical, conservative 'smart casual' work clothes. Most male staff usually wear a collar and tie in Terms 2 and 3, unless involved in PE/Sports.

Student Misbehaviour

We expect our students to conduct themselves in an appropriate manner at all times. Please report any issues to the Manager of Teacher Relief in the first instance.

Mobile phones and/or earphones are to be in students' bags from 8.40am to 3.30pm, including morning tea and lunch break. Students are not permitted to play games on their laptops during class time or visit internet sites which are not associated with their class work. If you suspect any inappropriate use of laptop devices please send the student to the ICT Centre with their laptop, or follow up with the student's Head of House.

There are a small number of exceptions to the phone/ear-phone rule (eg JPC subjects such as Art etc). The teacher should have indicated this in their lesson instructions. Or, ascertain the class's usual routine by asking a reliable student.

End of Day Staff Cars & Bus Lines (note from the Bus Team)

The road coming from the Chapel is coned off by the car park attendant before 3:30pm so that over 1,800 students can walk safely to their buses. Exiting from the carparks adjacent the Chapel, Mungos and Goodfellow Centre is likely not to be possible until 3.50pm at the earliest.

- If you have urgent business out of school and can't wait until 3:50pm – don't park down the road past the Chapel that day.
- If it is a last-minute emergency, let the bus staff know and we will get you out safely.
- Don't move the cones yourself.

Student Reception

This is located in the north-eastern end, Level 1 of the MacFarlan Centre (adjacent to the Health Centre and Print Room).

Staffroom

This is located on Level 2 above Student Reception in the MacFarlan Centre. Please help yourself to tea and coffee.

Staff Toilets

Staff can use student or staff toilets. Staff toilets are located between G1 and ICT in the Goodfellow Quad, in the English Department (upper level), Jack Paine Centre (upper level), Sports Centre (next to Sports Centre Lounge), ground Level of the EMC, adjacent to T19, and on Level 1 and 2 of the MacFarlan Centre.

Fire Evacuation & Lock Down

Please make yourself familiar with the evacuation instructions which should be located on the inside wall next to each classroom door.



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Fire: Indicated by a long continuous bell. Should this happen, only the people in the building where the alarm is sounding (plus those in close proximity if threatened) need to evacuate to the assembly point.

Lock Down: Indicated by a voice-over announcement stating 'lockdown lockdown'. Should this happen take students indoors, if not already, lock the classroom door (if possible), sit on the floor, turn the lights off, open the blinds and turn computer/data projector off (if possible). Stay on the floor, even if the bell has stopped ringing, until a Senior Manager comes to your room, identifies themselves, and gives the all-clear. All staff will be emailed with further information once lock down commences. After the 'all clear', when the whole College assembles in the Gyms, all relievers should notify the Manager of Teacher Relief of their presence as soon as possible.

Parking

Staff can park in the main Carpark on the right when entering the College. Staff car parks are designated by **white** lines. There is also parking further up the hill in the gravel carpark on the right, as well as around the back of the College by the swimming pool. Please do not park in Visitors' Carparks. **There is no parking down the Chapel road or in any yellow-marked spaces, or in the access road off Manor Park (or in the new student carpark on the access road).** The general rule is that you can park anyway that is safe as long as it is not on any yellow lines.

Please collect an SKC car windscreen sticker from Student Reception that identifies you as a member of staff. This should be placed on the inside top left of your windscreen.

3.25pm- 3.40pm No driving on the interior road from the College roundabout past EMC and T Block. This is to prioritise student safety as they rush out from T Block, JPC and EMC up to buses and across to Manor Park.

Social Club

The College has a fairly active Social Club. Staff contribute \$2 per pay if they wish to join. At the end of each month the Social Club put on drinks and nibbles which are free to members. There are also subsidised events during the year. Regular relief teachers can join the Social Club and will have the \$2 payment deducted as and when they are paid for their relief work.

Student and Staff Health Centre

The Student Health Centre is located opposite Student Reception, Level 1 in the MacFarlan Centre. Students who are unwell should be sent to the Health Centre with another student.

If there is a medical emergency with a student or teacher, contact the Health Centre immediately (by 'phone and sending two students). The extension is 9331 (if using your mobile 'phone, the College number is (09)5770749). You might be asked to make an incident report. This can be done through the OLE or on the SHE app on your 'phone (see Manager of Teacher Relief).

If a student shows signs of being unwell, you can send them to the Health Centre.

Reporting Student Accidents

The College needs to be notified if a student under your care (whilst covering their class or observed out on duty) has an accident and injures themselves.

If you have an accident, you should seek treatment immediately and let the Manager of Teacher Relief know.



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Relief Teachers' Employment Agreement and payment

All relief teachers are required to sign their Casual Relief Employment Agreement (which should have been done online with HR).

The Manager of Teacher Relief provides Payroll with a record of days/hours worked each week. Relief teachers are paid fortnightly.

2025 Term Calendar

	Start of Term	End of Term
Term 1	Tuesday January 28	Friday April 11
Term 2	Monday April 28	Friday June 27
Term 3	Monday July 21	Friday September 19
Term 4	Monday October 6	Tuesday December 2

There are various Teacher Only Days and public holidays within the terms:

- Thursday February 6 Waitangi Day
- Monday March 3 Teacher Only Day
- Friday May 30 SKC Holiday
- Monday June 1 King's Birthday
- Tuesday June 2 Teacher Only day
- Friday June 20 Matariki
- Monday October 27 Labour day

Health and Safety

Saint Kentigern takes your safety as well as the safety of others seriously. If you have any concerns at all, please report these to the Manager of Teacher Relief or to any other Manager/Head of Department. There is also a place on the OLE where you can also report Health and Safety issues. Simply click on the Health and Safety icon.

QUICK LINKS


Resource
Booking


Book Class
Trip


Health &
Safety


OLE Help


SynWeb


School
Website

Please note that the College Campus is a Smoke and Vape Free campus.

The College telephone number is 577 0749 (to get to the main switchboard)



Saint Kentigern

Heads of Department/Faculty (Academic)

Accounting	Karen Naude	
Art	Rod Stratton (also HoF Creative Arts)	
Biology	Steve Martin	
Business Studies	Tina Ramakers	
Chemistry	Steph Mellsop (Giselle Maguire from Term 2)	
Christian Education	Jeremy Sievers	
Classical Studies	Anneka Rene	
Commerce	Brian Peel	
Dance	Hana Tipa	
Drama	Dave Sheehan	
Economics	Paul Venter	
English HoF	JoAnn Wordsworth	
Health	Kerryn Dawson (acting)	
Science HOF	Gerard Hodgson	
Geography	Jeff Mather	
History	Katherine Mitchell	
Humanities HoF	Merryn Ward	
Languages HoF	James Palmer	
Maths HoF	Jamie Sneddon	
Maths – Calculus	Jono Batchelar	
Maths – Statistics	Bruce Hawkes (Acting)	
Music	Nate Collings	
Outdoor Education	Matt Cloonan	
PE HoF	Paul Bennett	
Physics	Jacob Naude	
Social Studies	Julie Coughlan	
Te reo Māori	Jasmine Martin	
Technology HoF	Miriam Slow	
Technology Yr 7/8; Computer Science; Food Technology Product Design/Building; Fashion & Textiles		Jo Horgan Garth Horsnell
Technology Yr 9; Animation; DVC		Shayne Irving
Head of Year 7	Kevin Taylor	
Head of IB	Dave O'Brien	

Heads of Houses (Pastoral Care)

Cargill	Middle School	Steve Broun
	Senior School	Joe Cunningham
Chalmers	Middle School	Katie Gordon
	Senior School	Shannon Duffy
Hamilton	Middle School	Shannon Gwilliam
	Senior School	Anna Pinder
Stark	Middle School	contact Carl Lidstone
	Senior School	Peter Harries
Wilson	Middle School	Al Ronberg
	Senior school	Naomi Wilson



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Saint Kentigern College Girls Uniform

FORMAL UNIFORM	
Senior School (Years 11 - 13)	Long navy skirt/ long navy pants, white blouse, tie, blazer, black opaque tights (terms 2 and 3) sockettes (term 1 and 4), black leather loafers.
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, or black Birkenstock sandals with a backstrap or black leather loafers and sockettes.
Winter	Long or knee length navy skirt/long navy pants worn on the waist with a long-sleeved white blouse, navy jersey, blazer, black opaque tights, black leather loafers. When wearing a jersey, a shirt must be tucked in.
Middle School	
Summer	Summer knee length skirt worn/navy blue culottes on the waist and below the knee with oxford blue short sleeve shirt. McKinley black dress sandals, or black Birkenstock sandals with a backstrap, or plain black leather lace up school shoes and white ankle socks. Royal blue jerseys can also be worn. When wearing a jersey, a shirt must be tucked in.
Winter	Tartan skirt worn on the waist and below the knee, long sleeved oxford blue blouse, royal blue jersey, blazer. Black opaque tights, plain black leather lace up school shoes. When wearing a jersey, a shirt must be tucked in.
PE UNIFORM	
Summer	Short sleeved royal/navy blue shirt and navy-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 royal/navy blue shirt and navy-blue shorts. Saint Kentigern navy/royal blue tracksuit, Saint Kentigern blue cap (compulsory Years 7 and 8).
House Competitions	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. Hairbands 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 are available at Mungo's Uniform Shop).
NOTE	Girls may wear a gold or silver stud not more than 3mm in size in both ears. No makeup is to be worn. No other jewelry is to be worn, apart from a watch. No other visible body piercing or tattoos allowed. No undergarments to be visible under uniform.



Saint Kentigern College 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.
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 or black Birkenstocks with back strap, black roman sandals or plain black dress loafers, long dark grey (with navy stripe) socks and garters. When wearing a jersey, a 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 a jersey, a 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 or black Birkenstocks with back strap, plain black leather lace up school shoes, long grey socks (with royal blue stripe) and garters. When wearing a jersey, a 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 a jersey, a shirt must be tucked in.
PE Uniform	
Summer	Short sleeved royal/navy blue shirt and navy-blue shorts, Saint Kentigern blue cap or hat (compulsory for Years 7 and 8).
Winter	Short sleeved royal/navy blue shirt and navy-blue shorts. Saint Kentigern navy/ royal blue tracksuit.
Other Requirements	
House competitions	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) 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 are available at Mungo's Uniform Shop).
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.



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