This handbook gives parents, caregivers and students an outline of procedures at St John’s College.

Please keep it handy so that it is available for quick reference.

There is also a copy on our website.
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PRINCIPAL’S WELCOME

Tēnā koutou katoa | Talofa | Bula | Ni Hao | Yookoso | Bienvenidos

Selamat Datang | Willkommen | Welkom

St John’s College is one of the select schools of the Waikato based on a long Marist tradition. Catholic boys enjoy a first class academic education within a richly diverse community where young men are prepared for life in the 21st Century. St John’s men are expected to strive for personal excellence in academic, sporting and cultural endeavours in a context of strong Catholic values.

A modern learning environment, located adjacent to the University of Waikato, our school provides excellent facilities in all technologies, especially ICT, and teachers who model good relationships. St John’s develops fine young men ready to make their mark on the world. Our Marist Men leave St John’s capable of building strong relationships, highly resilient and confident of their place in the future.

Shane Tong
Principal
CREST

MOTTO

“Caritas Christi Urget Nos”
(2 Corinthians 5:14)

“The love of Christ urges us on”

“Te aroha o te Atua kei te Kawe”

MISSION STATEMENT

We are a Catholic Boys’ College working in partnership with our community to prepare young men for life.

We will provide a holistic education and a nurturing environment of respect, love of oneself, others and Christ under our ethos “Through Christ We Learn”.

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MARIST CHARISM

At St John’s College we achieve our Mission Statement by upholding the core values laid out for us by Marcellin Champagnat, who founded the school’s original teaching order, the Marist Brothers. These core values are central to our College identity and underpin all that we do here at the College. We endeavour to develop these values through our Marist Charisms, which are expressed through the five Pillars of:

- Simplicity
- Family Spirit
- Presence
- Love of Work
- In The Way of Mary

These are evident in our philosophies, structures, curriculum, classrooms and relationships.

Each year the College focuses on one of the above pillars and tries to incorporate it into all facets of school life.
**ST JOHN’S COLLEGE VISION**

St John’s College exists to provide a Catholic education to boys in Hamilton and the Waikato. It is founded on the special character Charism of St Marcellin Champagnat as expressed through the tradition of the Marist Brothers. St John’s College is committed to maintaining its Marist affiliation and traditions.

Our vision is that the special Catholic character be experienced by all members of the St John’s community and be seen in a deep respect for the common good, careful attention to religious practice within the school and acceptance of good living within the Catholic understanding.

Our vision is that within this context students will be challenged to strive for standards of excellence in all areas of school life and be supported in doing so by competent and committed teachers working with excellent facilities.

We are committed to ‘preparing young men for life’ through providing opportunities to acquire nationally recognised qualifications and through our commitment to teach the whole person within the Catholic tradition.
**SCHOOL PRAYER**

Loving God, we gather in your name,
And ask that your Spirit be with us-
A Spirit of wisdom and courage, of gentleness and peace.

Be with us in all that we do
And help us to make St John’s College
A truly Catholic and Marist educational community,
Living in family spirit,
Promoting the love of work.
Being present to one-another,
Showing solidarity with those in need,
Doing everything in a spirit of simplicity-
And in the way of Mary.

We make this prayer in Jesus’ name,
And through the intercession of Mary our Good Mother,
John the Apostle,
Marcellin Champagnat
And of all the saints – Amen.

Mary our Good Mother – pray for us.
St John the Apostle – pray for us
Saint Marcellin Champagnat – pray for us
SCHOOL SONG

Caritas Christi Urget Nos
On eagle’s wings we fly
Caritas Christi Urget Nos
To hold our heads up high

St John’s upon the hilltop
Christ’s cross above its door
We’ll follow in His footsteps
St John’s for evermore

Follow Chanel Martyr for the Truth
Marcellin Guide of Youth
Pompallier the Prince of Zeal
Roncalli Man of Peace

St John’s upon the hilltop
Christ’s cross above its door
We’ll follow in His footsteps
St John’s for evermore

For truth and learning we achieve
In prayer and manliness;
And God’s own Hand will guide us on
To heavenly happiness

St John’s upon the hilltop
Christ’s cross above its door
We’ll follow in His footsteps
St John’s for evermore

Caritas Christi Urget Nos
Saint John’s will us inspire
Gold, white and blue will keep us true
Our Guiding Star to be.

St John’s upon the hilltop
Christ’s cross above its door
We’ll follow in His footsteps
St John’s for evermore
SCHOOL HAKA

Kia hiwa ra x2
He ope whakapono kei te heke mai
Kia tū, Kia oho
Kia Mataara!

Ko wai rā x2
Waikato taniwha rau e ngunguru nei
He piko he taniwha e x2

Ko wai rā te tangata?
Hato Hoani

Whakahuatia ake
Ēkara piki ake kake ake
rere atu ki toku maunga rangatira

Takahia
Tāna huarahi i te pono, te tika, te hāhi
Katorika

Ahakoa kia tūpato!
Kia tūpato rā
He kōtahi nō Hato Hoani ka ripo te moana e
Iahaha

Hato Hoani
Mō ake, ake tonu atu e
Hi

Be alert!
The faithful approaches

I ask who we are
Waikato of many chiefs
At every bend a chief

Who is our founder?
St John

Pronounce who we are
the Eagle that soars to the peak of our chiefly mountain

We tread his path he laid for us in truth, righteousness and the Catholic faith

Despite this I warn you
Be very warned
It only takes one from Hato Hoani to ripple the ocean

St John
For ever more
CONTACT DETAILS

OFFICE HOURS
Our school Office is open Monday to Friday 8am to 4:00pm during term time.

PHYSICAL ADDRESS
85 Hillcrest Road, Hillcrest, Hamilton

POSTAL ADDRESS
St John’s College
PO Box 11 086
Hillcrest
Hamilton 3251

PHONE
(07) 856 7091
The designated absences phone line is ext. 3

EMAIL FOR GENERAL ENQUIRIES
reception@stjohns-hamilton.school.nz

FAX
(07) 856 3880

WEBPAGE
www.stjohns-hamilton.school.nz

FACEBOOK
www.facebook.com/StJohnsCollegeHamilton
PRINCIPAL
Mr Shane Tong: principal@stjohns-hamilton.school.nz

PRINCIPAL’S PERSONAL ASSISTANT
Mrs Celia Jowsey: secretary@stjohns-hamilton.school.nz

DEPUTY PRINCIPALS
Mr Dominic Tester: dtester@stjohns-hamilton.school.nz
Mr Dominic Kay: dkay@stjohns-hamilton.school.nz

DIRECTOR OF RELIGIOUS STUDIES
Mrs Sonja Maree: smaree@stjohns-hamilton.school.nz

RECEPTIONIST
Mrs Kaye Tanner-Jones: reception@stjohns-hamilton.school.nz

BUSINESS MANAGER
Mrs Tania Hermann: thermann@stjohns-hamilton.school.nz

FINANCE OFFICER
Mrs Dianne Murphy: finance@stjohns-hamilton.school.nz

ATTENDANCE OFFICER
Mrs Sarndra Petrin: SPetrin@stjohns-hamilton.school.nz
Absences: absences@stjohn’s-hamiton.school.nz

A full staff list is available on our website
**SPECIAL CHARACTER**

Through our special Catholic character and through the promotion of our core Marist values the College is committed to *Preparing Young Men For Life*. 

**RELIGIOUS EDUCATION**

Every boy at every level studies Religious Education, with NCEA credits on offer in Years 11, 12 and 13. Religious Education at St John’s College supports the Mission statement and Marist Charisms by providing students with a variety of activities to become involved in. Some of these include Retreats for Years 9, 11, 12 and 13, Service activities for Year 13 and Marist to Marist activities where we support the partnership with a Marist school less fortunate than ours.

**CHAPLAIN**

Our College Chaplain is Fr Richard Lawrence.

**MASS**

Mass is held weekly on Wednesdays on the school grounds, usually in the Library. Weekly Mass is open to all students.

There are also whole school Masses to celebrate the start of the school year, Easter, Marcellin Champagnat Day and the end of the year. These are usually celebrated in the Cathedral of the Blessed Virgin Mary.

**RECONCILIATION**

Reconciliation with the College Chaplain can take place in the Prayer Room on request.
Houses

Our College houses are named after four prominent figures in the Catholic Faith.

The four houses are:

- Chanel – Red
- Marcellin – Blue
- Pompallier – Green
- Roncalli – Gold

Special Character Leaders

In order to further the spiritual growth of the boys we appoint Year 13 boys as Special Character Leaders. They represent the school in many religious events, such as attending Mass, serving as Ministers of the Eucharist and assisting contributing and sister schools in a variety of different ways. The Leaders co-ordinate and organise a variety of fundraising and community events.

Marcellin Champagnat Day

Saint Marcellin Champagnat Day, celebrated on or around 6 June each year, commemorates the death of our patron saint. It is typically one of the highlights of our school’s calendar.

There is a celebratory Mass in the Cathedral, with its fair share of upbeat singing and joy. Student Leaders actively participate and lead this Mass.

That is usually followed by a concert back at school where students perform items of music or drama, including both official school groups and more informal ones, such as the student rock bands.

The afternoon often has an event such as a rugby match to watch, or various activities offered by staff including games, art and cultural events.
**CHANEL SHIELD**

The Chanel Shield is a competition between the secondary schools of our Diocese: St John’s College, Aquinas College in Tauranga, Campion College in Gisborne, John Paul College in Rotorua and Sacred Heart Girls’ College in Hamilton. The competition is in honour of Saint Peter Chanel who was a Missionary in the Pacific and is the patron saint of the Diocese. Each school takes it in turn to host the others.

After a Pōwhiri there is a range of cultural events. The Junior section includes poetry, public speaking and Bible reading. The Senior Section includes a Māori perspective speech, debating, poetry, Bible reading, drama and a Bible quiz.

**TUAKANA**

Tuakana, (meaning “older brother” in Māori) are selected Year 12 students who are mentors for the Year 9 students. The Tuakana are selected in November, and attend a one-day leadership training session just before school begins in January. Tuakana are responsible for leading groups of Year 9s through our two-day Orientation programme. They continue their leadership in form class throughout the year by looking after the new students and helping the Form Teacher.

**CATECHISM CLASSES**

Catechism classes are run through the school for any students who would like to become Catholic. Students participate in a programme that culminates in students making their First Holy Communion, being baptised and being confirmed in the Catholic faith. All students are welcome to join in this Catechetical programme. Please contact our Director of Religious Studies, Mrs Sonja Maree at smaree@stjohns-hamilton.school.nz in relation to this.
BOARD OF TRUSTEES

The Board of Trustees is the governing body of the school. The Constitution of the Board is determined by the Ministry of Education and is made up of the following:

- Five elected Parent representatives
- Four Proprietor’s representatives
- The Principal
- A Staff representative
- A Student representative

The Proprietor of the Board is the Most Reverend Stephen Lowe, Bishop of Hamilton.

The Board of Trustees is responsible for the overall direction and supervision of all matters in the College.

A major focus of the board is the strategic direction of the College, with an emphasis on sustaining and improving the excellent standards of teaching and learning.

The Board of Trustees is not involved in the day-to-day running of the school. However, there are appropriate systems in place to ensure, in conjunction with the Diocese of Hamilton, that the Marist Catholic Character of the College is preserved.

The Board of Trustees ensures that:

- Goals, plans and budgets are approved and reviewed
- Student achievement and outcomes are constantly monitored and reported
- All students are able to achieve their personal best
- There is compliance with laws that effect the school
- Significant risks are identified, eliminated or reduced
- Proper accounting and auditing practices are in place
- Annual reports and financial statements are prepared
- General maintenance of the school is carried out
- Management is carried out in a professional and competent manner
We are fortunate at St John’s College that excellent relationships exist between the Principal, the Diocese of Hamilton and the Board of Trustees. This ensures the smooth running of a very successful College.

If you would like further information about the Board of Trustees, please contact the Principal’s Persona Assistant at the College office.

**PARENT, TEACHER & FRIENDS ASSOCIATION (PTFA)**

The St John’s College PTFA is active within the College. It welcomes and informs parents and friends, as well as liaising with the Board of Trustees.

All are welcome to attend meetings held on the second Monday of the month at 7:00pm in the staffroom.

The PTFA’s aims are to:

- Strengthen community spirit
- Support the College through informing parents of school related issues and curriculum developments
- Help in raising funds to provide improved facilities and other curriculum “extras” for our boys
- Provide practical support through catering and hosting school events
- Bring any parents’ concerns to the attention of the Board of Trustees

Involvements in the College and community include:

- Catering for Report Evenings
- Presenting parental concerns to the Board of Trustees and Ministry of Education
- Co-ordinating the biannual Cultural Review at the Academy of Performing Arts
- Small fundraising ventures
- Providing feedback on the Strategic Plan and other College issues
- Making funds available for extra-curricular needs
- Co-ordinating the Year 13 Leavers’ Dinner
- Supporting the Gully Restoration project.
Fundraising is not the central focus of this PTFA as we feel it is more about being part of a community and lending a helping hand when and where it is needed.

Membership is open to any parents willing to give of their time and energy and is a great way to meet other interested parents. If you cannot commit but would love to help out occasionally, please ask to have your name placed on our supporters’ list so that we can contact you. You can also have the minutes of our meetings emailed or posted out to you – just let us know.

If you would like further information regarding the PTFA, please email ptfa@stjohns-hamilton.school.nz or phone the College office.

**ST JOHN’S COLLEGE (HAMILTON) FOUNDATION**

The St John’s College (Hamilton) Foundation was formed in 1999. Its major focus is the overall advancement and development of St John’s College, working closely in conjunction with the Principal and the St John’s College Board of Trustees.

The Foundation’s vision in conjunction with the St John’s community is to firmly re-establish the vision and philosophy of the Marist tradition and charism. The philosophy instilled in our St John’s College education gives our students a distinct advantage throughout their lives.

The Foundation’s core objective is to maximise private resources for the College so that we can expand on the last decades of excellence. This will mean that our young men will continue to be taught in an environment that develops their own unique individual abilities and develops a deep respect for intellectual and cultural values. A core goal is the continued growth of the Trust’s endowment. The focus of this endowment is to generate resources that can be used to advance the College’s educational mission.
COLLEGE PROCEDURES AND GENERAL INFORMATION

ACADEMIC

CURRICULUM
St John’s College offers a wide range of subjects to cater for the different needs and interests of students who attend the school. The St John’s College Curriculum is an interpretation of the New Zealand Curriculum. One adaptation which reflects something of the special Catholic character of the School is that Religious Education is a core subject, at all levels, for all pupils. Our Curriculum is dynamic and evolving. It is regularly reviewed and modified in this rapidly changing world.

Students work towards qualifications in the National Certificate of Educational Achievement (NCEA) Level 1, Level 2 and Level 3 and the Industry Training Organisation (ITO) Certificate if the subject is overseen by ITO credits.

SUBJECT OPTIONS
We encourage students to retain a broad range of subjects for as long as possible.

Parents should talk to the Dean or Teacher responsible for their son’s progress if they have any queries regarding subject choices for the following year.

Options Booklets are available early in Term 3, from the school Office and on our website.

NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT (NCEA)
NCEA certificates at Levels 1, 2, and 3 allow students to gain the National University Entrance Certificate (entrance to any university in New Zealand) and entrance into any polytechnic in New Zealand.

EXAMS
Senior students, Years 11, 12 & 13, have formal school exams in most subjects in May and September. Interview evenings for these students are held in Terms 2 and 3.
NCEA STUDY SUPPORT
Ensuring that all of our young men are prepared for their NCEA is a key role undertaken by the College. This year a number of initiatives are being taken to ensure that students are guided through the process of examination preparation and feel supported through each stage. In addition to the information that they will receive through assemblies and discussions with teachers we have put together these resources to ensure that all students are in a position to take responsibility and secure their potential in the forthcoming externals.

NCEA - SECURING SUCCESS EVENING
Each year we hold a NCEA Securing Success evening with the parents and students. A copy of last year’s presentation and supporting resources are available on our website.

STUDY SUPPORT RESOURCES
We all understand the importance of getting the students organised and ready for study, particularly when preparing for NCEA externals. To help students make this all important start we have put together some resources for them to download from the College website and use in order to get themselves organised, as often the hardest part of the process is getting started:

LEARNING SURVEY
Students are encouraged to complete the Learning Survey to identify their preferred learning style(s) - this will help them focus on effective examination preparation.

TUTORIALS PROGRAMME
After school tutorials are held in Terms 3 and 4 to support the completion of internals at Levels 1-3 and the preparation for externals. You can download the schedule on our website. Parents/Caregivers - please encourage students to attend when appropriate to their learning needs.
PAST EXAM PAPERS
A number of subjects have past external exam papers available for some standards. These can be found on the NZQA website but are not that easy to find. There is a link on our website where you can enter the subject and Level that you are looking for.

STUDY SUCCESS
In order for students to achieve to their potential, sometimes they need a little help along the way. Study Success provides a venue and a teacher who can help – all the students need is a little motivation to succeed.

All Study Success sessions start at 3:20pm and in most cases, teachers can stay until 5:00pm. Students are encouraged to come prepared with specific questions they have or areas in which they are experiencing difficulty.

Students just looking for a quiet place to do homework with a teacher present in case they run into difficulty are also encouraged to come to Study Success. Students are welcome to work in groups on projects if they wish.

Study Success is not extra tuition, but simply a place for students to get help with their school work free of charge.

Check with the Heads of Department for information about Study Success timetables and venues.

HOMEWORK
Each department sets its own homework policy based on the style of teaching to occur for a given topic. A guideline for Parents/Caregivers however, is that they can expect the student to do a total of an hour to an hour and a half each weekday at Year 9 level, with time increasing for each Year level thereafter. Sometimes work will be set for the night or it may be set as a longer term assignment requiring the student to spread his own workload to suit the demand.
ATTENDANCE

We ask parents and caregivers to contact the College to register absences before 9:30am in one of the following ways:

- Register the absence on School-Links
- Email the Attendance Officer at absences@stjohns-hamilton.school.nz
- Call the designated Absences phone line, 856 7091 ext. 3.
  Please leave a message stating the reason for the absence

Students will not be permitted to leave the College Grounds without a signed note from their Parent/Caregiver. It is the responsibility of the student to:

- Attend on all school days as required
- If leaving the school grounds during the day, (a) bring a written note from a Parent/Caregiver in the Student Diary explaining the absence and (b) sign in/out at the Student Services Centre
- Provide a written note from a parent/caregiver in the Student Diary for the Form Teacher on the first day back at school explaining the reason for their absence. Students should aim for at least 94% attendance.
BELL TIMES

Students start at 8:45am each day, but are encouraged to arrive early so that their day starts on time, and finish at 3:10pm.

NORMAL SCHOOL DAY

A normal school day is:

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<tr>
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<tr>
<td>8:45am – 8:55am</td>
<td>Form Time</td>
</tr>
<tr>
<td>8:55am – 9:55am</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:55am – 10:55am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:55am – 11:20am</td>
<td>Break 1/Morning Break</td>
</tr>
<tr>
<td>11:25am – 12:25pm</td>
<td>Period 3</td>
</tr>
<tr>
<td>12:25pm – 1:25pm</td>
<td>Period 4</td>
</tr>
<tr>
<td>1:25pm – 2:05pm</td>
<td>Break 2/Lunch</td>
</tr>
<tr>
<td>2:10pm – 3:10pm</td>
<td>Period 5</td>
</tr>
</tbody>
</table>

On Wednesday mornings the times are usually changed to allow for optional Mass. From 10:55am onwards the usual bell times resume:

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45am – 9:25am</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:25am – 10:10am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:10am – 10:55am</td>
<td>Mass or Form Time</td>
</tr>
</tbody>
</table>

BYOD/E-LEARNING

WHAT IS BYOD?

BYOD stands for Bring Your Own Device. Students are able to bring in their own technology (laptop/tablet) from home, connect it to the internet and use it to support learning in school.

OUR BYOD/E-LEARNING VISION

Our vision is:

- To embrace e-learning through personalised learning opportunities that are flexible and authentic and meet each student’s aspirations and educational needs
- To provide increased access to ICT for students, staff and parents for the purpose of improving learning outcomes for the boys
• To create an environment that enhances and improves student and teacher excellence through integrating new technologies into the wide range of opportunities students are offered to enable them to participate in a global world

**CHOOSING THE DEVICE**
At St John’s College we believe that students and parents should have the choice of a device rather than the school imposing a device upon the learning community. Students will need a device that is suitable for typing and editing documents and accessing and using internet resources and tools.

**SPECIFICATIONS OF SUITABLE DEVICES:**
- A netbook/notebook would be preferred over an iPad/tablet device
- Although smartphones/touch/mobile devices will assist with the learning in some contexts, they are not our focus
- Wireless capable – preferably 802.11n Wi-Fi standard as this gives the right speed and future proofing
- Long battery life, 5hrs+ (i.e. netbook, laptop or Tablet PC). Laptops/notebooks often will not last through a full school day, these devices should be charged prior to coming to school
- A screen large enough (10″+) to work with documents in order to create and edit content
- Memory (RAM): 2 Gigabyte minimum (4 GB recommended)
- Productivity Software or Apps: the device must have the ability to install software or apps to use for creating and editing word processed documents, presentations and spreadsheets (Microsoft Office or apps with Microsoft Office compatibility are desirable), and for reading pdf documents
- Keyboard: onscreen at minimum, external recommended
OTHER CONSIDERATIONS:

- **Weight** – this device will need to be carried around school with school books

- **Robustness** – sturdy enough for school use (boys can be quite heavy handed!)

- **Warranty** – students using the device regularly will want faults fixed quickly, the school will not provide a technical support service

- **Insurance** – make sure you are covered for replacement if lost or stolen. The school is not liable for any loss or damage of personal property, including mobile devices

We recommend having a read through our Quick Guide to Mobile Devices to help inform your decision making. Though smartphones/iPod touch devices will be allowed on the network, they are not on our list of preferred devices for BYOD. They have their uses and will be used in some areas such as Physical Education. However, typing up an essay or an activity on these devices is not advised. We will allow students a maximum of two devices to be connected to the St John’s College Wi-Fi (SJPublic).

Devices are the sole responsibility of the student. The College does not accept responsibility and therefore is not liable for any such items being stolen or damaged while at school. Items confiscated will normally be returned directly to the parent/caregiver upon collection from the school Office.

**HOW DOES BYOD WORK?**

When a student brings their own device onto campus they need to ensure that they agree to and abide by our Cybersafety Acceptable Use Agreement as well as our Mobile Device Guidelines. They will connect their device to our managed Wi-Fi (SJPublic) using their normal network credentials and once authenticated, the device will have full web access. Students will have access to their school Google Account, online files (cloud storage) and email as well as all the other online web 2.0 tools that can help shape their
learning experience. All internet traffic is filtered to ensure that our community is kept safe and usage is monitored.

Technical questions should be directed to our IT Manager. All other questions relating to the BYOD initiative should be directed to our Deputy Principal, Mr Dominic Tester.

**Canteen**

The Canteen is open during Break 1 and Break 2 and students can buy lunch or general provisions at reasonable costs. Food is in accordance with the College Health Policy. Chewing gum is not permitted at school.

**Communication**

**Contacting Students**

Anyone wishing to contact students during the school day, whether in person or by telephone, must do so only through the school Office. No cell phones are to be used during class time or assemblies for text messaging or calls. The school has a telephone available for students’ use at the discretion of the Office staff.

**Parent Portal**

At St John’s College we are passionate about ensuring that parents and caregivers have access to high quality information about their child’s education. To ensure that there are strong home/school links that nurture and promote a close working relationship we have introduced a parent portal.

The portal is a website (also custom apps for iOS and Android) that allows parents to log in and look at the key data held on our student management system. This includes all

- student notices
- timetable
- attendance
- results/NCEA Progress (for students in Year 11-13)
- archived reports
- fees
To access the portal you will need your username(s) and password(s) – there are different credentials for each child. If you have not received this information, please contact the College.

We have written a Parent Portal Guide for parents to read in order to familiarise themselves with the portal and what it can offer. It can be downloaded from the College website.

**CHANGE OF CONTACT DETAILS**
Parents are asked to ensure that the school has up-to-date contact details, in particular a correct daytime contact telephone number and email address to be used in the event of an emergency.

If your contact details change, please advise the school Office directly or through the Parent Portal.

**SCHOOL-LINKS**
We use School-Links communication software to connect with families. School-Links will enable you to:

- Receive time critical two-way texts and email alerts for all general communications such as school closures, sport cancellations or ground changes, and in the event of an emergency.
- Receive text alerts if your son has not turned up to school.
- Receive newsletters and general notices online.
- Receive a Booking Code for Parent Interviews.
- Notify the school of your son’s absence 24/7.

Everyone must register to be able to use School-Links.

Please go to www.school-links.org.nz and type in St John’s College, Hillcrest. Complete new user information and email. You will then receive a username and password.

**PARENT INTERVIEWS**
To book Parent Interviews go to: www.parentinterviews.co.nz

Before interview bookings open you will be sent a Booking Code via School-Links. These are listed on the school report.
NEWSLETTER
The College newsletter, The Eagle, is published each term and posted to families. Copies of all newsletters are on our website.

WEBSITE
Our website is http://www.stjohns-hamilton.school.nz/

WRITTEN REPORTS
Students in Years 9 and 10 will receive interim reports in April and full reports in July and December.

Students in Years 11, 12 & 13 will receive an interim report in April and full reports in July and November after each set of exams.

YEARBOOK
Each year the Yearbook Committee is formed by a group of interested Year 13 students. The Yearbook Committee works throughout the year to produce the school’s yearbook, which is a lasting reminder of life at St John’s College during that year.

CULTURE
St John’s College has a lively cultural life, with many music groups and regular dramatic performances. As well as drama, music, debating and whanau activities we have:

- Artistic and musical performances in assemblies, both from students and outside groups
- Speech competitions in the junior school
- Rockquest competitions, with performances in front of the school
- Chanel Shield artistic competitions
- Marcellin Champagnat Day activities

We also combine with Sacred Heart Girls’ College for many of the larger activities.
**MUSIC**

The Music programme is very popular. Visiting specialists teach without fee, small groups of two and three students at a time including vocals, symphonic wind (brass and woodwind), and orchestral strings (such as violin). To accommodate the high demand for music lessons in guitar, drums and piano, we have private tutors visiting the College on a user-pays basis, also teaching in small groups. Piano is taught one-on-one.

The College has strong Guitar and Acoustic Guitar groups.

In combination with Sacred Heart Girls’ College we have a Concert Band, Choir, Drum line, Ceilidh group (Irish folk music), Jazz group and Orchestra.

**DRAMA**

We offer the opportunity for students to be involved in the following extra-curricular activities:

**THEATRESPORTS**

Both juniors and seniors have the chance to compete with other Waikato Secondary Schools in the Theatresports Competition during Terms 1, 2 and 3. Theatresports offers students the chance to develop their improvisation skills and confidence.

**SHEILAH WINN FESTIVAL**

The Sheilah Winn festival offers students the chance to rehearse a 15 minute Shakespearean scene and compete at regionals, where they may gain the opportunity to perform at Nationals in Wellington during June. Sheilah Winn is unique in that students are also able to direct their own 5 minute scene for the competition. At St John’s College we are also proud that two of our old boys have been a part of the Youth Shakespeare Company (NZ) which toured London and performed at the Globe Theatre. This was a result of their hard work and recognition of their ability while competing in this festival at a National level.
Here at Hato Hoani (Māori for “St John’s”) we provide a number of opportunities for our Māori students to learn and grow as Māori. We feel it is important that Māori and non-Māori students here at the school have the chance to experience and grow into fine young men through Māori Culture.

**Whānau Hui**
We have an active Whānau roopu who meet 3 or 4 times a year to discuss all things that relate to Māori students at school such as Māori Achievement, providing opportunities for Māori students to engage with Tainui (Pokai and Koroneihana), Māori attendance, careers, kapahaka, sports (Waka Ama and Ki-o-Rahi) and cultural opportunities.

**Kapa Haka**
We have a kapa haka roopu which is available for any student at school to join. We represent the school at important pōwhiri for manuhuri and we take part in the Hauraki Festival annually.

**Manu Kōrero**
We have students who represent the school at the annual Manu Kōrero speech competition in both the Te Reo Māori and English sections.

**Māori Dean**
Our Māori Dean for St John’s College is responsible for the pastoral care of Māori students in consultation with the year level Deans. The Māori Dean focuses on student achievement, attendance and consultation with Whānau regarding student welfare.
**PASIFIKA**
Our Pasifika Dean for St John’s College is responsible for the pastoral care of Pasifika students in consultation with the year level Deans. The Pasifika Dean focuses on student achievement, attendance and consultation with families regarding student welfare.

**DISCIPLINE**

**SCHOOL RULES**
The College believes in discipline that is firm yet just, administered with understanding and seeks to ensure the welfare of both the individual and the whole College community in keeping with our Marist values. Our aim is to guide students to a mature acceptance of self-discipline and the dignity of others.

Accordingly, rules and regulations are defined to ensure that each student’s conduct brings credit to the student himself, his parents and the school; and that the well-being of all College members is protected.

Above all, it should be noted that anything contrary to common sense, good manners and decency is contrary to the rules of the College. The College takes a very strong stand in regard to any of its students involved in smoking, drinking alcohol or experimenting with or possessing drugs.

Parents should be clearly aware of the College’s unequivocal attitude in this matter of discipline and are advised that where necessary they will be notified of any major breach of College discipline.

Serious breaches of discipline will be dealt with by the Principal and the Board of Trustees.

**NON-VIOLENCE POLICY**
The College has a firm non-violence Policy. No verbal or physical violence by any student towards any other person is acceptable. Any student who disregards this Policy will normally be removed from class and his parents called in for an interview.
ST JOHN’S COLLEGE CONTRACT
To be a member of St John’s College, each student must:

1. Attend all classes promptly.
2. Be present and do not truant or leave the school property without permission.
3. Respect the students and staff.
4. Respect all property – do not litter.
5. Respect the Special Character of the College.
6. Do not use abusive language.
7. Do not participate in, assist or be associated with smoking, alcohol, or any other types of abusive substances such as drugs or alcohol.
8. Do not bring any lighters, fireworks, unsafe objects etc. to school.
9. Wear the correct uniform with pride.
10. Follow all the school rules.

DOCUMENTS DAY
Documents Day is an important day in the senior calendar, which is compulsory for all Year 11-13 students to attend. Students are not to arrange work commitments or holidays on this day and must be in school at the time allocated. The date for Documents Day is published during the academic year but it always takes place towards the end of Term 4. Documents Day sees time allocated to staff for students to come in and sign out – the process of returning all college property, including blazers, textbooks, paying outstanding fees etc. On this day students will be issued with a signing out form which must then be signed by each of their teachers and other key staff in order to sign out. This is also the time for students to receive their Yearbook. It is imperative for students to come in on this day as it is the only time allocated to teaching staff to sign out students.
EDUCATION OUTSIDE THE CLASSROOM

The normal school rules apply when students are outside the school on school business such as class trips and sports and cultural events.

ENROLMENT

ENROLMENT PROCEDURE

St John’s College is a State Integrated Catholic School, and as a result gives preference to Catholic boys.

Our roll has been full for the last three years. Parents are advised to enrol students before the end of Term 2 to avoid disappointment.

For all enquiries about enrolment please contact the Principal’s Personal Assistant at secretary@stjohns-hamilton.school.nz or at (07) 856 7091.

TERM 2

Staff from the College visit Catholic contributing schools and information sheets and enrolment packages are distributed. All enrolments are due by the end of Term 2 each year.

TERM 3

PREFERENCE STUDENTS: All Preference students who have returned an enrolment form are invited to a short interview at the College. This enables the College to meet students and parents and to discuss their enrolment at the College.

NON-PREFERENCE STUDENTS: Offers of places will be made early in September. Acceptance of this offer and confirmation of a place is upon payment of full annual costs for $450 received by the end of September.

MID-NOVEMBER

All Year 9 students for the following year are invited to spend an “Orientation Day” at the College. They will meet staff and present students, visit classes and learn about what will be happening in the early part of the new year. Academic testing also takes place.
ENROLMENT CRITERIA

Pupils who wish to enroll are considered under three headings:

<table>
<thead>
<tr>
<th>ENROLMENT TYPE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREFERENCE</strong></td>
<td></td>
</tr>
</tbody>
</table>
| There are five criteria under which a student can gain Preference status in a Catholic School from a Catholic Priest. These criteria are available online at: nzceo.catholic.org.nz/media/resources/pref-enrolment. | $200 deposit  
This deposit will contribute towards the following years costs. |
| For Preference Students only: Final acceptance of a place at St John’s College will be confirmed upon receipt of a $200 deposit. |                                           |
| **NON-PREFERENCE**   |                                           |
| There is a limit of up to 5% of the total roll who may be enrolled and who do not meet the Preference criteria. | Payment of full year’s costs $450         |
| **INTERNATIONAL FEE PAYING STUDENTS** |                                           |
| The College accepts approximately 26 International students each year. | $13,000 per year         |

FINANCE

FEES AND DONATIONS

Fees and Donations include the following:

<table>
<thead>
<tr>
<th>DIOCESE OF HAMILTON</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices are sent directly from the Diocese for the following:</td>
<td></td>
</tr>
<tr>
<td>ATTENDANCE DUES</td>
<td>$852 p.a., or $213 per term, in 2017</td>
</tr>
<tr>
<td>SPECIAL CHARACTER LEVY</td>
<td></td>
</tr>
<tr>
<td>This levy is invoiced directly from the Diocese and is for repayment of loans for capital development.</td>
<td>$20 p.a. with a maximum of $60 per family</td>
</tr>
</tbody>
</table>
**ST JOHN’S COLLEGE**

College fees and donations comprise the following:

<table>
<thead>
<tr>
<th><strong>SCHOOL DONATION</strong></th>
<th>$450 p.a., with a reduction for families</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUILDING DONATION</strong></td>
<td>$250 p.a. per family</td>
</tr>
<tr>
<td><strong>YEAR BOOK</strong></td>
<td>$25</td>
</tr>
<tr>
<td><strong>PTFA DONATION</strong></td>
<td>$10</td>
</tr>
<tr>
<td><strong>ID CARD</strong></td>
<td>$5</td>
</tr>
</tbody>
</table>
| **RETREATS** | Year 11 (T1) $20  
Year 12 (T2) $20  
Year 13 (T3) $30 |
| **STATIONERY** | Ordered through “Office Max My School”  
www.myschool.co.nz/stjohnhillcrest |
| **WORKBOOKS** | Purchased from College at beginning of year |
| **YEAR 10 CAMP (Dec each year)** | $100-$700 depending on chosen camp or activity |
| **YEAR 9 ACTIVITIES WEEK (Dec each year)** | $110 max |
| **SUBJECT COSTS (Graphics /Technology, Food Technology, Art, ICT, Drama, PE)** | See Options booklet on the website |
| **SPORTS CHARGES** | These are set and administered by the Sports Committee or Club in each code. Each season will usually start with an enrolment and registration day - Charges are payable before the student is able to play the desired sport |

**PUBLIC EXAMINATION ENTRANCE FEES/NATIONAL SCHOOL QUALIFICATIONS**

A set fee of $76.70 per candidate will be applicable. In most circumstances it covers entry into all NQF standards and up to 3 Scholarship subjects. Additional Scholarship subjects (over 3 subjects) are charged at $76.50 per subject.
**FINANCIAL ASSISTANCE**

Financial Assistance may be available to assist with the payment of external exam fees.

To be eligible for financial assistance, the applicant (normally the parent or caregiver of the candidate) must be the fee-payer and meet at least one of the following criteria:

- be receiving a Work and Income or Study Link benefit ([benefit-based applications](#))
- have a joint family income that would entitle the applicant to receive a Community Services Card ([income-based applications](#))
- be a fee-payer with two or more children who are candidates ([multiple candidate applications](#)), where the total fees to pay would otherwise be more than the $200 multiple candidate maximum.

**METHODS OF PAYMENT**

Accounts are sent out twice a term. Payment can be made by instalment. The College is happy to put all charges on account if regular payments are being made. Accounts can be paid by:

- Cheque or cash to the school Office
- Internet Banking
- Automatic Payment

**COLLEGE BANK ACCOUNT DETAILS**

Our bank account details are:

**PAYEE:** St John’s College

**A/C:** 12-3122-0295197-00

**REF:** Please include Student’s name and what the payment is for.
ID CARDS

Every student will be issued with an ID Card. Your account will be debited $5 to cover the admin/production cost. ID Cards are used for:

- Obtaining books from the library or the use of laptops while in the Library
- NSN Number for NZQA
- Proof of School enrolment
- Proof of age

INTERNATIONAL STUDENTS

If you have any questions about our application process, fees or anything else regarding international enrolment, please contact the Dean of International Students on phone +64 7 856 7091, or international@stjohns-hamilton.school.nz

LIBRARY

St John’s College Library is an information-rich learning centre with a strong focus on encouraging our students to actively use the Library to support learning and personal interests, and value reading as a skill for life.

The Library is open 8:45am - 3:00pm Monday to Friday.

The environment supports a Learning Commons approach. The Library is:

- an extension of the classroom
- a place for students to read and study
- a place for Liturgy

The Library provides a wide range of quality resources that supports student learning and the special Marist Catholic character of the school in preparing our young men for life. Students may access the Library resources from anywhere via Access-It. Students may loan up to 6 books at a time. Renewals and reserves are available on Access it. ICT is an integral part of the Library. Desktops, laptops and a photocopier/printer are available for student use.
**LOCKERS**

There are 200 lockers available. These lockers are made available on a first come first serve basis and can be shared between two students. A Locker Application Form may be obtained from Student Services. Students using lockers must provide a combination lock or keys. Cost of a locker is $40.

**LOST PROPERTY**

Please contact the Student Services Centre in relation to Lost or Found items. Please ensure that all uniform is named as this will aid in the return of Found items.

**MEDICAL CONDITIONS, ILLNESS OR INJURY**

**MEDICAL CONDITIONS/ALLERGIES**

Students with significant medical conditions or allergies need to alert the school in writing and complete a medical management plan.

**SICK BAY**

Students who, during the school day, feel too unwell to attend class are required to report to the school office. If necessary the student will be placed in the school sick-bay. Students will only be allowed to leave school during the school day once the office has contacted the students’ caregiver/emergency contact. In the event of a student receiving an injury at school, the school office must be notified. Injuries of a minor nature will be dealt with by school staff and, where necessary, the student’s home will be notified. Should the school feel that further medical attention is required, parents/caregivers will be contacted and it is their responsibility to take whatever action they feel is appropriate. Should it not be possible to contact parents/caregivers, the school reserves the right to obtain, at parents’/caregivers’ expense, whatever reasonable medical assistance is appropriate.

**PHYSIOTHERAPIST**

We have regular visits from a physiotherapist. Students may book a physiotherapy appointment at the Student Services Centre.
MEDICAL AUTHORISATION FORM
No Panadol or other medication will be provided to students without written authorisation from their parent or caregiver. A Medical Authorisation Form may be obtained from the school Office for this purpose or completed on enrolment.

PASTORAL CARE
Pastoral Care of our St John’s College boys begins while they are still Year 8s, with an Orientation Day in November.

This transition to College continues with their Induction during the first two days of school at the end of January each year. The Induction programme, led by the Year 12 Tuakana (older brothers) in small groups, helps new students to learn the values and traditions of St John’s College while establishing a sense of belonging and connectedness with their peers. This assists the new boys to quickly settle into the academic environment of the classroom.

St John’s College is one of only a few schools to receive an International Education Excellence Award from the New Zealand Government for its high pastoral care of international students.

St John’s College has also agreed to observe and be bound by the Code of Practice for the pastoral care of international students published by the Ministry of Education. Copies of the Code are available on request from St John’s College or from the New Zealand Ministry of Education website at www.minedu.govt.nz.

We achieve presence to each student’s needs through the following network of staff:

FORM TEACHER
The Form teacher sees the boys every day and is encouraged to really get to know each student in their Form Class. Ideally, each boy will have the same Form teacher throughout their time at St John’s. Each boy also has at
least one Tuakana from induction in his Form class to continue that network of support.

**DEAN**

The Year-level Dean takes care of discipline when necessary and takes a special interest in the welfare of the students under their care. Students’ wellbeing is monitored to help every student to do his best. The Dean monitors academic progress and absences and writes reports.

**GUIDANCE COUNSELLORS**

We have two Guidance Counsellors at the College. Both counsellors are full members of the New Zealand Association of Counsellors. Parents are welcome to contact a counsellor if they have a concern regarding their son. See our website stjohns-hamilton.school.nz for contact details.

Every student is welcome to talk to our Guidance Counsellors to plan how struggles in class, with peers, family, or self might be minimised so that the individual can best reach his potential. Confidentiality is ensured.

In line with the school’s Marist values, the practice of reconciliation is often used where there has been a break-down of relationship between peers. The counsellors are a part of the Orientation and Induction process for new students, as well as leading the Peer Support Tuakana Programme.

**LEARNING SUPPORT**

The value of Family Spirit is reflected in the St John’s College Learning Support programme. From a prospective student’s first visit to the College, through to his time to leave school, we endeavour to highlight strengths, maintain flexibility and look for positive opportunities throughout his high school experience.

The transition to high school can be an anxious time. We aim to minimise this with multiple individual school visits if necessary, meetings with parents, the Orientation Day in November for the incoming Year 9 class, as well as a two-day Induction Programme for new students at the start of the school year. We believe it’s important to maintain a personal presence with each boy through these vital teenage years.
For students who do not wish to conduct an entirely academic pathway and want a more practical alternative, our Vocational programmes offer a chance to combine school and work.

Our dedicated Learning Support Coordinator, coordinates learning assistant support within core classes and dependent on need, for one-on-one learning support.

We have two dedicated Learning Support rooms where learning assistants can work with students, and boys can gain valuable social interaction skills with their peers in a quieter environment.

Extra help is available for students including Ministry of Education Resource Teacher: Learning and Behaviour (RTLB) support, and special assessment conditions for exams.

Students are tested in their early years to ensure that all those who need extra support are given it.

We use the AsTTle system for both numeracy and literacy to check students’ progress. The results are then used to build individual pathways for students who require more help, in consultation with classroom teachers.

**SCHOLARSHIPS**

Each year the College will offer a number of Scholarships to students entering the College and also to students already in the College. The Grace Family also offers a number of scholarships for new students entering the College.

The purpose of such scholarships will be to encourage talented and/or deserving students to enrol at the College as well as rewarding students who have been an active part of the College family for some time.

Scholarships will be for the duration of one year only. Application forms for scholarships are available on our website. Applicants must be eligible to be enrolled as a Preference Student. Applications close at the end of November each year.
Scholarships are offered in the following areas:

**SPECIAL CHARACTER SCHOLARSHIPS**
Four scholarships of $500 each, three to students entering the College and one to a student already at the College.

Six Grace Family scholarships of $500 each, to Year 9 students entering the College.

To be decided on by the contribution students make to the Special Character of the contributing school or in the College.

**ACADEMIC SCHOLARSHIPS**
Four Scholarships of $800 each, two to students entering the College and two to students already at the College.

Two Grace Family Scholarships of $500 each, to Year 9 students entering the College.

To be awarded on the basis of outstanding academic performance at the contributing school or in the College.

**MUSIC SCHOLARSHIP**
A sum of $1500 is available to music students entering the College. This could be distributed as three scholarships of $500 each, but the final distribution is decided by the Principal.

**CULTURAL SCHOLARSHIPS**
Two scholarships of $500 each to students who show a strong commitment to cultural pursuits.

**SPORT SCHOLARSHIPS**
Six scholarships of $500 each to students who have a particular talent in sport.

**FEES SCHOLARSHIPS**
An important aspect of the Special Character of the College is to help the needy in our community. Three scholarships of $500 each to be available to assist students entering or already in the College.
SPORT

Sportsmanship, the art of competing strongly but fairly, is taught in the sports arena. Our students learn about competition and teamwork, discipline and initiative, and how to win and lose graciously at St John’s College. Sport is character building and through it our students learn that they can achieve much more when they work alongside others, sharing in a common goal.

Most major sports, including basketball, rugby, football, hockey, cricket, rowing and water polo are offered, and we also provide for special interest sports such as, archery, cycling, swimming, snow skiing, snow-boarding and golf.

At St John’s College we believe in introducing students to a wide range of activities outside the classroom. We support numerous extra-curricular clubs and societies and, by doing so, provide our students with the opportunity to test their talents and broaden their horizons. In many instances, it is through these extra-curricular activities that lifetime friendships are formed.

While we play to win, we insist our boys behave properly at all times on and off the field. We insist our boys follow our Sports Code of Conduct which can be found on our website stjohns-hamilton.school.nz.

ATHLETE DEVELOPMENT PROGRAMME

The St John’s College Athlete Development Programme is about recognising and developing excellence. After researching successful programmes run in a number of Auckland boy’s schools such as West Lake Boys and Kelston Boys we have designed a programme that captures the essence of these schools programmes while remaining unique and reflecting the particular strengths of St John’s College.

Boys selected for the programme are given curriculum time to train with the premier coaches of their sport. These practical sessions run in the junior option structure and are complemented with theory lessons designed to allow students to grow and develop as athletes and to better prepare them for NCEA Level 1-3 PE standards.
Topics include Program Planning, Components of Fitness, Principles and Methods of Training, Goal Setting, and Nutrition. The programme changes and adapts to the needs of the group.

**TRIALS**

The Sports Institute is an invitation only course.

Trials take place on Year 8 Orientation Day with input from coaches, and sports development officers. Students are then asked to prepare and submit CV’s if invited to the next round of trials. Successful applicants will be notified in writing.

**STATIONERY**

Students will be issued with stationery lists, and all items will need to be bought before the start of the year. The College does not operate a stationery shop. For ordering stationery and workbooks we have joined OfficeMax MySchool. If you wish to generate a stationery list, simply click on the subjects your child is taking and the list will be created. We would encourage parents and students to purchase through OfficeMax MySchool, as the school also benefits. Your purchases allow us to reinvest the gains made back into the school. Alternatively you can print the list and purchase your requirements from your own choice of supplier.

Stationery may be ordered from OfficeMax MySchool in the following ways:

- Order online from the St John’s College OfficeMax MySchool website
- Mail Order using the form from the St John’s College OfficeMax MySchool website
- Print the list from St John’s College OfficeMax MySchool Website and purchase in the store
- Print a quote for WINZ from the St John’s College OfficeMax MySchool Website

Twink and indelible marker pens are not allowed at school unless they are a specific requirement of a course.
If a Work and Income quote is required for stationery, you may obtain it by going through the process of ordering at the OfficeMax MySchool website but then printing a copy before you go on to confirm the order. Or visit the OfficeMax Hamilton retail store and the staff will be able to help you with the quote for Work and Income.

**STUDENT SERVICES CENTRE**

The Student Services Centre is where students can sign in if they arrive late, organise the hiring of a blazer, check lost property or log on to a computer to print documents etc.

The Student Services Centre is where all the pastoral care staff are located, including the two guidance counsellors, and where much of the learning support is provided.

**TERM DATES FOR 2018**

**Term 1**
Tuesday 30 January - Start of Term 1, Y9 Orientation / Y13 Leadership Day
Wednesday 31 January - Y9 Orientation / Y13 Leadership Day / Y11 Careers Day
Thursday 1 February - All Students, Normal Timetable
Monday 5 February - Holiday (Waitangi Day)
Good Friday 30 March - Holiday
Easter Monday 2 April - Holiday
Easter Tuesday 3 April - Holiday
Friday 13 April - End of Term 1

**TERM 2**
Monday 30 April - Teacher Only Day
Tuesday 1 May - Start of Term 2
Monday 4 June - Holiday (Queen’s Birthday)
Friday 15 June - Teacher Only Day (Fieldays Friday)
Friday 6 July - End of Term 2

**TERM 3**
Monday 23 July - Start of Term for Students
Friday 28 September - End of term 3

**TERM 4**
Monday 15 October - Start of Term 4
Monday 22 October - Holiday (Labour Day)
Tuesday 11 December - End of School Year
TEXTBOOKS
All textbooks are supplied free, but remain the property of the College. Students are to take all reasonable care of textbooks and to return them when required. Textbooks that are lost or badly damaged will be charged to the student.

TRANSPORT TO AND FROM COLLEGE

BICYCLES
In keeping with legislation, approved helmets are to be worn when cycling. Students are to obey the Road Code and have a safe bicycle. Bicycles are to be walked in the College grounds and parked in the lock-up area by the hockey turf.

BUS
Students who travel by bus may be eligible for school transport assistance if:

- They live more than 4.8km from the nearest school and
- They do not have access to public passenger service transport.

School Transport Application for Assistance Form is available at the College.

CARS
Students require written permission from their parent/caregiver to travel to and from College by car. Forms are available from Student Services. The College accepts no responsibility for any damage, loss or use of your vehicle.

SKATEBOARDS
Skateboards may not be used within school grounds and must be stored in the Storage Room opposite M03 during the day. The school accepts no responsibility for lost or damaged skateboards, cars or bikes.

VISITORS CAR PARKS
We have limited space for car parking. All visitors must use the carparks marked for Visitors. There is a limited number of carparks available for students and these will be offered to Senior Leaders first.
are not allocated a carpark will not be able to park on school property. Cars parked on school grounds must display a valid parking permit at all times or risk being clamped or towed away.

**UNIFORM POLICY**

Every student has the responsibility to represent himself, his family and his College well, by being correctly and tidily dressed at all times, especially in public when travelling to and from College.

The College has a Policy to help any student who, for purely financial reasons, cannot be correctly dressed. Contact the Principal for more information.

**SUPPLIER**

The St John’s College uniform is supplied exclusively by NZ Uniforms, corner Tristram Street & Rostrevor St, [www.nzuniforms.com](http://www.nzuniforms.com).

NZ Uniforms also provide a virtual Online Shop dedicated to St John’s College, where parents can order and pay for their son’s school uniform online. NZ Uniforms will courier these orders to your home for a small charge or you can collect them from the shop.

**UNIFORM CLUB**

NZ Uniforms provides a service where you are able to “bank” money on a card at whatever frequency you choose and then purchase uniform with the credit balance. Apply in store.

**CHANGEOVER TIMES**

Changeover into the winter uniform is the start of Term 2. Winter Uniform changes over into summer uniform at the start of Term 4.
SUMMER UNIFORM

YEARS 9 TO 12
• College shirt
• College navy blue shorts (same shorts are worn for summer & winter)
• College blue jersey or College jacket with embroidered monogram
• Black or brown plain sandals with heel strap work correctly or black leather nuggetable lace up school shoes with College socks

YEAR 13
• College short-sleeved white shirt
• College navy blue shorts
• Black or brown plain sandals with heel strap worn correctly or black leather nuggetable lace up school shoes with plain black socks

WINTER UNIFORM

YEARS 9 TO 12
• College shirt
• College trousers or College navy blue shorts
• College blue jersey or College jacket with embroidered monogram
• Black leather nuggetable lace up school shoes with College socks or black or brown plain sandals with heel strap worn correctly. If wearing trousers, then black socks.

YEAR 13
• College white shirt
• College trousers
• College tie
• College blazer. While Year 13 students are encouraged to wear the College blazer, the College jersey or College jacket is acceptable.
• Black leather nuggetable lace up shoes with plain black socks
**NO.1 UNIFORM**
- College long sleeved white shirt
- College trousers
- College tie
- College blazer
- Black leather nuggetable lace up shoes with plain black socks

Please remember that any other old or non-uniform items are not permitted to be worn at school.

**PHYSICAL EDUCATION AND SPORTS UNIFORM**
The Physical Education uniform for both summer and winter is as follows:
Years 9 - 11 (Core PE): Royal blue and gold St John’s College t-shirt and St John’s College shorts.
Years 11 - 13 (NCEA PE): Royal blue St John’s College polo shirt and St John’s College shorts.

Sports Uniforms for teams are available at NZ Uniforms.

**BLAZERS**
Students can hire Blazers from the Student Services Centre at the College. ($100 per year, includes Bond of $50) Blazers can also be purchased from NZ Uniforms.

**HATS**
For summer the only hat permitted is the St John’s College cap.

**HAIR**
Hair is to be clean, tidy and cut above the collar length and away from the eyes and off the face. Hair is to be its natural colour and not dyed and there are to be no extreme hair styles including, but not restricted to, mohawk, afro, shaved patterns, braided hair, dreadlocks, ridges and no shorter than a number two. Sideburns must not extend below the ear lobe. Hair is not to be tied up or back in any way. If in doubt, check with the Principal and/or Deputy Principal who have final discretion. Students are expected to be clean shaven at College - if not they will be required to shave at school.
JACKETS
The College jacket may be worn during school hours and is the only jacket to be worn with the College uniform. The College blazer is worn as part of the No. 1 uniform and is available for hire from Student Services.

BAGS
Bags are part of the uniform and should have a suitable appearance and be graffiti free. Alcohol or tobacco advertising is not permitted on any part of clothing or bags brought to the College.

PROPERTY
Any lost property during class time should be reported to a teacher immediately. General items lost should be reported to the Student Service Centre and items found should be handed in there. Students must name all property brought to school. This includes all items of uniform, stationery, musical instruments and BYOD devices.

The school takes no responsibility for the loss or damage to personal effects brought to school, including musical instruments and BYOD devices. Students must accept responsibility for these items.

JEWELLERY
A wrist watch, medical bracelet or neck chain that is of religious or cultural significance may be worn. Other items such as wrist bands, ear, nose or tongue studs etc. are not permitted.

INCORRECT ITEMS
The College will ask students to return home until correct uniform can be worn.

VOCATIONAL
We offer a range of vocational opportunities for our students.

CAREERS ADVISOR
We have a Careers Adviser who can advise on which courses should be taken for various careers. The Careers Advisor also organises Tertiary Scholarships for those wishing to continue their studies after school.
GATEWAY

The Gateway programme organises work placements and unit standards applicable to the workplace. Unit standards are completed in addition to subject work.