

# General Information

## **Preference of Enrolment**

The College, in its Integration Agreement with the government, has two categories of enrolment:

- (1) Preference and
- (2) Non-preference

Preference enrolment is given to those students whose parents have established a particular or general religious connection with the Special Character of the school. The Preference Certificate necessary to establish this connection is signed by a Catholic Priest of the parishes that the college serves or by the appropriate Ethnic Chaplain.

A non-preference enrolment may be granted to those who cannot produce such a statement. The college is limited to 5% of its maximum roll for non-preference students. Non-preference places are usually allocated to those parents who want a religious education for their sons.

## **School Hours**

School starts at 8.40am and ends at 3.15pm. Lunchtime is 12.35pm - 1.35pm except on Monday and Wednesday when it is 12.45 - 1.35pm. Punctuality and regular attendance are essential. Parents are encouraged to notify the office of absences on the day. After an absence a pupil must bring a note signed by a parent or guardian giving dates and reason for the absence. If a prolonged absence is anticipated parents should advise the Principal.

## **Textbooks**

These are lent by the school and any books lost or damaged while on loan must be paid for by the parents.

## **Stationery**

A list of stationery is provided in a mail-out to all families before the start of the school year. We ask that students purchase stationery from local retailers ready for their first day at school.

## **School Canteen**

Our canteen is open at morning break and lunch-time and provides a variety of foods and drinks.

## **Office Messenger Duty**

Year 7-10 students are rostered to undertake duty as office messenger for two periods about twice a year. As part of their duties they are sometimes asked to walk to the local shops at Waterloo or nearby to drop off mail or collect items. When out on messages, students will carry an identification pass. Should you have any concern about your son undertaking this duty, please contact the school office.

## **First Aid and Medical Assistance**

During school hours, students who require medical attention should report to the college office (or to the nearest staff member if the matter is urgent). Under no circumstances should a student who is injured or unwell leave the college without reporting to the main office. In case of illness or injury requiring more than first aid, parents will be informed by telephone. If parents/caregivers cannot be reached, the college may contact the family doctor or the Accident and Emergency Hutt Valley Hospital services.

The college has an on-site medical centre funded by the Hutt Valley District Health Board. It is staffed part-time by a doctor and nurse. Students are able to make appointments to attend the centre free of charge. While this service remains confidential, students are strongly encouraged to discuss matters concerning their health with families.