

Enrolment Information

Enrolment Categories

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

Enrolment Policy

Rationale

The College is required to manage its roll within the maximum of 660 students as prescribed in the College's Integration Agreement. The Board also wants to make provision for likely population movements in the general area served by the College that occur during the school year or after the end of the pre-enrolment period.

Purpose

1. To maintain the special character of the college;
2. To provide management with guidelines for enrolling students; and
3. To set in place a procedure for the prioritisation of enrolment applications.

Guidelines

1. *Applications for enrolment which have been received by the closing date for applications will be processed in the following order of priority.*

- 1.1. Priority 1 will be given to preference applicants for whom the College is reasonably convenient and who reside within the boundaries of the Lower Hutt Parishes and environs, namely Te Wairua Tapu and Te Awakairangi. Students within this priority group are guaranteed enrolment unless including all of them would exceed the College's maximum roll. In such a situation, students will be ranked for selection in accordance with the priority criteria listed in guideline 2.
- 1.2. Priority 2 will be given to all other preference applicants. Students within this group are not guaranteed enrolment. If there are more applicants than places available, the priority criteria listed in guideline 2 will apply.
- 1.3. Priority 3 will be given to non-preference students. Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled and the Board decides that enrolment of the non-preference student will not compromise its ability to offer places to preference students who may apply for enrolment at a later date. Non-preference students will be interviewed and their priority will be determined according to their ability to contribute to the culture and special character of the school.

2. Order of priority criteria for preference students

- 2.1. Sons of trustees on the Board
- 2.2. Sons of employees of the Board
- 2.3. Sons of those who are or have been members in a key college organisation
- 2.4. Siblings of students attending the college
- 2.5. Siblings of former students
- 2.6. Students enrolling from another Catholic school/college
- 2.7. Sons of former students
- 2.8. If, having applied these criteria, there are still more applicants than places available at any priority level, then the remaining places will be balloted

3. Notes to the enrolment policy

- 3.1. Applicants seeking priority status may be required to provide proof of residence in the specified area.
- 3.2. If the total number of applicants from preference students is less than the number of places available, all preference students will be enrolled subject to 3.6 below.
- 3.3. The number of places available for non-preference students will be governed by the maximum number allowable under the college's Integration Agreement. For St Bernard's College a maximum of 5% of the roll (33 students) is permissible. If the total number of preference applicants is greater than the number of places, then no non-preference applicants may be enrolled.
- 3.4. If the total number of applicants is greater than the number of places available, unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category, ranked in order of the published priority criteria. Students on a waiting list may be offered places at a later date if places become available. The waiting list will remain current until the Board next notifies the public that it is inviting applications for the next enrolment intake. No applications will be rolled over from year to year.
- 3.5. The Board reserves the right to keep vacant places to provide for preference boys who move into the identified parishes during the year.
- 3.6. The enrolment process described above will operate up to the number of places deemed by the Board to be available at Year 7, Year 8 and Year 9 in any year.
- 3.7. The closing date for enrolments for 2020 is 5 July 2019.

Conclusion

The enrolment guidelines will ensure that the College accepts enrolments within a prescribed procedure.

School Rules and Code of Conduct

These Rules and Code apply whenever students are in school uniform or on an official school activity. Students represent the College as well as themselves and their parents. They are required to attend to their responsibilities to the College and to its reputation in their everyday behaviour. They are expected to always show self-respect and respect for others and their property.

Absences:

When a student is absent, parents are to inform the school by telephone (ph 560 9250) that day. Parents will be contacted by text if their son is not marked present at school. It is important that parents reply or phone the college as soon as possible to confirm where the student is.

All absences must be explained in writing or by phone or email, setting out the reason for the absence and the exact period involved.

Attendance:

All students must by law be enrolled at school and attend each day until they reach the age of sixteen. If students do not attend school regularly, they will be less likely to do well in their studies and jeopardise their chances of achieving any qualifications. Teachers keep a lesson by lesson check on classroom attendance. Students must attend all classes on their personal timetable and truanting from school or skipping individual classes is not tolerated. Normal school hours start at 8.40 am and conclude at 3.00 pm.

Behaviour in or out of class:

1. Students walk to class in an orderly manner without obstructing corridors.
2. Outside the classroom, if it is locked, students line up against the wall keeping clear of the doorway.
3. On entering the class students go to their seat, make ready their books and be fully prepared for the lesson to begin.
4. Misbehaviour that disrupts teaching and learning may result in offenders being withdrawn from class and other penalties invoked.

Emergency Evacuation Procedure:

All instructions for emergency evacuations must be carefully observed. Interfering with the alarms may result in injury and is a very serious offence.

Forbidden Articles:

- Unless specifically permitted by the teacher for educational purposes cell-phones and electronic equipment are forbidden in class. If they are visible in class they will be confiscated and returned at the end of the day.
- Chewing gum and all other forms of gum.
- Matches, lighters, fireworks and aerosol cans.
- Penknives or other dangerous instruments e.g. air and imitation guns, water pistols, water bombs, chains, etc.
- Skateboards and skates.

The College accepts no responsibility for the loss of forbidden articles.

General:

Any behaviour at any time considered by the Principal to be detrimental to the good order and/or name of the school is unacceptable as a mark of a St Bernard's College student and disciplinary action may be taken.

Hair:

Hair has to be neat and tidy at all times. Students in Year 11 and above who have visible facial hair are required to be clean shaven. If a younger student has begun shaving, then he is expected to be clean shaven all the time. Only hair dyes that imitate natural hair colours are permitted. If hair is dyed it must appear natural, not in stripes or patches of colour. Mohawks, shaved patterns and other extreme hair styles are unacceptable. Boys with long hair are expected to wear it neatly and tie it back when necessary for safety.

Health:

- Spitting, misbehaviour in the toilets and other unhygienic acts can have serious consequences and are prohibited.
- Sharing of drink bottles is unhygienic and is prohibited.
- Students who need to take daily medication must do so under the supervision of office staff.

Jewellery:

Students are only allowed to wear a small single stud in one or both ear lobes. Earrings are to be smaller than 4mm. Hoops are not to be worn. Unacceptable jewellery items will be confiscated and returned to the parents. Any other form of body piercing is prohibited. Rings, bracelets or necklaces are not to be worn except College approved religious, cultural and/or similar artefacts. Visible tattoos or tattoo transfers are not permitted.

Language:

Polite, respectful language is expected both within the college and in public. Swearing and foul language go against our special character, give a bad name to a student and St Bernard's College and are not acceptable at any time and disciplinary action may be taken.

Lateness (after 8.40am):

All students who are late to school must go straight to form class registration to sign in with their form teacher. If they are late and registration is finished they must report to the Main Office and obtain a late pass before they go to class. They then hand this late pass to their subject teacher. Lateness should be explained by a note or parental contact with the Main Office. Three unexplained latenesses will result in an after-school detention. The detention will be cancelled if a student brings a note explaining the lateness.

Leaving the School Grounds:

Students are to remain on the property (defined by the natural boundaries) at all times from 8.40 am till 3.00 pm. If there is a need to leave the property at any time, a written note from parents (preferably in the student diary) is to be given to the Dean to be signed. The student must produce the note at the Main Office before signing out. On his return he signs back in at the office. Where possible, parents should ensure appointments are made outside of school hours.

Lunch time Activity:

Students are encouraged to be active (reading, chess, informal games) during breaks especially lunch time. Sports equipment is available for use at lunch time from the PE shed. It is advisable to wear a tee shirt if engaging in physical activity. Students should respect any roped off area on the grounds – likewise trees and shrubs. Students must obey the field open / closed signs around the field at all times (this includes before and after school hours)

Out of Bounds Areas:

- Behind the Gymnasium.
- Area along the western boundary from Marina Grove to behind the canteen.
- Area along eastern boundary on the Waterloo roadside.
- Waterloo Road frontage.
- Anderson Grove.
- Marina Grove.

School Property:

Students are required to maintain in good order the property (including textbooks) provided for their use. School property must not be marked in any way. Damage to anything in class is to be reported to the teacher. Students who damage school property during breaks etc. are to report it to the Director of Pastoral Care. Students must be prepared to pay for damage caused. Students will also be expected to pay for or replace lost books.

Smoking, Alcohol and Drugs:

The possession and/or use of tobacco products, e-cigarettes, alcohol, drugs, solvents or other similar substances on the College grounds, at College functions, or while wearing school uniform are prohibited. Such infringements may result in suspension and/or reporting to the Police. In accordance with current Board of Trustees policy, alcohol may be provided on exceptional occasions at school functions with specific parental permission and adult supervision.

Transport – Bicycles & Scooters:

- Bicycles and scooters may not be ridden on the school property during the day.
- Students use the stands provided in the bicycle lock up to store bicycles and scooters during the day. Locks are mandatory.
- Students may only borrow another student's bicycle or scooter with the permission of the Director of Pastoral Care or Dean.
- Bicycle helmets are a legal requirement.

Transport - Buses:

The College and Cityline have an agreement that students board the Wainuiomata buses at the College stop. Those waiting for the school buses to Wainuiomata, Kelson, Stokes Valley etc. are to wait in an orderly manner. It is dangerous to rush forward to the kerb when the bus approaches. Students should travel in an orderly, respectful manner. Those who misbehave will be reported by the driver to the College for disciplinary action.

Transport - Student Vehicles:

A written request from parents to the Director of Pastoral Care is required for permission to bring a vehicle or motor cycle to school. Vehicles are normally parked in Anderson Grove clear of driveways. They are not to be driven or sat in during the day (including lunchtime). No student has the college's permission to carry passengers. A student driving a vehicle must show his licence to a staff member on request. Those not observing the license conditions may be reported to the Police.

Transport - Trains:

Behaviour at railway stations and on the trains should be orderly and dignified. Those who misbehave will be reported to the College for disciplinary action.

Uniform:

On enrolment, parents sign up and agree that their son will attend the College in the correct uniform at all times. The uniform is to be worn neatly and in good condition. The College makes every effort to see that students' display, both in and out of school grounds, a well presented image in which all associated with the school can take pride. When temporary difficulties arise, parents must advise the school, by note, of the problem. Uniform articles should be clearly named. The wearing of the correct and tidy uniform is seen as a sign of

personal pride as well as presenting a good image of the school. Combinations between the winter and the summer uniform are not allowed.

Visitors:

All visitors must report to the Main Office. Visitors (including students from other schools or past students) may be invited on to the College property with prior arrangement with the Principal or the Director of Pastoral Care.

Absence Notification

St Bernard's College is utilising the latest innovations in school-parent communications. We have recently launched our own St Bernard's College School App which can be downloaded (free) from the App Store.

Personalised text messages are sent direct to your phone regarding absences and other urgent or important communications.

Benefiting You and Your Child

- 1. You have the right to know that your child is safe.**
If your child has not arrived at school, you need to know immediately. A personalised text message will be sent by the college to your mobile phone. This is the fastest, most reliable way of reaching you, discretely, wherever you are and whatever you are doing.
- 2. You deserve the most responsive delivery system available.**
Phone calls can be intrusive and may not reach parents in time. A text message direct to your mobile phone is fast, effective and discrete.

Working Together for Our Children: What Parents Must Do

We are taking important steps to benefit your child. This is a shared responsibility, and parents must also help the college.

- 1. Keep your contact details up to date.**
Make sure the school has your current mobile phone number, and notify the school immediately if this number changes. If you prefer an e-mail, ensure the school has your latest personal e-mail address.
- 2. Notify the school in advance when your child is absent.**
If you notify the college as soon as you know your child will be absent, we will know your child is safe, and will not need to contact you.
- 3. Respond to messages from the school.**
If you receive an absence message from the college, please respond via return text, e-mail or phone call. **The school needs to know why your child is absent.**

If you don't have a mobile phone...

Details of low-cost phone plans ideal for parents who want to benefit from the system are available from mobile phone providers. The school will continue leaving voice messages on landline phones for parents who do not have a mobile phone.

Costs and Donations 2020

At St Bernard's College, there are some costs that we must pass on as they are unavoidable. We do our best to ensure that these are minimal.

Archdiocese of Wellington Attendance Dues

These charges are compulsory for all students who attend a Catholic school and recognise a special relationship between the Archdiocese and the Government. These charges are set by the Archdiocese of Wellington (ADW). Accounts are sent directly from the ADW office and payable to them. For 2019 these charges were \$510.00 for students in Years 7-8 and \$1040.00 for students in years 9-13

Marist Community Development Trust Donation

This donation is paid to the Marist Community Development Trust. The funds will be used to provide services and facilities that the college would otherwise be unable to provide from its operating funding and is for the benefit of all students. The trust relies on your generosity in making the donation. For 2019 the donations were set at \$150.00 per student or \$200.00 maximum for a family consisting of more than one student.

St Bernard's College Old Boys Association Donation

This provides membership to the old boys' association and is invoiced from years 9-13 and creates a life membership to the student after the completion of Year 13. The annual membership is \$40.00 with life membership capped at \$200.00

The SBCOBA was revamped in 2014. Its purpose is to support financially through student scholarships and capital projects. It also aims to support and enhance the Colleges Special Character and support Old Boys in times of need.

Schedule of Costs

A detailed schedule of costs will be available on our website www.sbc.school.nz once the Board of Trustees has approved them for 2020. They will also be sent out to all families at the end of the year.

These costs depend on both subject and extra-curricular choices also include music lessons, sport and education outside the classroom. Retreats are an integral part of our special character and are compulsory.

Consent to be Invoiced

In enrolling your son at St Bernard's College you agree to pay costs determined by the Board of Trustees. The costs apply to all students according to the schedules. The administration of all costs is through the finance department located in the main office. Under certain circumstances, payment may need to be made before participation can be assured.

If you are in a situation of hardship, please contact the Business Manager in the first instance so that suitable arrangements can be made.

UNIFORM

Uniform Shop Hours

Thursday 1.15pm – 5.15pm (During Term Time)

Online orders <https://www.sbc.school.nz/sbc-uniform-information>

For any queries, please contact:

Phone: 560 9250 or uniform@sbc.school.nz

The uniform shop is located in a separate building (with a red front) behind the main school block. There will be a sign outside the door.

Summer Uniform

- College blue polo shirt with crest
- College blue jersey
- Grey shorts
- College socks with black leather school shoes
- Black or brown leather sandals



Winter Uniform - Must be worn terms 2 & 3 - Yrs 9-13

- College blue long sleeved shirt
- College blue jersey
- College black dress tailored trousers
- Dark dress or college socks
- Black leather school or dress shoes
- College Tie

College Blazer

- Optional Yrs 9-10
- Compulsory Yr 11 - 13
- Senior students may wear either the school jacket or blazer with winter uniform, however for formal occasions or when representing the college blazers **MUST** be worn.

PE Uniform

- College PE Top – in house colour
- College PE Shorts
- Sports shoes
- Tracksuit - optional



Uniform Information

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Note:

- There must be no mixing between the winter uniform and summer uniform items
- Ankle boots, cloth shoes and sports-style shoes are not acceptable
- Only a white tee shirt or singlet may be worn underneath the shirt
- The winter uniform is compulsory for Yr 9-13 students during terms 2 and 3.
- The winter uniform **including the blazer** is compulsory for Yr 11-13 students during terms 2 and 3 and at all formal College functions and when representing the College.
- The only permissible rain jacket is the one available from the College
- In terms 2 and 3 plain black (not fingerless) gloves and college beanie may be worn
- Jeans of any type and casual trousers are not acceptable

Sports Uniform: (All Levels):

College PE sports shirt (according to house colour), blue college sports shorts and non-marking running shoes. Sports shoes must be worn for outdoor and cross country running activities.

Sports Codes:

All sports uniforms and tracksuits must be approved by Board of Trustees and must **not** be worn as part of the summer or winter uniform.

Personal Appearance:

The uniform will be worn correctly at all times. Shirts must be tucked in. When the polo shirt is worn under a jersey or jacket it must be tucked in. Long sleeved tee shirts must not be worn under short sleeved shirts. The top shirt button must be done up with the wearing of the College tie. Socks must be worn pulled up at all times. No socks are to be worn with sandals.

Short-term Exemptions:

Short-term exemptions may be given on medical or genuine financial grounds at the discretion of the Principal. A note from parents is requested to allow a Principal's pass to be issued.

Points to Note:

- Ensure that every article of clothing and personal property is clearly marked and named.
- If you are in doubt about a particular item of clothing, check with the Director of Pastoral Care.
- The fact that a non-uniform item of clothing has already been purchased is **not** a reason for wearing it to school.

Additional Information

Each year we have issues with a small number of our students regarding hair dyes, hair shaving, facial piercing, black sneakers, jeans and tee shirts. Below is some information to ensure all students and their families are clear on our policy regarding these issues. I hope the information is helpful.

Hair:

Hair has to be neat and tidy at all times. Students in Yr 11 and above who have visible facial hair are required to be clean shaven. If a younger student has begun shaving, then he is expected to be clean shaven all the time. Only hair dyes that imitate natural hair colours are permitted. If hair is dyed it must appear natural, not in stripes or patches of colour. Mohawks, shaved patterns and other extreme hair styles are unacceptable. Boys with long hair are expected to wear it neatly and tie it back when necessary for safety.

Jewellery:

Students are only allowed to wear a small single stud in one or both ear lobes. Earrings are to be smaller than 4mm. Hoops are not to be worn. Unacceptable jewellery items will be confiscated and returned to the parents. Any other form of body piercing is prohibited. Rings, bracelets or necklaces are not to be worn except College approved religious, cultural and/or similar artefacts. Visible tattoos or tattoo transfers are not permitted.

Uniform Shop

St Bernard's has established over many years a well-stocked, competitively priced and accessible Uniform Shop. All college uniform items can be bought from here. Payment options available are cash, cheque, eftpos, credit card, layby and online payment.

Layby for uniform

A deposit of 10% needs to be paid to start a layby and then you can make regular payments through online banking, at the school office or at the Uniform shop. Once the full amount has been paid the items can be collected from the uniform shop.

To use layby for new year uniform it must be set-up by 29th November and be fully paid before the start of the new school year, the items can then be collected in January during the special opening hours before school starts.

Pay Online

Please e-mail uniform@sbc.school.nz for details on how to make online payments.

Online order form available at <https://www.sbc.school.nz/sbc-uniform-information>

New Enrolments

We will be in contact with all our new enrolments in November to arrange special fitting times for new uniforms. If you do not receive an e-mail and would like to arrange a fitting session, please contact uniform@sbc.school.nz directly to arrange this.

Pre Loved Uniforms

Through the support of St Bernard's Parents and Friends Committee, we have a range of second hand school uniform items available for purchase. All proceeds are used to support the College. Pre-loved uniforms are available from the uniform shop during opening hours.

Uniform Shop Extra Opening Hours

During November we run uniform appointment fittings for our new enrolments, we will be in contact with parents closer to the time. During January, early February and during the Term 1 holidays, the uniform shop will be open for extended hours to accommodate the start of the school year and the change from summer to winter uniform. Families will be advised of any extra opening hours by email and on our school website.

Please don't hesitate to contact the office if you have any queries 560 9250