

St Bernard's College

Te Kura Tuarua o Hato Perenara

Enrolment Information

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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 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. Refer 3.

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. Order of priority criteria for non-preference students

- i. The applicants accept that they will be attending a school of special character and that their place in the school is conditional on their and their whanau participation and support of that character.
- ii. The applicants accept that they will be required to pay attendance dues as set by the Proprietor and which are compulsory.

Non-Preference criteria that apply to this school.

- i. The siblings of non-preference students already in the school.
- ii. Siblings of former non-preference students.
- iii. The children of staff or Board members who seek to enrol their children.
- iv. Non-preference students coming from another Catholic integrated school.
- v. Whanau who can demonstrate a family link to whanau already attending the College.

4. Notes to the enrolment policy

- 4.1. Applicants seeking priority status may be required to provide proof of residence in the specified area.
- 4.2. 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.
- 4.3. 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.
- 4.4. The Board reserves the right to keep vacant places to provide for preference boys who move into the identified parishes during the year.

***** Closing date for enrolment for 2022 is 9 July 2021 *****

Our School.

Our School Vision is to be an inspiring Catholic Learning Community that nurtures the growth of our sons.

Our Goal is to empower our learners to achieve their full potential in the Way of the Gospel.

The College is based on Catholic, Gospel values which sees the sanctity and dignity of the individual person as paramount. This way focusses on empowering others and removing barriers that might prevent them from becoming the best person that they can be. Our teaching and learning environment is student centered; supportive, celebrates diversity and always seeks to focus on the growth and wellbeing of the individual.



Our Goal is to grow a strong learning culture that inspires success in all of our students in partnership with whanau and community

Empowerment of our students means providing learning pathways and engaging learning

opportunities that allow students to fulfil their potential and become caring, informed and successful citizens. As a College we seek involvement of students and families. We strive to provide a teaching and learning environment that is modern and therefore enhances innovation and quality. We want to be known as a learning institution that others look to as a model of best practice.

School Expectations

Our Expectations are a part of the wider Pastoral care program within the College. This program seeks to provide a physically and emotionally safe environment for students and staff that enhances the learning and the wellbeing of all. The College's Pastoral Care system is based on the following foundations:

- **Compassion.** We are focused on our students as individuals. We strive to respond to them on an individual basis. To do this we need to get to know them and recognise this is key to building strong positive relationships. We always try to understand what might be causing issues and work to address these issues on an individual basis.

- **Patience.** We 'walk along side of our students'. We encourage and support them to meet expectations and goals...*"to be the best that they can be"*. We treat mistakes as an 'opportunity to learn'. We are gently relentless in this.

- **Dignity.** No member of the College community should feel threatened or scared or unwelcome. All students (and families and staff) are valued and treated with dignity and their differences celebrated. The right that each individual has to learn and feel good about themselves are paramount.

- **Expectations.** Clear and meaningful expectations are set that reflect the wider expectation of our community, our Proprietor and the staff and students of the College. We ensure that our students understand the reasons for these expectations and our aim is always for them to learn to take responsibility for themselves in meeting them.

Some Key Expectations for our Boys:

- We present ourselves and our school in ways that show that we are proud of who we are at all times.

- We wear our correct uniform or sports gear and we wear it well.
- We only use polite and respectful language both within the college and in public.

- We work with teachers, our families and other students to learn and to encourage others to learn and be successful. We act in ways that celebrate success and show that we want that for ourselves and for others in our school. We take part in opportunities that are given to us.

- we follow some basic rules that are needed to keep us all safe in our school. Some basic rules for all of us are:

- On-time to school and to all classes.
- No harmful substances or dangerous items at all. Alcohol, drugs, cigarettes, e-cigarettes, knives (even pen-knives), fireworks are never acceptable in our school.
- We stay on site and in the areas that we are meant to be in.
- We follow our teachers' instructions – including when we can/cannot be on our devices/cell-phones.
- Bicycles and scooters are locked away at the start of the day in the area set up for them and are not to be ridden on the school property during the day.

- We ask for help when we need it and communicate when things are not going well for us. We help others in our community to feel good about themselves. We never tolerate put-downs or bullying of others in our school.

- Physical violence and theft are never acceptable in our school.

Special Character:

Our goal is to “live and breathe” our Special Character in the way we live as a community in our school. That is why our vision is to be “an inspiring Catholic Learning Community which



nurtures the growth of our sons”. Within that overarching vision, we have some fundamental practices that all families who enrol their son’s here agree to support.

Religious Education classes help our boys understand our Catholic tradition and encourage them to reflect on ethical and social justice issues within our society.

Liturgies are a way we come together as year levels or as a whole school to celebrate our faith, build our community and support each other in prayer.

A day retreat occurs at each level apart from at Year 12 and 13 where the boys experience an overnight retreat. These retreats are intended to help our students unite together in their year levels as well as offering a chance for them to reflect on some of the ‘bigger’ issues in our lives.

Teaching and Learning:

We are a Year 7 – 13 College therefore all of our students – including our Year 7 and 8 boys are taught by specialist subject teachers in Religious Studies, Science, ICT, Technology, Social Sciences, Languages including Te Reo Maori, the Arts and Performing Arts, English and Mathematics. Our Year 7 and 8 boys have the same access to our specialist rooms

such as technology rooms, science labs, computer labs as our secondary students do.

We encourage a diverse and broad curriculum at junior levels and provide specialized pathways at senior levels to University level. We have well established links with Victoria University in particular. We also provide a well-resourced Gateway

program, with a separate Gateway Co-ordinator position, for those senior students who do



not intend going onto University. Our Learning Support department is well resourced with two specialist Teachers and a number of teacher Aides.

The College timetable structure and Curriculum can be found on our College website www.sbc.school.nz under Learning. Full information about course selections and stationery requirements are provided on acceptance of enrolment.

The College's NCEA results in 2021 were above respective national averages.

Communication:

Communications include newsletters and weekly emails detailing upcoming events for the next week as well as information provided on the College website and College calendar. Tutor teachers and Deans contact all families at the start of the year and 'formal' tutor-parent meetings occur at least twice during the year. Tutor teachers and subject teachers and families are encouraged to communicate often particularly if issues are arising.

Engagement grades are issued by subject teachers every week for every student and are emailed home to parents by the weekend. These grades provide a regular indication to parents as to how their son has engaged in his learning in his classes over that week.

- 1 I Engage in Learning Independently
- 2 I Engage in Learning Positively
- 3 I am Still Learning to Engage Positively in Learning
- 4 I Need Support to Engage in Learning

Parents are encouraged to access their son's 'grades' and NCEA assessment results regularly through accessing the College portal on the website. On-line reports are produced at the end of each term.

Sport:

Sport is an integral part of what St Bernard's College offers. It is not compulsory but it thrives in our College and helps build friendships, self-esteem, teamwork and leadership. It also helps teach our boys about winning humbly and losing graciously and 'getting back up' from disappointment. One of our key objectives is to challenge our students to be the best that they can be.



We take part in national competitions for all of our major sports codes.

Sport at the College involves elite competition through to social participation based events. Our internal 'House' based Sports Days are

a school wide highlight. We are affiliated with College Sport Wellington and are entered into a wide range of sporting competitions. Our Year 7 and 8 Students are entered into Intermediate School competitions involving Basketball, Touch and Water Polo. This journey begins with our involvement in the internationally acclaimed 'AIMS Games' held annually in Tauranga.

From Years 9-13 we offer a broad range of summer and winter codes which includes all traditional New Zealand Sports but increasingly we offer sporting opportunities that not so long ago were considered minor or fringe sports.

Students are encouraged to experience a number of sports balanced with the curriculum and Special Character values of the College.

Students are able to sign up for various codes after enrolment into the College.

Culture:

Extra-curricular debating, drama and public speaking are strengths of our College. We are consistently in the top performing schools in the O'Shea Shield competition having won it in 2016. All students – from Year 7 to Year 13 - are offered the opportunity to take part in school performances and/or musicals.



Music tuition for trumpet, violin, guitar, drums, saxophone, keyboard and/or vocals is available during the school day. You will be provided the opportunity to discuss these options and sign your son up after your son is enrolled.

The College has two performing Kapa Haka groups and a

Pasifika group. Both are open to all students at the College.

House System:

After enrolment your son will be placed in one of the four College houses. For many of our boys they are placed in the same house as their father and even grandfather was in. Whole school competitions such as sports days and St. Bernard's feast day are based around houses as are more regular competitions based on Engagement grade points or PB4L (positive behaviour for learning) recognitions.

Other Information

Student Transport

Buses: School buses service the Wainuiomata area and leave from the College bus stop. Metro buses also service the Wainuiomata, Kelson, Eastbourne and Stokes Valley areas and stop at the College bus stop or the bus stop located at the rail station by the school. Other buses can be caught at the main stops on Lower Hutt.

Student Vehicles: Senior students require permission from their parents in order 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.

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. Normal school hours start at 8.40 am and conclude at 3.00 pm.

Leaving School during the day: If there is a need to leave the property at any time, a written note from parents should be given to the office and the student must 'sign-out' there. On his return he signs back in at the office. Where possible, parents should ensure appointments are made outside of school hours.

Absences: When a student is absent, parents are to inform the school by telephone (ph 560 9250) or through the school app that day. Parents can also check their son's attendance through accessing the College portal on the College website. Parents will be contacted by text if their son is not marked present at school.

Costs and Donations 2022

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 2021 these charges were \$545.00 for students in Years 7-8 and \$1092.00 for students in years 9-13

CHARGES

Government Donation Scheme

The Board of Trustees decided that for 2021 the College will opt in to the government Donation Scheme.

This means that for 2021, families were not asked to contribute a donation to any curriculum related course costs.

The Board of Trustees must decide whether to opt in to the Government Donations Scheme by 1st July annually. Once this decision has been made the College community will be notified.

Goods & Services

Charges are for materials that students choose to take home, items purchased and the costs of participating in sports. These are goods and services charges and include GST. Avoidable damages to or losses by students of school property including buildings and furnishings, books, and equipment will also be charged.

Education Outside the Classroom (EOTC) Extracurricular

Extracurricular EOTC trips and other events where participation is optional are chargeable for those who elect to participate.

St Bernard's College Old Boys Association Membership

\$40 per year for students in years 9 to 13. This gives membership to the Old Boys' Association.

Sports Charges

The cost of running sports is not covered by the Government Donation Scheme and there will be a charge for participation in sporting competitions and events. Charges vary according to each sport. Sports charges reflect the cost of facilities, levies and the cost of entering College Sport Wellington competitions. Students who participate in sports requiring personal equipment (i.e tennis, cricket, water polo, softball etc) will be required to provide their own equipment.

DONATIONS

Donations towards the cost of overnight events camps and retreats

Families will be asked to make a donation towards the cost of accommodation and food for overnight events, which is allowable under the Government Donation Scheme. There will be a deadline for payment to be made and after that date a decision will be made concerning the event and whether it can go ahead.

Donation towards Itinerant Music Lessons

Families of students in years 7 and 8 will be asked to contribute \$100.00 per instrument, per year towards the cost of supplemented tuition hours. These costs are not covered by the Government Donation Scheme.

Marist Community Development Trust

Under the Government Donation Scheme the College is not allowed to seek any Donations including to the Marist Community Development Trust. However the college is able to receive your donation should you wish to continue to make it. This will be paid to the Marist Community Development Trust. Funds received back from the MCDT will be used to fund Special Character resources and activities. The Trust relies on your generosity in making a donation in order to meet many costs that are not covered by state funding, including some building improvements.

Any payment made by way of donation qualifies for a tax rebate.

Schedule of Charges and Donations towards Costs

A detailed schedule of charges and donations towards costs will be available on our website www.sbc.school.nz once the Board of Trustees has approved them for 2022.

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.

UNIFORM

On enrolment, parents 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. The wearing of the correct and tidy uniform is seen as a sign of personal pride as well as showing pride in our school.

- 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

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



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.

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 'uniform' 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:

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 hairstyles are unacceptable. Boys with long hair are expected tie it back when necessary for health & safety reasons.

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 not acceptable. 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 unless they are for cultural reasons.

Uniform Shop

St Bernard's has 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 and online payment.

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@sbcschool.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.

Buy Online

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

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

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 late January, early February and during the Term 1 and Term 3 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 and again back to summer uniform. Families will be advised of any extra opening hours by email and additional hours will be updated on our school website.

Please do not hesitate to contact the office if you have any queries 560 9250 or email: uniform@sbc.school.nz

