

WELCOME

It's great to have you in our whānau!

I hope you enjoy your time at Sacred Heart Girls' College, we're all working together to make this the best school it can be. As in any family, there are expectations and processes that need to be followed so that everyone can be given the opportunity to meet their potential. This A - Z covers many of the common questions new students have about daily life at school and I encourage you to follow the links included for more detailed information if you need it.

My advice is to pursue every opportunity presented to you. You will get from your college education what you are willing to put in. Treat every experience as a learning opportunity!

If you have any questions at any time, don't hesitate to ask anyone, we are all here to help each other.

Nau mai, haere mai!

Mr Dean Rogers,
Deputy Principal

A.

Absences Please phone 07 856 7874, Press 1 or 2803 to speak to our Student Centre Liaison team, or **E:** absences@shgcham.school.nz

Accounts are located in the Notre Dame Centre. This is where you can pay for, print credit and any other charges.

Ako is a programme designed to strengthen learning and well-being.



Attendance [\[link\]](#)

Atrium entry is through the doors in the corner of the front lawn.

AGE QUOD AGIS

Our School Motto



'Do what you are doing well'

B.

Banned Items Alcohol, cigarettes, vapes and other harmful items. Chewing gum, a nose piercing and most jewellery are also not permitted. See the full list [\[link\]](#)



Behaviour See 'Expectations' for more details [\[link\]](#)



Bullying behaviour is unacceptable and should be reported to someone you trust: your CCM Companion, a member of staff, a Student Well-being Leader, a School Counsellor or a Tuakana.

Bus Routes, Timetables and

Bus Safety Are you eligible for Transport Assistance? [\[link\]](#)



C.

Canteen is located in the Quad. Purchase fresh hot food, wraps, baked goods, drinks, health bars and fruit. You can set up an account and order online. www.lunchorders.co.nz

CAC Creative Arts Centre. This is where Drama and Dance classes are held.

CCM What is CCM? Communion, Contemplation and Mission. Your CCM Companion/AKO mentor is the first point of contact for you and your whānau. [\[link\]](#)

Clubs Join one of our student clubs - a great way to meet like-minded people and have fun!

Clubs may include:

- Duke of Edinburgh (DOE) International Award
- Kapa Haka
- Theatre Sports (Drama)
- The Umbrella Club
- Rainbow Community
- Wonder Girl Up
- Club Pasifika
- Enviro Club
- Club Philippines
- Hip Hop Dance
- Debating Club
- Running Club



Code of Conduct We are all in this together. We have a *Matrix of Expectations*, it's a poster on the wall in our classrooms. [\[link\]](#)

Counsellors, Support & Wellness We offer support and counselling services. [\[link\]](#)



Culture of Care Team

Professional counsellors, Deans, CCM companions and student mentors are here to help [\[link\]](#)

D.

Dean Team You can always get advice and support for your learning and well-being from a Dean. Visit the Student Centre at break times.

Dental Services [\[link\]](#)

Deliveries Students are not permitted to order food or other items for delivery to the school.



Digital & Electronic Devices

Devices are brought to school at the student's own risk. They may be used for learning 8.30am to 3.00pm, (during school time) with the permission of the teacher. Otherwise, devices should be switched off and put away.

E.

Electric Scooters are banned on school grounds.

Emergency & Evacuations

Information is located by the classroom exit.

EOTC Education Outside the Classroom. Sometimes your learning won't be confined to the classroom. For trips and visits make sure you follow your teacher's guidance and have forms completed on time.

F.

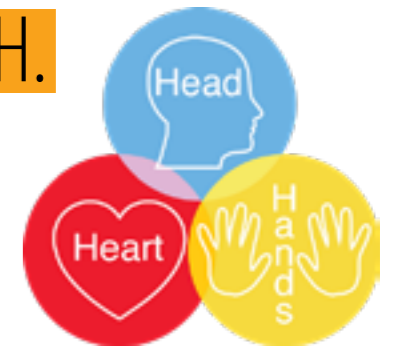
First Aid Go to the Student Centre for assistance.

G.

Google Classroom is an all-in-one online space for teaching and learning, accessible to students and teachers.



H.



Our Charism

Communion, Contemplation, Mission is actioned when we use our **Head, Heart and Hands.**

'She is clothed with strength and dignity, and she laughs without fear of the future. When she speaks, her words are wise, and she gives instructions with kindness' (Proverbs 31:25-26)

'Take heed the strength and dignity of women'
me aro ki te hā o Hineahuone.

Health Services, Hauora

When you are sick or injured at school, report to the Student Centre. The school will notify your parents. Please do not contact a parent directly.



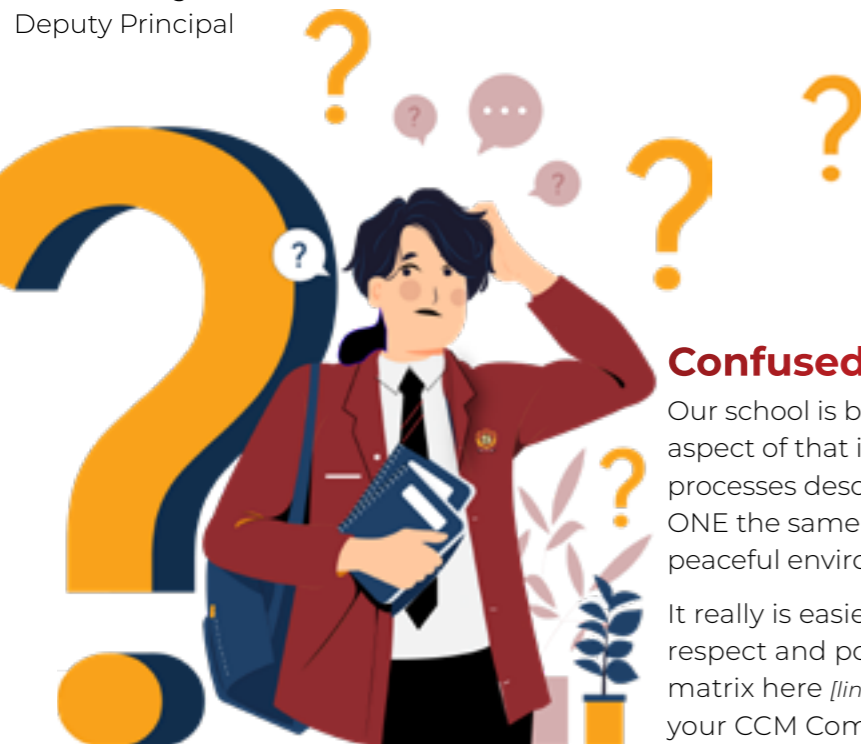
Homework is always good to do!

House Groups we have six House groups. Find out about yours! [\[link\]](#)

Hair must be worn up or tied back off the face and shoulders in one ponytail, plait or bun.

Natural coloured hair only.

No extreme styles or colours.



Confused? It's easier than it looks!

Our school is based on our Catholic faith and a fundamental aspect of that is supporting each other. All the guidelines and processes described here are in place simply to allow EVERYONE the same opportunity to learn and grow in a healthy, peaceful environment.

It really is easier than it looks. Treat others with dignity, respect and positivity. Check out our school conduct matrix here [\[link\]](#). When things go wrong, talk to someone, your CCM Companion is always a good first contact.

I. ID Card This can be found on the SchoolBridge app, this allows you to:

- Use the photocopiers
- Logon to the Library catalogue
- Use as a reference for payment



J. Jewellery Only a wrist watch, discreet chain with medal, cross or taonga, one pair of plain gold or silver studs or small sleepers (worn in lower ear lobe), are permitted. No other face piercings are allowed. Confiscated jewellery can be collected from the Student Centre at the end of each school term.

K. KAMAR is our computer-based school management system.

KINDO our school offers a simple and quick way to view and pay for school items, support fundraisers etc. This is our **preferred method of payment.** [\[link\]](#)

TOP TIP:

Pimp your Blazer by earning your badge-bling! You will be rewarded during the year for hard work and involvement in various activities, groups, achieving high standards and developing leadership qualities.



L. Laptops A Windows laptop is suitable for most subjects. We do not encourage purchasing or using Tablets, Chrome Books, iPads, as these do not connect to the school network.



Late to School Go to the Student Centre to sign in.

Leaving School Grounds Students are only allowed to leave with written permission from a parent/caregiver e.g for an appointment (dentist or doctor). You **MUST** sign out at the Student Centre and don't forget to sign back in when you return!



Library Our library is a modern well-resourced information centre. Ask the library staff if you need help finding anything.

Make use of the photocopier, computers, and study rooms to complete homework. Activities also include doing puzzles and mindful colouring. It is a quiet space to catch up with friends.

To view Library hours and use our ePlatform to access over 2,500 eBooks and Audiobooks [\[link\]](#).

Lost Property Go to the Student Centre if you lose something or to hand-in something you find.

Lunchtime is at Break 3.



M. Makeup Wearing lipstick, eye makeup (false eyelashes, liner, eye shadow) and nail polish is not permitted.

Map Find your way around the school. [\[link\]](#)

Morning Tea is at Break 1.

Music Interested in Lessons? Talk to a Music Teacher.

Mobile Phones Student's phones **MUST** be switched off and in school bags between the hours of 8:30am - 3:00pm, including break times.



N. Notre Dame Centre is the red brick building on the front lawn. The Principal, Accounts team and Visitor Reception is located here. This is where parents come when they visit the school.

NCEA is the national qualification for secondary school students in New Zealand. We are proud of our students' performances at all three NCEA Levels.

P. Portal/SchoolBridge these are online tools that give you quick access to your timetable, subjects, notices and much more!



Payments School payments are made via the KINDO App [\[link\]](#)

Personal Care Products are available from reception in the Student Centre.

Photocopying & Printing First enter your personal ID Card number, followed by 98 into the photocopier panel then follow onscreen instructions.

Q. Quad Area is a covered outdoor space, with seating, centrally located next to the canteen.

R. Recognitions Earn cool badges! Will you get to Platinum?


Retreats As part of our goal to develop our Catholic Character, each year group takes part in an annual retreat. This is a time to withdraw from school classes to spend time in prayer, reflection and thoughtful discussion.

S. SchoolBridge/Portal these are online tools that give you quick access to your timetable, subjects, notices and much more!

School Point Use your account to login, browse your learning areas, your courses, and future pathway choices, throughout the year. [\[link\]](#)

Sick Bay Feeling unwell? Go to the Student Centre where the Sick Bay is located.

Signing In and Out Go to the Student Centre to do this.

Smoking We are a Smoke Free School, including Vapes. 

Social Media can be distracting and occasionally dangerous. Ask yourself "Is it necessary? Is it nice? Is it true?" Limit your social media life to positive interactions.

Spirituality Our school is dedicated to the Sacred Heart. Our missionary call is to live and make known the compassionate love of the Heart of Jesus and share in the mission of the Holy Spirit.

COMMUNION CONTEMPLATION MISSION



Sport We have over 20 sports to choose from [\[link\]](#)



Stationery See what you need! [\[link\]](#)

Student Centre This is located via the Atrium located through the doors in the corner of the front lawn. This is where you'll find the sick bay, sign in and sign out if you have an appointment, or are leaving school early (*with parental permission*). You'll also find the Deans and Well-being Team here.

T. Term Dates [\[link\]](#)

Timetable View this on the Student Portal. [\[link\]](#)

Tuakana-teina is a teaching and learning approach where younger students, learn from the older students, their big 'sisters', and vice versa.

U. Uniform

The uniform, worn at school, to and from school and in the community, reflects the high standards expected of students. [\[link\]](#)

V. Vaping and all its related paraphernalia are banned items.



Vehicles Student parking of private vehicles is NOT provided on site. Observe on-street parking restrictions and regulations.

Our Vision



Ignite the Passion: Inspiring young women to change the world
me aro ki te hā o Hineahuone.

W. Wellness See Counsellors, Support & Wellness - [\[link\]](#)

Tell me young women aren't strong.

I dare you.

Z. Zebras may be brought to school only with the express permission of the subject teacher associated with the curriculum linked to the need to have a Zebra at school. Otherwise, Zebras, may not be brought to school.

