

# Welcome to St Dominic's College

Hello, tena koutou katoa, kia orana, bula vinaka, Talofa lava, hi, malo e lelei, namatase, konnichiwa, taloha ni, kamshor, faklofa lahiatu, ni hao, apa khabar, an yonghaseyo, bonjour, lei hou, nei hou, nga'aiho, nomoskaar, hola, oi, guten tag, zdravstvui, allegra,, sawatdi, chao, sain baina uu, halo.

## Learning New Things

You have many new things to learn about St Dominic's College, living in a Homestay, in Auckland, education in New Zealand and New Zealand itself if you have recently arrived in the country. Your subjects may be different to what you are used to. The food, the people, the language and the culture may all seem strange but there are many people who will help you. **Do not be afraid to ask for help.**

## Keeping Things

You will have many important papers that you must keep safe for people and Immigration and universities. Make sure that you have a safe place to keep things like your receipts, invoices, school reports, exam information. Your orientation clear wallet or a plastic sleeve are good places for this.

## Making the most of your time at St Dominic's College

Your family has made it possible for you to further your education. Do not waste their money. Work hard, do the best you can and make them proud. Your work may seem difficult at first if your English is not good. Do not give up. Write down as much as you can in class. Write everything the teacher writes on the board because you will need these notes when you revise your work. If you have difficulty with your class work, see Mrs Foley or your Level Dean.

Try to meet new people. Talk to different students in the class. Don't be shy. Because we have so many different nationalities in our school, local students will not always know that you are a new student so say hello to them first.

**Good luck and best wishes for your time in St Dominic's College!**

# People Who Will Help Me



Mrs Gay Foley  
Director of International Students



Jenny Goodwin  
Homestay Supervisor



Moira Duff  
International Assistant



Rhiannon Duff  
International Assistant

## Introductions:

Principal: Carol Coddington

Associate Principal: Anne Heffernan

Deputy Principals: Sue Armstrong, Philip Jellyman

Deans:

Robynne Andrews	Year 9
Robin Glenn	Year 10
Sue Ingham	Year 11
Laura Friend	Year 12
Christina Lee	Year 13
Melanie Webb	Year 7
Rick Martin	Year 8

Gay Foley International Dean

School Phone Number: 8390380 ( 0064 9 8390380 from overseas )

School Fax Number: 8390390 ( 0064 9 8390390 from overseas )

School Address: 29 Rathgar Rd, Henderson, Auckland 0612

Office Hours: 8.30am to 4.30pm

Emergency Phone Numbers: Jenny Goodwin

021 0651942

Gay Foley

021 846997

## **IMPORTANT:**

You must make sure that the school has the correct contact details for your parents or your guardian. If none of them speak English, you must give Mrs Foley the contact details for a friend who speaks English and your first language.

Helpers with Translations:

Chinese: Mrs Karino Ito At School

Japanese: Mrs Karino Ito At School

Korean: Mr Ahn At School

Thai:

French: Mrs Munro At School

Papua Indonesian: Mrs Santoso At School

# Where to get Help

## Sick Bay

If you feel sick at school ... **see the school nurse**. Her room is by the Canteen. If you need permission to go home, she can give it to you.

School Nurse:            Adrienne Halley



If you are sick at home, get your Homestay parents to call school, or text Jenny or Gay, to say that you are sick. They must also write you a note for any absence. Bring it to your home room teacher the next day you are back.

If you are sick at home for 2 or more days, you must see a New Zealand registered doctor for a certificate. It must say what has been wrong with you.

**DO NOT LEAVE SCHOOL WITHOUT GOING TO THE SICK BAY OR SEEING MRS FOLEY.**

## Health Insurance

All International students must have Health Insurance to cover the cost of medical, hospital and travel expenses.

## Guidance Counsellors

Our guidance counsellors are by the canteen and the sick bay. They are there to help you with any problem you may have. It could be a problem with a friend, your family or your school work. No problem is too big or too small. They are there to listen to you and help you. They will not talk about your problem to anyone unless you ask them to. You can make an appointment yourself or Mrs Foley can make one for you.

School Counsellors:    Mrs Cole and Mrs Clark

## Advice on Careers

The Careers Advisor is Mrs O'Carroll. Her room is P2. Senior students should see her regularly. You can find out about courses at University and careers you want to do.

## Form Class or Home Room

Your home room class or Form Class will meet on Tuesday and Thursday mornings at 8.35am for 15 minutes. You will also meet at 2pm every day for a roll check and to hear daily notices. This group of students is led by your Form teacher. This teacher will get to know you very well as you will be with the teacher and class for the whole year. They will make sure that you are making friends and are happy at school. They are also there to advise you and help you.

My Form class is.....

My Form teacher is.....

My Form class meets in Room.....

Courses:

Intermediate – Years 7 and 8 will stay together in a core class for all subjects.

Year 9 and 10 – You will have most of your classes together in a core class. Your chosen Language ( Year 9) and your special chosen subjects will give you the opportunity to meet other students of your form level and extend your group of friends.

Senior Students ( Year 11,12,13) – will have an individualised programme based on subjects chosen from the curriculum booklet. When planning your courses, you need to make sure that the subjects you choose will help for your following years and will help lead you to the career that you want.

If you are having a problem understanding a subject, you must discuss this with your subject teacher. In New Zealand, teachers want you to talk to them. See Mrs Foley if you want to change a course. You must do this within 2 weeks of a subject beginning or you will miss too much on the new subject. It may not always be possible to change some subjects due to class size or option clashes in your timetable, **but we will do our best to provide the best possible timetable for you.**

See Mrs Foley personally if you need help with your subjects.



## Term Dates and Holidays 2016

Term 1	Tuesday 2 February	Friday 15 April	
Term 2	Monday 2 May	Friday 8 July	
Term 3	Monday 25 July	Friday 23 September	
Term 4	Monday 10 October	Friday 9 December	
HOLIDAYS	Auckland Anniversary	Monday 1 January	
	Waitangi Day	Monday 8 February	
	Easter	Good Friday 25 March- Tuesday 30 March	
	Anzac Day	Monday 25 April	
	Queen's Birthday	Monday 6 June	
	Labour Day	Monday 24 October	

## 2016 – Year of the Monkey



# School General Information



## Lateness:

If you are late to school you must go to the Dean's desk or Reception to get a late pass. You will need a note from home to excuse your lateness. If you are regularly late, Mrs Foley will phone your home and ask for explanations. You may get a detention for no excuse lateness.



## Absences:

You cannot leave school without a note from home.



## Doctor or Dentist:

Bring a note from home and you will receive an 'exit pass' giving you permission to leave school.



## Sickness:

Phone Mrs Foley or text Mrs Foley. If your host mother is home ask her to phone school.



You must attend every class and complete all course work. Taking leave without permission is not permitted.



St Dominic's College DOES NOT encourage part time work as you need to focus on your studies. However, if you want to consider part-time employment, you must see Mrs Foley to get permission. There are certain procedures that must be followed.



**Personal Property:** You can leave valuable items with Mrs Foley and pick them up at 3.20pm. You can have mobile phones at school for classroom use when your teacher uses them for learning programmes. You cannot use your phone or iPod unless directly for use with your teacher. These items can be taken from you if used at the wrong times.



**Lost property:** All lost property will be given to Reception. Make sure your clothes are named.



**Protect your Possessions:** Do not carry large sums of money with you or bring it to school. Don't count cash in front of others.



Early holiday leave is generally NOT ACCEPTABLE.



**Holidays and travel:** If you are going away from your homestay during the term holidays you must complete a permission form. Please see Jenny for this. It is law that we know where you are at all times.



**Text books:** You borrow text books from the school. You will get a text book pass from either Mrs Foley or Mrs Disberry which your subject teacher will look at and give you the right book. Sometimes there isn't a text book for your subject. Do not be alarmed.



You must get the right stationery for your subjects. Mrs Foley will give you the order form. You buy the stationery outside of school. Some ideas - Whitcoulls, The Warehouse or the Warehouse Stationery shops.

# Expectations of a Safe School

**At St Dominic's College all students can expect to:**

- Be free from being harassed- verbally or physically
- Have others respect their property
- Be spoken to without being 'put down'
- Have others comment positively about their abilities
- Have their differences valued
- Have people work with them in a co-operative way
- Not to be harassed on the basis of their gender or race
- Be treated fairly
- Be treated with respect and dignity

**If you consider that you have been unfairly treated in any way, talk to:**

- Mrs Foley - Director of International Students
- Jenny Goodwin - Homestay supervisor
- Your Level Dean
- A subject teacher

The matter will be investigated. You will have the choice of arranging mediation through the school mediation service – Peer Ambassadors, Dominican Dialogue. You may also use the Guidance Counsellors – Mrs Clark and Mrs Cole.

# Responsibilities in a Safe School

At St Dominic's College you should:

- Be free from racism or sexism
- Be positive about the abilities of others
- Value the differences in others
- Be fair
- Be co-operative and helpful
- Treat others with respect and dignity, refuse to allow any aggressive, racist, or sexist behaviour to go unchallenged
- NEVER use physical or verbal abuse

## Health and Safety



**Doctors:** If you are sick and it is not an emergency, the first doctor you should see is a GP (General Practitioner). If the doctor cannot think you need more help the GP will send you to a specialist. All medical visits are confidential. No-one else can get your information without your permission. If your host mother cannot take you to the doctor, see Mrs Foley or Jenny.



**Dentist:** See Mrs Foley or Jenny if you need to go to the dentist as an emergency. Ask your host family to make you an appointment otherwise.



**Drugs and Alcohol:** It is illegal in New Zealand to possess, buy or use certain drugs and plants. Under no circumstances are you to become involved. It is illegal to import some common cold medicines as they are known to be used in the manufacture of 'P'.

In New Zealand you cannot buy alcohol under the age of 18. If you choose to drink you must do so sensibly. Eat food when you drink. Don't drink very much. It can put you in dangerous situations.



**First Aid:** You can get first aid equipment such as plasters, band aids, pain pills at the Sick Bay with the nurse or at the Reception.



**Hospital:** Hospitals can be public or private. Your insurance should cover your care at the hospital. The closest hospital is Waitakere Hospital. All hospitals have translating services. For an emergency call '111'.



**Fire:** If there is a fire at school - Break the glass of the nearest fire alarm – notify the school office.

**Signal:** Continuous ringing of bell

**Action:** Evacuate ALL buildings immediately. Walk calmly and quietly

**Assembly point:** Tennis courts by the gym.

## Evacuation Procedures:

- Leave the classroom in single file
- Leave all gear in the room
- Line up in Form class on the Tennis courts
- Sit when checked by teacher
- Wait for instructions

# Homesickness

If you are feeling lonely and homesick this is to be expected and very normal when you first arrive.

This feeling will soon pass and you will feel happy and confident.

## ***Things that will help***

- Spend time with friends from your country
- Talk to your homestay parents or your homestay supervisor about it
- Make plans and do something e.g. a trip to the movies or visit the city to sightsee
- Join an activity group e.g. basketball, or a sports club, go swimming, a school activity etc.
- Be patient..... no one has died of homesickness.....

you'll get through it !!



## Putting Things Right

If you have a problem with school friends:

1. Talk to your form teacher or
2. Talk to Mrs Foley and Jenny or
3. Talk to the school counsellor or
4. Talk to the Dean

If you have a problem with a teacher:

1. Talk to your form teacher and Dean or
2. Talk to Mrs Foley or
3. If the problem has not been solved after a few days talk to the Deputy Principal
4. If the problem is still there after a few days, talk to Mrs Coddington the Principal

If you have a problem with homestay or your caregiver:

1. Talk to Jenny. You can phone her anytime 021 065194

If you are still not satisfied and feel your problem has not been resolved, you may contact the International Education Authority:

International Education Appeal Authority

Tribunals Unit, Wellington

Ministry of Justice

Level 1, Old Mutual Building, 86 Customhouse Quay, Wellington

Private Bag 32001, Wellington 6146

Telephone: 04 4626660

Fax: 04 462 6685

Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

You must be able to show the IEAA that you have tried to get the school to act before you contact them. They will contact the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is a small concern. Do not wait for it to be a big problem. You can always bring a friend to help you with English if you need help.



## My Typical First Day

8.35am	Arrive at school	Meet in Reception or International Room with Mrs Foley and Orientation teacher
8.35-9.30am	School familiarisation walk	Senior Students
9.30-10am	Getting to know you	Mrs Foley and Orientation Teacher
10.00 – 10.50am	Subject Discussion	Mrs Foley and Orientation Teacher
10.50-11.10am	Morning Tea	
11.10-1.30pm	Train to Uniform Shop in Kingsland	Jenny and Orientation Teacher
1.30-2.15pm	Subject Discussion	Mrs Foley and Orientation Teacher
2.15 to 3.15pm	Orientation Booklet	Orientation Teacher



## Orientation Checklist

Item	Date completed	Staff initial
Student photo taken for ID card		
Timetable given		
Wallet card given		
School Tour		
Student Diary given		
Orientation booklet given		
Emergency card for wallet completed		
Emergency contact details form completed		
Insurance form photocopied for file		
Passport details and visa photocopied for file		
Yellow form given out		
Text book pass given		
IT policies – password, usernames completed		
Teachers names remembered		



## Questions for my Buddy

What are your favourite subjects at school?

.....

What do you like to do in your spare time?

.....

What are your favourite movies?

.....

What food do you like?

.....

What do you want to do when you leave school?

.....

Do you play any sports?

.....

Tell me about your family

.....

# Goal Setting

There are a wide range of sports, music, cultural activities that are offered at St Dominic's College.

Get involved!!



What activities did you do at your previous school?

.....

What sports, activities or groups would you like to get involved in during your time at St Dominic's College?

.....

Decide on two activities that you would like to try this year. What are they?

.....

Once you have decided which activities you would like to be involved in, listen carefully to the daily notices. Look in the International Room for the daily notices to read. This will give you important information about auditions, trials and where to go and what to bring.

# Your Timetable

We have a 2 week timetable. Week 1 and Week 2

We have a 5 period day with each period lasting 1 hour.

The subject is abbreviated to a 3 letter word eg ENG = English, BIO = Biology

The teacher's name is abbreviated to a 3 letter word eg ROG = Mrs Rogerson

Yr: 11 Cl: 11ES Teach: Ms E Stevenson Rm: Room: 11ES House: St Roses (Yellow)										
Day	Pd 1		Pd 2		Pd 3		Pd 4		Pd 5	
<b>Mon 1</b>	1MTE	11	1SCI	41	1ART	61	1REL	51	1ENG	21
<b>Teacher</b>	GRY	P5	AHN	A2	ROG	M9	RDR	N5	CHM	S6
<b>Tues 1</b>	1SCI	41	1REL	51	1MAT	31	1ART	61	1MTE	11
<b>Teacher</b>	AHN	R2	RDR	N5	FGN	M6	ROG	M9	GRY	P5
<b>Wed 1</b>	1MAT	31	1ENG	21	1MTE	11	1STU	1D	1SCI	41
<b>Teacher</b>	FGN	M6	CHM	S6	GRY	P5	ROG	N2	AHN	A2
<b>Thurs 1</b>	1MAT	31	1CAR	51	1ENG	21	1SCI	41	1ART	61
<b>Teacher</b>	FGN	M6	OCL	P3	CHM	S6	AHN	N5	ROG	M9
<b>Fri 1</b>	1ART	61	1REL	51	1ENG	21	1MTE	11	1MAT	31
<b>Teacher</b>	ROG	M9	RDR	N5	CHM	S6	GRY	P5	FGN	M6
<b>Mon 2</b>	1SCI	41	1MAT	31	1MTE	11	1ART	61	1REL	51
<b>Teacher</b>	AHN	A2	FGN	M6	GRY	P5	ROG	M9	RDR	N5
<b>Tues 2</b>	1MTE	11	1SCI	41	1ART	61	1REL	51	1ENG	21
<b>Teacher</b>	GRY	P5	AHN	A3	ROG	M9	RDR	N5	CHM	S6
<b>Wed 2</b>	1ENG	21	1MAT	31	1CAR	51	1STU	1D	1MTE	11
<b>Teacher</b>	CHM	S3	FGN	M6	OCL	P3	ROG	N2	GRY	P5
<b>Thurs 2</b>	1ART	61	1ENG	21	1MTE	11	1SCI	41	1MAT	31
<b>Teacher</b>	ROG	M9	CHM	S6	GRY	P5	AHN	N5	FGN	M6
<b>Fri 2</b>	1REL	51	1ENG	21	1ART	61	1MAT	31	1SCI	41
<b>Teacher</b>	RDR	N5	CHM	S6	ROG	M9	FGN	M6	AHN	A3

# Uniform

We feel that it is important that each of our students is correctly dressed and feels proud to wear our school uniform.

School uniforms may be purchased from:

Elizabeth Michael Corporate Wear Ltd

357 New North Rd

Kingsland

Ph 358 1680

What to wear:

Black Blazer

Skirt - Black Watch tartan

Blouse - white with green trim

Jersey - bottle green woollen jersey

Shoes - plain black leather lace up school shoes

Summer sandals - black Roman sandals

Black ankle socks

Green or black hair ties if hair is longer than shoulder length

- Uniform Rules:
- all clothing to be named
  - no make-up or nail polish
  - no chewing gum
  - a watch and stud earrings are the only items of jewellery to be worn



## Culture Adjustment

When you move to a new country it is usual to experience periods of change and adjustment.

Everything is really different when you arrive- the people, the food, the houses, the shopping, the smells, the air, the water, the food, the language.

You will be tired from all of your travelling and saying goodbye to friends and family.

You will be excited as well because everything is different but this can change into loneliness and homesickness.

This is culture shock.

Keep talking to people who understand – Mrs Foley, your friends, your host mum or caregiver.

Try doing new things, go out for a walk, mix with other people as much as you can.

## New Zealand's Culture

- We are a country of usually polite, friendly people.
- When you meet someone for the first time, try to make eye contact and speak with them. Some people may shake your hand - that's ok.
- It's polite to say hi and bye to your host family every morning. Don't forget to smile.
- New Zealanders are called kiwis. We like that name.
- Kiwis are friendly and want to help you.
- Ask a question if you do not understand. You will not lose face. It's ok.
- Use please, thank you or excuse me to be polite.
- Yes usually means yes and no means no. In New Zealand people say what they believe and feel.



New Zealand has 3 official languages – English, Maori and Sign Language. English is widely spoken. You may even pick up our Kiwi accent!! Sometimes it is hard to understand when people talk so quickly. Be patient.

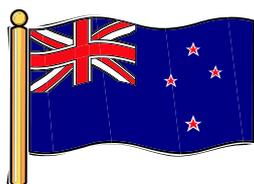
Help us by:

- Speaking as clearly as you can
- Ask us to speak more slowly
- Not being afraid to make mistakes
- Join in with a conversation because that will help you become more fluent in English. Here are some examples of New Zealand words and expressions you will hear:

Okie dokie	Ta
She'll be right	No worries
Good for you	Togs
Hold on	Chill
Heaps	Beats me
Awesome	Cool

Here are some Maori words you may hear soon:

Aotearoa	Pakeha
Haere Mai	Whanau
Kia Ora	Whare
Marae	Iwi
E Tu	E noho



## School Words

Words used at school	Meanings - you can ask your teacher
Options	
Periods	
Morning tea/interval	
P.E.	
Gear	
Canteen	
Form teacher	
Core class	
Wagging	
Liturgy	
Assembly	
Excuse note	
Roll	
Lunchtime detention	
After school detention	
Eucharist	
House	
Confiscated	
Lunch eating boundaries	



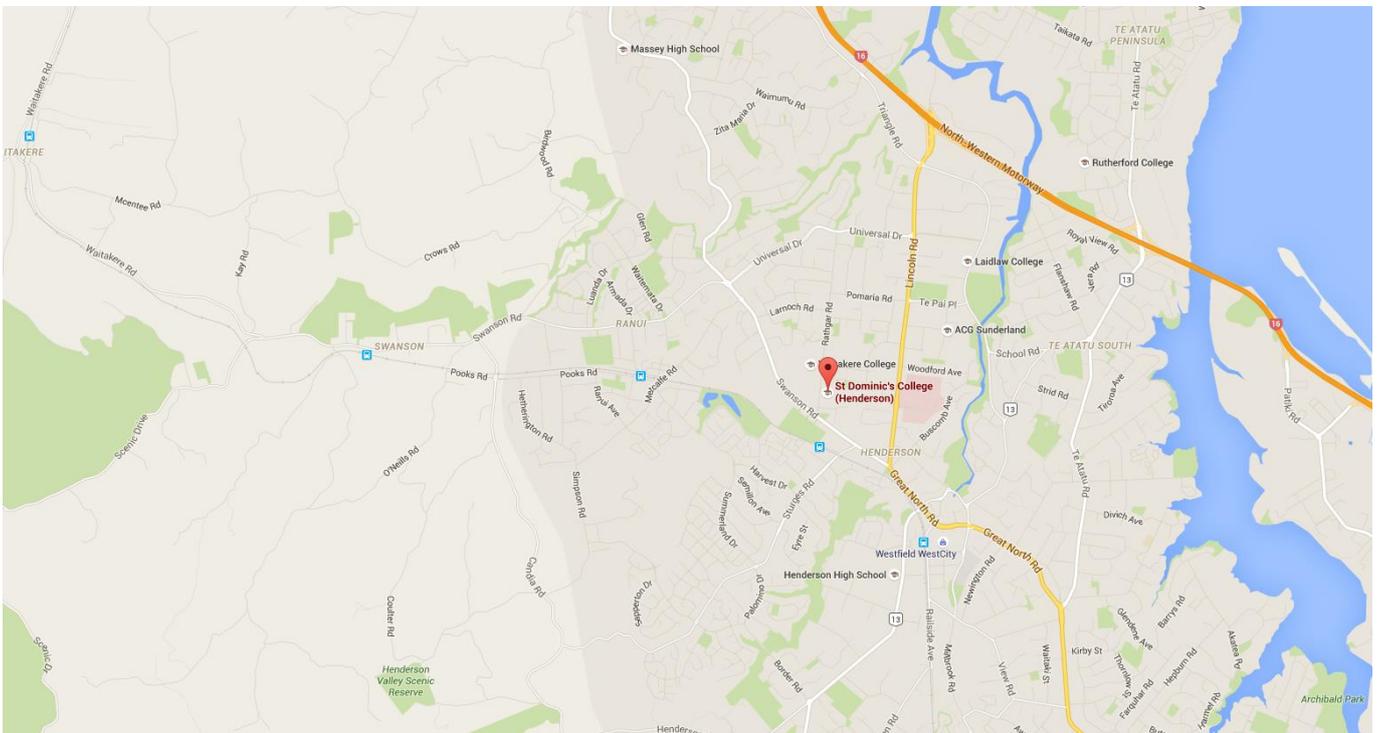
## Kiwi Slang

Everyday words in Kiwi English	Meanings - Ask your host family
Bring a plate	
Bach	
Caregiver	
Cop	
Dairy	
Giddy	
Guys	
Hang on a minute	
Here you go	
Hi	
Hooray	
How's it going	
Polynesian	
Hey, you'se guys	
Mate	
Pakeha	
Pudding	
See you later	
There you go	
Tiki tour	
Toughen up	
Tough	

# Map of Local Area

*Can you see the school?*

*Where do you live in relation to the map?*



## Questions for you and your Host Family

1. What do I call you?
2. When can I telephone my family?
3. When can I use the internet?
4. How do I get to and from school?
5. What happens after school?
6. What family rules and procedures do I need to know about?
7. Where can I keep my toiletries?
8. When is the best time for me to have a shower and use the bathroom, in the morning or in the evening?
9. How long may I stay in the shower?
10. What is the procedure about dirty clothes? Where do I keep them until wash days?
11. Should I wash my own underclothes?
12. Where should I dry any clothes I wash?
13. Where do I put my clothes to be ironed?
14. What time are meals?
15. What would you like me to do at mealtimes? For example: set the table?  
Clear the table?  
Wash up?  
Dry up?
16. Which food and drink may I help myself to?
17. Which food and drink must I ask first before having?
18. What chores am I expected to do daily? For example: Make my bed?  
Keep my room tidy?  
Leave the bathroom clean and tidy?
19. Which bathroom toiletries can I use (shampoo, toothpaste)?
20. What areas of the home are private (For example: parents' bedroom, study, sewing room)?
21. Where can I store my suitcases?
22. What time should I get up on weekday mornings?
23. What time should I get up on weekends and holidays?

24. What time should I go to bed and turn the lights out on weekdays and weekends?
25. Do I have to ask if I go out?
26. What dates are the birthdays of my host family?
27. What is the address for incoming mail?
28. What are my homestay father's likes and dislikes?
29. What are my homestay mother's likes and dislikes?
30. What are my host brothers and sisters likes and dislikes?
31. How do I get around?
32. May I use the stereo, television, and VCR/DVD?
33. Do you expect me to telephone if I am going to be late home?  
from school?  
from any other outing?
34. What arrangements are there for making lunch?  
on a school day?  
at the weekends?
35. If I have any problems, who would you like me to go to?
36. May I put pictures and posters on walls in my bedroom?
37. May I rearrange my bedroom?
38. When can I have friends to stay overnight?
39. When can I invite friends around in the day? (Not the opposite sex if parents not there).
40. When can my friends phone me?
41. Is there anything else you would like me to know?





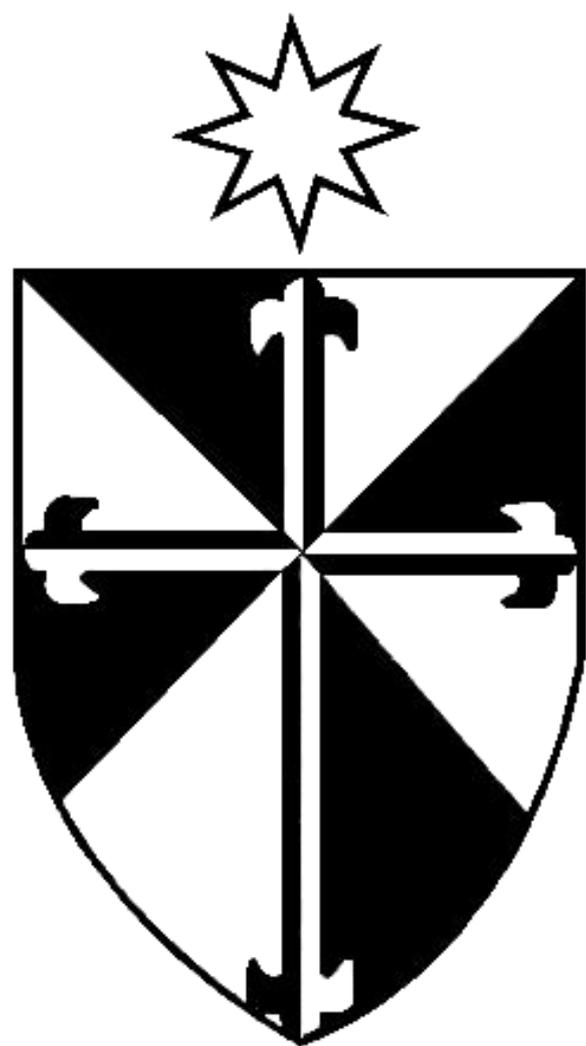
## Contact Numbers

St Dominic's College	8390380
St Dominic's College Fax	8390390
Jenny Goodwin	0210651942
Gay Foley	021846997

POLICE, FIRE, AMBULANCE

111





**VERITAS**