



ST DOMINIC'S CATHOLIC COLLEGE

2024

STUDENT HANDBOOK



NAME:

WHANAU CLASS:

MISSION: To provide girls with the highest quality education within a Catholic Dominican Tradition, that encourages excellence and the achievement of their potential.



St Dominic's Catholic College
29 Rathgar Road, PO Box 21-123, Henderson 0610
Phone: (09) 839 0380 – www.stdoms.ac.nz
Email: office@stdoms.ac.nz
Facebook: St Dominic's Catholic College

PERSONAL INFORMATION

Name _____
Address _____
Phone _____
Emergency Contact _____
Dean _____
House _____
House Colour _____
House Leader _____
House Leader _____
My Whanau Class _____
My Whanau Teacher _____
My Whanau Room _____

INFORMATION ABOUT THE COLLEGE

Head Girl	Māori Leaders
Deputy Head Girls	Pacific Leaders
Special Character Leaders	Cultural Leaders
Student on Board	International Student Leaders
Sports Leaders	Secretary/Treasurer
Academic Leaders	
Arts Leaders	
Enviro Leaders	
PTFA Student Leaders	
Library Leaders	



My Commitment

As my response to Veritas,
while I am at St. Dominic's College I will:

- ✓ Respect God
- ✓ Respect myself
- ✓ Respect others
- ✓ Respect the environment

(As detailed in *Veritas-in-Action*)

Signed:

Date:

DAILY TIMES

Assembly	8:35	8:50
Period 1	8:50	9:50
Period 2	9:50	10:50
Interval	10:50	11:10
Period 3	11:10	12:10
Period 4	12:10	1:10
Lunchtime	1:10	2:00
Form Time	2:00	2:20
Period 5	2:20	3:20

Bells ring at 8.35, 11.05, 1.55 and 3.20

TERM DATES 2024

Term 1	30 January – 12 April
Term 2	29 April – 5 July
Term 3	22 July – 27 September
Term 4	14 October – 11(tbc) December

RESPECT – God; Self; Others; Environment

Our College Community – EVERYWHERE, ALL THE TIME

RESPECT GOD	RESPECT MYSELF	RESPECT OTHERS	RESPECT ENVIRONMENT
<p>Pray and reflect with reverence</p> <p>Stop for the peace bell. Pray for peace</p> <p>Speak respectfully about God and God's name</p> <p>Participate in Special Character events of the college:</p> <ul style="list-style-type: none"> • Class Prayer • Assemblies • Masses/Liturgies • Retreats • St Dominic's Day • Special Character Day for staff • Dominican Service 	<p>Take ownership and responsibility for my behaviour and learning:</p> <p>Listen and share with an open mind</p> <p>Aim high and do my best</p> <p>Use learning to make wise choices</p> <p>Be responsible and do what is right</p> <p>Be proud and hold my head high</p> <p>Demonstrate learning from mistakes</p> <p>Demonstrate independent learning</p> <p>Always wear correct uniform</p> <p>Be a responsible digital citizen</p>	<p>Listen to and follow staff instructions</p> <p>Follow school procedures</p> <p>Celebrate and learn about our differences</p> <p>Encourage each other</p> <p>Listen to others attentively</p> <p>Participate in acts of service</p> <p>Be polite</p> <p>Use appropriate language</p> <p>Use inside voices on walkways, stairwells, corridors, and quads</p> <p>Act safely and responsibly</p> <p>Walk on stairs, in corridors and in quads</p> <p>Use self-control in my physical and verbal actions</p> <p>Leave the property of others strictly alone</p> <p>Show respect for our college's neighbours</p>	<p>Uphold the good name of the school</p> <p>Keep my phone in my bag in class, unless directed by the teacher</p> <p>Put my litter and recycling in the correct bins</p> <p>Leave gum at home</p> <p>Keep left</p> <p>One person per toilet cubicle</p> <p>Our site is free of vapes, cigarettes and e-cigarettes</p> <p>Support a safe and healthy school environment free from offensive and dangerous items</p> <p>Use all college equipment only for their intended purpose</p> <p>Use electricity wisely</p>

STAFF DIRECTORY 2024

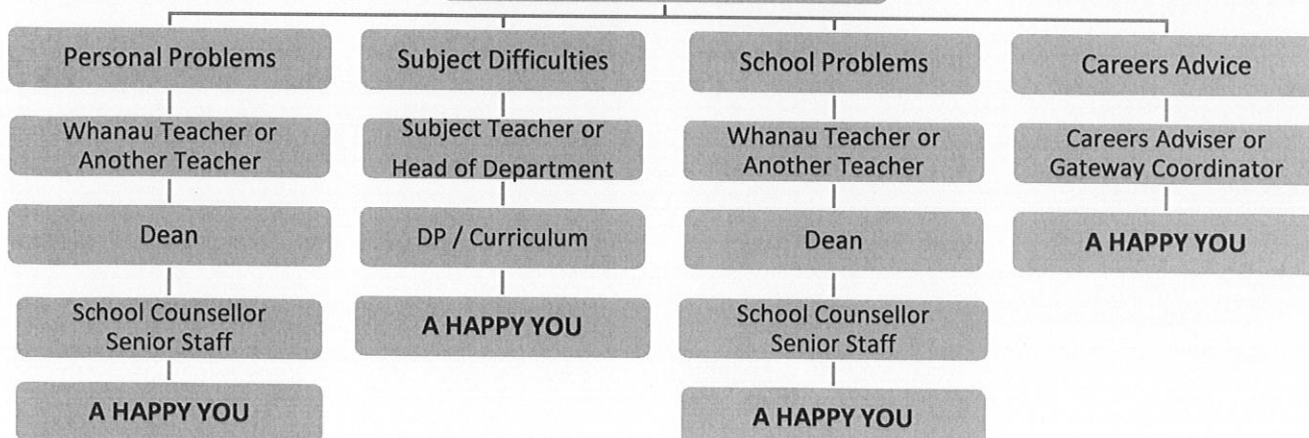
Principal Mrs Swann
Associate Principal Ms Heffernan (Years 7, 9)
Deputy Principals Mrs Friend (Year 11, 13), Mr Jellyman (Years 10, 12)
Director of Mission and Identity (DRS) Mrs Ah Ken (Year 8)
Business Manager/Board Secretary Mr Smith

Deans	(Senior staff year level links shown above)		
Year 7	Miss Ng Lam	Year 12	Mrs Phillips Schischka
Year 8	Whaea Hera (Jacobs)	Year 13	Mrs Schischka/ Whaea Greta Campbell
Year 9	Mrs Caldas	International Dean	Mrs Foley
Year 10	Mrs Stepanic/Mrs Patolo	Pastoral Dean	Mrs Milham
Year 11	Mrs Gatland	School Counsellor:	Mrs Robynne Andrews

Careers Advisor: Ms Van Hoffen **Learning Support:** Mrs R. Glenn
Other Teaching Staff: Ms Abercromby, Mrs Augustin, Ms Baigent, Mrs Baino, Mrs Bandi, Ms Barnett, Mrs Corray, Mr Daniels, Mrs Davidson, Ms A. Evans, Miss C. Evans, Mrs Ferguson, Mrs Fernandez, Mrs Fitisemanu, Ms Fox Rogers, Mrs A. Glen, Mrs Hahn, Ms Hughes, Ms Ito, Mrs Johnson, Ms Karanga, Mrs Kenny, Mrs Lambert, Miss Lasenby, Mrs Leiataua, Miss Liu, Mrs Marshall, Ms Masters, Miss Melki, Mrs Nelson, Mrs Ozich, Mrs Pahn, Ms Powell, Ms Rasmussen, Ms Roach, Ms Rutherford, Mrs Shaiyad, Miss Shearer, Mrs Skeen, Ms Son, Mrs D. Taylor, Mrs G. Taylor, Mrs Toua, Miss Townsley, Ms Wallizada
Itinerant Music Teachers: Mr Bristow, Mr Densem, Ms Huang, Ms Marriott, Ms Monnery, Ms T.Lee, Ms Wiskari Griffiths.

Support Staff			
Accounts	Mrs Cheyne, Mrs Halley, Mrs Hook	Netball Coordinator	Miss Swann
Administration	Mrs Halley, Mrs Grevel Mrs Paauwe	Personal Assistant to Principal and SLT	Ms Allingham
Attendance	Mrs Matautia	Receptionist	Mrs V. Jones
Caretakers	Mr Hyland, Mr Sherman	School Health Nurse	Mrs Richelle Webster-Styles
FACTS Assistant	Mrs McLeish	Science Technician	Mrs Devereaux
FACTS Manager	Mrs Duff	Sports Co-ordinator	Mrs Smith
Gateway Coordinator	Mrs A. Glen	Sports Mentor and Prem Netball Coach	Mrs Bessell
Guidance Counsellor	Miss Mary Kitchen	Teacher Aides	Mrs Fitisemanu, Mrs Kane, Mrs Smith, Mrs Paauwe

Who to see about problems



INSERT SCHOOL MAP HERE

TIMETABLE

Attach
your current
Time Table here.

NZ CURRICULUM VALUES	KEY COMPETENCIES
Excellence Innovation, Inquiry, Curiosity Respect Diversity Ecological Sustainability Community and Partnership Equity, Integrity	Thinking Relating to Others Using Language Symbols and Texts Managing Self Participating and Contributing

DOMINIC DE GUZMAN

1170-1221

Founder of the Dominican Sisters in 1206 A.D.

Dominic was born in the 12th Century to Felix and Jane de Guzman in **Caleruega**, Spain. He spent much of his early life learning grammar and arithmetic, to read and write, and to sing the psalms. He learnt large sections of the New Testament by heart, going on to complete a university course. When a famine hit the area he gave away everything he owned, including his books, to help the poor.

Over some years, Dominic was able to travel with his local Bishop, where he met many people who believed in the Albigensian heresy which denied Jesus' humanity and saw the material world and the body as wicked. Dominic was asked to preach against the heretics. He and others dressed simply, walked barefoot, begged their way and preached.



There were numerous stories of conversions, many of whom were women who suddenly found themselves penniless and disowned by their families. Dominic helped them to set up a community at **Prouille**, near **Toulouse**, in the South of France in 1206. These women devoted their lives to prayer, penance and manual work such as spinning and weaving. Dominic visited them frequently and instructed them in the spiritual life. This was the first of many convents of Dominican Sisters that he helped to set up.

In 1215, Dominic set up his first foundation for men, and later his religious orders became known as the Order of Preachers (OP). They spent half of each year in study and rest, and the other half in preaching. In **Bologna**, he finally set out the first laws and organisation of the order. Dominic died in **Bologna** (now in modern day Italy) in 1221.

SCHOOL MOTTO

The school motto is **VERITAS**, which is Latin for Truth. Jesus said *"I am the way, the truth and the life"* (John 14:6). He also said, *"I come to bring the truth, and the truth will set you free"* (John 8:32).

St Dominic sought to bring the truth about Jesus to the followers of the Albigensian heresy. In doing so, he went on to spread the truth of Jesus Christ to many people down through the ages by means of the religious orders which he established. As young people learning under the umbrella of the Dominican tradition, we are called to honour the truth in all we say and do.

MOTHER GABRIEL GILL 1837-1905

Victoria Margaretta Gill was born in Dublin, Ireland, on 22 June 1837, the eldest daughter of Andrew Gill, a wealthy brewer, and his wife, Ellen Maria. Victoria was educated privately. From the age of nine she boarded at St Catherine's Dominican Convent, **Sion Hill**, in **Booterstown, Dublin**.

In 1853 she left home dressed for a ball, then determinedly fled across snow to Sion Hill, reputedly to avoid marriage. There she stayed, later receiving the Dominican habit and the name of Sister Mary Gabriel of the Most Blessed Sacrament.

Seventeen years later, after experience as a teacher, mistress of schools and mistress of novices, Mother Gabriel responded to an invitation extended by her friend **Bishop Moran** to come to **Dunedin** in New Zealand, from Ireland, and to provide a high quality of education for pupils of all religions.

Sometime later, Mother Gabriel was approached by the Bishop of Geraldton, Western Australia with a request for sisters. She enthusiastically promoted this new work and was chosen to head the pioneer group to bring Catholic education to the West Australian gold-mining districts, despite a rigorous climate, meagre resources and physical privation. Sickly and emaciated, but hardworking, she died of pneumonia at a place called **Day Dawn** on 22 April 1905. She was buried amid general mourning at **Cue**, Western Australia in December 1905. Her body was disinterred and reburied in the Dominican cemetery, **Dongara**, Western Australia.



Theme 2024

Theme 2024

Theme 2024

"Let all that you do be done in Love"

I o mahi katoa mahia I roto I te Aroha (1 Corinthians 16:14)

SPECIAL CHARACTER

St Dominic's is a Catholic School integrated into the state system. As such it has a Special Character which distinguishes it from other schools. Our Special Character is both Catholic (as outlined below) and Dominican in that we are imbued with the spirit and tradition of St Dominic handed down to us by the Dominican Sisters who established the College and still maintain an interest here.



"The school is a Roman Catholic school in which the whole school community through the general school programme and its Religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese of Auckland."

SPECIAL DATES

In the St Dominic's Catholic College Tradition

January 1206	Foundation of the Dominican Sisters (in Prouille , Toulouse, France)
19 January each year	Feast of St Margaret of Hungary , Order of Preachers (OP), 13 th Century
28 January each year	Feast of St Thomas Aquinas O.P. (1225-1274)
18 February 1871	Arrival of the pioneer Dominican Sisters in New Zealand (Dunedin) from Ireland. Foundresses' Day
February 1952	St Dominic's, Northcote , secondary school opened
February 1967	Transfer to St Dominic's College, Henderson
18 March 1998	Transfer of proprietorship (ownership) to Diocese of Auckland
25 March each year	Feast of the Annunciation
22 April 1905	Anniversary of the death of Mother Gabriel (Victoria Gill), Leader of the Foundresses of the Dominican Sisters in New Zealand
29 April each year	Feast of St Catherine of Siena (1347-1380)
3 August each year	Feast of St Dominic de Guzman O.P. (1170-1221)
23 August each year	Feast of St Rose of Lima O.P. (1586-1617)

PRAYER & REFLECTION

SIGN OF THE CROSS

(Said at the beginning and end of prayer)

In the name of the Father,	Ki te ingoa o te Matua,
And of the Son	O te Tamaiti,
And of the Holy Spirit	O te Wairua Tapu,
Amen.	Amene.

THE LORD'S PRAYER

Our Father, Who art in Heaven
Hallowed by Thy name,
Thy Kingdom come,
Thy will be done,
on earth as it is in Heaven.
Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those who trespass
against us,
and lead us not into temptation,
but deliver us from evil.
Amen.

GLORY BE

Glory be to the Father
and to the Son and to the Holy Spirit,
as it was in the beginning,
is now, and ever shall be
world without end.
Amen.

HAIL MARY

Hail Mary, full of grace,
The Lord is with you.
Blessed are you among women
and blessed is the fruit
of your womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners now
and at the hour of our death.
Amen.

PRAYER FOR THE DEAD

Eternal rest grant unto them, O Lord.
May perpetual light shine on them.
May they rest in peace.
Amen.

HAIL ST DOMINIC

Hail, St Dominic, holy father.
Hail, O friend of God, to thee.
Chosen knight of Christ and Mary,
Guardian of the Rosary.
Guide us ever, saintly father,
As through life's dark night we pass.
Keep thy children ever faithful
to their motto – Veritas.
In the sacred cause of Jesus,
bravely, father thou didst fight,
leading souls from paths of darkness.
Shedding forth the Gospel light.

DOMINICAN SONG (REFRAIN)

Out of the green and vibrant earth
whence have we come?
For what is our birth?
Called to be women of truth are we.
Rise from the stillness,
dance in the circle,
setting the Gospel free.

1) Is this a time like no other time now
as we meet at the edge once more,
seeking that justice for earth and its people,
will spring up and flower as never before?
2) Is this a time like no other time, time for
action, the waiting is done, bringing together
a vision of freedom, sowing the seeds, and weaving as
one.

NATIONAL ANTHEM

E Ihoa Atua
O Nga iwi matou ra
Ata whakarongona
Me aroha noa
Kia hua ko te pai
Kia tau to atawhai
Manaakitia mai
Aotearoa

God of Nations, at Thy feet
in the bonds of love we meet.
Hear our voices we entreat.
God defend our free land.
Guard Pacific's triple star
from the shafts of strife and war.
Make her praises heard afar.
God defend New Zealand

SCHOOL HOUSES & THEIR NAMESAKES

ST CATHERINE'S HOUSE

The house colour is **red**.

St Catherine of Siena is the patron of this house. Catherine was born in Siena in Italy in the 14th Century. She was one of a very large family, so very early in life she learned to share what she had with others. She became interested in the Dominican Order early in life and although she did not enter the convent, she was closely connected with the work of the sisters and the priests. As the Dominican motto is "Truth", she was fearless in speaking out about the problems of the times. She defended the Church, the women of that age who were so badly treated, prisoners, the poor and the sick. Only two women have been called "Doctors of the Church". She is one of them because of the great wisdom of her writings.

Her feast day is April 29.

ST MARGARET'S HOUSE

The house colour is **purple**.

Margaret lived in the 13th Century. She was the daughter of the King and Queen of Hungary. Very early in life she became a Dominican Sister and, although she had been used to the luxury of the court, she did not expect any privileges in the convent. She preferred to work among the poor. She was courageous and loyal and, in spite of many difficulties, she persevered in the life she had chosen.

Her feast day is January 19.

ST MARY'S HOUSE

The house colour is **blue**.

Mary of Nazareth was Jesus' mother. She was a Jewish woman who lived in the Holy Land (Palestine) over 2000 years ago. According to tradition she was the daughter of Anna and Joachim and in her culture, she would be named Miriam. She was married to Joseph of Nazareth. Dominic had particular devotion to Mary and this is often illustrated in images of Dominic with the Rosary (a special prayer to Mary which was developed in the 1200's). There are several days in the church calendar which acknowledge Mary as a woman of faith e.g. *The Assumption (August 15)*.

ST ROSE'S HOUSE

The house colour is **yellow**.

Rose was born of Spanish parents in Lima, in South America, at the end of the 14th century. She was attractive and intelligent, so she could have been very spoilt. The treatment that the South American Indians received from their Spanish conquerors caused her great sorrow. She decided to become a Dominican Sister so that she could help them by her prayers and hard work. She devoted her whole life to helping these poor people and, because of her determination, life became easier for them.

Her feast day is August 23.

WELL-BEING MODEL

WELL-BEING

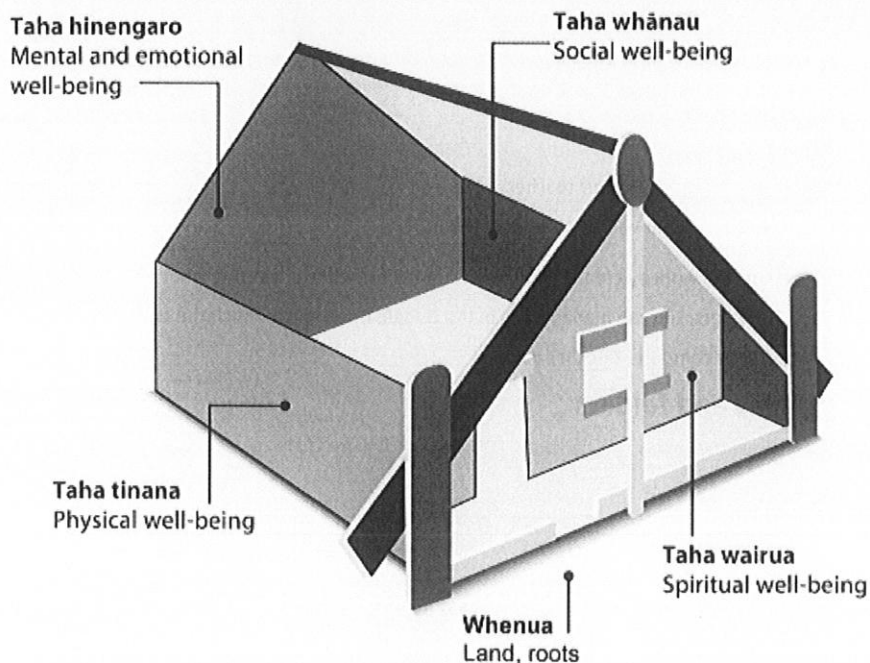
The concept of well-being encompasses the physical, mental and emotional, social and spiritual dimensions of health. This concept is recognised by the World Health Organisation.

HAUORA

Hauora is a Māori philosophy of health unique to New Zealand. It comprises taha tinana, taha hinengaro, taha whānau, taha wairua, and whenua.

Taha tinana Physical well-being	the physical body, its growth, development, and ability to move, and ways of caring for it.
Taha hinengaro Mental and emotional well-being	coherent thinking processes, acknowledging and expressing thoughts and feelings and responding constructively
Taha whānau Social well-being	family relationships, friendships, and other interpersonal relationships; feelings of belonging, compassion, and caring; and social support
Taha wairua Spiritual well-being	the values and beliefs that determine the way people live, the search for meaning and purpose in life, and personal identity and self-awareness (For some individuals and communities, spiritual well-being is linked to a particular religion; for others, it is not).

Each of these dimensions of hauora influences and supports the others.



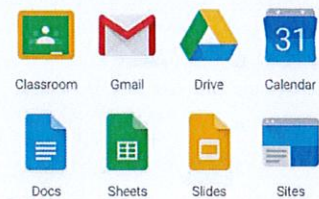
E-LEARNING BASICS AT ST DOMINIC'S

Log into the school computers

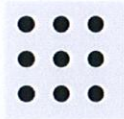
username then your password

Your username is the first letter of your first name, the first four letters of your surname and your student # which your whanau teacher will give you.

Always use Google Chrome N.B. Always sign into your **school Google account** to access to classwork, Workspaces and get email messages.



How to access Google Drive



What is Google Drive?

Google Drive is web-based where you can create and edit documents online while collaborating and sharing with others. Docs, Slides and Sheets are the most common ones and there are also Drawing, Blogger, Sites and Forms too.

You will have folders for all of your subjects created for you on Google Drive. **Bookmark this one.**

Make sure that you save your work into the correct subject folder so that your teachers can find your work. When you click into a folder you will see your work and anything the subject teacher has shared with you.

N.B. You do NOT have to share with your teacher. If the work is in your folder the teacher will automatically see it.

You can manage your class work by creating your own sub-folders without altering what your teacher sees in your folders. You can manage files in the Google Drive app in much the same way you manage files on your computer or other devices.

E-LEARNING BASICS AT ST DOMINIC'S

Uploading files and folders

You can upload files and folders by clicking and dragging a file from your computer into your Google Drive.

To create a file

From Google Drive, locate and select the 'New' button, then select the type of file you want to create then click 'Open'.

Passwords

Use the **same** password for all your accounts. Make sure that it is not something that can be guessed and **never** share it with anyone. To help you remember your password, write a hint in the space below (not the whole password!)

My password hint:

CO-CURRICULAR ACTIVITIES

Refer to your Whanau Teacher to see who is in charge of each activity

Academic Competitions	Eucharistic Ministers	Rugby League
Academic Council	Flute	SADD: Students Against Dangerous Driving
Athletics	Football	School Council
Badminton	Futsal	Softball
Basketball	Guitar	Special Character Promoters
Brass	Gymnastics	Spoken Word
Caritas Challenge	Hockey	Sports Council
Cello	Kilikiti	Student Volunteer Army service
Cheerleading	Ki-o-rahi	Swimming
Chess	Lawn Bowls	Tag
Choir	Librarians	Te Whanau Atuapiko
Clarinet	Netball	Tennis
Cross Country	Orchestra	Touch
Cultural Groups	Orienteering	Turbo Touch
Debating/Public-Speaking	Performing Arts	UN Youth Club
Dragon Boating	Percussion	Violin
Drama	Piano	Volleyball
Drums	Polyfest	Waiora Leaders
Duke of Edinburgh Award	Pompallier Shield	Water Polo
Enviro Group	Production	Writing Club and Competitions
Equestrian	PTFA Student Council	Young Vinnies

UNIFORM REQUIREMENTS

We believe it is important that our students are always correctly dressed and **only wear items on the college website official uniform list**. We know this will make them proud of themselves and their school. Some students may be eligible for uniforms grants if parents are receiving income support. ALL ITEMS ARE TO BE SCHOOL REGULATION STYLE, COLOUR AND MANUFACTURE. Uniform items need to be clearly named, cleaned, ironed and mended. Full school uniform is to be worn between school and home, both ways.

The St Dominic's College uniform consists of these regulation items:

- One of: tartan skirt or tartan skort or trousers
- Year 13 skirt (optional)
- Short sleeved blouse
- Blazer
- Black anorak
- Jersey (optional)
- Cardigan (Year 12, 13; optional)
- Socks: plain black ankle or SDCC black ankle
- Tights: black (opaque), (optional Terms 2 & 3 only)
- Black leather lace-up school shoes (see college website photo)
- Black Roman sandals (Terms 1 & 4, or black leather sandals from Elizabeth Michael)
- Regulation college bucket hat (optional)
- PE shirt
- PE shorts
- College hoody (optional) for PE/sport only

The College and PE uniforms are available from the supplier:

Elizabeth Michael Uniforms, at 65 New North Rd, Eden Terrace, open Monday to Saturday,

Ph: (09) 358-1680, Email: uniforms@elizabethmichael.co.nz

www.elizabethmichael.co.nz Our college code for online ordering is **D197**.

Second-hand Uniform

The office and the PTFA sometimes have items of second-hand uniform to sell. Or try Trade Me.

Please contact the college office on office@stdoms.ac.nz to see what may be available second-hand.

Sports Uniform

Students who represent the College in various codes must purchase the relevant sports uniform through the College.

Year 13 have separate uniform requirements. See list on letter emailed to students, parents and caregivers.

A student with a uniform problem must bring a signed note from a parent or caregiver to be eligible to obtain a uniform pass from their Dean. This must be done before the school day begins, otherwise, a uniform consequence will follow.

SCHOOL PROCEDURES

ARRANGEMENTS FOR WHANAU CLASS

a) Beginning of the school day

The school day begins at 8:35am. All students are expected to attend assembly and Whanau time at the appropriate times.

b) End of the school day

Teachers will not release the students until the 3:20pm bell rings.

c) Absence and attendance

If a student is going to be absent for the day, her parent/caregiver should let the school attendance officer know BEFORE 8:45am on the day of the absence (this also applies to EACH DAY of absence lasting more than one day). The student must bring a note signed by the parent or caregiver explaining the absence to her Whanau Teacher as soon as she returns to school.

High attendance rates at school and in timetabled classes tie closely to student academic success.

Ask your family/whanau to avoid taking you on a holiday in term time.

Wherever possible, avoid making medical or dental appointments in school time.

Driving lessons in school time are not permitted.

In 2024, the Ministry of Education will automatically collect each school's weekly attendance and lateness rates every Saturday morning in term time.

There are serious consequences for poor attendance outside of approved reasons like illness or for a death.

d) Lateness

Punctuality is an important quality to have. Being on time sets up your school day positively from the start.

Morning whanau time or assembly, as applicable, are compulsory attendance each day.

However, if you are late, go to the Helensville student foyer.

Only if the bus or train that should get you to school on time is late, use your Student ID card in the Gatekeeper and select 'Overdue Bus', or 'Overdue Train'.

(Note that all students must carry their Student Identification ID card with you each day at school.)

For all other reasons for lateness see the duty dean in the Helensville student foyer (8.30 to 9.30am) who will log your lateness and give you a late pass.

Students arriving after 8.35am need to have a note from your parent or caregiver to explain your lateness.

After 9.30am go to the office for your late pass. Do not use the Gatekeeper, even for 'Overdue Train' or 'Overdue Bus', after 9.30am.

Show the late pass from the Gatekeeper or the duty dean to your subject teacher to go into your lesson but give the late pass to your whanau teacher.

Note that you cannot go into an assembly without a late pass if you are late on an assembly morning.

There are serious consequences for lateness and for continued failure to carry your Student ID card.

e) Leave or Exit Passes

College staff are legally responsible for knowing where you are at all times during the school day. No students may leave the school grounds during the day, including interval and lunchtime, without following these procedures:

- Bring a dated and signed note from your parent or caregiver to request an Exit Pass to leave school early e.g. for a funeral.
- Give the note to a dean in the dean's hub before school to get a West Auckland Colleges Exit Pass.
- Show the Exit Pass to your subject teacher to leave the class.
- And then show the Exit Pass to the office who will log you out of school. Do not use the Gatekeeper.
- You cannot leave with just the West Auckland Exit Pass; you must also be logged out by the office.
- If asked, be prepared to show your West Auckland Colleges Exit Pass to any police or truancy officer on the street or at the mall.
- On your return to school sign back in at the Office and show the slip to your subject teacher as you go into class. Give the slip to your form teacher.
- Year 13 with study period 5 may not leave the college grounds in Term 1, and until they are advised by their dean in consultation with the Associate Principal.

Leaving the school grounds during the school day without having done both these steps is being truant, which is a serious misbehaviour with serious consequences.

- f) **Use of whanau room.** Students are not permitted to return to Whanau rooms between periods 1 and 2, 3 and 4, or at 2.20pm.
- g) **Class Leader.** Elected by Whanau class for the full year.
- h) **School Councillor**
Each Whanau Class elects a School Councillor for the full year who attends the regular School Council meetings, run by the Student on the Board in CG2. Issues about maintenance, activities and new ideas may be presented. The School Councillor reports back to her Whanau Class after the meeting.
- i) **Special Character Promoter.** Similar to a School Councillor, but for special character issues. The appointment is confirmed with support from the Director of Mission and Identity.
- j) **Academic Leader.** Similar to School Councillor, but for academic matters.
- k) **Arts Leader.** Similar to School Councillor, but for arts issues.
- l) **Ball Committee Member.** Each Year 12 and 13 whanau class chooses one representative on the Ball Committee. This person may usually hold no other class leadership, Waioara leadership, or student executive role.
- m) **Enviro Leader.** Similar to School Councillor, but for enviro issues. The Enviro Group is a group of interested student and teachers who are focused on environmental issues and meet regularly. St Dominic's Catholic College is a member of the enviroschools network and this group raises awareness about how our school and the earth can be looked after with greater care.
- n) **Sports Leader.** Similar to School Councillor, but for sports issues.

ACCIDENTS

Accidents involving injury and/or damage must be reported to a staff member as soon as possible.

BREAKFAST CLUB

This runs each morning and at interval in GG1. It is open to any students. See Mr Jellyman for any issues.

BULLYING

Defined by St Dominic's Catholic College as: Behaviour (in person or online) that is unwanted, unjustified, repeated and such that the target finds it offensive, humiliating and intimidating. You must tell a staff member if you are bullied so that it can be addressed.

CANTEEN

The canteen is situated in Northcote Quad. It is open before school (at certain times of the year) every interval and lunchtime from 1:10pm. Do not buy items for other students. Remember your manners while waiting and being served. A canteen price list is available in every whanau classroom.

CHANGE OF ADDRESS, EMAIL ADDRESS AND/OR PHONE NUMBER

The College must hold up-to-date information on current addresses, phone numbers and emergency contact people. Please update the parent or student portal or ensure that immediate notification is made to the office. If unable to do so, please contact the office.

DAMAGE

Students will be charged for damage to any college property.

EARLY ARRIVAL AT SCHOOL

Students can go to GG1 between 7:00am and 8:35am.

EATING AREAS

Outside eating areas include the Northcote, Pear and Citrus Quads, the rose garden, the area between Sion and the 2024 Music Room, the grassed area between Sion and the closest edge of the roadway to the field, the ground floor walkway and its lawn beside Te Whare Matauranga.

ELECTRONIC LEARNING DEVICES

Students are welcome to use suitable mobile devices like Chromebooks, notebooks and laptops in class to help with their learning. Fully charge these devices each evening. Devices should be used for schoolwork when in class. **(For Term 1 only, Year 7 to 10 must not use cell phones in class. Cell phones should not be used in class unless the teacher has specifically given you permission. Cell phones used in class without the permission of the teacher may be put out of reach for the rest of the lesson.)** Security of any devices you bring to school (including ear buds) is your responsibility so make sure that they are always kept with you or somewhere safe. You can bring devices with you into assemblies to long as they are turned off. There are some device-free and Wi-Fi-free lunchtimes so students can talk to one another.

Need help?

Problem

Computer Logins, Google account, wifi
Online goal setting

Who to see

Computer Technician in NC3
Your Academic Coach

EMERGENCY PROCEDURES

Evacuation: *Continuous ringing of bell.* Gather on Tennis Courts in one line per form class.

Lock down: *Four times four short rings.* (Do not leave the classroom or, if outside, return to one).

Other emergency procedures (see later in this student handbook and in the Whanau room)

FAST FOOD

No fast-food deliveries organised by students, or their family members or friends, are permitted during the school day. We wish to retain a viable canteen for the use of all students.

HAIR AND JEWELLERY (see college website for full and official uniform details)

Hair must be of one natural colour and fully tied back if it touches the blouse collar. Hair should not cover the eyes. Hair tie/bands to be plain black or bottle green. A wristwatch may be worn. For Yrs 7 to 12, one small, non-sparkly matching stud earring per lower ear lobe is permitted. Maximum of 5mm diameter stud, including pearls. Religious and/or cultural pendants may be worn around the neck but must not be visible. No nail polish, acrylic or gel nails permitted, nor eyelash extensions. Yr 13 must follow the separate Yr 13 hair and jewelry uniform requirements.

HOT WATER AND MICROWAVES

Regrettably most students have no access to hot water or microwaves at this college. Thank you for making arrangements by using home-supplied thermos holders to keep food or water warm or hot if needed.

HOW TO CONTACT:

a) **Careers Adviser**

The Careers Adviser on jvanhoffen@stdoms.ac.nz is available by appointment at interval, lunchtime and study periods to all students at any level to discuss their career planning and show them how to use websites. Parents/caregivers may also contact the Careers Adviser through the office if they wish to discuss their daughter's future.

b) **Deans**

Students must contact their Dean before 8:35am regarding passes (bring a signed note from your parent/caregiver) or by 8:50am at the latest. Deans are usually available at interval and lunchtime to see students on other matters. On a day when your level Dean is absent from school you are to see another Dean, or lastly, a Senior Team member. NC7, NC1 and NC10 are areas.

c) **Guidance Counsellor**

St Dominic's Catholic College has trained Guidance Counsellors who listen and help students seek solutions to a wide variety of problems, in a way that is in harmony with the Catholic Character of the College. All matters are treated in confidence. If you wish to see a Guidance Counsellor make an appointment by emailing randrews@stdoms.ac.nz, filling in a slip from the box in the guidance waiting room in TWM, or pop past. Parents/caregivers may contact the Guidance Counsellor through the office.

d) **Music**

Students may learn different instruments. Opportunity is also provided for students to be members of the Orchestra or Choir. Lessons of approximately thirty minutes are held throughout the day. Music students are given passes to excuse them from class for music tuition. Students wishing to receive tuition in instruments or singing should see the Head of Music on cliu@stdoms.ac.nz.

Show your **Music lesson pass** to the subject teacher to leave the room. Go straight to your Music lesson. Return straight from your Music lesson to class and show your Music lesson pass to the subject teacher to re-enter the room.

e) **NZQA Liaison Teacher/Principal's Nominee**

Students who have queries about external exam entries, queries on assessments, unit/achievement standards, records or any matter relating to the New Zealand Qualification Authority are to see Mrs Rutherford in her office or email her on srutherford@stdoms.ac.nz. Students studying for NCEA may also see her about any concerns.

f) **School Health Nurse**

A school health nurse is available to see any students for health-related matters. To arrange an appointment, email schoolnurse@stdoms.ac.nz or fill out a slip outside her Prouille level 2 room.

INTERNATIONAL STUDENTS

Apart from lesson times, international students have CG3 just for their own use. This is needed under New Zealand's *The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*.

LEAVING PROCEDURES

If you are leaving St Dominic's College permanently, this is the procedure:

1. Your parents/caregivers contact the Principal in writing to say you are leaving.
2. You collect all relevant paperwork from your Dean.
3. You bring back all school property and collect signatures from ALL the people whose names are on the paperwork.
4. Return all paperwork to your Dean who will give it to the office.
5. Payment of any outstanding monies is to be completed.
6. Only when all these steps have been taken will you be officially signed out.

LIBRARY

Once reset, the full library in Sion Block will be open at given times for borrowing and research. Books are issued for three weeks and all books need to be renewed or returned promptly. You can borrow e-books: log in through your normal school login to <https://stdoms.wheelers.co/> which connects via your school google account.

LOCKERS

Lockers are used only by the hirer and are kept free of food, drink, and any graffiti or stickers at all times. Students are not permitted to return to lockers between periods 1 and 2, 3 and 4, or at 2.20pm. Materials for TWO lessons need to be taken with you.

LOST PROPERTY

1. If you find an item hand it to the lost property boxes or, if named or valuable, to the college office.
2. If you lose an item look carefully for it yourself first.
3. Then check if it is in the GGSC or Helensville Block lost property boxes.
4. Ask at the office.
5. Found property will be disposed of at the end of each term.

MEETINGS

Lunchtime meetings begin at 1:20pm to allow students to eat their lunch first.

MERIT AND EXCELLENCE AWARDS

These are awarded twice per year. Merit awards are given out in Levels assemblies. Excellence awards are distributed at the special whole school Principal's awards assemblies.

MISSED WORK

Students who have been absent from a lesson for any reason are responsible for catching up on all missed work promptly. Students who miss major assessment work through sickness should contact the school immediately and leave a message for their subject teacher or the NZQA liaison teacher. All assignments should be delivered to the office by 9:30am (unless stated otherwise) on the due date or submitted electronically by the stated time and date; if this is not possible through illness, then a phone call will be required and the blue form (obtained from the assignment box in Helensville block) completed. Arrangements must be made in advance if the absence is planned. The school has no responsibility to provide work or rearrange assessments for self-interest absences.

MONEY AND PAYMENTS

1. Online payment for school activities is preferred and highly encouraged.
2. If a student has to pay cash for an activity during the year she should bring the money straight to the College office in the morning and the form filled in as directed.
3. The office also takes eftpos.
4. No change can be given. A credit is made to the student's college account for any change.
5. Receipts will be issued, usually within two school days.
6. All money received is promptly banked. No money is kept at school.
7. STUDENTS SHOULD NOT CARRY LARGE SUMS OF MONEY WITH THEM OR KEEP MONEY IN SCHOOL BAGS. If they must bring money to school they should hand it to the College office for safe-keeping and collect it at 3:20pm.

MOTOR VEHICLES

BEFORE you first drive to school, complete and submit the required form to your Dean. (Forms are available from Year 11, 12 and 13 Deans). Students will not be permitted to take other students as passengers except in special circumstances when written permission from all parents/caregivers concerned is held by the College. All drivers are expected to abide by Ministry of Transport conditions if driving on restricted licenses. Student drivers are to park outside the college grounds. Parking is very limited outside the school grounds.

MUFTI DAYS

On allocated mufti days students may wear non-school uniform that upholds our college values. Mufti should respect oneself and others. No "seeing up, down or through it" or wearing of bandanas, glitter or facepaint. Midriffs cannot be bare when hands are above the head.

NO TEACHER

If you have no teacher within five minutes of the start of the lesson or whanau time, send a message/messenger to the college office immediately.

OUT OF BOUNDS AREAS

1. All students are to enter/exit the school by the pedestrian gates on Rathgar Road and Pinedale Place (no student is to use Henderson North Primary as a thoroughfare).
2. Students should only use the playing field when with a staff member or for playing sport, not for eating or sitting.
3. The Prouille Block is out of bounds at interval and lunchtime, as are the Pinedale and Rathgar staff car parks, the area around Helensville block, and the area on the front roundabout and drive-in on Rathgar Road.

4. In Te Whare Matauranga, the Level 1 and 2 walkways, the stairs and stair foyers are to be free from eating or sitting students.
5. Students need to remain completely clear of the building site and the barriers that surround the building site. Students are not to interact in anyway with the building site workers.
6. All garden beds are respected. We use official walkways or paths.

PROPERTY DAMAGE

Report property damage such as graffiti or window breaks to a staff member immediately. Email the caretaker (caretaker@stdoms.ac.nz) and 'cc' the Business Manager (businessmanager@stdoms.ac.nz).

RECYCLING

As a Green Gold Enviro School, we recycle our paper where possible. We put only flat, clean paper in the grey recycling bin in each whanau room. We empty this bin as directed by the daily notices, or when full, into the yellow-lidded bins, checking that only recyclable materials go in the yellow bins.

RELATIONSHIP-BASED LEARNING

At St Dominic's we focus on Relationship Based Learning (RbL) founded on Culturally Responsive Pedagogy/teaching practice. As a result teachers try to build a whānau-like atmosphere and to foster approaches like student agency with your learning.

RESTORATIVE PRACTICE

Our college uses restorative practice, where students and teachers engage in conversation in an effort to overcome difficulties. The purpose is to find what is behind the behaviour displayed and this is then addressed in the appropriate way. Restorative practice is designed to maintain and affirm a positive relationship between teacher and student, thus ensuring effective teaching and learning. Reflect – Restore – Reconcile. We call the initial conversation 'Dominican Dialogue'.

SCHOOL EXCURSIONS

Notification in writing is always given when students will be off the premises for educational reasons. No students may participate in such an excursion unless the permission slip, signed by the parent/caregivers, is returned to the College by the due date. Small, local trips may have a yearlong permission process.

SCHOOL OFFICE

Students come to the school office before or after school, at lunchtime or interval. They may not go to the office at other times unless sick or signing out or in.

SICKNESS DURING THE SCHOOL DAY

1. Students should not ring parents/caregivers to collect them but must USE SCHOOL SICKNESS PROCESSES.
2. A student too sick for class reports to the office with a sickness form from her teacher.
3. The student may be placed in Sick Bay or parent/caregivers will be contacted by staff to collect her (up-to-date health information and emergency contact numbers must be supplied to the school).

STATIONERY AND TEXTBOOKS

Students and parents or caregivers are emailed stationery lists for the start of the year. Students need the required stationery for each subject. The specialist items on the list are the only stationery sold at the College. The College provides some textbooks. Charges will apply for lost or damaged textbooks.

STUDENT EXECUTIVE

Is made up of mostly appointed Yr 13 students with specific responsibility for schoolwide student leadership in areas such as special character, academic, arts, culture, enviro, houses, international, library, Māori, Pacific, PTFA, sports, Waiora or student on the board. Each specific leadership area set of students has a liaison staff member to support them. Student Executive is led by the Head Girl with her two Deputy Head Girls and meets fortnightly, Mondays in Week B at lunchtime in CG2. See the Head Girl or Associate Principal about Student Executive matters.

STUDENT HANDBOOK

Every student has a hard copy of the 2024 student handbook. Contact Ms Heffernan if you have any problems with the handbook.

Students are taught at the start of the year how to use the Google Calendar and Google Notes on their learning device (not a phone) to record their homework and assessment or event dates. A student is welcome to purchase her own diary to record these school milestones if she prefers a hard-copy record.

STUDENT VOLUNTEER ARMY AWARD - SVA - is a platform that provides free access for volunteers to track and reflect upon their volunteering hours. Participants will receive recognition for the valuable contribution they make to their community, whether within school, whanau or the wider community. Participants will also receive a summary of service recognised by universities and organizations as well as a badge. There are five SVA Service Award Badges: Member - 5 hours of service; Bronze - 32 hours of service; Silver - 200 hours of service; Gold - 500 hours of service; and Top Volunteer Award - Special Recognition Badge for top hours of service in a school.

STURGES ROAD

Due to many near-misses and for your safety, at all times St Dominic's College students cross Sturges Road only at the traffic lights. We always avoid using the Sturges Road traffic island.

SYSTEMS FOR DETENTION AND WITHDRAWAL

St Dominic's Catholic College has a guidance approach to students who misbehave. We try to find out why the student is not meeting our behaviour expectations and to help her reach the standard we require. If a student does not respond to this assistance there are a number of steps which may be used, as follows:

1. A minor imposition given by an individual teacher for a specific reason. This will happen during school hours.
2. A supervised school detention for one hour, 3:30-4:30pm on Tuesday afternoon. This is for more serious or persistent offences such as chronic lateness. Parents/caregivers are informed of the reason and the detention at least twenty-four hours before it is due to be done and we expect that they will support the College by insisting that the detention is done.
3. Special detention, held with parent or caregiver permission, for periods between two hours and a whole school day. This is for very serious offences such as truancy. These are held outside school hours.
4. Daily report, this is to help the student with her organisation and is used when she is not completing homework, does not have the right equipment for lessons, is regularly missing classes without good reason, or is chronically late during the day. Only a Dean or Senior Team Member may put a student on daily report.
5. Withdrawal, if a student misbehaves seriously in class or cannot cope in class, she can be withdrawn from the class for a specified period to work under the supervision of another teacher. This is regarded as a serious step.
6. If an offence is very serious, fitting within the criteria set out in law by the Ministry of Education, stand-down, suspension, exclusion or expulsion may result.

STUDENTS MUST EXPECT THAT PARENTS/CAREGIVERS WILL BE TOLD OF SERIOUS MISBEHAVIOUR PROBLEMS

TESTIMONIALS

Testimonials will be written for students who apply for one and who are from Years 12 or 13 to go to employment or who are applying for tertiary scholarships or hostel places. Testimonials will not be written for students going to other schools. Testimonial application forms are issued by the Dean.

TE WHARE MATAURANGA

Meaning, "the house (or place) of wisdom (or learning)".

TE RITO PUĀWAI

*Unuhia te rito o te harakeke
Kei hea te Kōmako e kō?
Whakatairangatia, rere ki uta, rere ki tai
Ui mai koe ki a au
He aha te mea nui o tēnei ao?
Māku e kī atu,
HE TANGATA, HE TANGATA, HE TANGATA!*

*If you remove the heart of the flax bush
From where will the Bellbird sing?
Being fostered from the mountains to the sea
If you ask me
What is the most important thing in this world?
I will reply,
IT IS PEOPLE, IT IS PEOPLE, IT IS PEOPLE!*

The above is a hakatauki (proverb) composed by Meri Ngāroto, one of the matriarchs of the iwi, Te Aupouri. These are the words she expressed to her father as he was offering her to a rival tribe as a peace offering knowing that she was unable to have children.

The name for our whānau class is derived from this hakatauki because of the concept of the whānau connection that the flax bush has. It resembles family unity and the maintenance of close family connections, both between generations, among relations and with te whānau whānui (the wider, extended whānau or the village that raises and nurtures a child).

The first shoot of the flax bush divides into the father and the mother and between them a child shoots up. So continues the creation of the family. The parents soon become the grandparents and so on. The new shoot always grows from the middle. When you cut the leaves from a flax bush always ensure you cut them from the outside, if you take the centre shoot you will destroy the whole plant, in essence, destroying a whole whānau.

Understanding this concept with an educational lens is all about the 'community that raises the child' we all have a part to play in ensuring that Te Rito Puāwai - the blossoming of the student is maintained from the start to the finish of their education and beyond.

TOILET ISSUES

We use toilets only for their given purpose. We leave our toilet clean for the next user. One person in each toilet cubicle. We do not linger in toilets or toilet areas at any time, or for any reason.

If toilets lack toilet paper or soap, or are not fit for use, tell a staff member immediately. Also email the caretaker (caretaker@stdoms.ac.nz) and 'cc' the Business Manager (businessmanager@stdoms.ac.nz). Be specific e.g. *"The top floor of Sion toilets had no soap at interval today"*.

TRAVEL TO AND FROM SCHOOL

Full and correct school uniform is to be worn from home to school and school to home. We uphold the good name of our school by maintaining high standards of behaviour and uniform in public. If you are being picked up or dropped off at the College, cars are not permitted in the school carparks. Please ask to be dropped off or collected outside the College gates in a safe area (avoid being collected on yellow lines and on pedestrian crossings). Bus students are to wait quietly after school near your bus pick-up area.

TRAVEL PROBLEMS

Students travelling by bus, train or car experiencing difficulties of any kind while travelling are to advise the Associate Principal on arrival at school in the morning, or by email on arrival home in the afternoon (associateprincipal@stdoms.ac.nz).

UNIFORM PASSES; AND NON-UNIFORM ITEMS

We wear our uniform with pride and are good school ambassadors in how we present ourselves in school uniform both in and out of school.

If you have incorrect school uniform, bring an explanation note from your parent or caregiver to a dean to request a uniform pass.

Ask for a uniform pass before school at the deans' hub in NC7.

Uniform passes will not be given for footwear. You go to the office and will usually be given loan school shoes, and socks if needed.

Uniform passes will not be given for incorrect warm wear. You can go to, or will be sent to, the office and given a loan jersey or similar garment.

Loan footwear or garments must be returned to the office before you go home that day, unless arranged otherwise with the office and/or the Associate Principal.

Incorrect uniform for medical reasons needs to have relevant supporting evidence e.g. a doctor's note. A longer-term Uniform Pass may be given by a Senior Leadership Year Level Liaison member or the Associate Principal.

There are serious consequences for continued incorrect uniform.

Non-uniform items of clothing or jewellery must be left at home. Parents and caregivers will be advised of repeating issues with non-uniform items.

VERITAS BAR BADGES

Veritas bar badges are earned by building up all seven cards against "Veritas: values, excellence, reflection, integrity, truth, assurance, service." You need a card for each area signed off by a teacher. Most students take more than one year to collect all the cards. Keep your cards safe and give them to the Associate Principal when you have all seven cards to receive your Veritas bar badge. Final receipt of a Veritas bar badge is noted on a student's electronic record.

VERITAS-IN-ACTION

Veritas-in-Action is our behaviour curriculum at the college. See the separate Veritas-in-Action table for the main behaviour guidelines. We aim to support all students with their Positive Behaviour for Learning.

VERITAS PRAISE CARDS

These cards can be earned for ongoing classroom behaviour showing Veritas-in-Action. Teachers issue them or they can be issued at a level's assembly. Veritas praise cards are noted on students' electronic records.

VERITAS TOKENS

These green tokens are issued by staff for following Veritas-in-Action. Fill them in with your first and last name and whanau class, and write the staff member giving it to you on the card. Put them in the slot for your house in the gym foyer. The draw is once per term for a voucher, two winners per house. The house with the most tokens gains a house reward. Veritas tokens for each house count towards house points for the annual house shield.

WET INTERVAL OR LUNCH TIMES

Two short bells ring to indicate a wet lunchtime. Students may use only given areas on a wet interval or lunchtime. Most students can use their whanau classroom for wet intervals or lunchtimes. Leave the room and all desktops clean and tidy when you leave it.

HOMEWORK REQUIREMENTS

Each student is expected to set time aside at home on a regular basis to do homework.

Homework may consist of:

- Going over the day's lessons.
- Set work in a particular subject.
- A long-term assignment which is worked on over a period of time.
- Study of work already completed.
- Preparation for tests/examinations, and so on.

If everything has been completed to a high standard in every subject, homework time may be spent reading a book. The book may be a personally chosen fiction or non-fiction book. Reading such a book will help with developing reading, comprehension and writing skills.

Revision of the day's lessons is a vital part of learning and is expected in each night's homework.

The development of regular study habits from an early stage is very important for later achievement. Research shows that the student doing regular homework outperforms students not doing homework.

Parents and caregivers are urged to check on their daughter's homework by way of support and monitoring her study.

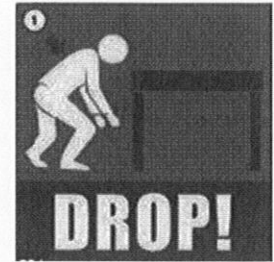
HOW TO MANAGE HOMEWORK:

- Keep a complete and accurate record of homework on Google Calendar and Google Notes, or in a hard copy diary.
- Do the subjects you like least, first!
- Don't spend hours on beautiful diagrams, maps, headings, drawings and covers. Keep your work readable, neat, clear and attractive – that is all that is required.
- When possible, spread assignment work over several nights. Do not leave it until the last available time.
- Do not use study time for a major reorganisation of folders, electronic or hard copy. This should be done at a time other than your scheduled homework time.
- Make a commitment to not be involved in texting/social media/phone calls during study time.
- Keep a list of topics which need more time or special revision. On nights when you do not have much homework, slot in one of these topics.
- If work commitments prevent you doing homework one night, plan study time at the weekend or another evening to make up the time.
- Do not leave it until the last minute to print assignments.
- Keep separate multiple copies of work electronically throughout your preparation.

IN THE EVENT OF AN EMERGENCY, HERE IS WHAT YOU SHOULD DO:

FIRE – Evacuate and Assemble

- If you hear a **continuous fire alarm**, immediately leave the building by the designated safe exit and route.
- Assemble at the tennis courts assembly point.



EARTHQUAKE – Drop, Cover & Hold

- Drop to the ground, get under cover and hold on.
- Do not evacuate (unless instructed to do so).
- Wait for the shaking to stop and then follow the instructions of staff and Safety Wardens.



TSUNAMI – Move to Higher Ground

- It is possible that a tsunami may follow a larger earthquake ('larger' indicated by your loss of balance or items falling).
- Move as quickly and calmly as you can to the tennis court assembly area.

DISABILITY

- If you require assistance, inform staff or the Safety Wardens.

EVACUATION

- If there is no apparent alarm and you need to evacuate, please follow the instructions of staff and the Safety Wardens.



LOCK-DOWN – 4 x 4 short bells

- Return to or stay inside away from windows and behind locked doors until instructed otherwise.

REMEMBER

- | | |
|--|---|
| • Do not use the lift | • When instructed, assemble at the tennis courts assembly point |
| • Do not use lighters or matches | • Do not return to the building until instructed to do so |
| • Always walk, and remain calm | |
| • Do not carry anything downstairs with you, except in an earthquake situation | |

*Please follow the instructions of staff and Safety Wardens.
They are trained in our Emergency Management Procedures.*

HABITS OF MIND

Habits of Mind

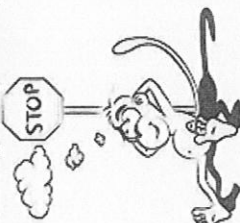
Successful people develop effective learning habits.

Persistence



Successful people never give up

Manage Impulsivity



Successful people think before they act.

Flexible Thinking



Successful people think outside the box.

Drawing on Past Knowledge



Successful people learn from experience.

Questioning and Problem Solving



Successful people ask big questions

Taking Responsible Risks



Successful people try out new ideas.

Striving for Accuracy



Successful people check their work.

Thinking Interdependently



Successful people can work with others

Responding with Wonderment and Awe



Successful people find the world amazing!

Finding Humour



Successful people can see the funny side.

Metacognition



Successful people think about their thinking.

Creating, Imagining & Innovating



Successful people generate new ideas.

Gathering Data Through All Senses



Successful people use all their senses.

Listening with Empathy and Understanding



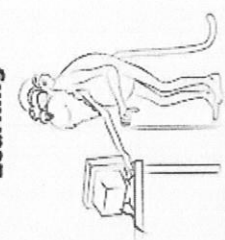
Successful people listen to others

Thinking and Communicating with Clarity



Successful people choose their words carefully

Life Long Learning



Successful people learn from experience