

2019 Student Directory Information Handbook

RONCALLI COLLEGE

Wellington Street
PO Box 138
TIMARU

www.roncalli.school.nz
office@roncalli.school.nz

Phone: 688 6003



IMPORTANT PHONE NUMBERS

College Office		Telephone	688 6003
		Email	office@roncalli.school.nz
		Website:	www.roncalli.school.nz
Wellbeing	Ashley Shaw Ellen Walsh	Telephone	688 6003 extension 823
Sports Coordinator	Jose Zandbergen	Telephone	688 6003 extension 808
Arts Coordinator		Telephone	688 6003 extension 815
Business Manager	Catherine Kelly	Telephone	688 6003 extension 805
Gateway Administrator	Marian Mehtens	Cellphone	027 739 8570

College Staff can be contacted via email with their first initial.last name@ roncalli.school.nz.

SCHOOL MAP

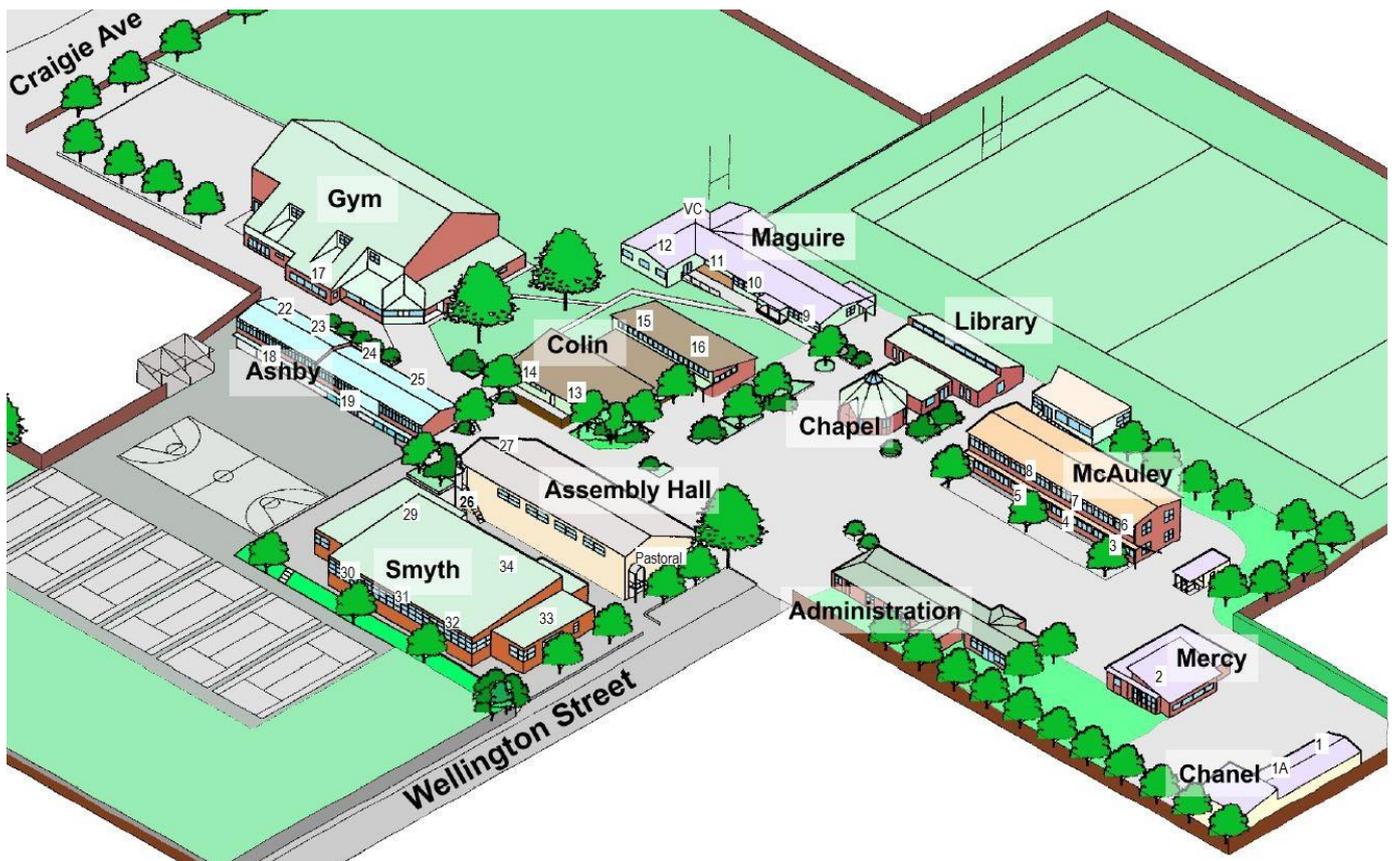


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Roncalli is the family name of St Pope John XXIII. Elected to the papacy in 1958, Angelo Giuseppe Roncalli steered the Church on a path of renewal which revitalised Catholic life throughout the world. His genial disposition, simple faith and sincerity endeared him to all. He was very active in promoting ecumenism, justice and peace. He was canonised on 27 April 2014.

COLLEGE COAT-OF-ARMS

The words 'to seek truth and peace' sum up the life of St Pope John XXIII, a true disciple of Christ.



The 'Star of the Sea' and the intertwined A and M ('Ave Maria') remind us of Mary, Mother of Christ. (Marist Symbol)

The Cross goes to the heart of our redemption by Jesus Christ. (Mercy Symbol)

The Book symbolises the Scriptures. The Tower is taken from St Pope John's personal Coat-of-Arms.

HISTORY

Roncalli College was established in 1982 by the amalgamation of Mercy College and St. Patrick's High School.

Mercy College had a tradition reaching back over 100 years when the Sacre Coeur Sisters first established on the site a school for girls. In 1936 the Sisters of Mercy took over the school under the name of Sacred Heart Girls' College. It was renamed Mercy College in 1969.

St. Patrick's High School was established by Bishop Brodie in 1938. He entrusted it to the Society of Mary. (Marist Fathers)

See the House Group System for the History of the House Patrons.

SPECIAL CHARACTER

College Masses are celebrated once per term in the Basilica. House Liturgies are cyclic in the Chapel.

Prayer is an essential part of the day to day life of the school. Prayers are an integral part of Assembly, House Group time, class and any meeting that occur.

Our Pastoral Care programme is also the part of the special character of the College.

WHAT IS IMPORTANT FOR US AT RONCALLI?

- We are part of a Catholic school community. In other words, we do our learning and teaching within an atmosphere where God's presence and action in our lives is acknowledged, in love and gratitude.
- The values and teachings of Jesus are at the heart of our school and we try to live them.
- **All Roncallian is one who C.A.R.E.S.**



WHAT DOES THIS MEAN FOR THE WAY I THINK ABOUT MYSELF AND OTHERS?

C I will be guided by the principles of the Catholic faith and be willing to serve others in need. I will be ready to forgive and to show compassion. I will pray and celebrate the Lord's love in the Eucharist.

A I will have a positive outlook and approach to life and be willing to take risks and opportunities, knowing that I will be supported, enjoying success and being resilient in failure. I will show pride in myself and the community to which I belong.

R I will treat people fairly and justly, respecting their feelings and their property. I will respect myself, someone made in God's image and likeness. I will do my best to respect and love others, even if they are 'different' or I don't agree with them.

E I will give everything my best effort, applying focus and determination, even when I am tired and challenged.

S I will have the right gear and be in the right place, at the right time.

ABSENCES

SICKNESS

Students should not ring to explain an absence, this should be done by a parent/guardian. The parent/guardian should phone the College Office in the morning of each day they are absent. Where this does not occur, the student is to bring a note to their House Group teacher immediately on their return to school. The Office appreciates if parents ring any time before 8.30am and leave a message on the answer phone, otherwise all messages should be received by 10am to ensure accuracy of attendance; texts are sent to parents/caregivers if no information has been received to confirm a student's whereabouts.

APPOINTMENTS

Students must sign in/out as appropriate through the College Office. When signing out, a student MUST have a note from their parent/caregiver that explains/ justifies leaving the College grounds. It is expected that students schedule appointments outside class time. Only medical appointments or those with outside educational agencies are treated as justified absences. **Driving lessons, haircuts**

and the like are not reasons for signing out during College hours and therefore missing out on class teaching time.

TRAVEL

When a senior student (Years 11-13) is taking time out for the purposes of national or international travel, he/she should clear this with the Academic Advisor at least 2 weeks prior to departing. A reminder that students are only granted flexibility for assessments and teaching if they are representing their province or country in a sanctioned activity. Students taking time off for other reasons will not be granted extensions or other flexibility around assessment, teaching and learning. Junior students looking to take time away from school for travel should clear this with their Year Level Dean.

ACCOUNT PAYMENTS

The Education Act 1989 gives the right to free enrolment and free education in New Zealand for every New Zealand resident from the age of 5 to 18 years. The funding received by schools only provides for the very basic curriculum delivery. We pride ourselves by offering enhanced learning opportunities for all students. To allow this we rely on contributions from parents/caregivers. These contributions are outlined in the school course/options booklet and on the stationery lists. Any such contribution paid is a donation and can be claimed annually as a tax credit using the Inland Revenue form IR526.

ATTENDANCE DUES

Under the Integration requirements, the Proprietor or owner of the School, in this case the Catholic Bishop of Christchurch, is responsible for the cost of providing school land and buildings and capital works to meet the standards set down by the Integration Act. Attendance Dues are compulsory under law and charged to sustain our system of Integrated schools.

These dues are to pay for insurance, and maintenance on the buildings and some capital development if needed. Special arrangements for reduced fees will be considered by the Diocese. No student need be deprived of Catholic schooling through financial consideration. Attendance Dues family charges are set by the Diocese:

PARENT PARTNERSHIP FUND

The Roncalli College Development Foundation Trust will use these funds to support the College with projects that are not able to be funded through the normal operational grant. The parent partnership fund is a voluntary contribution from Roncalli parents. Roncalli College Development Foundation Trust is registered as a Charitable Entity under the Charities Act 2005. It is approved by Inland Revenue as a Donee Organisation whereby donations made to the Roncalli College Development Foundation Trust can be claimed as a tax credit by the Donor. Providing the donor has a receipt, a tax credit claim for donations of \$5 or more can be made for donations made in a tax year.

DIOCESAN CATHOLIC SPECIAL CHARACTER

A Catholic Special Character Contribution is charged by and forwarded to the Diocesan Education Council. This contribution helps cover the costs associated with the delivery of professional development services in support of Catholic Special Character in Catholic schools.

NATIONAL NETWORK MARIST SCHOOLS

Roncalli College is part of a network of eight New Zealand schools that collaborate together. We request a contribution towards costs to help with contracting in Priests and other facilitators to help with Retreats, Masses, Sacramental Preparation, Leadership Training and other Special Character activities.

NCRS (NATIONAL CENTRE OF RELIGIOUS STUDIES)

An NCRS contribution has been confirmed as the mechanism for funding the Religious Education Curriculum Development work for NCRS from 2015. This contribution replaces textbook sales as the key funding stream for RE curriculum development and is forwarded onto the National Centre of Religious Studies.

CURRICULUM RESOURCES

Curriculum resources are available upon request and are to be paid for on issue.

MISCELLANEOUS

Sporting and Education Outside the Classroom events must be paid prior to the student participating in these activities. Other charges will incur from time to time for extra-curricular events.

Some limited financial assistance is available where a student would otherwise miss out on valuable educational experiences. Should you feel that these circumstances exist, contact should be made with the Principal.

The Board of Trustees expects that accounts will be paid promptly. Regular automatic payments are encouraged. If debts are incurred the Board reserves the right to pass the debt on to a debt collector and all collection costs or late payment fees will be added to the debt.

ADDRESS CHANGES

Any change of address or phone number should be notified to the College Office as soon as possible by telephoning 688 6003 or emailing office@roncalli.school.nz.

APPEARANCE

Students are expected to be clean, neat and tidy in appearance. Makeup is not to be worn. Boys are to be clean shaven.

HAIR – MALE AND FEMALE

- Hair should be clean, comb-able, one natural colour, tied up off the collar and face. **No** rats tails, mullets, shave lines or hair accessories other than ribbons of House or College colours.

SOCKS

- Female – For summer only, ankle socks are permitted; short blue socks that come up to the ankle and can be turned over.
- Male – College blue walk socks in summer for all boys and grey walk socks for juniors in winter. College blue or black dress socks in the winter for senior boys.

MAKEUP

- No makeup is to be worn.

EARRINGS AND OTHER JEWELLERY

- Watches are acceptable but no other bracelets
- No facial piercings are permitted
- Only one piercing may be worn per ear, and through the lobe
- Only small white pearls, plain silver or gold studs or sleepers are permitted

CLEANLINESS AND TIDINESS

- Please encourage students to wear clean uniform – close fitting garments should be washed every day.

CLOTHING WORN BENEATH THE UNIFORM

- A thermal or singlet may be worn underneath the uniform as long as it is not visible.

JACKETS

- Only the College jacket is to be worn.

KILTS AND SUMMER SKIRTS

- These are worn at mid-calf level.

SHOES

- Boys must wear black leather lace-up school shoes that can be polished.
- Girls must wear brown, flat, lace-up, buckles or T-bar leather shoes that can be polished.

BLAZERS

- All Year 11-13 students must wear a blazer for formal College occasions such as daily Assemblies, Masses, sports trips etc.

BADGES

Only badges that have been earned through the College, or that are relevant to achievements while at Roncalli College, are to be worn. For senior students this is on blazers only. Juniors may wear badges on their shirts or jerseys.

BICYCLES

Always follow the road code, especially with regards to riding your bike on footpaths. The wearing of cycle helmets is a legal requirement. Riding your bicycle within the College grounds is not permitted. Please park your bicycle in stands provided. Don't borrow another person's bicycle without his/her permission. Locking your bicycle is encouraged.

BOARD OF TRUSTEES

Bridget Duff (Chairman), Kelly O'Driscoll (Vice Chairman), Chris Comeau, Gary Cooper, Paul Kelliher, Ginny Davenport, Craig O'Connor, Jeremy Hogan, Chris Heenan, Frankie Allan (Staff Rep), Grace Watt (Student Rep), Rose Struthers (Secretary)

BUBBLE GUM / CHEWING GUM

This is not permitted at school.

BUSES

Students who take a bus from **Craigie Avenue** are to remain in the College grounds until the bus has arrived, standing behind the steps in the carpark lower field area underneath/ by the bus shelter. At the **Cain Street** entrance/exit students are to wait on the footpath or in the College entrance area. While waiting for buses students are expected to behave in an orderly and sensible manner. On leaving the bus when parked on the opposite side of the road, students should wait on the roadside until the bus has moved off about two telegraph poles distance so that you have a clear view of the road before attempting to cross. If students wish to cross Cain Street they should turn and proceed to the crossing island at the top of the rise so as to get a clear view of traffic in both directions from the top of the hill. For any issues regarding buses, students should see Mr Jones, the College Bus Controller or go to www.astn.org.nz.

CULTURAL ACTIVITIES

There is a proud tradition of students participating in cultural events including music, drama and art. There are also opportunities for musical tuition and participation in choir and orchestra. Please contact the Arts Curriculum Leader (Miss Hall) if you are interested in any of these areas.

DAMAGE

Students are expected to look after our College. Where carelessness or mischief has contributed to damage to College property, payment by the student responsible will be required. Please report any damage to the College Office.

DEANS

Deans are available to assist classroom teachers and house group teachers in matters of Pastoral Care, discipline, attendance, class work and homework.

HOUSE DEANS		LEVEL DEANS	
Aquinas	Mrs Hough	Year 9	Mrs Betts
Chanel	Mrs Gillies	Year 10	Mr Hinton
Colin	Mrs Murr	Year 11	Mr Wilson
McAuley	Ms Ludemann	Year 12	Mrs Allan
		Year 13	Mrs Walsh

EMERGENCIES

When the bell rings continuously you should evacuate the buildings immediately and move promptly to the assembly area on the Ashby courts. If the bell sounds with an intermittent sound (a dangerous person on the College grounds) you should remain inside. If you are outside, move quickly into the nearest building and remain there **silently** until told to leave.

FINANCIAL ASSISTANCE

Any student who may be disadvantaged by course costs and/or other College related expenses can apply to the Principal or Business Manager for financial assistance. This includes Attendance Dues.

GETTING READY FOR CLASS

Before classes commence for the day students should get the books and materials they will need for periods one and two; at interval get the books and materials they will need for periods three and four; at lunch time get the books and materials they will need for period five. Students can store books in their locker, an efficient and effective way to manage books and will see Mr Jones for the allocation of these.

GUIDANCE

The Guidance network includes the Director of Wellbeing, the Guidance Counsellor, House Group Teacher, House Dean and Year Level Dean. All staff have a role in assisting students to make a smooth transition to Roncalli College. A full confidential counselling service, accessible to all students, staff and parents, encourages social decision making. Students and parents are encouraged to contact House Group teachers as the first port of call or if appropriate Year Level Dean at any time during College hours.

HOUSE GROUP SYSTEM

Each student is placed in a vertical House Group with students from every year level. This provides a smaller sense of community where the student forms relationships with other students from a variety of year levels. There are 5 'vertical' House Groups in each House. The teacher in charge of each House Group is the first contact for parents. House Groups meet on Monday, Wednesday and Friday for administrative and pastoral purposes. House Group teachers for 2018 are:

AQUINAS	CHANEL	COLIN	MCAULEY
AQ1 Jo Bennett	CH1 Mark Pribis	CO1 Alana Dawson	MC1 Guy Sutherland & Matt Cameron
AQ2 Warren Saunders	CH2 Georgia McEwen	CO2 Derek Vogel	MC2 Dave Costello
AQ3 Lisa Cody	CH3 Sonya Farmer	CO3 Caitlin McIvor	MC3 Kim Wheeler
AQ4 Bryce Caird	CH4 Victoria Chappell	CO4 Conrad O'Connor	MC4 Reuben Fletcher
AQ5 Felicity Caldwell	CH5 Micheal Johnston	CO5 Connaire Roughan	MC5 Nikki Hall

The Houses are:

AQUINAS (green)

St Thomas Aquinas (1225-1274) is the patron of Catholic Schools. An Italian, St Thomas is one of the Church's most important scholars. He was a member of the Dominicans, a religious congregation founded in the 13th century.

CHANEL (red)

St Peter Chanel was born in France in 1803. Ordained a priest in 1827, he joined the newly-founded Society of Mary in 1836 and left for the islands of the South Pacific that same year. He was killed in 1841 and declared a martyr and saint in 1954.

COLIN (blue)

Father Jean Claude Colin (1790-1875) founded the Society of Mary in 1836. Many of the early Marists were encouraged by Colin to spread the Gospel of Christ to the island territories of the South Pacific, including New Zealand. He was a man of holiness, enterprise, and not a little shrewdness.

McAULEY (gold)

Born in Dublin, Ireland, in 1778, Catherine McAuley felt called to care for girls and women suffering the effects of poverty. Others joined her, and so began the Sisters of Mercy, the largest religious congregation ever founded in the English-speaking world. Catherine McAuley died in 1841.

HOMEWORK

Students are expected to use their GoogleCalendar linked to their @roncalli.school.nz gmail address as a means of organizing themselves. At the beginning of the year students should enter their timetable and then add their homework and assessments as 'Tasks' with due dates as required.

Students and parents are also able to keep track of homework and required work through individual subject GoogleClassrooms. Assessment dates are automatically created on a shared calendar.

LEARNING TO LEARN

For the best possible results you should spend some time each day...
...reviewing the work which you have done in the classes that day,
...completing work set by teachers as 'homework',
...completing any assignments
...preparing for tests and/or exams

There is no such thing as 'no homework'; there is ALWAYS something that you can be doing. For example, review what you have already done, preview what is coming up.

EFFECTIVE STUDY REQUIRES...

...time management - ie a study plan and schedule,
...a well organised study place,
...an understanding of your preferred learning style,
...time alone without interruptions.

Remember, ***If you fail to plan, you plan to fail***

HOW DO I 'REVISE' WORK?

There are special techniques for the different subjects – teachers will go over these.

What follows are some general revision hints:

- decide on a particular section of your studies to revise in a set time (put yourself under some pressure)
- first, read your notes and/or textbook to understand. Understanding is very important. Do examples where appropriate.
- make brief notes, i.e. summarise main ideas. Highlight key words. Keep these summaries for future revision
- be active in revision, writing things down, saying aloud things you have to learn
- test yourself – see how much of the summary you can write down from memory. Do worked examples and check the answers
- go over your course notes and summaries several times
- take regular breaks

Home study is a valuable and essential part of the student's learning experience. It complements work done in the classroom and is most necessary if the student is to gain an understanding of the various topics of study.

PLANNING

Routine is essential. The student should develop their own study programme. They need to do this early in the year. Plan well – take into account other commitments. Have a regular study time and keep to it. Plan a specific study programme when revising for exams.

LEAVING PROCEDURE

When a student intends to leave Roncalli College, it is essential that the House Group teacher or Year Level Dean is informed in writing by a parent or caregiver. This will begin a process involving the Careers Advisor and Academic Dean to ensure that the student has all they need for success specific next steps. **Leaving forms can only be obtained from the Academic Dean, Ms Leckie.** A Leaving Certificate will be issued for all leaving students, after satisfactory completion of a leaving form, settlement of accounts and return of College resources (eg textbooks).

LENGTH OF SCHOOL DAY

Designated school hours are from 8.40am to 4.30pm. Curriculum instruction is from 8.40am until 3.20pm. Time before and after school until 4.30pm may be used for meetings, sports/cultural practices, tutoring, detentions and other service to the school.

DAILY TIMETABLE- BELLS

MONDAY, TUESDAY, THURSDAY, FRIDAY

Go to Assembly	8:35am
End Period 1	9:50am
Start Period 2	9:55am
End Period 2	10:50am
Start HG/ Yr Level / House Meeting	10:55am
Start Interval	11:10am
End Interval	11:30am
Start Period 3	11:35am
End Period 3	12:30pm
Start Period 4	12:35pm
End Period 4	1:30pm
Start Lunch	1:30pm
End Lunch	2:20pm
Start Period 5	2:25pm
End of day	3:20pm

WEDNESDAY

Go to Period 1	8:50am
End Period 1	9:50am
Start Period 2	9:55am
End Period 2	10:50am
Start HG	10:55am
Start Interval	11:10am
End Interval	11:30am
Start Period 3	11:35am
End Period 3	12:30pm
Start Period 4	12:35pm
End Period 4	1:30pm
Start Lunch	1:30pm
End Lunch	2:20pm
Start Period 5	2:25pm
End of day	3:20pm

LIBRARY

The Library is open during morning breaks, lunch times and sometimes in the evening. It is to be used and treasured. Library rules will be explained to students by the Librarian and teachers.

LOCKERS

All students may request a locker by seeing Mr Jones.

LOST PROPERTY

Approach your House Group Teacher first. Lost property is held in the foyer outside Room 26. Report any losses as soon as possible to the Office or to Mr Jones. **Name your property** and it can be returned to you more easily.

MEDICATION

All prescription medication should be held at the College Office.

NEWSLETTER

A College newsletter is published three times a term and emailed to parents. These are also posted on the College website www.roncalli.school.nz.

OUTDOOR EDUCATION

Outdoor Education opportunities exist in both curricular and co-curricular activities. All Year 10 students attend a camp. Outdoor Education is a curriculum subject in Years 11 to 13.

PASTORAL CARE

In the classroom, to ensure that teaching and learning occur, we need to have clear guidelines. They are as follows:

CLASSROOM EXPECTATIONS

- Respect other people and their property
- Follow instructions the first time they are given
- Arrive on time with correct equipment and be prepared to work
- One person talking at a time
- Eating and chewing is not allowed without permission

Staff acknowledge that they will emphasise the positive, recognising good behaviour. This is sound educational practice. Roncalli College is a restorative school. This means that our primary approach is to acknowledge where behaviours of both staff and students have caused harm and that dialogue will take place that acknowledge responsibility and focus on actions that prevent repetition in the future.

Teachers take responsibility for their own classrooms and develop their own management strategies that suit their subject, personality and philosophy, but sometimes events occur that require outside support. If a student is unwilling to respect the rights of both staff and students to learn and engage in a constructive manner, they may be **withdrawn** from class.

THE WITHDRAWAL PROCESS

- The student is sent to the Office.
- The Supervisor will help the student to reflect on their actions
- Parents will then be contacted by text message acknowledging the withdrawal.
- The classroom teacher will contact parents to provide details of the withdrawal.
- The student and classroom teacher will arrange to meet to restore relationship in a two way conversation. This may be conducted with the Dean present.
- Consequences/restorative actions will be decided then along with allocated responsibility.

IMPOSITIONS

These may be used when:

- The classroom teacher's own behaviour management strategy has proved to be ineffective with regards to work completion and being prepared for school and class.
- There are on-going, low level transgressions of College expectations such as: being late for class, late for Assembly, uniform violations, being out of bounds, disruptive and disrespectful behaviour outside class time.

Impositions will take place at lunchtimes. Impositions finish at 2:05pm and start as soon as practically possible when the lunch bell rings.

If students miss or arrive late to an Imposition without informing a staff member or bringing a note to explain their tardiness, they will receive another. Should the student not attend again, this becomes a Deaning issue and will be seen as defiance.

DEANS DETENTIONS

These take place after school, are 1 hour in duration and will involve community service projects.

Dean's detentions will be used when:

- A student has not subscribed to the classroom and College behaviour management systems and represents an escalation of the way in which the College views the behaviour. As a result a letter is sent home to the parents informing them of this, as well as the time of the detention.
- The Dean feels that the student's behaviour demands a more serious consequence and wants to signal this to both the student and their parents/caregivers.

PERSONAL ELECTRONIC DEVICES/ CELLPHONES

The following are the College guidelines for student use of personal electronic devices:

1. Devices may be used in break times (lunchtime, interval, before and after school) or during classes by **invitation of the classroom teacher**. Classroom teachers set their own conditions around the use of devices.
2. Students must make adequate provision for the security of their own devices. Students bring them to school at their own risk.
3. If a personal device is used at an inappropriate time then it can be removed from the student by the teacher and handed in to the Pastoral Room.
4. If a personal device is used in an inappropriate manner during the school day including lunch and interval then it can be removed from the student and handed to either a Dean or a senior member of staff. Behaviour Management processes will be used to resolve the issue.

PERMISSION TO LEAVE THE SCHOOL PROPERTY

You may not leave the grounds during school hours without permission from a staff member, preferably the Year Level Dean and you also require a note from your parents. Students must sign via the system in the Office before leaving the property and sign in on their return.

To attend a medical or educational appointment during class time, students must present an appointment card or written permission from your Parent/Guardian. Students should not make appointments during class time for driving lessons/tests, hair appointments etc. It is courtesy to notify the teachers whose classes you will miss prior to the time and students are expected to take responsibility for consulting with classmates as to work that may have been missed during that period. Please refer to the Absences section.

Year 13 students have the privilege of going offsite during lunchtimes on **Tuesday, Wednesday and Thursday** only. They must sign out in the book located with the Year Level Dean. Failure to comply will result in removal of this privilege. No food bought in town is to be brought back on site as the canteen has the contract to provide food for the College grounds.

PTA

A meeting is held on the second Tuesday of each month. All parents and caregivers are welcome to join this committee. At present the office holders are:

President	Mrs Karen Wilson
Secretary	Mrs Louise Heenan
Treasurer	Mrs Gina Ellis

PTA CLOTHING SALE/SECOND HAND UNIFORM 'SHOP'

A second hand uniform sale is held by the PTA at the end of each season. Named and priced items can be left for this and for the 'shop' at the College Office. Dates are advertised in the College newsletter and on the website calendar.

PHYSICAL EDUCATION EXEMPTION

Any physical impairment of a temporary nature should be communicated in writing to the teachers concerned so that a modified programme can be instituted. In the case of a lasting impairment that prevents participation in Physical Education, a Doctor's Certificate should be forwarded to the College. As a general rule, if you wish to be excused from Physical Education for a medical reason you must bring a note on the day concerned, clearly stating the reason and signed by a parent or guardian. Hand this note to your PE teacher at the start of the period. Remember your correct PE gear.

REPORTING TO PARENTS

Attitude to Learning reports are issued to all students once a term and emailed to parents. Other contact will include conferencing/ interviews that are advertised through the College newsletter and on the website for all students and academic reports for Years 9 and 10 at the end of Terms 2 and 4. Parents are welcome to contact specific teaching staff the College at other times if concerns exist.

SICKNESS OR INJURY

If a student is sick or injured while at school and requires attention they must report to the College Office. The Office Staff will assist and contact parents/caregivers if necessary. If you see an injured student and are in doubt about the injury, do not move the injured student, but report it immediately to the Office or seek out a staff member.

SMOKING

Smoking is forbidden in the College grounds, at College functions or while students are in College uniform. We are required by law to maintain a smoke-free environment.

SPORT

The College is highly regarded in the area of sport. Staff, parents and community members provide excellent coaching in a wide range of winter and summer sports. Healthy, constructive use of leisure time and the building of character through involvement in sport is an important aspect of the College philosophy.

Our Sports Coordinator, Ms Zandbergen, is the first person to contact should a student wish to engage in a sport at the College. A key component of success in sport at Roncalli is the passionate parental support and the College welcomes any parent or caregiver that wishes to be involved in any way.

The College Sports Policy encourages the following:

- 1 What is our Aim?
 - Exemplary conduct at all times (best behaviour, setting an example).
 - Excellent sportsmanship (play fair, play hard, manners, etiquette).
 - Quality presentation (immaculate uniform, worn properly).
- 2 Why?
 - Every Roncalli College representative is a powerful role model (ie example to others) and an ambassador for our school.
 - Team pride leads to College pride and spirit AND raises performance and profile.
 - The way we look, behave and play encourages:
 - support
 - sponsorship
 - community perception
- 3 So....
 - Please do your personal best each and every time you represent our school.
 - It makes for QUALITY PERFORMANCE AND PERSONAL SATISFACTION.

WORKING TOGETHER AS A TEAM ...

- 1 WEAR YOUR UNIFORM PROUDLY. If you dress well, you will look and feel good as a team.
- 2 SPORTSMANSHIP. Always treat other members of your team, as well as the opposition and officials with respect. You cannot have a game without them.
- 3 REMEMBER YOUR OBLIGATIONS.
 - to yourself
 - the team
 - your coach
 - your captain
 - your school
- 4 ETIQUETTE
 - wish opponents well before the game
 - shake hands and thank opposition after the game
 - thank the umpires and officials
 - thank your coach and/or manager
 - give cheers
- 5 BE PUNCTUAL to each game, come prepared and be organised.
- 6 WARM UP mentally and physically – FOCUS on the task ahead of you.
- 7 ALWAYS BEHAVE in a way that brings credit to your team, your coach, your school and yourself.
- 8 BE HUMBLE in victory and accepting in defeat. Play Fair – Play Hard.

STAFF

Our staff welcome contact by email. All email addresses are initial.surname@roncalli.school.nz alternatively email office@roncalli.school.nz and your email can be forwarded.

Teaching Staff	Curriculum Responsibility		
Chris Comeau	Principal	Dave Costello	
Andrew Jones	Deputy Principal	Alana Dawson	
Belinda Leckie	Assistant Principal	Sonya Farmer	
Frankie Allan		Reuben Fletcher	
Jo Bennett		Robyn Gillies	
Sally Betts		Nikki Hall	Arts & Cultural
Bryce Caird	Physical Education and Health	Craig Hinton	
		Ann Hough	SENCO
Felicity Caldwell		Micheal Johnston	Social Sciences
Matt Cameron		Mary Jane Konings	
Victoria Chappell		Gemma Ludemann	
Adele Churchman	Religious Education	Georgia McEwen	Mathematics
Karin Cockroft	Cross COL Manager	Caitlin Mclvor	
Lisa Cody		Natalie Murr	
		Conrad O'Connor	

Joanne Parsons	
Craig Perkins	
Regan Powell	TIC Commerce
Mark Pribis	Science
Suellen Robb	
Samantha Rooney	Principals Nominee
Connaire Roughan	English
Warren Saunders	
Cat Sutherland	
Guy Sutherland	TIC Outdoor Education
Sheila Thomas	
Derek Vogel	
Ellen Walsh	
Kim Wheeler	
Nic Wilson	

Support Staff	Responsibility
Dave Batchelor	Archives Assistant
Les Cosgrove	Property Manager
Carolyn Fuller	Food Technician
Vicki Healy	Teacher Aide
Lou Heenan	Pathways, Careers Coordinator
Catherine Kelly	Business Manager
Neville Lines	Groundsman Property Asst
Marian Mehrrens	Gateway Manager
Bronwyn Nichols	Workshop Technician
Ray Pope	Science Technician
Sandy Richards	Student Systems Manager
Ashley Shaw	Guidance Counsellor
Cathy Shearer	International Director
Kerry Small	Teacher Aide
Rose Struthers	Administration Assistant
Sue Williams	Administration Assistant
Jose Zandbergen	Sports Coordinator

STUDENT LEADERS

The following are student leaders for 2019:

Head Girl / Boy	Hayley Tinkler / Ryan Brosnahan
Deputy Heads	Bridgette Johnson / NicManson
Heads of Special Character	Grace Kelliher
Aquinas House Leaders	Jess Shearer / Billy Cook
Chanel House Leaders	Lucy Hogan / Antonio Francis-Rees
Colin House Leaders	Molly MacMillan / Sean Gregan
McAuley House Leaders	Mya Nevin / Callum Jamieson
Head of Academic Committee	Jack O'Neill
Head of Cultural Committee	Sam Regenvanu / Carl Webber
Head of Sport Committee	Ruby Young / Jan-Hendrik Kuepper
Board of Trustees Representative	Grace Watt

TELEPHONE

A phone for students is available at the College Office. There is no cost for local calls. Use is restricted to before school, interval, lunchtime and after school.

TEXTBOOKS

Students are responsible for issued texts and will be charged for loss or for damage which is in excess of fair wear and tear.

TUCK SHOP

The tuck shop is open at interval and lunchtime.

UNIFORM LIST

Uniform items with prices are stocked at Roncalli College and can only be purchased from there. The remaining items are stocked at Camerons, some items are held at The Warehouse. Socks are no longer available at the College Office. They are able to be purchased from Camerons only.

- Blazer (Compulsory from Year 11) **(\$220)**
- Scarf Maroon with blue & gold stripes **(\$20)**
- Jersey Maroon (Kairanga)
- Shoes - Boys must wear black leather lace-up school shoes (No slip-ons etc.) that can be polished with nuggut or dubbin.

- Girls must wear brown, flat, leather lace-up, buckles or T-bar shoes that can be polished with nugget or dubbin. There is a good selection at Cobblers Inn, Highfield Mall

BOYS	GIRLS
SUMMER UNIFORM	SUMMER UNIFORM
Shirt – Pale blue short sleeved polo shirt Shorts – Navy blue Socks – Pale blue walk socks	Summer Skirt – Roncalli Check Summer Blouse – Pale Blue Vest - Maroon (Kairanga) (\$68) Socks – pale blue
WINTER UNIFORM	WINTER UNIFORM
ALL BOYS Shirt – Long sleeve pale blue shirt Trousers – Long mid-grey Socks – Mid-grey with Roncalli stripe Tie – College tie (\$25)	ALL GIRLS Kilt – Canadian Royal Air Force Tartan (\$130) Shirt – Long sleeve pale blue Tie – College tie (\$25) Tights – Navy wool lycra
PHYSICAL EDUCATION & SPORTS	PHYSICAL EDUCATION & SPORTS
Shorts – Royal Blue (\$40) Shirt – Polo shirt (\$40) Sports Shoes College Jacket – Windproof (optional) (\$90)	Shorts – Royal Blue (\$40) Shirt – Polo shirt (\$40) Sports Shoes College Jacket – Windproof (optional) (\$90)

VALUABLES

If there is a need for money or valuables to be brought to school, please leave them at the College Office. Any electronic equipment is brought to school at the student's own risk.

VEHICLES

If they hold the relevant licence, students may bring cars and motorbikes/ scooters to school.

STUDENT DRIVER PERMITS

The College requires all student drivers to register with the Office in the interests of safety and the boundaries of responsibility of the College. This is so that the College can be fully and reliably aware of the conditions in the use of transport driven by students, as mutually decided by both students and parents/caregivers.

The student must fill in an application form and have their driver's licence sighted and photocopied by the Office staff. In addition, if a student wishes to take passengers and is legally entitled to do so, signed letters of permission from the parents/caregivers of both the student drivers and the passengers, detailing the names of the students concerned, must be provided. Once these letters have been submitted to the Office, the passengers' names will be printed on the permit. Should the conditions change, additional letters must be provided to the Office and another permit will be printed.