

Roncalli College Whānau Manual

Mission Statement

To Seek Truth and Peace; To Strive for Success

Roncalli College

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PO Box 138
Timaru

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office@roncalli.school.nz

Phone: 03 688 6003



Important Phone Numbers

| | | | |
|--------------------|----------------------------|-------------------------------|--|
| College Office | | Telephone Email Website | 688 6003 office@roncalli.school.nz www.roncalli.school.nz |
| Business Manager | Catherine Kelly | Telephone | 688 6003 ext 805 |
| Gateway Manager | Marian Mehrtens | Cellphone | 027739 8570 |
| Sports Coordinator | Emily Van Hayden | Telephone email | 6886003 sportscoordinator@roncalli.school.nz |
| Wellbeing | Ashley Shaw Ellen Walsh | Telephone | 688 6003 ext 823 |

[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 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. 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, Learning Advisory time, class and any meetings that occur.

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

RONCALLI CODE

All students have the right to learn and live in our school community without being 'put down', distracted from their learning, hassled, or mistreated in any way.

All teachers have the right to teach and live in our school community without being 'put down', distracted from their teaching, hassled or mistreated in any way.

Students are expected to follow the instructions of teachers with promptness, cheerfulness and courtesy.

1. 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.
2. The values and teachings of Jesus are at the heart of our school, and we try to live them.
3. ***A Roncalli student is one who C.A.R.E.S.***

| RONCALLI CARES | |
|------------------------|---|
| CHRIST CENTERED | <ul style="list-style-type: none"> ● Actively participates in faith and traditions ● Demonstrates leadership through service ● Advocates for social justice ● Seeks truth and peace |
| ATTITUDE | <ul style="list-style-type: none"> ● Is resilient and bounces back ● Follows through on commitments ● Is willing to learn and take risks |
| RESPECT | <ul style="list-style-type: none"> ● Looks after property and the environment ● Includes and appreciates others ● Uses manners and communicates positively |
| EFFORT | <ul style="list-style-type: none"> ● Works to the best of their ability ● Goes the extra mile ● Has grit and perseverance |
| SELF MANAGING | <ul style="list-style-type: none"> ● Right time, right place, right gear ● Shows initiative ● Owns their actions and accepts responsibility. |



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 or report it on the KAMAR App. 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. Parents are encouraged to log onto the portal to record a student absence.

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. Parents are also encouraged to log onto the portal to record a student appointment absence. 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, student 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.

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. This can also be done on the KAMAR portal.

Appearance/Uniform

RATIONALE:

In keeping with the values, history, and traditions of Roncalli College, our students will wear a school uniform that provides them with a sense of identity, pride, belonging, purpose, safety, and equality. The College places a high priority on all students wearing the school uniform correctly, both at school and at school activities.

Items included in the school uniform are prescribed by the Board of Trustees as a condition of enrolment and updated from time to time in consultation with the school community.

The principles that guide the Roncalli College Uniform are taken from the **School Uniform Guidelines** set out by the **NZ Human Rights Commission (see link below)**

<https://tikatangata.org.nz/resources-and-support/guidelines/guidelines-on-school-uniform-policies>

GUIDING PRINCIPLES:

Above all, our school uniform must serve to uphold the mana and dignity of each student and reflect what is appropriate for a positive school environment. Roncalli College operates under a gender-neutral uniform policy.

1. Students have the right to express their cultural and religious identity.
2. The school uniform rules must honour Article two of Te Tiriti o Waitangi. Māori students should be able to wear items that are taonga to them.
3. Uniform should be non-discriminatory and cater for different cultures, races, religions, disabilities, ages, genders, and sexual orientation. Roncalli College provides gender neutral options for all students.
4. Uniform should reflect the values of the College and uphold community recognition and pride.
5. Uniform should be adaptable and flexible and cater for all students.
6. Uniform should be financially accessible to whānau.
7. Uniform must comply with health and safety requirements.
8. **Consequences for non-compliance should be proportional and should not impact on students' learning.**

GENERAL:

Hair

- Must be clean, tidy, clear off the face, and tied back when necessary, depending on the activity or the specialist subject, to comply with Health and Safety requirements (eg. workshop, science lab, food technology)
- One natural colour
- No extreme hairstyles or colours
- Students must be clean shaven (except for religious or cultural reasons)

Makeup:

- Light, discreet foundation that is suitable to a positive work environment
- Clear or nude coloured nail polish only

Jewellery:

- A watch may be worn (refer to mobile device regulations if wearing a smart watch)
- Small, discreet stud earrings or small, discreet, hoop earrings suitable to a positive work environment (max 3 per each ear)
- No dangling earrings (health and safety)
- No facial piercings (health and safety)
- Necklace/bracelet – students may wear one taonga (bone or greenstone carving) or 1 item of cultural/religious/family significance appropriate to a positive work environment.
- Any items of special significance or moko/ta moko/cultural tattoos – by permission of Principal.

Shoes:

- Plain mid brown or black leather shoe with a low heel. Shoes must be lace up, slip on, T-bar, or strap. Shoes must be all black or brown leather with no labels or other colours on them.
- Black or brown leather Roman sandals with back strap can be worn with black Le Faitaga - Lavalava (term 1 & 4) but covered shoes are required in specialist classrooms (health and safety)

Jandals, Slides, Birkenstocks, Crocs, Sneakers, and Skate shoes are not permitted.

Closed-in shoes are required in all specialist classrooms (health and safety)

Socks:

- Pale blue ankle socks (available from school office) to be worn with summer skirt
- Knee-length navy socks/tights to be worn with winter kilt
- Pale blue walk-socks (limited stock remaining) or navy unbranded crew socks are to be worn with shorts and pants (we are transitioning to navy crew socks)
- Any students wearing shorts may wear navy crew socks

School Ties:

- The school tie is a requirement for senior students (Yr 11-13) and must be worn with the school blazer. There is an optional Yr 13 tie.
- School ties are optional with the junior student winter uniform starting 2024. They will be required for formal occasions.

School Jacket:

- Only the Roncalli College jacket is to be worn.
- No non-regulation hoodies, puffer jackets, hats, or visible undergarments
- Jackets should not be worn during formal occasions (eg assemblies, Mass)

If, for some reason, a student cannot meet the uniform requirements they must bring a signed note from home and a temporary uniform pass will be issued by their Year Level Dean.

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

James Thian (Chairman), Chris Comeau, Michael Dickerson, Gareth Oudemans, Fr Nixon, Kim Sugrue, Pam Allan, James Steele, James Fennessy, MaryJane Konings (Staff Rep), Nic Monaco (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 Pribis, the College Bus Controller or go to <https://sites.google.com/roncalli.school.nz/astn/home>.

Confiscated Items

Items such as jewellery or cell phones may be confiscated from students for improper use or improper uniform.

If jewellery, clothing and like items are confiscated, the item will be stored in a safe or secure place. The student can collect the item back at the end of the term. The Dean will follow up with the student on appropriate use and/or uniform.

Cell phones will be taken from students if improperly used in the classroom.

First confiscation – The cell phone will be returned at the end of the day from the office.

Second confiscation – The cell phone will be stored in a safe until the caregiver comes and retrieves the phone.

Third confiscation – The cell phone is stored in a safe until a plan is made by the parents and Deputy Principal to ensure proper usage at school.

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 Learning Advisory teachers in matters of Pastoral Care, discipline, attendance, class work and homework.

| HOUSE DEANS | LEVEL DEANS |
|------------------|---------------|
| Aquinas | Year 9 |
| Mr Caird | Mrs. Betts |
| Chanel | Year 10 |
| Mrs. Murphy | Mr Wilson |
| Colin | Year 11 |
| Mrs Hauptfleisch | Mr Hinton |
| McAuley | Year 12 |
| Mr Hooke | Mrs Lindsay |
| | Year 13 |
| | Miss Chappell |

Emergencies

When the bell rings continuously you should evacuate the buildings immediately and move promptly to the assembly area on the rugby field. 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 by the principal, deputy principal or Police officer.

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 and six. Students can store books in their locker and should see their Dean for the allocation of these.

Guidance

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

House Systems

Students participate and run many House Activities. This is an opportunity for students to interact with and bond with different year levels. House meetings and Activities happen on Tuesdays during meetings time and various other times throughout the year such as House Singing, Razzle Dazzle and other house events.

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 Google Calendar linked to their school gmail account as a means of organising 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 Google Classrooms. 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 – consider other commitments. Have a regular study time and keep to it. Plan a specific study programme when revising for exams.

Learning Advisory

Each student is placed in a Learning Advisory with students from their year level. This provides a smaller sense of community where the student forms relationships with other students and their Learning Advisor. If a parent has an academic issue in a specific subject the classroom teacher or Learning Advisory is the first point of contact.

Leaving Procedure

When a student intends to leave Roncalli College, it is essential that the 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. A Leaving Certificate will be issued after satisfactory completion of a leaving form, settlement of accounts and return of College resources (eg textbooks).

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 will be issued a locker by their Dean if they would like one.

Lost Property

Approach your Learning Advisor Teacher or Dean first. Lost property is held in the foyer outside Room 26. Report any losses as soon as possible to the Office or to your House Group Teacher. **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

- a. Respect other people and their property
- b. Follow instructions the first time they are given
- c. Arrive on time with correct equipment and be prepared to work
- d. One person talking at a time
- e. 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 Pastoral Room or office.
- The Supervisor will help the student to reflect on their actions
- Parents will then be contacted by email 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 1:30pm 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.

Parents will be notified after a student receives a significant number of impositions.

DEANS DETENTIONS

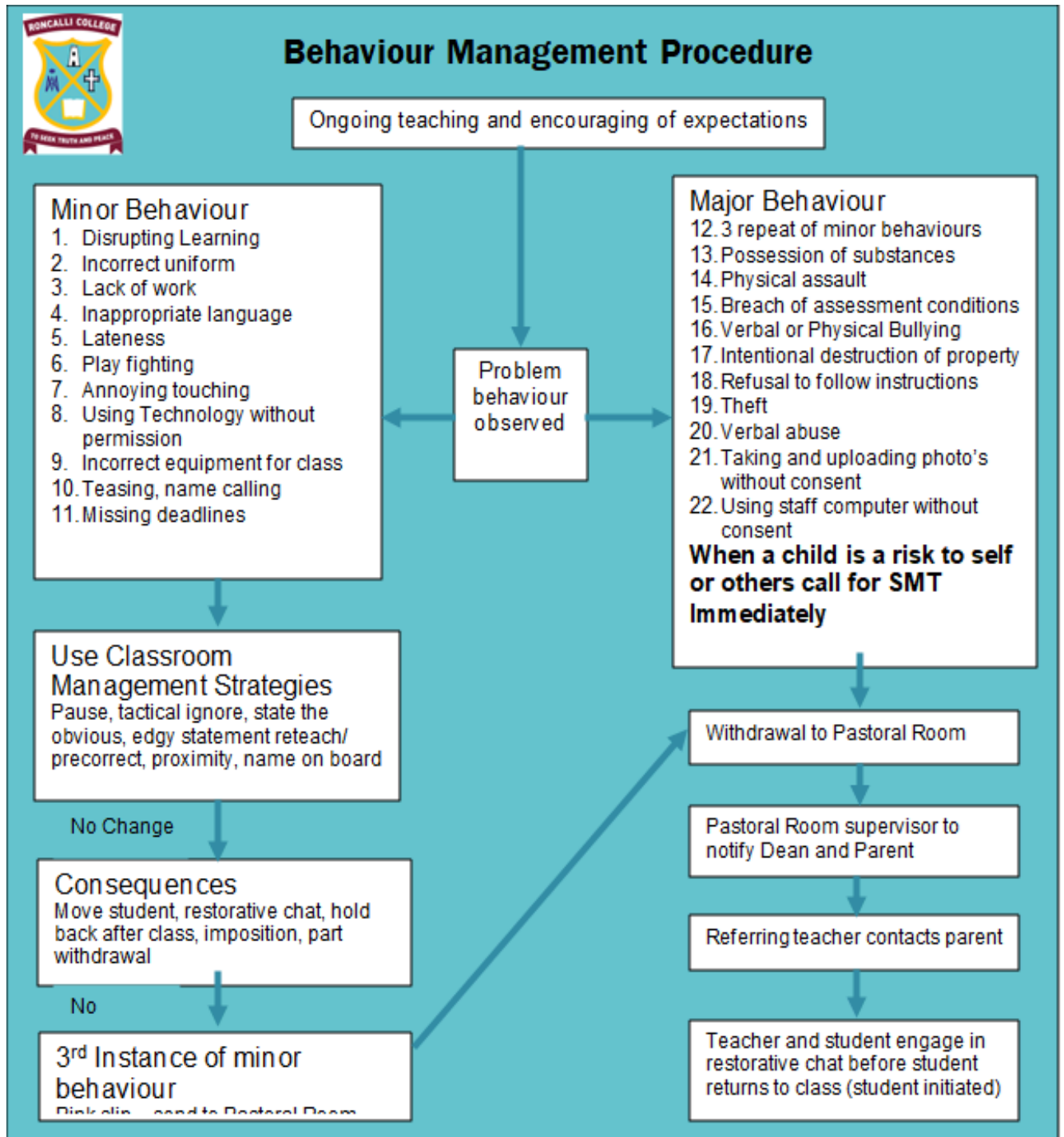
These take place after school, are 1 hour in duration and will involve community service projects.

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.



Behaviour Management Procedure



Personal Electronic Devices/ cellphones

It is important that students are encouraged to manage and regulate themselves to develop healthy, in-person relationships. The use of personal technology for learning at school is a privilege.

Roncalli College recognises that most students possess a mobile device. However, mobile devices are not a school requirement and not a suitable substitute for a laptop.

Students may bring a mobile device to school for personal safety/medical reasons. **However, it is the position of the College to discourage student's from bringing mobile devices to school, unless deemed necessary by whānau.**

RATIONALE:

- Remove unnecessary distraction so that students can focus on their learning (see link below)

[Smartphones in school? Only when they clearly support learning – UNESCO 26 July 2023](#)

- Encourage students to become involved in school activities and foster well-being
- Reduce high dependency on social media
- Encourage social engagement and promote healthy relationships with their peers
- Comply with the governments new 'away for the day' legislation

GUIDELINES:

The following guidelines are to be observed between 8.40am and 3.20pm on school days, as well as at special school events.

- Our preference is that mobile phones are to be kept at home. However, if deemed essential by whānau, they are to be stored in lockable lockers or school bags. They are to be kept out of sight, including interval and lunchtime, and are not the responsibility of the College.
- Mobile phones brought to school are to be either turned off, set to flight mode, or on silent (with no vibration) during the school day. This also applies to smart watches.
- Mobile phones are not to be used during the school day, unless by a specific request or permission from a teacher. We ask parents and students to communicate messages through the College office or via student email, in the first instance. Email is the preferred mode of communication.
- If mobile phones are used for a specific learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member. Guidelines on appropriate usage still apply.

HEALTH AND EMERGENCY SITUATIONS

Students with additional learning needs, as identified by our SENCO, may be granted an exemption. In matters related to a student's immediate health and safety concerns, a parent or caregiver can apply at any time to the principal for a period of exemption (e.g., medical conditions or protection issues).

BREACHES

Breaches of the mobile phone rules include (but not limited to):

- using the device when not permitted
- any sort of bullying, including online bullying
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content.

CONSEQUENCES FOR INAPPROPRIATE USE:

First offence:

The phone will be confiscated, labelled, and held in the office until the end of the school day. The device will be returned to the student at the end of the day and an email will be sent home.

Second offence:

The phone will be confiscated, labelled, and held in the office. Parents will be called to advise of the student's second breach and asked to collect the phone at their earliest convenience.

Third offence:

This will require a meeting with the parent/caregiver to work out a phone management plan.

NOTES:

- If there is an urgent need for communication that cannot wait until the end of the school day, students and parents are encouraged to make contact through the school office or student email, in the first instance.
- All breaches will be logged.
- Every rule has exceptions, and these will be considered on a case-by-case basis.

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 out 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 **Tuesdays and Thursdays** only. They must sign out 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. The PTA email address is roncallicollegepta@gmail.com

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

Currently our formal reporting process is student conferencing two times a year. Teachers will contact home if there are any concerns, likewise it is expected that parents/caregivers will contact the College if they have any concerns.

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 /Vaping

Smoking (including vaping) 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, Miss Emma Goddard, 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).
1. 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. An up to date list of our current staff can be found on the [College Website](#)

Student Leaders

The following are student leaders for 2024:

| Position | Leaders | Staff Liaison |
|-------------------------|--|------------------------------|
| Head Girl / Boy | Maevi Fleming, James Fennessy | Chris Comeau |
| Deputy Heads | Holly Thomas, Gabriel Dickerson, Jack Steele | Kelby Hackler |
| Special Character | | Rachael Burrowes |
| Aquinas House Leaders | | Bryce Caird |
| Chanel House Leaders | | Amy Murphy |
| Colin House Leaders | | Deb Hauptfleisch |
| McAuley House Leaders | | Jordan Hooke |
| Academic Leaders | | Jayne Adams |
| Culture Leaders | | Nikki Hall |
| Arts Leaders | | Nikki Hall |
| Head of Sport Committee | | Emily Van Hayden/Bryce Caird |
| Board of Trustees Rep | | Chris Comeau |
| Environmental Leaders | | |

Telephone

A phone for students is available at the College Office. There is no cost for local calls..

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.

Timetable - 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.

Tuck Shop

The tuck shop is open at intervals and lunchtime.

| | Monday | Tuesday | Wednesday | Friday | | Thursday |
|-----------------------------|------------------------|---------------------|--------------|----------------------|-----------------------------|------------------------|
| Start 8:45 Finish 9:10 | Assembly | House/Level Meeting | Roncareoke | Student Led Assembly | Start 8:45 Finish 9:30 | Period One 45 min |
| Start 9:10 Finish 10:00 | Period One 50 min | Period One | Period One | Period One | Start 9:30 Finish 10:00 | Mentoring 30 min |
| Start 10:00 Finish 10:50 | Period Two 50 min | Period Two | Period Two | Period Two | Start 10:00 Finish 10:45 | Period Two 45 min |
| Start 10:50 Finish 11:20 | Interval | Interval | Interval | Interval | Start 10:45 Finish 11:15 | Interval |
| Start 11:20 Finish 12:10 | Period Three 50 min | Period Three | Period Three | Period Three | Start 11:15 Finish 12:00 | Period Three 45 min |
| Start 12:10 Finish 1:00 | Period Four 50 min | Period Four | Period Four | Period Four | Start 12:00 Finish 12:45 | Period Four 45 min |
| Start 1:00 Finish 1:40 | Lunch | Lunch | Lunch | Lunch | Start 12:45 Finish 1:45 | Lunch |
| Start 1:40 Finish 2:30 | Period Five 50 min | Period Five | Period Five | Period Five | Start 1:45 Finish 2:30 | Period Five 45 min |
| Start 2:30 Finish 3:20 | Period Six 50 min | Period Six | Period Six | Period Six | Start 2:30 Finish 3:15 | Period Six 45 min |

Uniform Options 2024:

| Summer options (any combination) | | | |
|----------------------------------|--|------------------------|----------------------------------|
| Shirt: | Pale blue, short sleeve, polo top | Summer blouse: | Pale blue |
| Shorts: | Navy blue | Summer skirt: | Roncalli check (mid-calf length) |
| Socks: | Pale blue walk socks or unbranded navy crew socks, pale blue ankle socks | Vest/Jersey: | Maroon (Kairanga) |
| Blazer: | All senior students | College Jacket: | Optional |
| Winter options (any combination) | | | |

| | | | |
|----------------|--|------------------------|-------------------|
| Shirt: | Long sleeve, pale blue | Winter Kilt: | Roncalli tartan |
| Shorts: | Navy blue | Pants: | Long grey pants |
| Tie: | College tie for seniors, optional for juniors (except for formal occasions) | Vest/Jersey: | Maroon (Kairanga) |
| Socks: | Pale blue walk socks or unbranded navy crew socks, navy tights/knee-high socks | Scarf/Beanie: | Optional |
| Blazer: | All senior students | College Jacket: | Optional |

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.

Wellbeing Support

If your student requires wellbeing/mental health support you are able to contact Ellen Walsh in the first instance. Ellen can provide initial support and/or refer the student on to one of the College Counsellors, Health Nurse or an outside agency if required.