



INFORMATION FOR PARENTS OF INTERNATIONAL STUDENTS AT ST MATTHEW'S COLLEGIATE SCHOOL

This sheet contains important background information about processes and procedures that will be followed by the education provider in respect of your daughter. Please read it carefully and make sure that you are happy with all the information. If you have any queries please contact the Principal or Mrs Jenny Hannon (details below)

Accidents and emergencies

St Matthew's Collegiate School is responsible for all emergency procedures during school hours, and all emergency procedures outside school hours while the student is in a homestay or a boarding establishment.

In the event of an accident or emergency appropriate action will be taken and you will be contacted as soon as possible by the school principal, your student's agent, or your insurance company, on the emergency contact number you provided on your child's application for enrolment form.

If your child has an accident while you are outside of New Zealand, St Matthew's Collegiate School or the homestay parents may need to consent to urgent medical procedures on your behalf, including blood transfusions if necessary.

Communication

Parents are required to have regular communication with their children. Parents should provide their children with calling cards so they can call home whenever they feel they need to.

Parents are encouraged to interact with St Matthew's Collegiate School and invited to visit their child's school at least once during their child's period of enrolment.

Parents can be expected to be contacted by St Matthew's if there are any concerns regarding their child's well-being or progress.

Parents should contact the school principal if they have any concerns or issues they want to discuss about their children.

Parents can expect to receive regular reports outlining their child's academic progress.

Your child's contact information:

Education Provider	Accommodation and Student Welfare
St Matthew's Collegiate School 33 Pownall Street Masterton New Zealand	St Matthew's Collegiate School 33 Pownall Street Masterton New Zealand
Contact: Mrs Kiri Gill (Principal) Phone: 06 3700067 Email: kiri.gill@trinityschools.nz	Contact: Mrs Jenny Hannon (Dean of International Girls) Phone: 06 3700067 ex 705 Email: jenny.hannon@trinityschools.nz