

St Matthew's Collegiate School

Student Information



St Matthew's Collegiate School Student Information

The student handbook is designed to help you understand our school and its expectations of you.

Our Motto

Ad Astra Per Aspera – To the Stars Through Endeavour

Our Mission Statement

To provide an education which will encourage young women to seek excellence in every aspect of their school lives – academic, spiritual, cultural, social and sporting.

Our School Values

Compassion
Integrity
Respect
Inclusiveness
Commitment

History

St Matthew's Collegiate School opened on February 10th, 1914, with 47 pupils. The school was situated in the old parish hall next to St Matthew's Parish Church. The school moved to its present site in 1921. For many years it was an independent Anglican School, originally from preschool to seniors. Now it is a Year 7-13 school.

Since 1982, Years 12 and 13 have been taught in co-educational classes with Rathkeale boys to a form 'Senior College', based on the Rathkeale site.

In 1993, St Matthew's integrated into the State system as a Year 7-13 Anglican Boarding School for girls.

Special Character

St Matthew's is a faith-based institution, and part of the Anglican Diocese of Wellington. Our integration agreement requires that a Religious Studies programme is part of the school core curriculum and pupils are also required to participate in the worshipping life of the school.

Chapel worship provides a balance between the traditional and the contemporary, using A New Zealand Prayer Book (He Karakia Mihinare O Aotearoa), the Bible, music and silence. However, it is only as we care for each other that our regular worship makes sense. The upholding of positive behavior based on the Christian values of justice and compassion, is an essential element of our Special Character.

Religious Education and the experience of prayer, sacred music and chapel services provide students with the opportunity to develop their personal spirituality.

Five Marks of Mission

Tell: To proclaim the Good News of the Kingdom

Teach: to teach, baptize and nurture new believers

Tend: To respond to human needs by loving service

Transform: To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation

Treasure: to strive to safeguard the integrity of creation and sustain and renew the life of the Earth.

The School Week

St Matthew's works on a ten-day timetable. There are five periods in the school day.

Period One: 8.40am – 9.40am

Period Two: 9.40am – 10.40am

Interval – 10.40am – 11am

Period Three – 11am -12pm

Period Four – 12pm – 1pm

Lunch 1pm – 2pm

Period Five – 2.10pm – 3.10pm

Whanau time – 2pm- 2.10pm Tuesday and Friday

Often there are special events which come onto the calendar. It is important to read the school calendar online through the school website or app for up-to-date information.

Monday after school is dedicated to cultural activities until 4.30pm.

Assemblies

We have a formal assembly every Wednesday at 8.10am. You are required to wear your white shirt each Wednesday unless told otherwise. It is here where awards are presented, and speakers invited to the school. We also have Prefect Assemblies which alternate with formal assemblies.

On Friday mornings there will be a mixture of House Activities and School Singing. This depends of the school events happening at the time, e.g. Athletics and House Music. These begin at 8.10am.

Chapel

Chapel services are an important part of our week. Seniors have their Chapel service on Tuesday morning, and Juniors on Thursday morning at 8.10am.

House/Class Groupings

We have four 'House Groups:

Sheppard – yellow

Batten – blue

Wake – red

Cooper – green

There is a House Prefect, Deputy House Leader, and Junior House Leader for each House.

From here each house is divided into three 'Whanau' groups. These are vertically grouped from Years 7-13. Girls stay in their Whanau group for their entire time at SMCS.

Our Years 12 and 13 girls meet with us on the SMCS site in House groups for different activities during the year. There are times during the school week when the Whanau group will meet for notices. They also share a locker area close to their classroom.

Ako (Learning Groups)

Years 7 and 8 students are divided into two Ako groups for their core academic classes. They are mixed again for their option classes.

Years 9-11 are divided into three Ako groups for their core academic classes. In Years 10 and 11 their option grouping depends on what subjects they have chosen.

There are Deans of each year level group that meet weekly to discuss information and issues across each group.

Meeting times for Year Groups:

Year 7/8 – Tuesday 8.10am Room 11

Year 9 – Tuesday 8.10am Common Room

Year 10 – Tuesday 8.10am Hall

Year 11 – Thursday 8.10am Hall

Uniform

All uniform items may be purchased at the school uniform shop located behind Main House. This is open on Tuesday and Friday after school until 4pm. An app message is often sent to inform families of extra times it may be open.

St Matthew's uniform must be correctly worn at all times.

Summer Uniform:

Grey shorts (knee length)

Short sleeved grey shirt

Short sleeved white shirt (formal)

Tie

Black shoes/black ankle socks (no half sport socks) or black sandals – closed shoes must be worn in Fashion and Food and Nutrition classes

Green cardigan

Blazer

Black SMS jacket (optional) or a plain black jacket

Winter Uniform:

Grey tunic (Years 7-11)

Senior skirt (Years 12-13)

Long sleeved grey shirt

Long sleeved white shirt (formal)

Tie

Black shoes

Black tights

Green cardigan

Blazer

SMS scarf (optional)

Black beret (optional)

Black SMS jacket (optional)

A combination of winter and summer uniform must not be worn.

The Blazer

This is a formal item of uniform that must be looked after.

The blazer is to be worn to school and from school, in public, school assemblies and other formal occasions. It must be buttoned up. If the weather is extremely hot, an app message will be sent giving permission for the blazer not to be worn. You will also be told at the school gate as you leave school if this is the case.

It must not be worn during meals (lunch in the dining room) and for practical classes.

PE/Sport Uniform

If you are leaving school after a sport practice you are permitted to leave in PE gear. This must be your full school tracksuit. You must not wear your shorts and shirt on its own in public. A mixture of sport uniform and mufti may not be worn.

Shoes must be worn for PE lessons and sport. No scuffs, or any other types of casual sandal can be worn with our uniform.

Dress Standard Guidelines for School Uniform

Make Up

No make-up is to be worn at school. This also includes eye-lash extensions. Nail polish is not to be worn, including false acrylic nails.

Hair

Hair should be a natural tone.

Hair should be tied up if long enough to do so. Hair must also not cover the face.

Hair fasteners should be black, brown, or dark green.

Other Items

Tights must not be ripped. Replacement tights are available at the school office.

Scarves and jackets are not to be worn in class.

Jewellery

Only a wristwatch and a single pair of stud earrings can be worn, one in each ear (ear lobe, not high in the ear). The earrings should be small, and only plain gold, silver or white pearls are permitted.

Non-uniform Days

In upholding our standards, the guidelines given below are to be followed on both the St Matthew's site and Senior College.

1. Dress must be appropriate when worn in a school situation.
2. Any over-revealing clothing is not permitted.
3. Shoe-string straps and ripped items are not permitted.
4. For safety reasons, for technical subjects (laboratories, technology subjects etc):
 - a) Hair must be tied back
 - b) Covered shoes to be worn
5. Appropriate dress for field trips/camps is also required but variations to this will be communicated by the teacher in charge.

PE uniform is still required for PE/Sport on mufti days. Items of sports uniform should not be worn with school uniform or mufti.

Mobile Phones

If phones are seen by a staff member during or out of class time the following procedure will be followed:

1. The staff member will ask for the phone.
2. It will be taken to the school office.
3. Mrs Traill will make a note on your daughter's file (KAMAR) that it has been used during the day and taken.
4. Mrs Traill will pass the phone onto the senior manager with oversight of your daughter's year group. Yr 7-9 Miss Glass, Yr 10-12 Mrs Sherwen, Yr 13 Mrs Gill.

On the first occasion this happens the phone is to be collected by your daughter from the senior manager at the end of the day

On a second occasion, you will be contacted by the senior manager and asked to collect the phone for your daughter at a time that suits you. If your daughter is a boarder, Mrs Booth will collect the phone on your behalf and will contact you to ascertain when you would like her to return it to your daughter.

Third and further occasions will be referred to Mrs Gill as continual disobedience.

Should your parents need to get a message to you between 8.10 and 3.10 they need to phone the school office.

Girls needing to contact you between 8.10 and 3.10 must go to the office and will be instructed to use the school phone to do so.

Girls who are sick should go to the office as normal, sign out to the sick bay, and, if parents need to be contacted to collect their daughter Mrs Lapslie will make the phone call.

While Mrs Gill's morning app message will still go out each morning before 8.10am, urgent messages will be relayed to the girls in person rather than via the app during the school day.

Charging of Devices

Laptops are expected to be charged and ready for use. Students who borrow a laptop from the library can expect the device to be charged. Charging stations are in the Common Room. Phones are not permitted to be charged in these facilities during school hours.

Lockers

Each girl is provided with a locker to store personal items. These must be locked with a combination padlock, supplied by the student. For the students with inside lockers, please look after these and do not use them to rest your feet when open. Please report any damage to your locker to the school office so it can be repaired.

A charge will apply for deliberate damage (kicking it shut, using it as a footrest).

The property and privacy of others must be always respected. If you bring money to school, it is your responsibility. This can be handed to the office for safekeeping if required.

Valuable personal items such as Jewellery are not to be brought to school.

Your laptop is an important piece of equipment, please do not leave it out on the seats in the Common Room or in classrooms over interval and lunchtimes. We recommend you store your device in a protective sleeve.

Personal Conduct

At St Matthew's we take great pride in our uniform and the way we behave in public. A high standard of uniform and conduct is always an expectation. Please refer to uniform guidelines mentioned previously.

In Public

A high standard of behavior is expected when in school uniform in the public arena. When this is not respected it can have an impact on all of us.

Food and drink is not consumed in public. This must be done while sitting in a café/restaurant. This is an important note for boarders to remember when walking back to school from town leave.

Eating and Drinking

This is not permitted in the corridors, classrooms or Common Room. All students eat lunch in the school dining room.

Travel

Bus and train travel should be quiet and considerate, in full school uniform.

Our Pastoral System

St Matthew's has fully qualified and experienced counsellors available to all students. If there is an issue troubling you, we fully support you seeking help.

If you would like to make an appointment you can email guidance@stmatts.school.nz.

Alternatively, you can see the counsellors directly for an appointment or speak to your Dean about setting this up.

Your talk with a counsellor is private and confidential. Only if an issue is potentially life-threatening does it need to be shared with another professional. This is always done with your knowledge.

Your Dean and Whanau teacher is also available to discuss issues and steer you in the right direction for further help.

St Matthew's is a small school, and we are all available for support.

Absence and Signing in and Out

Arriving Late

If you are late for any reason you must report to the school office. A reason for your lateness must be provided by a parent by email, note or by phone.

Sickness During School Time

If you are not well during class time, please inform your teacher and you will be released to go to the office. It is here that it will be established whether you need to go home or spend some time in the sickbay. If you are leaving school, you must not contact your parents yourself – this must be done from the school office. A parent must come to the school office to sign you out.

If you are sent to the school sickbay, when you return to school you must sign in.

Absence

If you are unable to come to school your parent/caregiver must phone the school in the morning or use the school app. You cannot do this yourself. If you are absent for a prolonged period of time, (more than 3 days) a medical certificate must be provided.

Itinerant Lessons

Please report to the office when you are attending a lesson (music/speech and drama) to sign out, and return to the office after your lesson to sign in. This will be recorded on our student management system, so your classroom teachers know where you are.

Special Leave

Students are required at school during term time. If there is a reason why you cannot attend school for other than health reasons you must apply for special leave.

Please collect a pink form from the office. This form goes to the Principal for consideration.

St Matthew's puts a high value on your time in the classroom and appointments need to be made out of school time to avoid disruption.

Special Leave also applies if you will miss sport.

Sport at St Matthew's

All students are required to play a team sport during the school year. You will be informed when to sign up for teams and the fees that apply.

A weekly sport calendar is issued by the Sport Department. This is displayed on the notice board in the Common Room, Gym and is sent out on the app. This has information about training times and games. You must seek this out and be informed.

It is your responsibility to honour your commitment to your team. If for some reason you cannot attend a training, you must inform the Sport Department and your coach. It will not be looked upon favorably if you ask a friend to pass on a message.

There is a full range of summer and winter sports for you to be involved in.

Communication

The School Office

This is the central hub of the school and a good place to go if you need to ask a question. At the school office you can purchase:

House swimming caps (must be worn in the pool at all times)
House badges and replacement Anglican Flax badges

The School App

This is a key communication tool for St Matthew's. We recommend all students have this installed on their phones. Messages are generally sent on the app outside of school hours. Occasionally important messages may come out at interval and lunchtime, usually these are messages regarding meetings.

You can select alert groups that you belong to. This will send you alerts specific to that groups e.g Year 9, Choir etc.

Tabs on the App

Absentee – your parents can communicate your absence to the school office
Contacts – email addresses of staff
Links – website, Rathkeale, Library, TSTB
Alerts – messages that go to all phones/alert groups
Maps – currently not used
Notices – all school notices available to view always
Events – live school calendar
Latest News – important information documents e.g. sport calendar, newsletters.

Emergency Procedures

In the event of an emergency, you must follow the direction of the staff.

Evacuation

1. A continuous bell will sound
2. Stop working, listen to instructions
3. Leave all belongings in the classroom and leave through designated exit. Walk, don't run to the area outside the Log Cabin
4. Assemble in Whanau classes in alphabetical order with Batten close to the Gym, then Cooper, Wake and Sheppard. Your teacher/s will mark the roll and report to the emergency coordinator.
5. Remain in this line until the all-clear is given.

Earthquake

1. Drop, cover and hold.
2. Do not move until you are directed.
3. Evacuation and assembly as stated above.

Lockdown

1. Follow the direction of your teacher/teachers.
2. Doors locked, blinds pulled and covered out of sight.
3. No devices are to be used, or messages sent to anyone. This is dangerous in the event of a lockdown.
4. Wait for all clear.

The School Hymn

We build our school on Thee, O Lord.
To Thee we bring our common need.
The loving heart, the helpful word,
The tender thought, the kindly deed.

With these we pray, Thy Spirit may
Enrich and bless our school always.

We work together in Thy sight.
We live together in Thy love.
Guide Thou our faltering steps aright,
And lift our thoughts to heaven above.

Dear Lord we pray, Thy Spirit may
Be present in our school always.

We change, but Thou art still the same;
The same good Master, Teacher, Friend.
We change, but Lord, we bear Thy name,
To journey with it to the end.

And so we pray, Thy Spirit may
Be present in our school always.

The School Prayer

O God, bless this school,
Accept and sanctify our service by the inspiration of Thy Holy Spirit.
Teach us to live together in love, joy and peace.
In our work give us the spirit of understanding and perseverance,
In our prayers the power to draw nigh to thee,
And in our games true sportsmanship.
Perfect the good work which thou has begun in us,
That with gallant and high hearted happiness
We may strive for the setting up of Thy kingdom in the world,
Through Jesus Christ our Lord.

Amen

Waiata

Hato Matiu

E karanga e te iwi e

Kua eke mai nei

Kua eke mai nei ki runga te marae e

Mauria mai ra

Mauria mai ra e ngā mate o te motu e

Me ngā tini roimata

Me ngā tini roimata e maringi whānui e

Titiro e ngā iwi

Titiro e ngā iwi ki ngā mahi o te motu

E hora atu nei e

Rū ana te whenua

Rū ana te whenua, whati whati te moana

Auē te aroha

Auē te aroha te mamae i ahau e

Auē te aroha

Auē te aroha te mamae i ahau e

Rū ana te whenua

Whati whati – Hi!

St Matthew's

The people call

As they come onto

AS they come onto the marae

Bring with you

Bring with you the deceased

To weep over

Tears flow across the land

People take note

Look at what is happening

Throughout these islands

The land quakes

The land quakes, the sea breaks

Oh what love

Love and pain I feel

The land quakes, sea breaks – Hi!

KO WAIRARAPA (HAKA)

Ko Wairarapa	It is Wairarapa
Ko Wairarapa	
Ko Wairarapa	It is Wairarapa!
Ko Wairarapa	
Te Karu o te ika	The eye of Maui's great
Ka raparapa ana	fish looking out over the
Ki te iwi whanui	people who are gathered
E tau nei	here.
Pukana whakarunga	Glancing upward...
Pukana whakarora	glancing down
Pukana whakarunga	Glancing upward
Pukana whakararo	Glancing down...
Nukunukuhia	we move like Maui's fish)
Nekenekehia	Moving from one side to
Nukunukuhia	another, from one side to
Nekenekehia	another, Hi!

Lord's Prayer (Te Reo)

Te Karakia O Te Atua
E tō mātou Matua i te rangi
Kia tapu tou Ingoa
Kia tae mai tou rangatira-tanga.
Kia meatia tau e pai ai
ki runga i te whenua,
kia rite ano ki to te rangi.
Homai ki a mātou aianeī
he taro mā mātou mo tēnei ra.
Murua o mātou hara
Me mātou hoki e muru nei
i o te hunga e hara ana ki a mātou.
Aua hoki mātou e kawea kia whaka-waia;
Engari whaka-orangia mātou, i te kino:
Nou hoki te rangatira-tanga,
te kaha,
me te kororia,
Ake, ake, ake.

Āmine.