

# 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 10<sup>th</sup>, 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

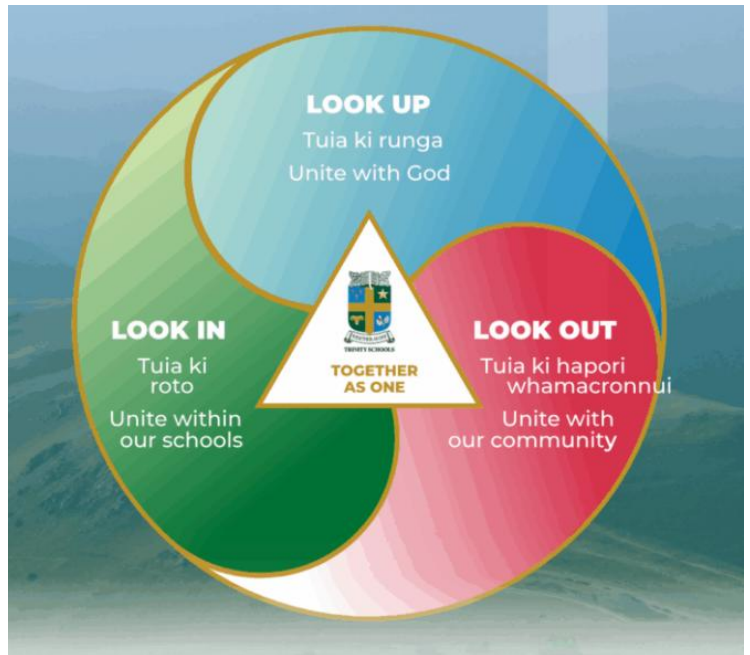
**Tell:** To proclaim the Good News of the Kingdom

**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.

Whānau time:	8.30am – 8.40am
Period One:	8.40am – 9.40am
Period Two:	9.40am – 10.40am
<b>Interval:</b>	<b>10.40am – 11am</b>
Period Three:	11am -12pm
Period Four:	12pm – 1pm
<b>Lunch:</b>	<b>1pm – 2pm</b>
Period Five:	2pm – 3pm
Whānau time:	3pm – 3.10pm

All girls are released for lunch at 1pm, however lunch times in the dining room are staggered for year groups.

1pm – Year 7/8  
1.10pm – Year 9  
1.20pm – Year 10  
1.30pm – Year 11

All girls are required to remove outdoor clothing (scarf and jacket), as well as their blazer. Girls must sit at a table to eat their lunch.

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 Whānau groups. These are vertically grouped from Years 7-13. Girls stay in their Whānau 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 Whānau 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 - Bell to Bell Policy



**BELL TO BELL POLICY** 

-  **Purpose**  
Minimize distractions and support focused learning.
-  **Collection & Return**  
Phones handed in at first class/ reception; securely stored; returned at last class.
-  **If You Don't Follow Rules**  
1st Time: Phone taken until end of day.  
2nd Time: Phone kept for 5 school days; parents told.
-  **Privacy/Learning Needs**  
Exemptions available for approved cases.

#### **Purpose**

To ensure focused learning by minimizing distractions from mobile phones during school hours.

#### **Morning Collection Process**

1. **Collection Point**
  - Students hand in their phones at their **first class of the day which will be a Whanau time (new from 2026)**.
2. **Secure Storage**
  - Phones are placed in **named plastic pencil cases, then inside a special container**.
  - Stored in a **Class plastic container which is delivered to the senior administration and secured with the Principal's PA/School Office**
3. **Recording**

- A **daily log** of collected devices for accountability will be maintained.

#### 4. **Late Arrivals**

- Students arriving late must hand in their phone at reception before going to class.

### **Afternoon Return Process**

#### 1. **Return Point**

- Phones are returned at the **end of the last class which will be a Whanau time (new in 2026)**.

#### 2. **Verification**

- Students sign off or verbally confirm receipt of their phone.

### **Consequences for Non-Compliance**

- **If a student is found with a phone during school hours:**

- **First Offense:** Phone confiscated until end of day; warning issued.
- **Second Offense:** Phone held by school for **five school days**; parent notified.
- **Third Offense:** Parent must collect the phone; student placed on a **monitoring plan**.

- **Burner Phones or Hidden Devices:**

- Immediate confiscation.
- Parent assumes responsibility for retrieval.
- Possible **disciplinary action** (e.g., detention or loss of privileges).

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 the Matrons/Tutors 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**

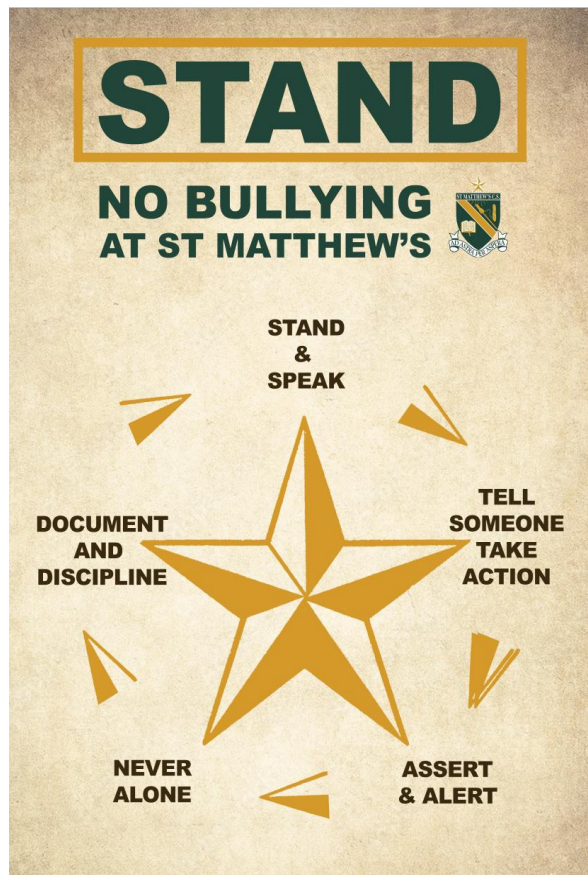
St Matthew's has fully qualified and experienced counsellors available to all students. If there is an issue troubling you, we fully support you seeking help.

If you would like to make an appointment you can email [guidance@stmatts.school.nz](mailto: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 Whānau teacher are 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.



### **What is school about? It is about being safe**

St Matthew's has an **Anti- Bullying programme STAND with Restorative practices.**

The objective of the programme is **not to PUNISH**, it is to **Call Out** abusive behaviour and **REPAIR** harm. Consultation has occurred with staff, students, and our community. It will be repeated as part of new people induction.

Our school is about teaching and learning - but schools offer so much more. Our flock avail themselves of the myriads of opportunities: sportingly, culturally, theatrically, musically, chorally, spiritually, environmentally, and socially.

What we want to avoid, and in fact arrest at all costs is our flock making occasion for moments of: exclusion, meanness, and even a little social media nastiness to ice what could be a foul-tasting cake. These are unacceptable.

What we to daily celebrate are all those things that make us the individuals we are and to live our values 100% of the time every day. Our **VALUES** ask us:

To be Compassionate- we care about the person next to us. It matters that we can see someone is hurting and we want to help but we do not know how, or we are scared because we might be the next target.

To be people of INTEGRITY- we do the right thing no matter what

To be Respectful- we respect our school, we respect each other, we respect the rights of others to be themselves, we have self-respect.

To be Inclusive- we leave no one out, but more we allow others to be who they are and we accept them.

And

To be Committed- we do what we signed up for, we are loyal to our classes, we are loyal to our teams and our coaches, and we show up.

We are not meant to be perfect - no one is. The walls of a school are rubber; this is a metaphor to remind us that in school we will make errors. But in a school, you can bounce back off those walls- that is what learning is all about. Boundaries are there not to stop you but to keep you safe and learn.

However, there will be some who fail to learn because of a moment of silly choices and then that rubber of the wall will lose its bounce for a period time if that is necessary through the disciplinary consequences.

We need to take care of each other and take care of ourselves by pausing before we act and using our values as prompts for good decision-making.

STAND operates on the principles of supporting each other, Teaching the actions we need to take to keep our school a safe place, advocating for ourselves and each other when times are tough, nurturing a safe school, and defending ourselves and each other.

Every student has been guided through the process of STAND and what to do in the face of bullying.

First, they **S - Stand up and speak up** assertively. Students are expected to stand up and speak up that bullying is happening or has occurred. This is not acceptable.

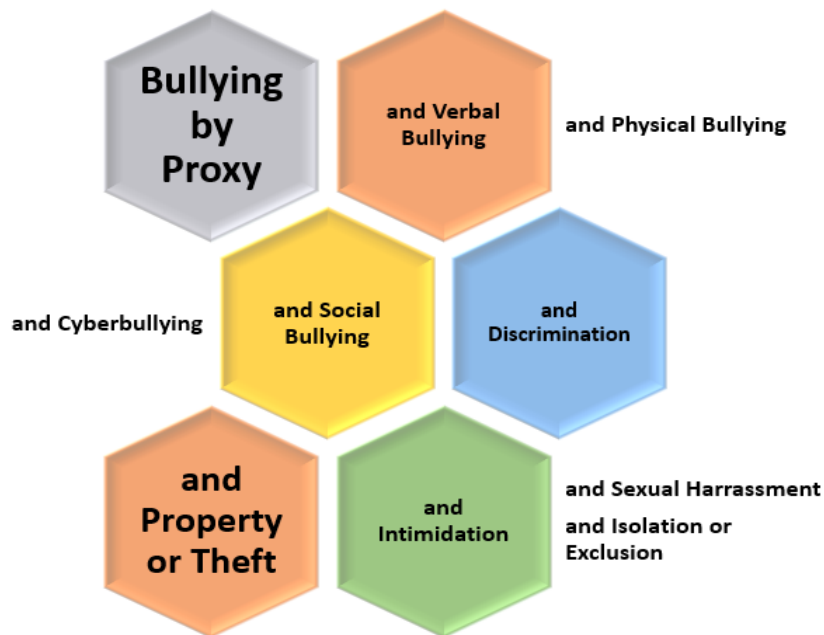
Secondly, they **T- Tell Someone and Take Action**. Students are expected to promptly inform a trusted adult, such as a teacher, parent, or school counsellor, about the bullying incident.

Third they **A-Assert & Assist**- Students are expected to assert boundaries and assist others. They should encourage the victim to assert their boundaries with the bully and firmly communicate that the behaviour is unacceptable. Bystanders and witnesses are encouraged to assist the victim and stand up against the bullying behaviour. This can involve offering support, intervening safely, or reporting the incident.

Fourth they **N - Never Alone**. Students are encouraged to seek support for the victim from friends, peers, or adults who can help them navigate the situation and provide emotional support.

And Fifth they **D – Document & Discipline**: Witnesses/victim are encouraged to document (STAND form at office) the incident, including details such as what happened, where and when it occurred, and who was involved. Documentation can be important for reporting and addressing the bullying effectively. It is about consequences and calling the bully out.

They have all been taken through the types of bullying that exist:



Every student knows that they can seek help immediately and go to the office to document an incident.

St Matthew's is a safe school, and we have taken a STAND against bullyish behaviours.

## **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/caregiver 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 to sign out to the sick bay, and, if parent/caregiver need to be contacted to collect their daughter, a staff member in the boarding house will make the phone call. A parent/caregiver must come to the boarding office to sign you out.

If you are sent to the school sickbay, if/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.

## **Reporting**

You will receive six Effort Grade Reports a year. Your teachers will give you a number for your Organisation, Work Ethic and Conduct (see the report indicators further along).

In this diary you can evaluate where you see yourself in terms of these grades. With your Whanau teacher you will complete a reflection of three of these reports at the end of Term One, Two and Three.

### **Effort Grade One – Week 7 of Term One (all subjects)**

Effort Grade Two – Week 5 of Term Two (core subjects only)

### **Effort Grade Three – Week 10 of Term Two (all subjects)**

Effort Grade Four – Week 5 of Term Three (core subjects only)

### **Effort Grade Five – Week 10 of Term Three (all subjects)**

Effort Grade Six – Week 4 (Year 11), Week 7 (Years 7-10)

The parent portal will be open for parents to view assessment results and comments. We also have Parent/Teacher interviews in Week 8 of Term One and Week 1 of Term Three.

## **Effort Grade Indicators**

<b>Organisation</b>	Has correct equipment; is punctual and ready to learn; meets deadlines.
<b>Work Ethic</b>	Demonstrates commitment to tasks; takes responsibility for own learning.
<b>Conduct</b>	Co-operative, and shows respect for teachers and peers. Meets behaviour expectations. Demonstrates school values.

## **Number System**

<b>Four</b>	Consistently meets expectations
<b>Three</b>	At expectation
<b>Two</b>	Of concern: below expectation
<b>One</b>	Needs support – intervention in place

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