



St Joseph's Māori Girls' College

*"Every girl preparing for quality of life enhanced by a Catholic and
Māori Boarding School environment."*

Private Bag, Hawkes Bay Mail Centre, Napier 4142 .. 25 Osier Road, Greenmeadows, Napier 4112 .. Phone: (06) 8448-461 Email: stjomaori@sjmgc.school.nz

January 2022

*Nga mihi aroha mai Hato
Hohepa*

Te Matau-a-Mauī

I tenei tau

*Rua mano, rua tekau ma
rua.*

*"Koutou o te ao wāirua,
Moe mai, moe mai, moe
mai"*

*Tatou nga kanohi ora o
rā tou ma*

Artwork:

Te Kotahitanga

Tonina Ngatai

May you all have had a peaceful and restful Christmas, and may your daughters be looking forward to a positive start to the 2022 school year.

ALL RETURNING BOARDERS (Yrs 8, 9, 10, 11, 12 & 13) AND NEW STUDENTS IN Yrs 10, 11, 12 & 13, IN TO HOSTEL BY 6.45pm

MONDAY 31st JANUARY 2022

RETURNING DAY STUDENTS (Yrs 8, 9, 10, 11, 12 & 13) begin school at 8.20am

TUESDAY 1st FEBRUARY 2022

N.C.E.A

Results are due mid-January 2022. You are to contact me should you have concerns about your qualifications.

CURRICULUM – 2022 Courses for Years 11, 12, 13

I enclose the relevant Option choices in order that your daughter can discuss with you her course for 2022. The final decision will be made after consultation with staff on her return to school.

Year 13 Level Three N.C.E.A. Courses – 2022

Students are to choose 5-6 subjects;

English, Te Reo Māori and Religious Education are compulsory.

Biology, Chemistry, History, Geography, Physics, Maths with Calculus, Statistics & Modelling, Visual Arts – Painting, Photography & Design, Digital Technology (Multi-level Yr 12 & 13)

Year 12 Level Two N.C.E.A. Courses – 2022

All students study **Te Reo Māori and English**, and all students do **Waiata, Religious Education and Physical Education**.

After Year 11 there are three **Year 12** subjects available in the Science area, **Biology, Chemistry and Physics**. Students are able to take some subjects at Year 12 level they may not have previously selected e.g. **History, Geography and Economics**. For Year 12 Mathematics it will be necessary to have a certain level of competency at Year 11 to move into Year 12.

Students select 3 subjects with a possible alternative 4th subject;

Biology, Chemistry, Economics, Geography, History, Physics, Mathematics, Visual Arts – Photography, Painting & Design, Academic Physical Education

Year 11 Level One N.C.E.A. Courses – 2022

English, Mathematics, Te Reo Māori, Religious Education, Health, Physical Education and Waiata are compulsory. All students are strongly recommended to take **Science**.

All students will then do at least a further **2 Options** with some doing **3**.

Economics, Geography, History, Science, Visual Art, Digital Technology

Matters relating to standards of dress / behaviour and equipment necessary for a stress-free start to the year for both Boarders and Day Students.

I remind you of the following:

No Tattoos

No coloured hair

NB No mobile phones

No 'hoodies'

No chewing gum

No body piercing (except ear-lobes – one on right and one on left lobe), no bling earrings

NB Black or Blue (plain) school bags – 'coloured' is not acceptable (Bags will be returned to parents if they are 'coloured')

You require **2** school jerseys and **2** blue school skirts

Please ensure you have the correct No.1 shoes

Grey skirts need to be **below** the knee (with shoes on)

It is recommended that white blouses be purchased 'after' at least 2 years wear,
i.e. at the start of the Year 11 year.

Swimming gear is required first term

Sunhats / Caps are needed

Girls who have uniforms that are faded or too small or too short and are way past their use-by date, especially the blue and the grey skirts - these really need to be replaced.

NB: Please note YOU REQUIRE 2 Jerseys both in good condition and 2 BLUE SKIRTS.

Year 13 – The everyday uniform remains the same – 2 black skirts, at least 2 NEW white polo shirts and at least 2 NEW BURGUNDY SWEAT-SHIRTS

All relevant information for the start of the year is attached.

Miss Prentice and I ARE BACK AT COLLEGE (from Monday 10th January 2022)

Please do not hesitate to contact the College should you have further enquiries.

The School Office officially re-opens Thursday 13th January 2022.

STUDENTS WHO NOW WILL NOT BE ATTENDING ST JOSEPH'S

PLEASE ADVISE US IMMEDIATELY.

A te wa kitekite atu ai i a koutou kia tau iho te rangimarie, kia noho haumaru hoki tātou katoa.

Nga manaakitanga



Georgina Kingi
PRINCIPAL

Enclosures:

- Management, HOD Curriculum Responsibilities
- Pastoral Care Schedules
- Personnel, Boards, Staff
- Clothing Requirements
- College Rules
- Conditions for Leave - BOARDERS
- Calendar 2022

School Management and Heads of Department

Miss G. Kingi	Principal – Pastoral Care Manager Secretary – Board of Trustees
Miss R. Rameka	Deputy Principal
Mrs R. Wiki	Senior Management – Pakeke
Mrs T. Tuhura	HOD Technology Behaviour - Guidance – Day Student Liaison
Ms J. Munro	HOD English
Mr N. Nachkebia	HOD Mathematics
Ms M. Pohatu	TIC Art & Photography
Mrs S. Kumar	HOD Science
Mrs T. Murphy	HOD Physical Education & Health Principal's Nominee Careers Advisor
Mr R. Gaffaney	HOD Social Science
Mrs J. Stapley	HOD Religious Education

SCHOOL ADMINISTRATION

Office Hours 8.00am to 4.30pm

Executive Officer (Principal's Assistant)

Miss Anecia Prentice

Administration Assistant - Reception

Mrs Fiona Whaanga

Administration Assistant /Teacher Aide

Mrs June Murphy

(including Health matters for Day Students)

Associate Staff

Caretaker

Mr J. Slade

Librarian

Mrs K. Workman-Bishop

Science Technician

Ms B. Nichols

Pastoral Care Staff & Form Teachers for 2022

Year 7	Miss J Munro	Rm.2	
Year 8	Mrs K Rameka	Rm.16	Yrs. 7&8 Kaiwhakarite
Year 9	9M Ms M Pohatu	Rm.6	Yr.9 Dean
	9R Mrs R Wiki	Rm.3	
	9T Mrs R Jones	Rm.4	
Year 10	10M Mr M Pipi	Rm.15	Yr.10 Dean
	10R Mrs S Sami	Lab.1	
Year 11	11M Miss G Kingi	Rm.8	Yr.11 Coordinator
	& 11R		
Year 12	12M Mrs T Murphy	Rm.1	Yr.12 Dean
	12R Mrs T Tuhura	Rm.12	
Year 13	Mrs Kumar	Lab.3	Yr.13 Dean

BOARD OF TRUSTEES

Chairperson	Mrs Megan Morton (Napier)
Deputy Chairperson & Proprietors' Representative	Miss Joanne Hoera (Napier)
Principal/Secretary	Miss Georgina Kingi
Parents' Representatives	Ms Ngamotu Kupa (Hastings)
	Mr Jim Pearcey (Napier)
	Mrs Mere Clark (Napier)
	Mr Brendon MacDonald
	(Havelock Nth)
Proprietors' Representative	Mrs Megan Morton (Napier)
Teachers' Representative	Mrs Tini Tuhura (Napier)
Student Representative	Miss Tiana Henare
	(Lower Hutt)
Minutes Secretary	Miss Anecia Prentice

TRUST BOARD

Chairperson	Mrs Julie Tangaere (Flaxmere)
Chairperson of Board of Trustees	Mrs Megan Morton (Napier)
Ngāti Kahungunu Appointee	Mrs Julie Tangaere
Appointees of Order of Our Lady of the Missions	Mr Charles Ropitini (Pakipaki)
	Mr Talalelei Taufale (Napier)
	Mr Ashley Brown (Napier)
Past Pupils' Appointees	Ms Jess Munro (Pakipaki)
	Mr John Bishara (Turangi)
Whānau Whānui Representative	Mrs Ripeka Wiki (Hastings)
Kaumātua - Kāhui	Mr Togi Waitoa (Hastings)
	Mrs Mary Waitoa (Hastings)
	Mr Paraone Wiki (Hastings)
	Mrs Ripeka Wiki (Hastings)
Co-opted Member – Pastoral Care Manager/Principal	Georgina Kingi, Principal
Financial Advisor	Ms Grace Allen
Minute Secretary	TBC

NATIONAL WHĀNAU WHĀNUI (EXECUTIVE)**c/- the College**

Chairperson	Mr Talalelei Taufale
Treasurer	Mrs Fiona Whaanga
Secretary	Ms Charisse Cardie

HAWKES BAY WHĀNAU WHĀNUI**c/- the College****(Co-ordinating Gala Committee)**

Kaumatua	Mr Togi Waitoa
Secretary / Treasurer	Mrs Fiona Whaanga

NATIONAL PAST PUPILS' ASSOCIATION**c/- the College**

President	Mrs Julie Tangaere
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Bell Times For School

	School Begins	Interval	Lunch	School Ends
Monday	8:20am	10:50 - 11:10	12:10 - 1:10	3:10pm
Tuesday	8:20am	10:50 - 11:10	12:10 - 1:10	3:10pm
Wednesday	8:20am	10:50 - 11:10	12:10 - 1:10	3:10pm
Thursday	8:10am Chapel Singing for all		10:50 - 11:10	12:10 - 1:10 3:10pm
Friday	8:20am	10:50 - 11:10	12:10 - 1:10	3:10pm

NB : There may be '0' period for some Senior students in which case Day Students' caregivers will be notified.

Students do not receive visitors during School hours. All visitors must report to the School Office.

Day Students will be notified should they be required to remain at school longer than usual i.e. powhiri practices etc.

Boarders Study Times – Term 1 (Subject to changes Term 2, Term 3 and Term 4)

First Study	Years 9 – 13 Years 7 & 8	4.30 to 5.30pm to be advised
Second Study	Year 13 Year 12 Year 11 Year 10 Year 9 Years 7 & 8	As arranged by Principal 7.00 to 9.00pm 7.00 to 9.00pm 7.00 to 8.30pm 7.00 to 8.00pm to be advised

Visitors or phone calls during study time will not be permitted.

Day Girls who wish to study at school must be consistent with their attendance - please arrange with Mrs Tuhura.

CLOTHING REQUIREMENTS

DRESS UNIFORM / TRAVEL UNIFORM

(Worn on special occasions and for boarders when travelling to and from school)

1 x School Blazer - purchased through the College (Years 9 – 13 only)

1 x Grey School Skirt – purchased through the College

1 x Blue Jersey – purchased through the College

1 x White Short Sleeve Blouse (summer & winter)

3 pr Pantyhose – Plain Brown

1x Black Dress Shoes

DRESS SHOES YRS 9-13

The dress shoe style is pictured. When purchasing the shoe it is important that the heel is no more than 3 (three) cm and that it is not a spiked heel, not a high heel, not a flat heel and not a wedge heel, please!!



This shoe is to be leather or vinyl and **NOT** suede or patent leather or material, please!!

(The Ivy Comfort shoe is an option and is available from Number One Shoes).

DRESS SHOES YRS 7 & 8 - available from Number One Shoe Warehouse.

Ladi Jnr – Black – available in sizes 10-3Luk.

Ladi Yth – Black – available in sizes 4L-9Luk.



SCHOOL UNIFORM / DAY UNIFORM

(Worn by all students during the school day)

2 x Blue School Skirt – Purchased through the College

2 x Teal Blue Jersey – Purchased through the College (same as for dress uniform)

3 x White Short Sleeve Blouses (summer & winter)

Panty Hose (Winter) – Black winter weight

Black, lace up shoes (Winter) - plain black shoe with plain black laces

Brown Roman Sandals (Summer)

WINTER COAT - Compulsory for Day Students – Purchased through the College.

1 School Bag – plain black or navy only

SPORTS UNIFORM

A Sports Fee is payable for each Sports Association.

Sport Uniform Tracksuit – Purchased through the College

Sports Top x 2 powder blue polo shirts, purchased from the SchoolTex range at
The Warehouse

Sports Shorts – Navy blue (cotton knit) worn with Sports Top, purchased from The Warehouse
SchoolTex range.

All sports teams are provided with a school sports uniform, these are numbered and issued as required.

Sports shoes, purchased to suit – predominantly white

White sport socks – plain (netball, purchased from most clothing outlets)

Hockey socks (blue & white), purchased through the College

Underwear – panties (stretchies), navy/dark blue, flesh or white sports bras

BOARDERS

Other Clothing

Under clothing (at least)

6 pairs of panties

3 bras (with school uniform – white or beige)

3 thermals or singlets (white)

2 pairs of summer pyjamas or equivalent

2 pairs of winter pyjamas or equivalent

1 dressing gown

1 pair of slippers

Personal Needs

1 toilet bag

Toothbrush, toothpaste, soap, sanitary requirements, shampoo, conditioner.

Tissues or handkerchiefs

4 large towels

Soap powder, laundry bag/basket, pegs for personal laundry

Hairbrush, comb etc.

Hair-ties (black)

Shoe cleaning outfit (black)

Summer Civvies/Casual Wear

3 sets only of tidy casual wear for summer, including 1 pair of casual shoes, and the equivalent for winter.
NO hoodies.

Bedding is provided, however an extra single blanket and / or pillow is optional.

YR 13 DAY UNIFORM– PLEASE PURCHASE ALL NEW ARTICLES OF CLOTHING

- Burgundy crew neck sweatshirt & white polo shirt available in the SchoolTex range at The Warehouse
- Appropriate black skirt and black shoes / sandals

ALL ARTICLES OF CLOTHING MUST BE PERMANENTLY NAMED



St Joseph's Māori Girls' College

RULES

Rules 1-17 are for all students: **18-23** are for those in the hostel (including times when Day Students are in the hostel areas); and **24-27** specifically for Day Students

1. The College is entitled to set standards of conduct, dress, hairstyles and grooming for the students.
2. There is a commitment to the Special Character of the College — Catholic and Māori — including Religious days, Mass, tikanga Māori, special days/events, as indicated on the school
3. The students are subject to College standards and discipline from the time of leaving their homes until they return home to the care of their parents/caregivers.
4. Any girl having or taking alcohol or drugs, other than prescription drugs, will generally be sent home after consultation has taken place with Parents/Caregivers (within 24 hours of the offence — for boarders).
5. Theft is considered an extremely serious offence.
6. Smoking is illegal. Smoking within the College is strictly forbidden. This includes all Hostel Buildings.
7. Careless or willful damage of College property will be charged to the student's account.
8. Students are not permitted to leave the property during the school day unless permission is granted from the Principal, Pakeke, Deputy Principal or the Teacher in Charge of Day Students.
9. Correct sports uniform is to be worn both at the College and in competitions.
10. **Telephone calls from the College** — Day students apply to the College Office, boarders to the Whaea Atawhai.
11. School stationery can be purchased from the College Stationery shop provided there is money (in credit).
12. **ATTENDANCE:** Parents/Caregivers are asked to notify the school office between 8.00 and 8.30am if your daughter is going to be absent, giving reason. When she returns please send a note of explanation for her absence. Boarders are expected to be in the Hostel prior to 7pm on their travel day.
13. **Special Leave** will be granted by the Principal at her discretion, provided that leave is applied for well in advance. In general Tangihanga leave must be applied for by the parents.
14. The School Activity Fee, Magazine Fee and Stationery fee are payable to the School Office; 'Attendance Dues' are payable direct to the Catholic Schools Board in Wellington, and Day Students' Fees are payable to the Hostel Office.
15. Student use of motor vehicles are covered by the Policy (**#5.18**). (In practice, only the occasional Year 12 or Year 13 student is likely to use a motor vehicle while at College.)
16. Visitors of students must first make enquiries with the College Office or after school with the Supervisor on duty. Students do not receive visitors during school or study hours, unless in special circumstances.
17. **Mobile phones** are not allowed at any time and will be confiscated, to be returned at the Principal's discretion.

IN THE HOSTEL:

18. Students are always sent to their home at the beginning of each holiday. The Hostel arranges each student's transport home if sufficient funds are in her personal account when tickets are booked.
19. Students will generally be given permission for overnight leave from the Hostel (if this application is within the guidelines established by the Principal).
20. College Number One Uniform including black dress shoes and blazers will be worn when travelling home and returning to the College by public or private transport.
21. After and before School hours Hostel students must not leave the grounds without permission. Leaving without permission may result in the student being sent home after consultation with parents/caregivers.
22. Students should bring back the minimum of mufti for after school and weekends as described in the Information Booklet and this includes clothing suitable for wearing to Mass. Denim acceptable — Dress Jeans only (no Baggies, patched Jeans or oversized Jeans acceptable). All clothing must be labelled. This may be checked by staff.
23. Food and drink will not be allowed to be stored or consumed in the Dormitories / Cubicles / Bedroom.

DAY STUDENTS SPECIFICALLY:

24. All Day Students and their parents/caregivers must establish and maintain a relationship with the hostel and its management (**see Rule 14**). While in the Hostel Areas, Day Students must follow Hostel rules and procedures.
25. Day Students will have lunch in the Dining Room and will share group employments (Jobs) under the guidance of the staff.
26. Students are **NOT** to carry cash, valuables or food, or post letters or do messages for Boarders.
27. Transport to and from the College to be monitored by Parents/Caregivers. Helmets are compulsory for cyclists.
28. Non-attendance (**see Rule 12**) to be reported to the College Office immediately.



The Rules/Conditions for Leave – Boarders

A) Leave Yrs 9 – 13

B) Leave Yrs 7 - 8

A) Leave Yrs 9 - 13

There is one **weekend leave** of two nights per Term **OR** two day leaves.

Any leave that involves **overnight** is with parents/caregivers (or with the girls from overseas or the South Island by arrangement a nominated caregiver). The parent(s)/caregivers are determined initially during the enrolment process and any changes because of family circumstances are made in full consultation with the Principal.

Weekend Leave begins after school **Friday at 3.10pm** and the girls must return to the hostel by **7.00pm Sunday**.

Special Leave This is negotiated with the Principal only e.g. special family functions; specialist appointments; parents moving overseas etc.

Tangi/Family Emergency Leave This leave does not need the express permission of the Principal. The parent or whanau inform the school (school hours) or hostel, and staff will provide appropriate and sensitive support while the girls await transport arrangements.

Leave requests

All requests for leave need to be in the Principal's Office prior to 9.00am Thursday (the Hostel Pastoral Care weekly meeting time) preferably in writing (including fax).

Public Transport Arrangements

For **weekend, overnight or day leave**, the hostel staff are unable to deliver to or collect from public transport depots. For **Tangi/Family Emergency Leave** staff will assist. Where public transport timetables do not fit in with the school day, alternative arrangements will need to be made. **Leave time will be compromised; not school time. Please take note!!**

Leave and Other College Commitments

The commitment of families is to the seven day programme of the College. This includes sports (especially in the winter) and Cultural Festival practices. Leave may be declined if school work is not current or the girls' attitude in school and/or hostel is not satisfactory.

Leave and School/Hostel Staff

The Principal's decision is **final** after consultation with school and hostel staff, where necessary. Parents/caregivers koutou please nga matua do not 'pressurise' school/hostel staff. Ko au kē te mana whakahaere.

10. Equity

The College programme must run smoothly: some girls pressurise or manipulate parents, especially those not the main caregivers, to apply for leave. Leave will be allocated fairly and consistently to all.

11. Year 13

Leave including 'social' leave is more flexible and is by negotiation with the Principal and parents/caregivers.

Girls go home to the principal parents/caregivers unless the Principal has, with the consent of parents/caregivers, given permission to girls to go elsewhere e.g. 1 or 2 senior girls going to their Prefect's home end of Term I to prepare items for the Cultural Festival.

B) Years 7 - 8

There are **no restrictions** on weekend leave for Years 7 & 8, however, if you have elected your child to be a seven (7) day boarder and would like her to return home for the weekend, please notify the school office in advance by phone or email.

Five (5) day boarding students will leave after 3.10pm Friday and return before 7.00pm Sunday.