

# Tena Koutou Katoa

# Welcome

## to Sacred Heart Girls' College Manawa Tapu



At Sacred Heart Girls' College, New Plymouth, we care for our students personally. Staff are highly qualified and our Vertical Form and House systems ensure that students have the opportunity to relate to all groups. Their academic, physical and spiritual growth is developed and nurtured. We are proud of our academic achievements, the wide variety of extra-curricular activities in which our girls participate and of the family atmosphere, which pervades the College community. The College buildings are well maintained on an attractive, spacious site. Since the College was established, its motto "Age Quod Agis" (whatever you do, do to the best of your ability), has been one that we are proud to live by.

Each one of us is encouraged to Live the Mission through Ako, Manaakitanga and Wāhine Toa.

**Paula Wells**  
Principal

### History

Sacred Heart Girls' College was founded by a French Order of nuns, the Sisters of Our Lady of the Missions in 1884. The original school building was located on Powderham Street adjacent to St Joseph's Church and catered for 25 Boarders. Initially the school was operated as a private school for girls but was integrated into the State system in 1975. The current school campus located at Pukaka Street, Fitzroy was opened in 1961 and today boasts a roll exceeding 700 girls.

### Enrolment

As a Catholic State Integrated Year Seven to Thirteen school, we offer a values based education that caters for both preference and non-preference students.

### Boarding

Elizabeth House is located within the school grounds, it offers quality boarding opportunities for up to 84 girls. Boarders do very well in all aspects of school life including academic, sporting, cultural and social activities.



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[www.shgcnp.school.nz](http://www.shgcnp.school.nz)

# Catholic Character at Sacred Heart Girls' College Manawa Tapu



The Sisters of Our Lady of the Missions, led by Euphrasie Barbier, started a convent school with a boarding hostel in 1884. The catholic school was for primary and secondary students, boys and girls, next to where St Joseph's Church is now in New Plymouth. In 1960, the school shifted to the present site on Pukaka Street and was renamed Sacred Heart Girls' College.

## **BARBIER**

Named after **Euphrasie Barbier**, the French woman who was the founder of the order of the Sisters of Our Lady of the Missions.

Barbier's House colour is **BLUE**

## **HOUSES:**

*The names of the  
four College*

*Houses have their*

*origins in France,*

*and we are linked*

*to the Sisters of*

*Our Lady of the*

*Missions who*

*came to*

*Aotearoa/New*

*Zealand as*

*missionaries*

*during the 19th*

*Century.*

## **CHANEL**

**St Peter Chanel** was a French missionary priest who travelled to the Pacific with Bishop Pompallier in 1836. He was martyred on the island of Futuna and is one of New Zealand's patron saints.

Chanel's House colour is **YELLOW**

## **LOURDES**

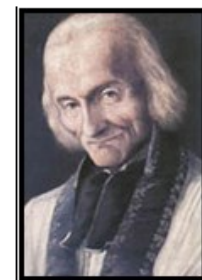
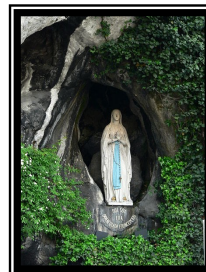
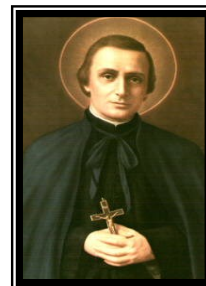
Is a **town in France** which became famous in the nineteenth century as the site where the Virgin Mary is believed to have appeared to a young girl called Bernadette in 1858. It is a place of pilgrimage for those who are ill.

Lourdes' House colour is **GREEN**

## **VIANNEY**

Takes its name from **St John Vianney**, also known as the Curé of Ars. He was famous as a wise and kind confessor who advised many people about leading a good life including choosing life as a missionary.

Vianney's House colour is **RED**



We believe that everyone is special because God loves us. In this way we continue to do the work started by Euphrasie Barbier and her early band of missionary sisters.

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# Boarding

## at Sacred Heart Girls' College Manawa Tapu



Boarders at Sacred Heart Girls' College Elizabeth House experience a family environment where students are encouraged to succeed academically and take part in all the cultural, sporting and social activities.

### Elizabeth House provides:

- Accommodation for up to 84 girls
- 5 day Boarding (casual Boarding on request)
- A Catholic environment, with Christian values and pastoral care
- Opportunities for students to develop self discipline and improve leadership skills
- Friendly and supportive staff offering 24 hour care
- A safe environment
- Individual student bedrooms
- A nutritious well balanced menu catered on site
- Supportive study environment

Susan Evans  
Hostel Manager

(027) 555 0955  
sev@shgcnp.school.nz



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# Charges and Donations

## at Sacred Heart Girls' College Manawa Tapu



The Board of Trustees is committed to providing a quality Catholic education for your daughter. The College is a non-profit organisation and the benefits of a comprehensive programme are passed directly to your daughter.

We recommend that families seriously consider payment of all accounts by way of regular automatic bank deduction (weekly, fortnightly, monthly). Please contact the College for more information. In cases of financial hardship parents should apply to the Principal for financial assistance. All donations are tax deductible and receipts are issued.

### Attendance Dues

These are set by the Catholic Schools Board Ltd on behalf of the Palmerston North Diocese and fund major capital works within our schools.

Year 7-8 students	\$447.00 per annum	(\$111.75 per term)
Year 9-13 students	\$894.00 per annum	(\$223.50 per term)

### Proprietor's Levy

This is used to fund minor capital works and fosters the enhancement of the religious education programme.

Donations to Proprietor	\$100 per annum
Developments Donation	\$200 per annum

### College Donations

Donations to General Funds—to fund a variety of items such as internal cultural and sporting activities, pastoral care and the college magazine.

\$180 per student per annum, and \$160 for each younger sister.  
\$100 per student for Donations to Curriculum Development.

### Elizabeth House Boarding Fees

These are set by the proprietor and are paid a term in advance. Fees are paid directly to Elizabeth House. Bursaries are available from the Ministry of Education for those students who qualify. Go to: <https://parents.education.govt.nz/secondary-school/your-child-at-school/boarding-allowances/> for more info.

\$8,700 per annum or four instalments of \$2,175

*All prices stated for 2020  
prices subject to change*



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# School Uniform

## at Sacred Heart Girls' College Manawa Tapu



### Uniform

#### Senior Students (Years 11—13)

White blouse  
Navy blue skirt  
Navy blue shorts  
Navy blue trousers  
Jersey  
Blazer—optional for Year 11 students  
Black sandals with a back strap  
Black polishable shoes (maximum heel height 4cm)  
White ankle socks  
Black tights

#### Junior Students (Years 7—10)

White blouse  
Tartan skirt—mid knee length  
Navy blue shorts  
Black sandals with a back strap  
Black polishable shoes (maximum heel height 4cm)  
White ankle socks  
Black tights

### Physical Education Uniform (Years 7—13)

Black (or navy) shorts and SHGC PE top. Sports shoes and socks as necessary.  
Sports teams must meet the requirements of their particular sports code.

### Uniform Retailer

All uniform items available from Campus Clothing on Gill Street.  
Phone: 06 769 5504  
[www.campusclothing.co.nz](http://www.campusclothing.co.nz)



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# Co-Curricular Activities

## at Sacred Heart Girls' College Manawa Tapu



We take pride in the wide range of activities available to all our students. Our girls are encouraged to participate in a wide range of cultural, sporting and social activities. Whether you are an elite performer or a social participant, there is good quality coaching available.

### Sports Co-ordinator

Our Sports Co-ordinator arranges team, coaching and competition administration of all sports. Each team is provided with uniforms and some equipment on payment of a small sports subscription.

### Sports

Athletics, Badminton, Basketball, Cross Country, Cricket, Hockey, Netball, Rugby, Skiing, Football, Surfing, Swimming, Tennis, Touch Rugby, Triathlon, Canoe Polo and Volleyball. There are also other variety of sports on offer, catering to student needs.

### Cultural

Choir, Debating, Instrumental and Vocal Music Tuition, Jazz Band, Kapa Haka (Cultural Club), Orchestra, Public Speaking

### Activities

- Amnesty International
- SADD
- Sheilah Winn Shakespeare
- TOPEC
- Sports Council
- Library
- Student Council
- Stage Challenge
- Liturgy Council
- O'Shea Shield

### House Competition

All students are allocated to one of four Houses on enrolment at the College. Each House is also allocated members from the teaching staff, however most organisation is carried out by House Captains elected by the students. The four Houses are named after founding Mission Sisters—Chanel (Yellow), Barbier (Blue), Lourdes (Green), and Vianney (Red). Competition is fierce but fun and House competitions include sports and cultural activities.



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# College Subject Guide Years 7—8



## at Sacred Heart Girls' College Manawa Tapu

### Year 7

#### COMPULSORY FULL YEAR COURSES

RELIGIOUS EDUCATION  
ENGLISH  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
PHYSICAL EDUCATION & HEALTH

#### MODULE SUBJECTS

(rotation to cover each)

ART  
DESIGN & VISUAL COMMUNICATION  
DIGITAL TECHNOLOGY  
DRAMA  
FOOD TECHNOLOGY  
MUSIC  
SPANISH  
TE REO MĀORI  
TEXTILE TECHNOLOGY

### Year 8

#### COMPULSORY FULL YEAR COURSES

RELIGIOUS EDUCATION  
ENGLISH  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
PHYSICAL EDUCATION & HEALTH

#### MODULE SUBJECTS

(rotation to cover each)

ART  
DESIGN & VISUAL COMMUNICATION  
DIGITAL TECHNOLOGY  
DRAMA  
FOOD TECHNOLOGY  
MUSIC  
SPANISH  
TE REO MĀORI  
TEXTILE TECHNOLOGY

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# College Subject Selection Guide Years 9—10



## at Sacred Heart Girls' College Manawa Tapu

### Year 9

#### COMPULSORY FULL YEAR COURSES

RELIGIOUS EDUCATION  
ENGLISH  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
GEMS  
PHYSICAL EDUCATION & HEALTH  
TE REO MĀORI

#### OPTION SUBJECTS

(students choose **ONE** Technology subject for the full year)

DIGITAL TECHNOLOGY  
DESIGN & VISUAL COMMUNICATION  
FOOD TECHNOLOGY  
STEM  
TEXTILE TECHNOLOGY

(students choose **ONE** Arts subject for each half year)

ART  
DRAMA  
MUSIC  
SPANISH  
TE REO MĀORI

### Year 10

#### COMPULSORY FULL YEAR COURSES

RELIGIOUS EDUCATION  
ENGLISH  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
GEMS  
PHYSICAL EDUCATION & HEALTH

Students choose a further **TWO** of the following full year **OPTION SUBJECTS**

ART  
COMMERCE  
DESIGN & VISUAL COMMUNICATION  
DIGITAL TECHNOLOGY  
DRAMA  
FOOD TECHNOLOGY  
MUSIC  
SPANISH  
TE REO MĀORI  
TEXTILE TECHNOLOGY

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# College Subject Selection Guide Years 11—13



## at Sacred Heart Girls' College Manawa Tapu

### Year 11

#### COMPULSORY FULL YEAR COURSES

RELIGIOUS STUDIES

**Students choose FIVE of the following full year options**

ART  
BUSINESS  
COMMERCE  
DESIGN  
DIGITAL TECHNOLOGY  
DRAMA  
ENGLISH  
FOOD TECHNOLOGY  
GEOGRAPHY  
GRAPHICS  
HISTORY  
MATHEMATICS / *or*  
MATHEMATICS INTERNAL  
MUSIC  
PHYSICAL EDUCATION  
SCIENCE / *or*  
SCIENCE INTERNAL  
SPANISH  
TE REO MĀORI  
TEXTILE TECHNOLOGY

### Year 12

#### COMPULSORY FULL YEAR COURSES

RELIGIOUS STUDIES

**Students choose FIVE of the following full year options**

BIOLOGY  
BUSINESS  
CHEMISTRY  
COMMERCE  
COMPUTING  
DESIGN  
DIGITAL TECHNOLOGY  
DRAMA  
ENGLISH / *or*  
COMMUNICATION ENGLISH  
FOOD TECHNOLOGY  
FRENCH  
GEOGRAPHY  
GRAPHICS  
HISTORY  
INDIVIDUAL LEARNING PATHWAY  
MATHEMATICS  
MATHEMATICS WITH STATISTICS  
MEDIA STUDIES  
MUSIC  
PAINTING  
PHOTOGRAPHY  
PHYSICAL EDUCATION  
PHYSICS  
SPANISH  
TE REO MĀORI  
TEXTILE TECHNOLOGY

### Year 13

#### COMPULSORY FULL YEAR COURSES

RELIGIOUS STUDIES

**Students choose FIVE of the following full year options**

ART HISTORY  
BIOLOGY  
CALCULUS  
CHEMISTRY  
CLASSICAL STUDIES  
COMMERCE  
DESIGN  
DIGITAL TECHNOLOGY  
DRAMA  
ENGLISH / *or*  
COMMUNICATION ENGLISH  
FOOD TECHNOLOGY  
GEOGRAPHY  
GRAPHICS  
HISTORY  
INDIVIDUAL LEARNING PATHWAY  
MATHEMATICS WITH CALCULUS  
MEDIA STUDIES  
MUSIC  
PAINTING  
PHOTOGRAPHY  
PHYSICAL EDUCATION  
PHYSICS  
SPANISH  
STATISTICS  
TE REO MĀORI  
TEXTILE TECHNOLOGY

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PO Box 3241  
NEW PLYMOUTH  
NEW ZEALAND

# SACRED HEART GIRLS' COLLEGE

MANAWA TAPU

Phone 06 758 5023  
Hostel 06 757 7513  
Email: admin@shgcnp.school.nz

## ENROLMENT FORM

### STUDENT INFORMATION:

SURNAME ..... CHRISTIAN NAMES .....

NAME USED ..... DATE OF BIRTH .....

CURRENT SCHOOL ..... SISTERS ATTENDING SHGC .....

STUDENT'S ADDRESS ..... PREVIOUS FAMILY ATTENDEES .....

..... POSTCODE (NZ Post requirement) .....

ETHNICITY OF CHILD -  NZ European  NZ Māori Iwi .....

Pacific Islander  Other .....

CITIZENSHIP ..... (If not NZ Citizenship, Residency or Student Visa: .....) )

ENTRY LEVEL (e.g. Year 7) ..... CALENDAR YEAR OF ENTRY: .....

PLEASE CIRCLE: DAY STUDENT OR BOARDER (see over)

RELIGION BY BAPTISM: Mother ..... Father .....

Student ..... PRESENT PARISH: .....

### MEDICAL INFORMATION:

DOCTOR: ..... PH. .... DENTIST: ..... PH: .....

Are there any issues relating to your daughter's health and well-being that you believe the College/Elizabeth House needs to be aware of? (e.g. allergies, asthma etc) Please provide appropriate documents if applicable.

Has any formal learning / cognitive assessments taken place for your daughter? Yes  No   
If so, could we have access to that report please?

### PARENTS/GUARDIANS NAMES:

MOTHER ..... FATHER .....

HOME ADDRESS: ..... HOME ADDRESS: ..... PTO

HOME PH: ..... HOME PH: .....

MOBILE PH: ..... MOBILE PH: .....

EMAIL: ..... EMAIL: .....

OCCUPATION: ..... OCCUPATION: .....

WORK PHONE NO: ..... WORK PHONE NO: .....

EMERGENCY 1)..... PHONE NO: ..... Relationship to student .....

CONTACTS  
(other than 2)..... PHONE NO: ..... Relationship to student .....

ARE THERE ANY CUSTODIAL ARRANGEMENTS CONCERNING YOUR CHILD? .....

IF YES, PLEASE GIVE DETAILS OF ANY CUSTODIAL ARRANGEMENTS OR COURT ORDERS (a copy of any court order is required)

**RESPONSIBILITY OF PARENTS OR GUARDIAN:**

Sacred Heart College is specifically a Catholic school and expresses its freedom to live and teach the primacy of the values of Jesus Christ as expressed in the gospels and in the teachings and traditions of the Roman Catholic Church. To ensure that the special character is upheld, we require from parents of prospective pupils the commitment that their daughter will support and participate in religious instruction and liturgies and celebrations relating to the Catholic Character of the College.

I/We accept as a condition of enrolment that my daughter will participate in a full programme of study (as determined by the College) including participating in programmes specifically relating to the Special Character of the College.

I/We accept as a condition of enrolment that my daughter will abide by the College Behaviour Guidelines as set out in the Student Information Handbook and College Diary.

I/We give authority for school records to be passed to another school, educational institution or relevant government agency when my daughter transfers and enrolls there.

I/We undertake as a condition of enrolment and attendance at the school to pay all College charges.

I/We have read the above guidelines and agree to fulfill these commitments in support of the College.

<b>PARENTS/GUARDIANS:</b>	
SIGNED : .....	DATE: .....
..... Parent/Guardian	DATE: .....
..... Parent/Guardian	
<b><i>Please provide original of student's Birth Certificate to copy – this is a condition of enrolment.</i></b>	

**ELIZABETH HOUSE**

**(For Residential/Hostel Accommodation only – complete this section if applicable)**

Please confirm the following:

- The contact details listed above are to be used in all correspondence between our family and Elizabeth House. YES / NO (please circle)
- I agree that my daughter's enrolment at Elizabeth House is conditional upon our agreement that our daughter will abide by Elizabeth House policies and rules at all times. YES / NO (please circle)
- As a condition of enrolment, I undertake to pay all fees as determined by the Hostel Management Board. I agree to pay the capital levy on acceptance of application, or during the term prior to the commencement of boarding. YES / NO (please circle)
- Is there a relative or family friend in/near New Plymouth acting as special guardian? YES / NO (please circle)

Name: ..... Phone No: .....

<b>OFFICE USE ONLY</b>			
Date Received: .....	Elizabeth House <input type="checkbox"/>	On Enrol: .....	Copy Attn'd Dues to CSB: <input type="checkbox"/>



## ***PRIORITY IN ENROLMENT PROCEDURE***

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### **Priorities**

Applications for enrolment will be processed in the following order of priority:

#### **Priority 1**

Preference students in the boarding hostel

Preference students already enrolled in the following contributing Catholic Schools:

##### **Students at Year 7**

- St John Bosco
- St Joseph's New Plymouth
- St Pius X

##### **Students at Year 9**

- St Joseph's Hawera
- St Patrick's Inglewood
- St Patrick's Kaponga
- St Joseph's Opunake
- St Joseph's Patea
- St Joseph's Stratford
- St Joseph's Waitara

**Students at Year 8** – no intake at this level, except extreme pastoral reasons, at the discretion of the Principal.

#### **Priority 2**

Preference sisters of present students.

#### **Priority 3**

Preference students transferring from Catholic Primary/Intermediate/Secondary Schools in other parts of New Zealand and overseas.

#### **Priority 4**

Preference sisters/daughters of past students.

#### **Priority 5**

Preference students who are the children of employees of the Sacred Heart Girls' College who are not covered by Priorities 1-4.

#### **Priority 6**

Preference students from state primary schools.

##### **Students at Year 7**

- Preference students who are currently enrolled in Year 0-6 state primary schools

##### **Students at Year 9**

- Preference students who are currently enrolled in Year 0-8 state primary schools

#### **Priority 7**

All other preference students.

## **Priority 8**

### **Non-Preference Students**

Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled. The maximum number of places available for non-preference students will be governed by the maximum allowable under the Sacred Heart Girls' College Integration Agreement.

In this grouping, priority will be given in the following order:

- a) Non-preference boarders
- b) Sisters of current non-preference students
- c) Non-preference students from Catholic feeder schools
- d) Sisters/daughters of former non-preference students
- e) Non-preference applicants who are children of employees of Sacred Heart Girls' College
- f) Other non-preference applicants

### **Waiting List Procedure**

All unsuccessful applicants may choose to have their names placed on a waiting list. The waiting list will be kept within relevant priority categories, ranked in order. Students on the waiting list may be offered places at a later date if they become available. The waiting list will remain current until the beginning of the next enrolment intake.

### **Pre-enrolment Procedure**

Each year applications will be sought by a date determined by the Board of Trustees and advertised in daily or community papers, Parish and Catholic school newsletters circulating in the areas served by the school. All applicants will be advised of the outcome of their application as soon as possible after the closing date.

### **Notes**

- Applicants seeking priority status on the basis of enrolment at a particular primary school may be required to provide proof of enrolment at that school.
- Applicants seeking priority status on the basis of a sibling relationship may be required to produce proof of that relationship.
- The Board delegates to the Principal, as the professional leader of the school, the responsibility to administer this enrolment procedure and to exercise discretion where necessary. This discretion may be exercised, where appropriate, in consultation with the Proprietors.

### **Places at other levels**

The selection processes described above will be the basis for students applying to enrol at Years 10-13 either at the beginning of or during the school year. Applicants on the waiting list will have first offer of places as they become available.



**New Zealand Catholic Bishops Conference  
Preference of Enrolment Certificate  
for the  
Diocese of Palmerston North**

**This is to certify that**

In accordance with the Education Act 1989, Part 33, S442, and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria Numbers: 5.1, 5.2, 5.3, 5.4, 5.5.  
(Please refer to Criteria details on back of form)

MR/MRS/MS .....

Address .....

Is/are eligible to have preference of enrolment for their child at

..... School/College

in ..... Town/City

Name of child .....

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Parent(s)/Caregivers Signature ..... Date .....

Under which Criterion (see reverse) is the child eligible for preference?.....

If Criterion 5.1 applies please complete:

Baptised in ..... at ..... on .....

If Criterion 5.4 applies please complete the section on the back of this form.

Certified by (Name): .....as authorised agent of the Roman Catholic Bishop of the Diocese of .....

Position: .....  
(see: Administration of the Criteria, 6.1.1-6.1.6, Agents who may sign, listed over page)

Address: .....

Signature ..... Date .....

This form must be completed by the Parent(s)/Caregiver(s), and the Parish Priest or other designated authorities *prior* to the enrolment of a student in a Catholic Integrated School.

## NEW ZEALAND CATHOLIC BISHOPS CONFERENCE

### Criteria for Preference of Enrolment in Integrated Catholic Schools

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant familial adult such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

### Agents of the Bishop, Who May Sign the Certificate on his Behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

### Process of Appeal

*Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools (section 5.14)*

If a preference certificate has been refused and the parents, either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The Parish Priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

If Criterion 5.4 (above) applies the parents/caregivers and significant familial adult completes the following:

#### Significant familial adult:

I agree to support .....(child's name)  
formation in the faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Mr/Mrs/Ms: .....

Address: .....

Relationship to child:..... Email address:..... Phone  
No:.....

Parish.....

Signature ..... Date: .....

#### Parent(s)/Caregiver(s):

I agree that my child will be supported by:..... in the formation  
of the faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Signature: ..... Date: .....



# Attendance Dues Overview

*We thank you for choosing a Catholic education for your child(ren). You have made an inspired choice. The 28 primary schools and 8 secondary schools across our diocese are vibrant communities of faith, learning and achievement.*

## **Why do we have attendance dues?**

The Catholic Church, and not the Government, is responsible for the ownership costs of the land and buildings associated with our schools. These costs include purchasing land, building and maintaining our school network to Ministry of Education requirements, and the costs of loans and insurance.

To help meet these costs the law allows the proprietors (owners) of Catholic schools to charge parents and caregivers attendance dues for each child enrolled at one of our schools. Attendance dues are a compulsory payment and not a donation, therefore are not tax deductible. They are separate to school costs and are paid directly to the Diocese of Palmerston North on behalf of all the proprietors in our diocese.

Attendance dues payments are used to meet costs on all school buildings in the Diocese, so over time all of our schools benefit.

<b>2020 Attendance Dues charges (GST inclusive)</b>	
Each Primary Student (Year 0 – 8)	<b>\$447.00</b>
Each Secondary Student (Year 9 – 13)	<b>\$894.00</b>

## **When are attendance dues paid?**

The annual invoice sent in March each year shows the attendance dues charge for the year and any amounts still owing from previous years. Payment can be made in the following ways:

- Payment in full by the 31<sup>st</sup> March.
- Four equal instalments due by 31 March, 31 May, 31 July and 30 September
- Regular weekly, fortnightly or monthly payments over the whole calendar year.

## **How are attendance dues paid?**

We offer a number of different payment options, as shown on the back of this information sheet.

## **What if I can't pay?**

We understand that certain situations can place financial pressure on families, and full payment may result in genuine hardship. In this situation please contact either the attendance dues team or your school or parish to talk through your situation and discuss what options are available to help.

---

**For more information please contact the attendance dues team:**

**Phone:** 0800 200 208

**Email:** [dues@pndiocese.org.nz](mailto:dues@pndiocese.org.nz)



## Attendance Dues: Payment Options

We offer a number of different payment options, including:

### 1. Internet Banking (including bill payment and automatic payment)

Our bank account details for one off or regular payments are:

Bank: **BNZ**

Branch: **Terrace End**

Payee Name: **Diocese of PN**

Account Number: **02-0630-0237950-04**

Reference Number: **Your attendance dues account number from your invoice/statement**

### 2. Credit card or Debit card (Visa or Mastercard only)

Payment in full and one off payments can be made using our website:

[www.pndiocese.org.nz/education/dues](http://www.pndiocese.org.nz/education/dues)

Regular credit/debit card payments can be made either by ringing the Attendance Dues team, or by completing one of the following forms and sending it to us by post or email:

- Form C: Credit/Debit Card Payment Form (available from our website)or;
- The tear-off slip attached to each invoice/statement sent during the year.

### 3. Cheque

Please make all cheques payable to the **Diocese of Palmerston North** and **post** to:

Diocese of Palmerston North, Attendance Dues Team, Private Bag 11-012, Palmerston North 4442.

### 4. In Person

By cash, cheque or EFTPOS at our office between 8:30am and 4:30pm, Monday to Friday: Diocesan Centre, 33 Amesbury Street, Palmerston North.

## Regular Payments

If you would like to make regular payments to spread payment of the total charge over the whole calendar year, we also accept weekly, fortnightly or monthly payments, by internet banking, automatic payment or credit/debit card.

The amounts for regular payments **per child** made from the **start of the year** are as follows:

- **Weekly payment**
  - Primary - \$8.60/week
  - Secondary - \$17.20/week
- **Fortnightly payment**
  - Primary - \$17.20/fortnight
  - Secondary - \$34.39/fortnight
- **Monthly payment**
  - Primary - \$37.25/month
  - Secondary - \$74.50/month

**Attendance Dues Agreement**

Between:

Mission College New Plymouth Trust Board (“the Proprietor”) as owner of

Sacred Heart College - New Plymouth (“the School”)

**And:** the following parents or caregivers:

**Parent /Caregiver 1**

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:			Cell:		
Email					

**Parent /Caregiver 2**

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:			Cell:		
Email					

**WHO** have enrolled the following student(s) at the school:

First and middle names of Student(s)	Surname of Student(s)	Start Date	Year Level	Enrolment # (School to complete)
				/
				/
				/
				/
<b>School to Complete</b>				
School Number:	521	Existing Family Number:		

PTO for agreement fine print and to sign

**INTRODUCTION**

- 1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues.
- 1.2 Attendance dues are used by the Proprietor to service school debt, insure school buildings and other costs as specified in the Education Act.

**ATTENDANCE DUES PAYMENT**

- 2.1 I/we agree to pay attendance dues to the Proprietor as approved by the Minister of Education from time to time in terms of the Education Act and as a condition of enrolment of the student(s) at the School.
- 2.2 I/we acknowledge that the Proprietor: (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education; and (b) Is likely to review and, if necessary, increase the level of attendance dues payable at least annually.
- 2.3 I/we understand that if I/we default in paying my/our attendance dues then any recovery costs incurred by the Proprietor will be an additional expense to be paid by me/us (and will be added to the total attendance dues owing and payable by me/us).
- 2.4 I/we understand that, each year, the Proprietor will issue me/us an invoice for all attendance dues payable in respect of the student(s) and I/we agree to pay the total attendance dues payable in full by the date stipulated in the invoice unless I/we have previously made alternative payment arrangements with the Proprietor.

**STUDENT ENROLMENT INFORMATION AND THE PRIVACY ACT 1993**

- 3.1 The Proprietor is committed to respecting your privacy by protecting the information you voluntarily provide. The information will be held and stored securely by the Diocese of Palmerston North (DPN), which administers attendance dues on behalf of the Proprietor.
- 3.2 Information entered into the DPN database is protected using industry standard technology. Information is only accessible to personnel who need access to do their work and will be used primarily for administration of attendance dues.
- 3.3 Information about outstanding attendance dues may be shared by the DPN with the Proprietors and personnel of other Catholic Schools attended by members of your family, and with their attendance dues collection agents.
- 3.4 Information voluntarily provided by you to the Proprietor may also be shared with your Parish for the purpose of supporting the student(s) formation of the faith and practices of the Catholic Church.
- 3.5 The information will not be shared with any other party without your permission.
- 3.6 You can ask for a copy of any personal information the proprietor holds about you, and ask for it to be corrected if you think it's wrong. If you would like a copy of your information, or want to have it corrected, please contact DPN.

**The DPN ATTENDANCE DUES TEAM**

- 4.1 The Proprietor has appointed the Diocese of Palmerston North Attendance Dues Team (the DPN Attendance Dues team) to administer the invoicing and collection of attendance dues in respect of the school.
- 4.2 The DPN Attendance Dues office is at the Diocesan Centre, 33 Amesbury Street, Palmerston North.

**ACKNOWLEDGEMENT**

- 5.1 I/we acknowledge that we have read and understand this agreement and agree to comply with the terms and conditions.
- 5.2 I/we agree to advise the Proprietor and/or the DPN Attendance Dues team in writing if our circumstances change.

----- Signature of parent/caregiver	----- Print Name	----- Date
----- Signature of parent/caregiver	----- Print Name	----- Date

Once completed, this form and all other enrolment information required by the Proprietor for the purposes of charging and collecting attendance dues, are to be forwarded, by the principal, to the **DPN Attendance Dues team, Private Bag 11 012, Palmerston North 4442.**

Contact for all enquiries: 06 350 3825 or 0800 200 208; [dues@pndiocese.org.nz](mailto:dues@pndiocese.org.nz)



# AUTOMATIC PAYMENT AUTHORITY

Please complete in full and take to your bank

Please print all details clearly using a black or blue pen, so we can easily action your request.

## 1. Important – please tick ONE only

- Please set up a new authority, or
- On and from    (first payment date) replace the existing authority for \$   in favour of the same payee
- Cancel an existing automatic payment. If you're using this option, please complete only the details marked with an asterisk (\*).

## 2. Payer details

Name of your bank

Name and account number to be debited:

Name of account

\*Bank account number      
Bank Branch Account number Suffix

Details to appear on your bank statement:

Your particulars  Your code  Your reference

## 3. Frequency and amount

First payment date    \*Last payment date    or  Until further notice (tick)

Frequency of payment  Weekly  Fortnightly  Monthly  Other

\*Fixed amount \$

Amount in words

If the first or last payment will be a different amount, please tick the appropriate box and enter the amount:

Variable amount (if applicable)  Variable first amount  Variable last amount Variable amount \$

Amount in words

## 4. Payee details

Name of their bank

\*Name of account

Bank account number   
Bank Branch Account number Suffix

Description of payment to appear on their bank statement:

Their particulars  Their code  Their reference

## 5. From the payer to (my bank)

I authorise you to make automatic payments to the payee by withdrawing funds from my/our account. Where there is not enough money in my/our account to make the requested automatic payment, I/we acknowledge that the bank may still honour the payment or try again before dishonouring the payment. Please refer to your terms and conditions for details of any fees that may apply.

I agree that this authority is subject to the terms and conditions that relate to my account.

\*Customer signature     Contact phone number (  )

\*Customer signature     Contact phone number (  )

## Admin use only

Date received:

Recorded by:

Checked by:



## Attendance Dues Credit/Debit Card Payment Form

For payment of the total attendance dues charge by credit or debit card, please complete this form and send it to the Diocese of Palmerston North (DPN) attendance dues team either by email or post.

Attendance Dues Account Number

--	--	--	--	--	--	--	--

Student name(s)


Name of Card Holder:

\_\_\_\_\_

Card Number:

--	--	--	--	--	--	--	--	--	--

Card Expiry Date:

\_\_\_ / \_\_\_

Card Type:

VISA

MASTER CARD

Payment Frequency: (Please tick one)

<input type="checkbox"/> IN FULL	<input type="checkbox"/> WEEKLY	<input type="checkbox"/> FORTNIGHTLY	<input type="checkbox"/> MONTHLY	<input type="checkbox"/> FOUR INSTALMENTS
----------------------------------	---------------------------------	--------------------------------------	----------------------------------	---

(March, May, July, September)

First Payment Date:

\_\_\_\_\_

Amount per Payment\*:

\$ \_\_\_\_\_

\*Please also include the voluntary donation with my payment(s): Yes / No

Duration: (Please tick one)

 UNTIL FURTHER NOTICE

 2019 ONLY: last payment date \_\_\_ / \_\_\_ / \_\_\_

- *I authorise DPN to make deductions as shown above from my credit or debit card.*
- *I hereby consent to the payment amount being adjusted should any additional students be enrolled on this account.*

Signature of Card Holder:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Date:

\_\_\_\_\_

*We maintain administrative, physical and technical measures to protect the confidentiality and security of your personal information.*

Sacred Heart Girls' College, New Plymouth  
**Authority for Automatic Payments**  
 (Not to operate as an assignment or agreement)



**Payer details**

Branch  
 Account name

**Important: Please tick**

This is a new authority; OR  
 As from / / (first payment date),  
 this authority replaces the existing authority for \$  
 in favour of the same payee

**Account details**

On behalf of (NAME IF OTHER THAN PAYER)

Account number 

1	5	3	9																
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Details to appear on my/our bank statement

Particulars	Code	Reference																																																												
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**Frequency and Amount**

First payment date / / Last payment date / / Number of payments  or until further notice  
 Frequency (PLEASE TICK)  Weekly  Fortnightly  Four Weekly  Monthly  Other period (PLEASE SPECIFY)  
 Fixed amount \$ Amount in words  
 Complete if applicable (PLEASE TICK ONE BOX ONLY)  Variable first amount  Variable last amount  
 Variable amount \$ Amount in words

**Payee details**

Pay to the credit of Sacred Heart Girls' College Payee Number  
 Name of Bank TSB Bank Branch City, New Plymouth

Account number 

1	5	-	3	9	4	2	-	0	0	0	4	7	8	9	-	0	1
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Details to appear on payee's Bank statement

Particulars (student number)	Code	Reference (charge, camp, trip etc)																																																												
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**Conditions**

- The Bank will use reasonable care and skill to give effect to the directions given to it in this authority.
- Where the directions given in this authority have been given by me/us for the purpose of a business, the Bank accepts those directions without any responsibility or liability for any refusal or omission to make all or any of the payments or for late payment or for any omission to follow such directions.
- The Bank accepts no responsibility or liability for the accuracy of the information contained in the payment information fields on this authority.
- I/We undertake to advise the Bank immediately of any information about payments shown on bank statements, which is incorrect.
- This authority is subject to any arrangement now or hereafter subsisting between myself/ourselves and the Bank in relation to my/our account.
- The Bank may in its absolute discretion conclusively determine the order or priority of payment by it of any monies pursuant to this or any other authority or cheque which I/we may now or hereafter give to the Bank or draw on my/our account.
- The Bank may in its absolute discretion refuse to make any one or more payments pursuant to this authority where there are insufficient funds available in my/our account. This authority may be terminated where there are insufficient funds available for three consecutive payments.
- This authority may be terminated or reduced by the Bank or the payee without notice to me/us in respect of the payments detailed above.
- This authority will remain in force and effect in respect of all payments made in good faith notwithstanding my/our death or bankruptcy or any revocation of this authority until notice of my/our death or bankruptcy or other revocation is received by the Bank.
- All current Bank and Government charges for this service in force from time to time are to be debited to my/our account.

**Bank use only**

Is this authority:  
 New; OR  
 Amendment to existing Authority number

**Method of identification**

Signature verified (STAFF NO.) 

--	--	--	--

  
 Loaded by (STAFF NO.) 

--	--	--	--

  
 Checked by (STAFF NO.) 

--	--	--	--

Bank Stamp

**Authorisation**

- Please make this automatic payment as detailed by debiting my/our account.
- I/We understand and accept that the Bank accepts this authority only on the conditions above.
- I/We understand that this authority will operate provided the account has sufficient funds on the due date.

Customer's signature  
 Customer's signature  
 Contact Phone No.



# Sacred Heart Girls' College

## Health Form

Name \_\_\_\_\_

Doctor \_\_\_\_\_

Dentist \_\_\_\_\_

Allergies \_\_\_\_\_

\_\_\_\_\_

Health Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Vaccinations

Diphtheria .....

Hepatitis B.....

Hib (Haemophilus influenza type b) .....

Measles .....

Mumps.....

Whooping Cough (Pertussis).....

Polio .....

Rubella .....

Tetanus.....

HPV.....

(Human papillomavirus – aged 12 years+)

### Reactions

Anaesthetics.....

Aspirin .....

Bee Stings.....

Codeine .....

Food Allergy .....

Insect Bites.....

Penicillin.....

Sulfa .....

Sunlight .....

Comment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Sacred Heart Girls' College  
Education Outside the Classroom  
General Permission Form

Student Name: \_\_\_\_\_

I/We give permission for our daughter to undertake low risk trips outside the classroom. We understand that these types of trips will take place within the environs of New Plymouth and within the normal hours of the school day. Transportation will be low risk and may include travel by foot, private vehicle, bus or school van. Contact details and medical information will be taken from the school's database.

We understand that we will still be informed about any low risk trips that will take place including details on the time, mode of transport, cost and offers of parent help. This form will eliminate the need to seek parental permission, medical information and contact details for every trip. We understand that if we do not want our daughter to attend a particular trip we will contact the school to communicate this to the teacher in charge.

Any higher risk trips or activities will still require separate parental permission.

We understand that this permission form will remain in force until my daughter leaves the school. We also understand that all Education Outside the Classroom will run according to school policy which is available for you to read at any time and is held at the school office.

If you have any questions or concerns about this form please contact the EOTC officer at the school, at the school office.

Parent Caregiver name: \_\_\_\_\_

Signature: \_\_\_\_\_





Sacred Heart Girls' College  
Manawa Tapu

**STUDENT IMAGES AND ONLINE PUBLICATION PERMISSION FORM**

To the parent/Legal Guardian/Caregiver

- Please read this page carefully as it includes information about safety and security issues associated with privacy.
- Indicate your preference with regards to the sharing of your child's personal information.
- Complete and sign the form.
- Return this form to the school.

You are welcome to contact the school to discuss this Privacy Agreement if you wish.

**In the interest of safety and security, Sacred Heart Girls' College requires parent permission for the publishing of student's names or photographs on our website, and in our newsletters (which are emailed to parents and uploaded to our website).**

**We believe it is important to celebrate children's achievement, but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet.**

**We will share, if given permission, the student's name and/or photograph via the newsletter, or the wider online community via the school website.**

Please indicate your wishes by ticking the relevant box.

- I am happy for my daughter's name, photograph, or work to appear in the school newsletter or on the school website.

**OR**

- I do not give permission for my daughter's name, photograph or work to appear in the school newsletter or on the school website.  
By not giving permission, I will advise my daughter to take responsibility by removing herself from situations where she is photographed, such as in a sporting team photo, so as not to penalise other students who are willing to have their photo in the newsletter or online.

Student Name: .....

My Name: .....

Signature: ..... Date: .....

Parent / Legal Guardian / Caregiver (please circle which term is applicable)