

Enrolment Check List Documentation

- Enrolment Form**
- Attendance Dues Agreement Form**
- Birth Certificate** (please note: the original must be sighted and verified as a true copy of the original document - the original can be brought into the school and we can copy and verify this for you. This can be done at the time of submitting your daughter's enrolment forms, or at the time of her enrolment interview if applicable).
- Preference Form** (if relevant)
- Baptismal Certificate** (if relevant)
- Copy of Passport / Visa details** (if relevant)
- Health Form**
- EOTC Form**
- Online Publication and Images Permission Form**

For any further queries regarding enrolments, please contact:

Denise Stachurski | Principal's PA

Ph: 06 758 5023 | ext 142

Email: dst@shgcnp.school.nz

Tena Koutou Katoa

Welcome

to Sacred Heart Girls' College Manawa Tapu



At Sacred Heart Girls' College, New Plymouth, Manawa Tapu, we live the Mission gifted to us by the Sisters of Our Lady of the Missions through Ako, Manaakitanga and Wāhine Toa. We believe that every individual is made in the image and likeness of God and our GEMS and Manaaki programmes are designed to encourage every person to strive for individual excellence. Student academic, physical and spiritual hauora is actively nurtured and nourished. We are proud of our achievements and the wide variety of co-curricular and extra-curricular activities that our students have the opportunity to participate in. The college buildings are modern and well-maintained on an attractive, spacious site that is shared with our boarding hostel, Elizabeth House and an aged care facility, Adele Senior Living. A strong, inclusive family environment exists and is an important aspect of our culture that we treasure. 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.

Barbara Costelloe
Tumuaki / 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

We are a Catholic State Integrated Y7-13 college for girls that offers values-based holistic education. Student enrolment is discerned through applying our priority in Enrolment Procedure.

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.



Sacred Heart Girls' College
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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

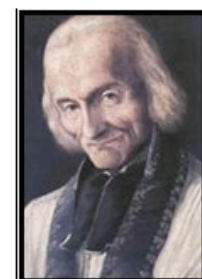
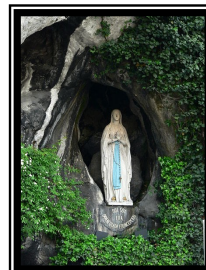
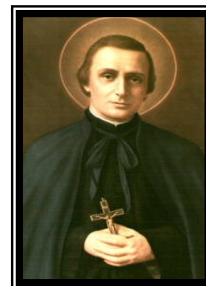
Is a **town in France** which became famous in the nineteenth century as the site where the Virgin Mary is believed to have appeared to a young girl called Bernadette in 1858. It is a place of pilgrimage for those who are ill.

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

Marina Walsh
Hostel Manager

(027) 555 0955
mwa@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	\$465.00 per annum	(\$116.25 per term)
Year 9-13 students	\$930.00 per annum	(\$232.50 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	\$100.00 per annum
Developments Donation	\$200.00 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.

\$180.00 per student per annum, and \$160.00 for each younger sister.
\$100.00 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.

\$10,000.00 per annum or four instalments of \$2,500.00

*All prices stated for 2022
prices subject to change*



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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. Other sports are on offer, depending on student demand.

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 to link to our 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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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
Jersey
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



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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
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)

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
TEXTILE TECHNOLOGY

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

ART
DRAMA
MUSIC
SPANISH
TE AO MĀORI
TEXTILE TECHNOLOGY

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 & VISUAL COMMUNICATION
DIGITAL TECHNOLOGY
DRAMA
ENGLISH / *or*
LITERACY FOR LIFE
FOOD TECHNOLOGY
GEOGRAPHY
HISTORY
MATHEMATICS / *or*
MATHEMATICS and
FINANCIAL LITERACY
MUSIC
PHYSICAL EDUCATION
SCIENCE
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
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
FOOD TECHNOLOGY
GEOGRAPHY
GRAPHICS
HISTORY
INDIVIDUAL LEARNING PATHWAY
MATHEMATICS
MEDIA STUDIES
MUSIC
PAINTING
PHOTOGRAPHY
PHYSICAL EDUCATION
PHYSICS
SPANISH
STATISTICS
TE REO MĀORI
TEXTILE TECHNOLOGY

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NEW ZEALAND

SACRED HEART GIRLS' COLLEGE

MANAWA TAPU

Phone 06 758 5023
Hostel 06 757 5713
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:

.....

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.

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

ELIZABETH HOUSE

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

Please confirm the following:

1. The contact details listed above are to be used in all correspondence between our family and Elizabeth House. YES / NO (please circle)
2. 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)
3. 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)
4. Is there a relative or family friend in/near New Plymouth acting as special guardian? YES / NO (please circle)

Name: Phone No:

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



PRIORITY IN ENROLMENT PROCEDURE

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 integrated schools. These costs include purchasing land, building, and ensuring our school network meets 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 integrated school buildings in the Diocese, so over time all our schools benefit.

2022 Attendance Dues charges (GST inclusive)	
Each Primary Student (Year 0 – 8)	\$465.00
Each Secondary Student (Year 9 – 13)	\$930.00

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 31st 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 several 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

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

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. In Person

By cash 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 - \$8.95/week
 - Secondary - \$17.89/week
- **Fortnightly payment**
 - Primary - \$17.89/fortnight
 - Secondary - \$35.77/fortnight
- **Monthly payment**
 - Primary - \$38.75/month
 - Secondary - \$77.50/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)
				/
				/
				/
				/
School to Complete				
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 and Training Act 2020.

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 and Training Act 2020 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 2020

- 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



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
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(March, May, July, September)

First Payment Date:

Amount per Payment*:

\$ _____

Duration: (Please tick one)

 UNTIL FURTHER NOTICE

 2022 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.

Payment Options

Your yearly account is issued in Term One and you have the option of paying the full amount or instalments throughout the year. Reminder notices will be issued.

Payments can be made by:

- Automatic Payments
- Internet or e-banking
- Deposit at any TSB Bank Branch
- Eftpos is available at the college office

153942 0004789 01

TSB City Branch New Plymouth

Please include your daughter's student number on any of these payment methods so we can identify your payments.

Payments can be made weekly, fortnightly or monthly. We have a separate bank account for internet and automatic bank payments. Contact the college office if you require one of these.

If you have any further queries regarding payment options, please contact the college office.



Attendance Dues are paid directly to the Diocese of Palmerston North.

Attendance Dues are charged and billed separately by the Diocese of Palmerston North. When Attendance Dues cannot be paid when they are due, or a full payment cannot be made, parents should contact the Principal in writing for assistance.

Remission of Dues, Fees or other expenses

Any parent whose circumstances make it difficult to meet any of the costs mentioned should apply to the Principal for assistance.

If you require any further information about the fees and charges, please contact the college office.

Thank you for your support which is greatly appreciated.

Sacred Heart Girls' College New Plymouth

Postal Address:

PO Box 3241
New Plymouth 4341

Physical Address:

9 Pukaka Street
New Plymouth 4312

Phone: (06) 758 5023

Email: admin@shgcnp.school.nz

Website: www.shgcnp.school.nz



Sacred Heart Girls' College Manawa Tapu

Charges and Donations

Prices subject to change

2022

"Age Quod Agis"

*Whatever you do, do to the best
of your ability*



SACRED HEART GIRLS' COLLEGE— Charges and Donations 2022

At Sacred Heart, the College has a policy of informing parents and caregivers in advance regarding amounts allocated to student accounts. In the past, we have found that parents and caregivers appreciate knowing this information early in the year so they can budget accordingly. However, other charges such as trips/activities are compulsory after parent/caregiver agreement and are charged accordingly.

Donation to Mission College NP Trust Board

\$100 per annum

The Mission College New Plymouth Trust Board is the Proprietor of the College. Your contribution funds the Trust Board's expenses as well as the Special Character of the College, enhancement of the Religious Education programme, chaplaincy and minor capital works. For 2022, this remains at \$100 for each of the first and second sisters at school.

Development Donation to Mission College NP Trust Board

\$200 per annum

Your contribution enables the Mission College New Plymouth Trust Board to provide adequate buildings and resources for the College. Examples of this are the current building upgrade project which will add towards modernising the school.

These two items are collected by the College and passed on, in full, to the New Plymouth Trust Board. Without your support the Proprietor cannot provide resources such as these. These donations qualify for tax rebates and receipts will be issued.

Donation to General Funds

\$180 per student per annum

\$160 for each younger sister

Families of students are asked to pay \$180 for the oldest or only student from the family and \$160 for each younger sister. This is your contribution to the costs of a range of activities including library books and resources, the pastoral care programme, the house and internal sporting programmes and sports equipment, computers and their maintenance, activities and cultural programmes, the college magazine, the running of the minivans and other such expenditure which the Board considers necessary and which is not covered by Government grants to the College. The donation qualifies for a tax rebate and receipts will be issued.

Donation to Curriculum

\$100 per annum

The Board of Trustees asks parents to contribute a donation of \$100 to fund the curriculum expenditure. The Board wishes to ensure that facilities for learning at Sacred Heart are maintained at the highest possible level. Your contributions assist with general classroom costs to ensure that your daughter has every possible learning opportunity available to her so that she can be an active, connected lifelong learner. Your daughter's photocopy allocation of \$10 per year comes from this donation. Once this credit is depleted then students will need to top up their account. Donations will qualify for tax rebates and receipts will be issued.

PLEASE NOTE:

All donations qualify for a 33% tax rebate.

Donations receipts are issued in April.

Excursion charges

The College tries to inform parents and caregivers in advance of the costs of planned compulsory curriculum field trips and excursions throughout the year. During the year you may be asked to contribute small amounts to cover buses for local studies.

Camps & Retreats

Each year at Sacred Heart students are involved in at least one outdoor educational experience or Special Character retreat. Year levels may undertake fundraising throughout the year to minimize the amount allocated to their accounts for these activities.



Sacred Heart Girls' College provides excellence in education while embracing Gospel values.

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 []

Details to appear on my/our bank statement

Particulars []

Code []

Reference []

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) []

Conditions

- 1. The Bank will use reasonable care and skill to give effect to the directions given to it in this authority.
- 2. 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.
- 3. The Bank accepts no responsibility or liability for the accuracy of the information contained in the payment information fields on this authority.
- 4. I/We undertake to advise the Bank immediately of any information about payments shown on bank statements, which is incorrect.
- 5. This authority is subject to any arrangement now or hereafter subsisting between myself/ourselves and the Bank in relation to my/our account.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. 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.
- 10. All current Bank and Government charges for this service in force from time to time are to be debited to my/our account.

Authorisation

- 1. Please make this automatic payment as detailed by debiting my/our account.
- 2. I/We understand and accept that the Bank accepts this authority only on the conditions above.
- 3. 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. _____

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



Sacred Heart Girls' College

Health Form

Name _____

Doctor _____

Dentist _____

Allergies _____

Health Conditions _____

1. Should my daughter request Panadol at the office, I give permission for the office to administer this:

Yes (this will be noted on our system)

No

2. Is your daughter vaccinated? Yes No

If your daughter is vaccinated, please indicate below what vaccines she has had:

Please indicate below if your daughter suffers from any of the reactions listed below:

Vaccinations

Reactions

Diphtheria.....

Anaesthetics.....

Hepatitis B

Aspirin

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

Bee Stings.....

Measles.....

Codeine

Mumps.....

Food Allergy

Whooping Cough (Pertussis)

Insect Bites

Polio

Penicillin

Rubella

Sulfa.....

Tetanus

Sunlight

HPV

(Human papillomavirus – aged 12 years+)

Comment



Sacred Heart Girls' College Manawa Tapu

Education Outside the Classroom (EOTC) and Sports Trips Permission

STUDENT'S NAME: Year Level:

PARENT'S/GUARDIAN'S/CAREGIVER'S NAME:

CONTACT NUMBERS: DAYTIME : EVENING:

HOME ADDRESS:

Please tick

I give my daughter permission to attend sanctioned low risk school trips and sports trips during usual school time.

- * This includes sports trips, class trips, Literary challenge, music & drama trips, TSSSA events, science & geography visits etc
- * We understand we will still be informed about all low-risk trips that take place including details of the time, mode of transport, cost and offers of parent help.
- * These types of trips will take place within the environs of Taranaki.
- * Transportation will be low risk, and may involve travel by foot, car, bus or school van.
- * We understand that we may be able to withdraw our daughter from the activity if they feel at risk. This must be done in consultation with the teacher in charge of the event.
- * Trips outside 'normal' school hours and 'overnight' will require separate permission and will be communicated by individual departments.

- I agree that my daughter will abide by the following school rules while taking part in any trip.
 - Students are always answerable to the staff/adults in charge
 - Students are NOT permitted to leave the group by themselves
 - ALCOHOL, SMOKING, VAPING and DRUGS are strictly prohibited
 - Students will demonstrate the school values of Ako, Manaakitanga, and Wahine Toa always.
- I agree that my daughter should take part in the activities, allowing challenge by choice where appropriate and fulfil any duties as may be required by the staff/adults.
- In the case of an emergency, I agree to the staff/adults in charge taking any action they see necessary for the well-being of my daughter. This may include transporting my daughter in a staff member's or accompanying adult's car.
- I authorise the staff/adults to arrange and administer, if necessary, any medical treatment for my daughter and agree to meet any costs incurred.
- I understand that my daughter's personal property is not covered by any school insurance. Parents and caregivers are advised to check the status of their own insurance cover for them.
- I agree that if my daughter does not abide by the rules laid down by the staff as the conditions of the trip, mentioned above and in the general information letters, she will be returned to school or home by the earliest available transport and I will meet all expenses.

Student responsibilities:

- Understand that any EOTC event is an opportunity for me to learn, practice skills and build attitudes and values in an environment outside of the classroom.
- Agree to show courtesy and consideration for others. Follow rules and instructions of staff and other supervisors.
- Understand that my parents may be contacted, and I may be sent home at their expense if my actions are considered unacceptable.

Student signature:

Date:

Parent/Guardian/Caregiver signature:

Please complete HEALTH details over the page.

HEALTH DETAILS

STUDENT'S NAME:

Please provide details of any RELEVANT MEDICAL CONDITIONS and MEDICATION that staff/adults in charge should be aware of when taking your daughter on a low-risk EOTC trip.

Privacy Statement: The personal information being collected on this form is for the purpose of running SHGC EOTC events. It will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It will not be used or disclosed for any other purposes except in accordance with the Privacy Act 1993. You have the right under that act to access and seek correction of the information from the school.

If these details change at any time, it is your responsibility to ensure the school is informed.
(Please complete this in addition to the Confidential Health Information Form completed at enrolment):

RELEVANT HEALTH CONDITIONS:

.....

RELEVANT MEDICATION:

.....

Is your child safety conscious in and around water? *circle* YES NO

Is your daughter a competent swimmer? (50m without stopping) *circle* YES NO

Is there any other information Sacred Heart should be aware of? *circle* YES NO

.....

.....

.....



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) and approved college social media sites.

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 and approved college social media sites.

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, on the school website and on approved college social media sites.

OR

- I do not give permission for my daughter's name, photograph or work to appear in the school newsletter, on the school website or approved college social media sites.
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)