

Enrolment Check List Documentation

- ☐ **Enrolment Form**
- ☐ **Attendance Dues Agreement Form**
- ☐ **Copy of Birth Certificate**
- ☐ **Preference Form** (if relevant)
***Please note:** a Preference Form is valid for two years from the start date that the student will attend SHGC. It cannot be accepted if it is signed for longer than 2 years out from the calendar year of entry.*
- ☐ **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 | Executive Assistant

Ph: 06 758 5023 | ext 704

Email: dst@shgcnpschool.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 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 Catholic 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 students. Boarders are well situated to make the most of all aspects of school life including academic, sporting, cultural and social activities.



Sacred Heart Girls' College
PO Box 3241, New Plymouth 4341, New Zealand
Phone +64 (6) 758 5023
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Email: admin@shgcnp.school.nz
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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.

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.

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**

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

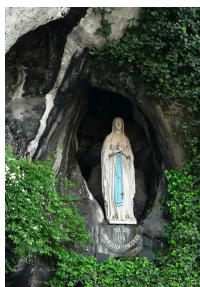
Is a **town in France** which became famous in the nineteenth century as the site where the Virgin Mary is believed to have appeared to a young girl called Bernadette in 1858. It is a place of pilgrimage for those who are ill.

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



At Elizabeth House, we have up to 84 boarders from Year 9 to 13. Our hostel environment enables our boarders to interact and make friends easily whilst feeling safe and secure. Boarding requires a period of adjustment for new boarders and their families, but as we work together, Elizabeth House will become a comfortable and friendly environment where your child can call home.

We encourage our boarders to succeed academically and take part in all the cultural, sporting and social activities offered not only at Elizabeth House, but also at school.

Elizabeth House provides:

- Five-day boarding
- Accommodation for up to 84 students
- Individual cubicles on each wing
- Catholic environment, with Christian values and pastoral care
- Opportunities for boarders to develop independence, improve leadership skills whilst respecting other people's views
- Friendly and supportive staff offering 24 hour care
- A safe and secure environment
- A well balanced, nutritious menu catered on site

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 Sacred Heart Girls' College Board 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	\$544.00 per annum	(\$136.00 per term)
Year 9-13 students	\$1,088.00 per annum	(\$272.00 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.

\$110.00 per student for Donations to Curriculum Development.

Elizabeth House Boarding Fees

These are set by the proprietor and are paid 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.

\$12,500 per annum, invoiced monthly in advance.

*All prices stated for 2025
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
School jacket

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
School jacket

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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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 students 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 Manager and Sports Co-ordinator

Our Sports Manager and Sports Co-ordinator arrange teams, 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, Equestrian, 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, School Production.

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 Student House Leaders elected by the students. The four Houses are: Chanel (Yellow), Barbier (Blue), Lourdes (Green), and Vianney (Red). Competition is fierce but fun and House competitions include sports and cultural activities.

Other School Activities

- | | |
|----------------------------|----------------------------------|
| - Various School Councils | - Library |
| - SADD | - Liturgical activities |
| - Sheilah Winn Shakespeare | - Show Quest / School Production |
| - TOPEC | - Airbands for Caritas |
| - Taranaki Science Fair | - O'Shea Shield |



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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
TEXTILES 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
TEXTILES 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
PHYSICAL EDUCATION & HEALTH
TE REO MĀORI

OPTION SUBJECTS

(students choose ONE Technology subject for the full year)

DESIGN & VISUAL COMMUNICATION
DIGITAL TECHNOLOGY
FOOD TECHNOLOGY
TEXTILES TECHNOLOGY

(students choose ONE Arts or Languages subject for each half year)

ART
DRAMA
MUSIC
SPANISH
TE AO MĀORI

Year 10

COMPULSORY FULL YEAR COURSES

RELIGIOUS EDUCATION
ENGLISH
MATHEMATICS
SCIENCE
SOCIAL STUDIES
PHYSICAL EDUCATION & HEALTH

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

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

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College Subject Selection Guide

Years 11—13 (these courses are subject to change)

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 STUDIES
COMMERCE
DESIGN & VISUAL COMMUNICATION
DRAMA
ENGLISH
FOOD TECHNOLOGY
GEOGRAPHY
HEALTH
HISTORY
MATHEMATICS
MUSIC
PHYSICAL EDUCATION
SCIENCE
SPANISH
TE AO MĀORI
TEXTILES TECHNOLOGY

Year 12

COMPULSORY FULL YEAR COURSES

RELIGIOUS STUDIES *or*

RELIGIOUS STUDIES ENVIRONMENTAL

Students choose FIVE of the following full year options

ACCOUNTING
BIOLOGY
BUSINESS STUDIES
CHEMISTRY
COMMERCE
DESIGN & VISUAL COMMUNICATION
DRAMA
ENGLISH
FINANCE
FOOD TECHNOLOGY
GEOGRAPHY
HISTORY
MĀTAURANGA o WAHO (Outdoor Education)
MATHEMATICS
MATHEMATICS WITH STATISTICS
MEDIA STUDIES
MUSIC
PAINTING
PATHWAYS
PHOTOGRAPHY
PHYSICAL EDUCATION
PHYSICS
TE REO MĀORI
TEXTILES TECHNOLOGY

Year 13

COMPULSORY FULL YEAR COURSES

RELIGIOUS STUDIES *or*

FAITH IN ACTION

Students choose FIVE of the following full year options

ACCOUNTING
BIOLOGY
BUSINESS STUDIES
CHEMISTRY
CLASSICAL STUDIES
COMMERCE
DESIGN & VISUAL COMMUNICATION
DRAMA
ENGLISH
FINANCE
FOOD TECHNOLOGY
GEOGRAPHY
HISTORY
MĀTAURANGA o WAHO (Outdoor Education)
MATHEMATICS
MATHEMATICS WITH CALCULUS
MATHEMATICS WITH STATISTICS
MEDIA STUDIES
MUSIC
PAINTING
PATHWAYS
PHOTOGRAPHY
PHYSICAL EDUCATION
PHYSICS
TE REO MĀORI
TEXTILES TECHNOLOGY

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PO Box 3241
NEW PLYMOUTH 4341
NEW ZEALAND

SACRED HEART GIRLS' COLLEGE

MANAWA TAPU

Phone 06 758 5023
Hostel 027 555 3697
Email: admin@shgcnp.school.nz

ENROLMENT FORM

STUDENT INFORMATION:

SURNAME CHRISTIAN NAMES

NAME USED DATE OF BIRTH

STUDENT'S ADDRESS

POSTCODE (NZ Post requirement)

CURRENT SCHOOL SISTERS ATTENDING SHGC

PREVIOUS FAMILY ATTENDEES: *Mother*.....*Sister*.....

SISTERS LIKELY TO APPLY FOR ENROLMENT IN THE FUTURE.....

SIBLINGS ATTENDING A CATHOLIC SCHOOL

ETHNICITY OF CHILD - ☐ NZ European ☐ NZ Māori Iwi

☐ Pacific Islander (*please state*)..... ☐ Other (*please state*)

LANGUAGE SPOKEN AT HOME

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:

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)

PTO

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 :

Parent/Guardian

DATE:

.....

Parent/Guardian

DATE:

Please provide a copy of student's Birth Certificate – this is a condition of enrolment.

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

☐

On Enrol:

Copy Attn'd Dues to CSB:

☐



PRIORITY IN ENROLMENT PROCEDURE

Places at SGHC Manawa Tapu are **not** determined according to the date of receipt of an application. The number of places available at each year level will be determined by the Mission College New Plymouth Trust Board and the SHGC School Board. To be considered for enrolment, applications should be received by the end of Term 2 the year before entry.

Priorities

Applications for enrolment will be processed in the following order of priority subject to the number of places available in each year level.

Priority 1

Preference students in the boarding hostel

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

Priority 6

Preference students from state schools.

Students at Year 7

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

Students at Year 9

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

Priority 7

All other preference students.

Note: For Priority 6 or Priority 7: students who have a sibling currently at another Catholic school will be given a place before other applicants in Priority 6 or Priority 7.

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) Non-preference student with a sibling at another Catholic school
 - g) Other non-preference applicants
-

Other Information

Managing Enrolments within our maximum roll

If there are more enrolment applications than places of the same priority order (preference or non-preference) then a ballot is held.

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. 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.

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.



**Preference of Enrolment Certificate
for the Diocese of Palmerston North
Te Rohe Pihopa o Te Papaioea**

This is to certify that in accordance with the Education and Training Act 2020, Schedule 6, Cl 26 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*)

This form must be completed by the parent(s)/guardian(s), and the Parish Priest or other designated authority prior to the enrolment of a student in a Catholic State-Integrated School. This certificate, for the purposes of enrolment at the school specified, is valid for two years.

Completed by Parent/Guardian:

Full name (parent(s)/guardian(s)):

Address:

Phone: Email:

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

..... (School/College)

In: (Town/City)

Full 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)/guardian(s) Signature: Date:

Completed by the authorised agent:

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 (full name): as an authorised agent

of the Roman Catholic [Arch]Bishop of the (Arch)Diocese of:

Position:

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

Address:

Signature: Date:

Privacy Statement: The information on this form (pages 1 and 2) will be used solely for confirming eligibility to enrol a student in a Catholic Integrated Schools or as otherwise describes on the form. The information in this form will only be shared as required with the School Board and management of the school and/or a Parish office and/or the Proprietor of the school and/or the Proprietors diocesan education office. This information will be stored in accordance with each entities document retention policies or schedules in accordance with the Privacy Act 2020. You have a right to access and change your information at any time. Please contact the Proprietor, parish office and/or school management to do so.

When parent(s)/guardians(s) apply to enrol a child in a Catholic school, the principal must inform them that if they wish to claim preference and have not yet done so, they need to obtain a preference certificate. To do this they visit their parish priest, or other person designated by the Bishop (diocesan offices will let schools know who is eligible to sign this certificate). This is in accordance with the Education and Training Act 2020, Schedule 6, Clause 26.

Criteria for Preference of Enrolment in State-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 undertakes to support the child's formation in the faith and practices of the Catholic Church. The significant familial adult is expected to be practising their faith in their own local parish. They may be a grandparent, aunt, or uncle, who is actively involved in the child's upbringing.
- 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: If a preference certificate has been refused and the parent(s)/guardian(s), 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 parent(s)/guardian(s) and significant familial adult completes the following:

Significant familial adult:

I, an active member of the parish of, agree to support:

.....'s (child's full 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.

Full name (familial adult):

Address:

Phone: Email:

Relationship to child:

Parish:

Signature: Date:

Parent(s)/Guardian(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.

2025 Attendance Dues charges (GST inclusive)	
Each Primary Student (Year 0 – 8)	\$544.00
Each Secondary Student (Year 9 – 13)	\$1,088.00

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 **3rd February 2025** are as follows:

- **Weekly payment**
 - Primary - \$11.34/week
 - Secondary - \$22.67/week
- **Fortnightly payment**
 - Primary - \$22.67/fortnight
 - Secondary - \$45.34/fortnight
- **Monthly payment**
 - Primary - \$49.46/month
 - Secondary - \$98.91/month



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

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Student name(s)

Name of Card Holder:

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Card Number:

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Card Expiry Date:

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Card Type:

☐

VISA

☐

MASTER CARD

Payment Frequency: (Please tick one)

☐

IN FULL

☐

WEEKLY

☐

FORTNIGHTLY

☐

MONTHLY

☐

FOUR INSTALMENTS

(March, May, July, September)

First Payment Date:

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Amount per Payment*:

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Duration:

(Please tick one)

☐

UNTIL FURTHER NOTICE

☐

2025 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:

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Phone Number:

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Date:

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

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



Sacred Heart Girls' College

Health Form

Name _____

Doctor _____

Dentist _____

Allergies _____

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

Should my daughter request pain relief at the office, I give permission for the office to administer this:

(If you tick yes, this will be noted on our system and we will not need to phone you each time)

Yes

Panadol..... ☐

Ibuprofen..... ☐

Antihistamine..... ☐

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

Reactions

Bee Stings..... ☐

Food Allergy..... ☐

Insect Bites..... ☐

Other:

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:

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 Wāhine 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?	<i>circle</i>	YES	NO
Is your daughter a competent swimmer? (50m without stopping)	<i>circle</i>	YES	NO
Is there any other information Sacred Heart should be aware of?	<i>circle</i>	YES	NO
.....			
.....			
.....			



Sacred Heart Girls' College
Manawa Tapu

STUDENT IMAGES, VIDEO 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 or videos 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/video 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, video 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, video 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, or videoed, so as not to penalise other students who are willing to have their photo/video in the newsletter or online.

Student Name:

My Name:

Signature: Date:

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

Disclaimer: please note that we have a team of student photographers who volunteer to take photos and videos at school events. While every effort is made to avoid publishing an unconsented image, the responsibility lies with the student to avoid the photographers. If there is an error, please contact the office immediately and the image will be taken down.

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

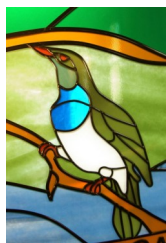
153942 0004789 01

TSB City Branch New Plymouth

Please include your daughter's student number and payer reference 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

"Age Quod Agis"

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



SACRED HEART GIRLS' COLLEGE— Charges and Donations

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. This remains at \$100 for each of the first and second sisters at school.

Development Donation to Mission College NP Trust Board (Proprietor)

\$200 per annum

Your contribution enables the Mission College New Plymouth Trust Board to provide adequate buildings and resources for the College, such as building upgrades 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

\$110 per annum

The School Board asks parents to contribute a donation of \$110 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.**

The school appreciates your donation towards curriculum based activities.

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.

Non-curriculum activities/tournaments and trips are strictly user pays. Thank you.



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