

2017 International Orientation Handbook



CHRIST'S COLLEGE
CANTERBURY



Welcome



Welcome to Christ's College.

This booklet is your guide to much of what happens at College. It has been created to help you navigate your transition to secondary school and to support you in your daily engagement.

Our mission is each boy at his best and our commitment is to work with you, to help you nurture the skills and attributes you need as you grow from a boy into a young man, ready to take your place in the world.

I hope you will take advantage of all the amazing opportunities available for you here. Focus on your studies, explore your interests, follow your passions, try something new. If you put the effort in, you will be rewarded and your life will be enriched by your College experience.

We are here to support and encourage you in your learning journey. I expect you to be always mindful of the needs of others and of your obligation to support the school's core Christian values of honesty, respect and compassion.

Most important of all, I hope this information makes you feel comfortable and inspires you to have fun and enjoy your years at College.

A handwritten signature in black ink, which appears to read 'G. Wynne'. The signature is fluid and cursive, with a large initial 'G' and a long, sweeping underline.

Garth Wynne, Executive Principal

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Each Boy at his Best

Our aim is for you to become a well-rounded individual. While you are at College, we expect you to try a wide variety of activities and to do them to the best of your ability. We focus on helping you develop in four main areas: academic, cultural, physical and spiritual.

Naturally, we want you to gain the highest academic qualification you can. Your academic work must be your priority and we expect you to always do your best. A considerable financial investment is being made for your education and you have a duty to work hard.

Co-curricular activities provide the opportunity to add value to your education. What a waste it would be if you only managed to do the bare minimum while you are here. Be willing to try new things and develop your interests in a wide variety of activities.

The attitude you bring will help decide how much you gain from your time at College. The old adage, "The more you put in, the more you get out," certainly applies here. Some might say it is best to do a few things well, but it is amazing how others manage to fit so much in, and do so many things well. Good organisation makes it possible to succeed if you are highly motivated.

Although not everyone can be good at everything, everyone is good at something. You have a duty to support and congratulate those who achieve high honours. Do not put down those who do succeed. At the same time, do not disparage the efforts of those who do not. What is important is to take part. Even the most famous actor needs help to get made-up, to have sets built and lights operated. There is certainly a part for everyone!

Above all, remember your academic work must always come first. Your parents have chosen Christ's College because they are confident we will help you gain the qualifications you need for your future career, and will do so in a disciplined environment. We will provide you with opportunities to help you become a well-rounded person, ready for all that the future offers.

Aim for the best in everything you do.



Our Values

Christ's College is an Anglican school committed to and striving to instil Christian values. As a school community of parents, staff, and students, we are all committed to the core values listed here. These values underpin our approach to all aspects of College life. We foster the development of character through the nurturing of the following values:

Honesty

– includes truthfulness.

Learning

– means striving to become an independent, life-long learner and recognition of others' right to learn.

Respect

– means respect of self (integrity, humility and dignity, tidy appearance), for others (tolerance, forgiveness, generosity, kindness, fair play, good manners), and their property, and for the school (reputation and property).

Spirituality

– means an appreciation that in seeking a fullness of life we need to look beyond our material needs and wants.

Justice

– means acceptance of people different from ourselves, including those of different race and culture, and fairness in all our dealings with them.

Compassion

– means generosity towards those less fortunate than ourselves.

Stewardship

– means recognition of the good we have received from the past so that it may be preserved or enhanced.

These values underpin our pastoral care and discipline systems.



Our Crest and Motto



The helm is that of a corporate body with the crest of a tui's head; the white tuft on the almost black plumage forms the College colours – black and white.

The hung fleece is taken from the Arms of the Canterbury Province, the Lion from the Arms of Christ's College, Cambridge, the college of Mr JE FitzGerald, first Superintendent of Canterbury, who drew up the Ordinance founding the College.

The Tudor Rose is part of the Arms of Christ Church, Oxford, the College of Mr JR Godley and many of the founders of Canterbury.

The wavy line across the shield at the top of the blue ground signifies a voyage by sea.

The four shells (Escallops) were used by the Crusaders and in these Arms represent the Canterbury Association's early settlers who arrived in the First Four Ships.

The Cross is the heraldic cross that is most similar to that in the East Window of the Chapel, which has been used on the pockets of Old Boys' blazers.

The open book designates a College and XP (the Greek letters Chi and Rho) represent Christos for Christ's College.

The motto *Bene tradita bene servanda* translates as "Good traditions well maintained".



Our Haka

Ko wai matou

Kaea: Whakamaua kia tina!!!!

Katoa: Tina!!!!

Kaea: Hui e!!!!

Katoa: Taiki e!!!!

Symbolises the coming together of all the school.

Kaea: Ringa pakia

Piki ake, piki ake ki te tihi o Aoraki e!!!!

Katoa: Ake, ake, ake tonu atu

Ake, ake, ake tonu atu e

As we ascend to the top of Aoraki, we strive to attain our goals.

Kaea: E te hoariri e

Katoa: Upokokohua, pokokohua, upokokohua te matakū e

We lay down the challenge to our adversaries. Be very afraid.

Kaea: Tu tonu e

Katoa: Ko te mana o roto

Ko te mana o te kura karaiti

Ko te mana o nga tupuna e

I ask you what the most important aspect of our school is. It is the mana within, it is the mana of Christ's College and it is the mana of the people before us.

Kaea: Ka tika e

Katoa: Me kii atu

Ka whawhai matou mo ake

Kia tae atu ki te taumata

Me pakanga e

Katoa: Ake, ake, ake tonu atu

Ake, ake, ake tonu atu e

Hi

Nevertheless, I will say to you that we will never back down;
we will strive to achieve our goals and reach the pinnacle of success forever.

How College Works

A Board of Governors oversees all non-teaching aspects of the school, including policy, finance, buildings and facilities. The Executive Principal is responsible for the day-to-day running of the teaching and academic programme.

The following structures operate at College:

GOVERNANCE	ACADEMIC STAFF	ADMINISTRATION	BOYS
The Warden	Executive Principal	Bursar	Head Prefect
Board Chairman	Deputy Principal	Compliance & Administration Manager	Deputy Head Prefect
Board of Governors	Assistant Principals	Financial Controller	Heads of House
Board Secretary	Chaplain	Finance Manager	School Prefects
	Heads of Department	Property Manager	House Prefects
	Housemasters	Maintenance Manager	
	Directors	Director of Admissions, Marketing & Communications	
	Teachers		

ASSISTED BY

Careers Advisor
 Executive Assistants
 Counsellor
 Teacher Librarian
 Librarian



Your House

Your House is your home at College, and it will become one of your most important places while you are at school. It is in the House that a real sense of community develops, offering you support and encouragement. Your Housemaster will get to know you well, and is the first person to whom you should go if you have any problems. There is every chance you will be required to represent your House in interhouse competitions. Always be willing to do so, and be prepared to give that little extra to ensure the whole House is proud of your efforts.

Assistant and Deputy Housemasters, in both boarding and day Houses are teachers who look after a group of boys in the House. Resident House Tutors are on duty in boarding Houses in the evenings and over the weekends.

DAYBOY HOUSES	BOARDING HOUSES
Condell's (C)	Flower's (F)
Corfe (Cf)	Richards (R)
Harper (H)	School (S)
Jacobs (Ja)	
Julius (J)	
Rolleston (Ro)	
Somes (So)	
Housemaster	Housemaster
Assistant Housemasters	Deputy Housemaster
Head of House	Assistant Housemasters
House Prefects	Matron
	Resident House Tutors
	Head of House
	House Prefects



Contacting Staff

Sometimes you may need to see staff members other than those in your House.

To see the Executive Principal, Mr Wynne, or Deputy Principal, Mr Donaldson, or Assistant Principal – Community Engagement and Special Projects, Mr Porter

- go straight ahead through the door on the first floor landing of the Admin building. The Executive Assistant to the Executive Principal, Ms Mel Libeau, will help you make an appointment.

To see the Assistant Principal – Planning and Administration, Mr Robert Aburn, or Assistant Principal – Curriculum, Mr Joe Eccleton

- go to the office of the Executive Assistant Academic Management, Mrs Brigitte Morgan, on the first floor of The Miles Warren Building, to ask if they are available. She will help you make an appointment, if necessary.

To see a teacher

- after trying the teacher's classroom, ask at the staffroom. Knock on the door and wait.

To see the School Counsellor, Mr John Quinn

- find him around the school, email him, or go to his office on the top floor of the Fine Arts building during lunch or study periods.

To see the Director of Sport, Mr Rob Clarke

- go to his office in the basement of the Open Air Block.

To see the Director of Drama, Mr David Chambers

- go to his office on the ground floor of the Old Boys' Theatre.

To see the Director of Information and Communication Technology Services, Mr Paul Rodley, or Systems Administrator, Mr Mark Gillette, or ICT Technician, Mrs Sara Ball, or Web Services Manager, James Brand

- go to the ICT reception area, Level 2, Fine Arts & Technology.

To see the Head of Advanced Learning, Mr Warren Lidstone

- go to his office on the first floor of The Miles Warren Building.

To see the Careers Advisor, Mr Chris Sellars

- go to the Careers Room on the top floor of the Fine Arts building.

To see the Teacher–Librarian, Mrs Lisa Trundley-Banks

- go to her office in the Library. Turn left after entering the main door.

To see the Director of Admissions, Marketing and Communications, Mrs Claire Sparks

- go to her office in the Hare Memorial building.

To see the Bursar, Mr Colin Sweetman

- go to his office at 4 Armagh Street. His Executive Assistant, Ms Shari Clunne, will help you make an appointment.

Chapel

Chapel is at the heart of Christ's College and a central part of College life. Chapel services begin the day on Monday and Friday, and on Wednesday the whole school rehearses for services in Congregational Practice (Congers).

SUNDAY SERVICES

All boys are expected to participate fully in College's strong Chapel tradition.

There are usually four evening services (at 7pm) each term. A roll call is taken at each evening service and boys must attend at least two of these services each term.

Year 12 and 13 students read lessons and prayers and take other leadership roles in Chapel, and all boys are expected to participate in singing and responding.

Carols on the Quad at the end of the year is compulsory.

All services are listed in the College calendar and on the website.

Christ's College follows contemporary Anglican practice in New Zealand. Whatever his age, whatever his denomination, if a boy is baptised (christened), he is encouraged to receive communion in Chapel. Baptism is offered for boys in any year group.

Each year, the cathedral offers preparation for Confirmation for boys in Years 12 or 13. Mature Year 11 students may also seek to be confirmed.

Parents and family are encouraged to attend Sunday services.

Christ's College Chaplain: Rev. Bosco Peters
Email: bpeters@christscollege.com



The School Counsellor

Based on our core values, the objective of our pastoral care approach is to make sure you feel safe and supported, and develop a sense of belonging to the College community.

In most instances when you need advice, the first person you contact should be your Housemaster. There may be times, however, when you need to see someone else. College has a comprehensive counselling and support service, with a number of people – including the Chaplain, School Counsellor, Careers Advisor, International Student Manager, Nurses and Matrons – in our guidance network.

The School Counsellor offers a confidential counselling service and you are welcome to contact him at any time. You can contact him by approaching him when you see him around the school or by visiting his office on the third floor of the Fine Arts building, or you can get in touch with him via your Housemaster, or email or telephone him to make an appointment.

HARASSMENT OR BULLYING

If someone gives you a hard time, calls you names, asks you to do something you do not feel comfortable doing, or does anything you do not like which feels like bullying, talk to your Housemaster, the School Counsellor or any teacher. Contact boys are also available to talk to about these problems, look out for their names on your House noticeboard.

College takes a firm stand on bullying and harassment and does not tolerate abusive behaviour. Confidential reports can be made online and the Harassment Co-ordinator, Mr Ian Stevenson, will receive and process these reports. We encourage you to report and always aim to resolve such issues.

School Counsellor: Mr John Quinn

Telephone: 364 6818

Mobile: 027 282 3972

Email: jquinn@christcollege.com



The College Year

An overview of some events in the College year are listed below. Please consult the College Calendar online – www.christscollege.com/calendar – for more information.

TERM 1

FRIDAY 27 JANUARY – FRIDAY 7 APRIL

Monday 30 January

Year 9 induction day – Year 9 boys/parents welcome (Chapel), followed by refreshments for parents

Wednesday 1 February

Full School – Powhiri and Chapel Service

Monday 13 February

Big Monday – swimming and athletic sports

Friday 24 February

Sports Day

Thursday 9 March

Years 9 and 10 parent information evening

Monday 27 March – Sunday 2 April

Summer Tournament Week

Tuesday 4 – Wednesday 5 April

House Music

Thursday 6 April

Parent Interviews – 4pm to 7pm

Year 9 & 10, plus all new boys to College in 2017

Friday 7 April

Parent Interviews – 3.45pm to 7pm (Boarding)

Year 9 & 10, plus all new boys to College in 2017

TERM 2

MONDAY 1 MAY – FRIDAY 7 JULY

Monday 1 May & Tuesday 2 May

Parent Interviews – 4pm to 7pm (Year 12 & 13)

Monday 8 May

College cross-country

Friday 19 May

Grandparents' Day

Thursday 1 June

Rugby – First XV v CBHS (away)

Tuesday 27 June

Scots College junior sports exchange (home)

Tuesday 27 June – Saturday 1 July

College production – Singin' in the Rain

Sunday 2 – Wednesday 5 July

Quadrangular Tournament (Nelson)

Friday 7 July

Parent Interviews – 3.45pm to 6pm (Year 11)

TERM 3

MONDAY 24 JULY – FRIDAY 22 SEPTEMBER

Wednesday 9 – Sunday 13 August

Big Band Southern Jam (Blenheim)

Thursday 24 – Saturday 26 August

Big Sing Finale (Auckland)

Monday 4 – Friday 8 September

Winter Tournament Week

Saturday 9 September

Father & Son Breakfast

Thursday 14 September & Tuesday 19 September

House Play Festival

Friday 15 September

Cocktails on the Quad – parent function

Saturday 16 September

College Seniors Ball

TERM 4

MONDAY 16 OCTOBER – FRIDAY 1 DECEMBER

Friday 20 – Monday 23 October

Big Band Festival

Tuesday 24 October

College Film Festival

Monday 6 – Friday 10 November

Junior assessment week

Monday 20 – Friday 24 November

Junior camps

Thursday 30 November

Junior Prize Giving

Friday 1 December

Senior Prize Giving

College Rules

Christ's College, like all groups in society, has its own rules and regulations in place to ensure it functions effectively and well. Rules protect individual members of the group and their property, and the property belonging to the organisation.

We are very proud of the fine record College has established over many years. Respect for and consideration of others, respect for others' property, and self-respect are vital in our community. College rules and your House rules include these principles. You are advised to read these carefully.

We believe it is our responsibility to maintain proper order and discipline in the classroom, around College and when representing College. This extends to all school-related activities both within and outside College gates.

Some rules from the Rule Book which relate to new boys are:

1. You need to get permission from your Housemaster to leave the school grounds (except going to sport), and to be excused from games or PE.
2. Prep nights are Monday to Friday inclusive.
3. You may not walk on the lawn of the Quad, nor may you play any game around the Quad. The Quad is a formal area and dress must therefore be appropriate (no bare feet). You may not eat when around the Quad (except if you are in the Harper/Julius cloisters).
4. You may not cycle past the Chapel, or beyond the College clock.
5. You may not borrow any property from another boy without permission. You may not borrow from younger boys.
6. You may not enter another House without permission.
7. Boarders may not visit another House during prep.
8. Dayboys must wear uniform to any school function and at all times when boarders have to wear uniform.
9. Boarders can wear mufti after school on weekdays, and on Saturdays and Sundays when not attending school activities.
10. Smoking, drinking, buying and possessing alcohol and drugs are all strictly forbidden.
11. You are not allowed to be driven by another boy without permission from your Housemaster.
12. You may not eat on the street when in uniform.
13. You may not wear a mixture of sports dress and uniform, or mufti and uniform.
14. You may not chew gum or bubble gum at school or on any school outing.
15. You are not allowed gel in your hair, nor may you dye or bleach your hair.
16. You are not allowed to wear jewellery at school.

Good Conduct

Good conduct is, quite simply, a matter of using common sense and remembering your manners.

WHEN TALKING TO A STAFF MEMBER

- address them by their full name, or Sir, Miss, Ma'am
- use the “magic” words - please and thank you
- do not slouch; look directly at the staff member
- do not stand with your hands in your pockets
- do not interrupt

WHEN CONTACTING A STAFF MEMBER BY EMAIL

- address them formally – for example, Dear Sir
- do not use casual language or slang
- be polite in your requests
- sign off using your full name

WHEN IN CHAPEL

- line up to enter Chapel as soon as the bell rings. Move in quickly and quietly when instructed to do so
- always behave sensibly in Chapel
- be quiet when you enter the Chapel porch
- do not talk in Chapel - except for responses
- sit still
- always face the front and do not stare at visitors

WHEN ENTERING A ROOM

- knock first
- enter the room when invited to do so
- close the door behind you, and again when you leave

WHEN AROUND COLLEGE

- hold doors open for adults, letting them through first
- greet staff properly, use honorifics
- offer help to visitors
- never play games anywhere around the Quad
- do not eat when in the Quad (unless in the Harper/Julius cloisters)
- wear your uniform neatly and with pride
 - shirt tucked in, top button done up, tie properly knotted at the collar, hands out of pockets
- put all rubbish in the bins provided

WHEN CROSSING ROLLESTON AVENUE, OR IN TOWN

- use the crossings
- obey all traffic lights
- remember that the whole school is often judged by the actions of a few. Do not let your school down

WHEN ANYWHERE

- use positive and encouraging language
- do not use put downs
- do not call people names or say things that could hurt other boys that you would not like said to you or about you.

Classroom Code of Conduct

Expectations of boys' behaviour in classrooms

In addition to the general provisions of the School Rules, the following classroom rules apply. These standards must apply in all classes.

- Boys waiting to enter a classroom should be quiet and orderly
- Boys must stand when a teacher or visitor enters the room
- Boys must enter and leave a classroom in an orderly fashion
- Boys are to arrive at classes punctually and with the correct books, equipment and any work expected by the teacher
- Any deviation from this standard must be explained to the teacher through a note of explanation from a parent, Housemaster, other teacher, hospital staff member, or counsellor
- If a boy is unable to attend a class he must inform his teacher, in advance if possible, giving the explanation. If a boy misses a class for any reason, his Housemaster must be informed
- Boys are to enter and leave the classroom well groomed and tidily dressed in the appropriate uniform
- Teachers' instructions are to be obeyed at all times
- Boys must not disrupt classes in any way by calling out. Unless it is inappropriate for the occasion, a boy should raise his hand if he wishes to ask a question or make a contribution to class discussion
- Boys do not move from their seats or talk unnecessarily without permission
- Boys will use only approved equipment and only as instructed
- Cell phones must be on silent during class time, unless the teacher has given permission to use the phone for an educational reason
- There is to be no eating in classrooms at any time, unless the teacher provides permission
- Boys may only do work authorised by the teacher during class
- Boys will treat staff and other boys with respect and at all times behave in a civil fashion. Antisocial behaviour, (eg fighting, or inappropriate language) of any sort is unacceptable
- School and other people's property are to be respected: vandalism, graffiti, and misuse of equipment are unacceptable



Academic Matters and Learning Skills

You will notice some significant differences in teaching and learning at Christ's College, when compared with your previous school. At College you have a greater choice of subjects, a different teacher teaches each subject, and you will move between classes for each lesson. Depending on your subject choices, you are likely to have up to 10 different teachers during the year.

DAILY ROUTINE

You will have six lessons per day, each on a different subject. Most are of 50 minutes duration, except on Wednesday, when lessons are of 40 minutes duration in order to allow time for Congers and sports.

The aim this year is to give you the opportunity to experience a wide range of subjects, in order to help you decide which subjects to take in senior school.

SUBJECTS

Most subjects are studied throughout the year, with exceptions being history and geography.

In Term 1, you will take part in an introductory course on how to use information and communications technology, as well as how to make the most of the library resources.

The junior science programme divides the year into topics covering the core sciences of biology, chemistry and physics, as well as earth science and astronomy.

Te Reo Maori is compulsory. You will also choose one of the following languages: French, Spanish or Japanese.

All students study art, drama and music, as well as digital thinking, materials technology and design and visual communication.

LAPTOP USAGE

- Start the day with a fully charged laptop. All laptops must be carried in cases or in bags, to prevent damage
- You may never leave a laptop lying around the campus. When you are not using it, it must be secured in a locker or in a safe place
- The school routine is arranged so that you can leave your laptops in your houses and collect them after Chapel, Congregational Practice, and Assembly. If you eat lunch in the dining hall you must return to your house first to secure your laptop. You may not bring it to the dining hall
- Never interfere with another boy's laptop
- Keep your passwords secure
- Never use email, texts or the network to bully others or to humiliate them. This is a serious offence

Weekly Routine

** Staff Professional Learning

Staff are engaged in professional learning every second Thursday. Dates are shown on the College calendar with lessons starting from period 2. This will be communicated in advance from the Housemasters.

	MONDAY	TUESDAY	WEDNESDAY	** THURSDAY	FRIDAY
	House Time: 8.15	House Time: 8.15	House Time: 8.15	House Time: 8.15	House Time: 8.15
	Chapel: 8.30	Assembly: 8.30			Chapel: 8.30
Period 1	9.00-9.50	9.00-9.50	8.35-9.15	9.00-9.50	9.00-9.50
Period 2	9.55-10.45	9.55-10.45	9.20-10.00	9.55-10.45	9.55-10.45
Break	10.45-11.05	10.45-11.05	10.00-10.20	10.45-11.05	10.45-11.05
			Congers 10.20-10.50		
Period 3	11.05-11.55	11.05-11.55	11.00-11.40	11.05-11.55	11.05-11.55
Period 4	12.00-12.50	12.00-12.50	11.45-12.25	12.00-12.50	12.00-12.50
Lunch	12.50-1.50	12.50-1.50	12.25-1.05	12.50-1.50	12.50-1.50
					General Studies: 1.10-1.40
Period 5	1.50-2.40	1.50-2.40	1.05-1.45	1.50-2.40	1.50-2.40
Period 6	2.45-3.35	2.45-3.35	1.50-2.35	2.45-3.35	2.45-3.35
	Sport	Cultural Activities	Sport	Sport (by arrangement)	Cultural Act./Fatigues

Course Summary

COMPULSORY SUBJECTS	PERIODS PER WEEK
English	4
Mathematics	4
Science (Biology, Chemistry, Physics, Earth Science and Astronomy)	5
Geography	4 (half year)
History	4 (half year)
Te Reo Maori	2
Choose ONE of the following languages:	
French	3
Japanese	3
Spanish	3
Art / Drama / Music	2
Digital Thinking / Materials Technology / Design and Visual Communication	2
Religious Education	1
Physical Education and Health	3

Prep

Prep (homework) is set five nights a week, from Monday to Friday. Most of the time you will be asked to do specific work and you are expected to work for approximately 1–2 hours each evening. If you are not set enough formal prep to fill up the time, it is your responsibility to use the remainder of the time productively. It is very important to establish good routines, as this will help you become self-disciplined and make it easier for you to complete big assignments within tight deadlines.

Prep is recorded electronically and your progress will be monitored.

Take note of the following suggestions to help you use your prep time well:

1. As often as possible, try to do your prep or study in one place
2. Become familiar with how you learn best and set up your work space accordingly. For example, some people work best when:
 - their room is tidy, so time is not wasted looking for things
 - their desktop is tidy
 - sitting in a firm, straight backed chair
 - distracting noises are eliminated (a quiet regular background noise may help others to concentrate)
 - their study area has good lighting.
3. Keep your notes, books, dictionaries etc. in your room. If you keep your notes on a Google Doc, please maintain one document for all of those notes. Add a table of contents to help organise topics.
4. Neat work is easier for you to learn later.
5. Try to keep a regular routine each night; start your prep at the same time.
6. Do the hard things first, while you are still fresh.
7. The longer you leave things, the harder it will be to get started.
8. A project is best done in small chunks; do not leave it till the day before it is due.
9. The work that has to be handed in earliest should be done first, even if it is the hardest.
10. If you finish your prep early, spend the remaining time reading a good quality book or doing some revision. Regular reviews should be built into your programme.



Effective Study

A GUIDE FOR STUDENTS AND PARENTS

Simply doing prep is not enough. You should also try to set aside time for extra study and revision to consolidate your learning. Remember, however, if you concentrate in class, you will have less need for consolidation and revision.

A SUITABLE PLACE

You should study in a quiet place, as the fewer distractions the better. If a permanent study space is not available, your bedroom is often next best. If family noise intrudes, use earplugs.

Use a well-lit table or desk and sit in an upright chair. Some learners (research suggests up to a third overall, and more boys) find this is the best way to study, however, the idea that lying on the bed or floor is not good, is simply not true. Find what works best for you.

WHEN TO STUDY

When you are fully alert. Sometimes you may need to finish late, but you should never start late.

Study when the subject matter is fresh in your mind. The longer you leave it the harder it becomes.

Take regular breaks. Generally you should study for between 20-50 minutes at a time, with a SHORT break of a few minutes in between

Get up, walk around, but do not let breaks become too long.

Organise a study programme and stick to it.

If you are organised you can get your study done and still have time for relaxation, hobbies, sport, friends.

DRAWING UP A PROGRAMME

Decide how much time you should spend on prep as opposed to consolidation. Decide when you are going to study. Draw up an afterschool and weekend timetable. Write in your study slots. Let everyone in the family know you will be studying.

TAKING NOTES

Good note taking skills are vital for efficient studying.

Use plenty of colour in your revision notes. Colour is a powerful influence on memory. Use it to create stand-outs from your key points.

Read your material for the key points first so you can get an overview of the whole topic or chapter before you look at the detail. Topic and chapter headings in text books are often a very useful guide to the overall structure of a topic.

Try using mind maps to summarise key points.

Break your material down into smaller pieces, called chunking. Smaller blocks of information are more easily remembered.

You may wish to use a special exercise book or folder, for each subject's study and revision notes. You may also choose to set up a Google Doc through which you share notes with other people. Try this two column approach.

Notes	Key points or insights

Help each other to build good notes.

HOW TO REVISE FOR AN EXAM

Go through your exercise books, folders and computer notes to remind yourself of what you have covered in class. Make a list of topics to revise for each subject.

In subjects like mathematics, practice makes perfect. For each topic choose a selection of problems and work through them. If you are not using large quantities of paper, you are not revising effectively.

For subjects like English, geography and economics, try this approach:

- skim through the topic
- reread and absorb it
- break the topic down into smaller “chunks”
- write a brief summary (in point form) from memory
- check your notes against the original before moving on

If you make brief, neat, clear summaries, you can use these later for final quick revision.

Once you have prepared study notes or mind maps, try creating flip cards of key points or definitions to help you remember them. In many subjects, there are online revision quizzes that help recall information.

Tick off topics as you revise them, so you can see you are making progress.

Consider working in a revision group with others in your class or House who are studying the same subjects. Explaining topics to each other is a very powerful way to cement knowledge and understanding.

Make sure you remain focused on the task in hand.

Watch your diet. Eat plenty of fruit and vegetables and drink plenty of water. Avoid caffeine and soft drinks.

Make sure you get enough exercise over prolonged periods of study, especially before examinations.



The Library

The library sits at the centre of the school and is a hub of information and learning.

Open during term time only, it has a fantastic range of fiction and non-fiction paper and e-books, plus magazines and DVDs, computers and audio-visual equipment. Its website will act as your gateway to the world of online learning, giving you 24/7 access to the library catalogue and a range of databases, search engines and resource links.

The library is a place for quiet work and study, and sensible behaviour is expected. We operate a system of trust and expect you to respect the resources, equipment and rights of others.

Please leave your bag in the foyer (hooks and benches are provided), but always take your laptop with you.

Food and drink are not allowed in the library.

The library staff are always keen to help, whatever the problem. We can help you locate books, find an article online, print your work, or show you how to use the cameras and video equipment we have available.

If you would like to borrow a book or DVD, take it to the issue desk. Books are issued for four weeks and DVDs for one week. An alarm will

sound if you take a book out of the library that has not been issued. Please return books by the due date or, if you have not finished it, you can bring it in to be renewed. Overdue notices will be sent by email. Books can be returned out of hours by slipping them through the slot at the main door. You are responsible for the safe return of all items borrowed from the library.

Opening hours

8.30am–5pm and 7–9pm Monday to Friday
9–11am Saturday

Website: library.christscollege.com

Librarian: Mrs Lisa Trundley-Banks

Email: lbanks@christscollege.com

Library Assistant: Mrs Lyn Feterika

COLLEGE ARCHIVES

The archives are available for you to research College history for your assignments. In the first instance you should talk to library staff, who will then make contact with the archivist.

Opening hours

8.30am–5pm each Tuesday and Thursday
1–5pm each fourth Friday

Archivist: Ms Jane Teal

Telephone: 03 364 6834

Email: jteal@christscollege.com



ICT Services

All boys are expected to have a fully charged laptop available for use in class. Please charge your laptop overnight, as we discourage the use of laptop chargers in classrooms.

College requires either the Apple MacBook Air or MacBook Pro, with at least 8GB of RAM.

College provides relevant curriculum software, where required, and makes extensive use of the Google suite of apps, which provide email and a full suite of cloud-based productivity tools designed to support learning.

All students are expected to be good digital citizens and use access to technology resources, such as the internet, responsibly and wisely. Boys all sign an ICT code of conduct at the start of the school year, which outlines expectations and responsibilities. At the beginning of the year, every boy is issued with passwords which provide access to email, internet and network resources. More information regarding the use of laptops can be found on the College intranet.

You will find ICT Services on Level 2 of the Fine Arts & Technology building. ICT staff operate information technology resources around College and provide assistance in all areas associated with ICT. A help-desk operates in the ICT reception area. If you forget your password or have any ICT-related problems, visit ICT reception for assistance.

Director of ICT Services: Mr Paul Rodley
Email: prodley@christscollege.com

Systems Administrator: Mr Mark Gillette
Email: mgillette@christscollege.com

ICT Technician: Mrs Sara Ball
Email: sball@christscollege.com

Web Services Manager: Mr James Brand
Email: jbrand@christscollege.com

Academic Data Systems Manager:
Mrs Claudine Forrester
Email: cforrester@christscollege.com



Co-curricular Activities

MUSIC

Director of Music, Mr Robert Aburn, arranges lessons for a wide range of instruments, including voice. He acts on information provided in the Music School information and enrolment form, which should be completed by all new entrants and sent to the Admissions Registrar. Professional musicians teach music lessons during school hours, rotating through the day to ensure they do not occur at the same time each week. Senior students can, however, organise fixed lesson times during study periods or at another time, by arrangement. Instruments are available for hire from local music suppliers.

We recommend students do not take more than two lessons in class time in a week. This includes music, speech and drama.

College offers many opportunities for group music performance and students are encouraged to make the most of these activities, whether they be choral or instrumental groups.

Director of Music: Mr Robert Aburn
Email: raburn@christcollege.com

REGULAR REHEARSAL TIMES		
Big Band	Monday	6.30pm - 8.00pm
	Thursday	12.45pm - 1.30pm
Brass Ensemble	Wednesday	10.15am - 10.45am
Chamber Music Groups	Tuesday	Lunchtime
	Other times to be arranged	
Chapel Choir		
(Trebles)	Tuesday	1.15pm - 1.45pm
(Full Choir)	Wednesday & Friday	5.45pm - 6.45pm
(Schola Cantorum)	Friday	4.00pm - 5.00pm
Jazz Combo	Tuesday	1.15pm - 1.45pm
Music School & Practice facilities	Open daily	8.00am - 9.00pm
Orchestra	Tuesday	4.00pm - 5.00pm
Contemporary Music	Tuesday & Thursday	Rotating through the day
Saxophone Ensemble	Friday	1.05pm - 1.50pm
Small Band	Tuesday	4.00pm - 5.00pm

DEBATING

Debating has a strong tradition at College, with students having a number of opportunities to hone their skills. Junior and senior interhouse competitions are held each year, with teams organised by senior students in each House. Interested students can also apply to be selected for interschool competitions and to take part in school exchanges.

Teacher in Charge: Ms Chloe Harland

Email: charland@christcollege.com

DRAMA

Forge some of the strongest friendships you will ever know. Learn to take responsibility for yourself and others in your team. Discover the joy of creative expression and find ways to accept criticism. Experience the highs of success and the lessons learned from making mistakes.

You can learn all this and more by getting involved in the performing arts: drama, dance, speech-making, film-making, House plays,

school productions, TheatreSports, and technical and backstage crew, and more. There are plenty of opportunities and taking part in such activities helps build confidence and communication skills.

In Year 9, you will have around 22 periods of drama in class time during the year. You can also enrol with specialist speech and drama teachers for individual lessons and, if you wish, take Speech NZ and Trinity College London grade exams.

Director of Drama: Mr David Chambers

Email: dchambers@christcollege.com

THE DUKE OF EDINBURGH'S HILLARY AWARD

The aim of the Duke of Edinburgh's Hillary Award is to challenge you to be the best you can be, to help you discover and build on your strengths and interests through Service, Skills, Physical Recreation and Adventurous Journeys.



Co-curricular Activities

There are three award levels: bronze, silver and gold.

It is compulsory for all Year 10 boarders, but Year 10 dayboys may also join the scheme. If you stick with it, by Year 13 it is possible to gain the prestigious Gold Award, which is always presented by the Governor-General and is a magnificent addition to your curriculum vitae.

Teacher in Charge: Mr Graeme Christey
Email: gchristey@christscollege.com

SATURDAY ACTIVITIES

All boys are encouraged to participate in the wide range of activities that operate on Saturday mornings. Those who do not have a regular school sporting commitment on Saturday MUST elect to do one of the activities available. The activities may change, but usually include art, chess, cooking, music, model making, rock climbing, role playing, TheatreSports and weight training.

Teacher in Charge: Mr Neil Porter
Email: nporter@christscollege.com

SPORT

Sport is compulsory in both summer and winter.

SUMMER OPTIONS	WINTER OPTIONS
Aquatics	Badminton
Athletics	Basketball
Cricket	Cycling
Golf	Football
Mountain Biking	Harriers
Polo	Hockey
Rowing	Rugby
Sailing	Shooting
Tennis	Squash
Volleyball	Table Tennis
Water Polo	



All Year 9 boys are expected to play a team sport where possible. It is normal to attend three practices or games per week. Usual sports days are Monday, Wednesday and Thursday after school and Saturday – but other days may be used, depending on the sport. Practice times vary, but most finish by 5.30pm.

Many teams practice on College grounds in South Hagley Park, though grounds in North Hagley Park are also used. To reach the grounds in South Hagley (for cricket, rugby and football), leave College through the Lych Gate, walk through the Botanical Gardens (keep to the paths), cross the footbridge and follow the river to Riccarton Avenue. Cross the road at the crossing. The entrance to the College ground is adjacent to Hagley Cricket Oval.

Athletics and swimming championships are held in Term 1. In both cases there is an interhouse competition as well as individual championships. Students are encouraged to enter these competitions, both as individuals and as team members in various relay events. You will be given notices regarding taking part in heats for these events.

A list of interschool fixtures and results are published on the College Sport website (www.allteams.co.nz/christs-college). Please encourage your parents to support you at any interhouse or interschool game.

College strongly supports the principles of good sportsmanship and fair play. Your appearance and conduct, both off and on the field, should be of the highest standard:

- wear the correct gear to matches and practices and make sure it is neat and clean
- be punctual to all matches and practices
- abide by the referee's (or umpire's) decisions without complaint or argument
- avoid inappropriate behaviour, such as swearing, fighting or arguing – even when you are provoked!
- show loyalty to your team, captain, coach and College
- play with a will to win, but play fairly.



Co-curricular Activities

Exemptions from sport must be cleared through the Director of Sport and may be granted

- on medical grounds, for which a doctor's letter will be needed
- where there is genuine high-level involvement outside College in a sport or activity which is not available at College.

Director of Sport: Mr Rob Clarke
Email: rclarke@christcollege.com

THE GYMNASIUM

The gymnasium can be used at any time when the doors are open. Street shoes may not be worn on the gymnasium floor under any circumstances. Do not take food or drink into the gymnasium.

THE SWIMMING POOL

You must behave sensibly at all times when in the swimming pool. You may only swim when there is supervision available. To keep the pool area and water clean, you should not walk in bare feet on the way to the pool. Do not take any food or drink into the pool building. The rules are posted in the swimming pool.

SKIING

The ski club organises regular trips to Mt Hutt on Sundays during the season. You are required to keep a credit balance in your club account to cover the cost of trips. Interschool skiing competitions are held in Term 3.

CHESS

Chess is offered as a Saturday activity during Terms 2 and 3, and boys compete for the House Cup in Term 3. Students also have the opportunity to play in the interschool chess competition during the winter months. In recent years, College has enjoyed success at the National Press Competition. All boys, at any level, are welcome.

Teacher in Charge: Ms Gill Kilpatrick
Email: gkilpatrick@christcollege.com



Practical Matters

WHAT IF?

Sometimes things go wrong. If you find yourself in one of the situations listed below, here are some suggestions how best to deal with them.

If you are late to school

- report to the Administration Office (to your left as you enter the gates)

If you are late to class

- knock on the classroom door and enter quietly
- remain standing near the door and wait until you can make your excuse to your teacher
- apologise for your lateness and give the reason
- show your teacher your leave form if you have one
- you may be given a fatigue if you do not have a good reason for being late

If you become ill or are injured

- report to the class teacher or teacher in charge of the activity or sport
- you will be sent/escorted to the school health centre in the Selwyn Block
- the Nurse will decide what you should do
- if you are a dayboy she may think it best for you to go home. She will contact your parents
- she will arrange for someone to take you to hospital if necessary
- if you are a boarder you may be sent to your House and/or admitted to the College health centre
- if you are told you should not do sport, you need to get a note signed by your Housemaster or parent. This **MUST** be shown to your coach

If you forget your physical education or sports gear

- do not borrow another boy's gear without asking and never borrow from a younger boy
- you must still report to the class/practice as usual
- see the teacher at the beginning of the session

If you break or damage some school property

- report to the teacher in charge of the activity or area
- if it happens in the House, report it to your Housemaster
- clean up any mess
- always be responsible for your actions

If you lose a text book

- check the pound (lost property) in the Assembly Hall or ask your Housemaster
- check it is not at home
- check it is not in your locker
- check a friend does not have it
- ask for a replacement
- your College account will be charged for the book if it is not found.

If an outside appointment cannot be avoided during class time

- ask your parent to contact your Housemaster or write a note
- show the note to the teacher concerned in advance
- politely excuse yourself at the correct time

If you lose some clothing or sports gear

- try to remember where you last used it and look again
- ask the House Prefect in charge of the House pound
- ask the Administrative Prefect (Fong Fu, Rolleston House) or your Housemaster to unlock the College pound.

Practical Matters

If you don't understand what you have been taught:

- ask questions in class. If you need to ask there will probably be others needing to ask as well
- speak to your teacher at the end of the period. You may be able to arrange for some extra tuition at a convenient time
- try to research the topic in a textbook, or other source
- get help from another teacher if necessary

If you are bullied or harassed, or see someone else being bullied or harassed:

- find any member of staff straight away
- talk to a contact person, your Housemaster or Head of House
- fill in a BRF, using the Intranet forms
- contact the Counsellor

If you need to have a fatigue or detention re-arranged

- this can only be done for a genuine reason, not simply convenience
- see the Assistant Principal - Planning and Administration, Mr Aburn

If you need time off school

- your parents should contact your Housemaster and email the Deputy Principal requesting the time off
- this **MUST** be done well in advance (at least a week)

DAYBOY ROLL CALLS

Report to your Housemaster as soon as you arrive each morning so you can be ticked off the roll.

DAYBOY LEAVE

You need permission from your Housemaster to leave College grounds for any purpose other than going to or from home, or to or from sport. If you have a genuine reason, you will need to see your Housemaster in the morning. You will also need a note to be off sport or physical education. Any requests should be supported by a note or phone call from your parent or caregiver. You may not miss school for physiotherapy appointments.

BOARDER LEAVE

You need to sign out at your House to leave College grounds for any purpose other than going to and from sport (apart from visiting Flower's).

WEEKEND (OVERNIGHT) LEAVE FOR BOARDERS

Written permission needs to be given by your parents and the host prior to your Housemaster issuing a leave. Leave is granted at your Housemaster's discretion, it is not automatic.

We appreciate dayboys and their parents offering hospitality to boarders, and request that parents follow the correct procedure when making leave applications.

HEALTH CENTRE

The Health Centre is staffed by a registered nurse, Monday through to Saturday. All boys are able to make use of this facility for first aid and boarders are able to stay in the Centre during the day if they are unwell. Outside Health Centre hours, Matrons will look after any boarders who need care.

THE UNIFORM SHOP

The Christ's College Uniform Shop sells new and second-hand (must be dry cleaned and current fabric and style) school clothing, all sports uniform, school stationery and boarder requisites. Boarders may charge purchases to their accounts.

Hours:

Monday – Friday 10.00am – 5.00pm
(all year)
Saturday 9.00am – 12 noon
(term time only)

Extended hours apply when the shop is busy, particularly at the beginning of term.

Uniform Shop Manager: Mrs Ann Shaw

Phone: 03 364 8613

Email: uniforms@christcollege.com

LUNCH

Dayboys may eat lunch wherever they wish within the school grounds (but not around the main Quad). The area between the Science Block and the Gymnasium is often used, as are the seats near the Library in the Upham Quad, and the Harper/Julius cloisters. You may also eat in your House, which is the obvious place in bad weather.

A limited number of places are available for dayboys to have lunch in the Dining Hall. The cost is \$9.00 per day, subject to variation during the year.

Wherever you eat your lunch, make sure you put all rubbish in a bin.

The Chapman Cafe on the ground floor of The Miles Warren Building offers a good range of food and drink options at reasonable prices. Please be mindful of your manners, dispose of all rubbish and leave the cafe clean and tidy.

BICYCLES

Securely lock your bicycle in the stand provided at your House. Some bike stands are also protected by locked doors. If so, make sure you shut the door securely behind you. Do not interfere with other boys' bicycles. The law requires you to wear a cycle helmet at all times when cycling.

THE POUND

Located under the Assembly Hall, the pound is operated by the Administrative Prefect (Fong Fu, Rolleston House). No responsibility can be taken for property that is not named. If you lose any valuable property, report it to your Housemaster.



Teachers and Subjects

TEACHER	INITIALS	SUBJECT
Ms Adam	NSA	German
Mr Aburn	RJA	Music
Dr Aitken	CGA	Chemistry / Science
Mrs Anderson-McKenna	LAM	Learning Centre
Mr Bartlett	JFB	Mathematics
Mr Bell	CRB	Biology
Mr Bell	WJB	Economics
Ms Belton	KCB	Art
Ms Billante	NKB	Learning Centre & ESOL
Ms Bleyendaal	NBB	English
Ms Bracken	EJB	English
Ms Campbell	MJC	English
Mr Chambers	DC	Drama
Mr Christey	GGC	Economics
Mr Clarke	RAC	Physical Education
Mr Clough	QCC	History
Mr Cooper	PJC	Geography
Mr Cortesi	MGC	PE / Health
Mr Coxon	NMC	Music
Mr Donaldson	RASD	English
Mr Eccleton	JDE	History
Ms Ellis-Martin	MFEM	Design & Visual Communication
Mr Everingham	SEE	Japanese / Economics
Mr Franklin	SBF	Chemistry
Ms Free	JCF	Japanese
Mr George	DWG	Art
Mrs Harding	SDH	French
Ms Harland	CHH	Classics/English
Mr Harris	KDH	Workshop Technology
Mr Hewson	PAH	Media/Geography/History
Mr Hill	CJH	Physics / Mathematics
Dr Johnston	AJJ	General Science
Ms Kilpatrick	GK	Learning Centre

Mr Le Vaillant	BDL	Accounting/Economics
Ms Leros	TL	Mathematics
Mr Levinger	AGL	Mathematics
Mr Lidstone	WCL	History
Mr Love	GPL	Technology
Ms Marsh	CCM	English
Mr McGregor	AGM	Physics / General Science
Ms Morris	KAM	Learning Centre & Junior English
Ms Nevin	ESN	Technology
Mr Nicholson	NSN	Geography
Mr O'Connor	TOC	Mathematics
Ms Patterson	VHP	English
Ms Peers	RMP	Art History
Rev Peters	JBMP	Religious Education
Mr Porter	NMP	Geography
Ms Priest	ELP	Biology
Mr Quinn	JLQ	Counsellor and Director of Wellbeing & Positive Education
Ms Rayward	CMR	English
Mr Rodley	PAR	ICT
Mr Sellars	CPS	Careers / Health
Mr Smith	HRS	Physical Education
Ms Southworth	KFS	Commerce
Ms Squire	SQS	Mathematics
Mr Stevenson	ICS	Mathematics
Ms Stewart	SAS	Agriculture / General Science
Mr Sutcliffe	NJS	Music / English
Dr Swanson	GMS	Biology
Ms Tang	EWT	French / German
Dr Taylor	ADT	Physics
Mr D Thatcher	DJT	Mathematics
Mr M Thatcher	MJT	Physical Education
Mr Thomsen	LKT	Mathematics
Mrs Trundley-Banks	LDB	Library
Mr Vink	BPV	History / English
Dr Wait	BRW	Chemistry
Ms Winter	TW	DVC
Ms Wong	JLW	Accounting
Mr Wood	AWW	Mathematics
Mrs Yogeeswaran	TLY	French / Spanish

Administration Staff

ADMINISTRATION STAFF	
Bursar	Mr Sweetman
Bursar's Executive Assistant	Ms Clunne
Academic Data Systems Manager	Mrs Forrester
Accounts Payable	Mrs K-J Smith
Accounts Receivable	Ms Masson / Ms L Smith
Admissions Registrar	Ms Fechney
Archivist	Ms Teal
Audio Visual & Performing Arts Technician	Mr Bennett
Christ's College Old Boys' Association	Ms Justine Nicholl
Compliance & Administration Manager	Mr Dean
Custodian	Mr Buchanan
Dining Hall Manager	Mr Cook
Development Assistant	Ms Klassen
Development Office	Mr Davidson / Ms Keach
Director of Admissions, Marketing & Communication	Mrs Sparks
Director of Development	Mr Fletcher
Doctor	Doctors on Cashel
Executive Assistant Academic Management	Mrs Morgan
Executive Assistant to the EP	Ms Libeau
English Tutor	Ms Greenfield
Financial Controller	Mr Kelsen
Finance Manager	Mr Perfect
GAP Students	Mr Snelling / Mr Braham
Graphic Designer / Marketing Assistant	Mrs Hogan
Hagley Park Groundsman	Mr Domigan
Health Centre Nurses	Mrs McKenzie / Ms Taylor
ICT Staff	Mrs Ball / Mr Brand / Mr Gillette
International Student Manager	Mrs Gath
Maintenance Manager	Mr Tovey
Marketing & Communications Writer	Ms Gray

Mathematics Tutor	Mr McArthur
Maintenance Staff	Mr Cook / Mr Domigan / Mr Hopewell / Mr Piper / Mr Rae / Mr Van Arendonk
Property Manager	Mr Adcock
Receptionist	Mrs McLorinan
Assistants to the Director of Sport	Mr Dods / Mr Sams
Science Technicians	Biology–Mrs Taylor, Chemistry–Mrs Bennie, Physics–Mr Flores
Uniform Shop Manager	Ms Shaw
Uniform Shop	Mrs Bosworth

Code of Practice, Immigration, Health & Insurance

Christ's College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available on request from the New Zealand Qualifications Authority website at www.nzqa.govt.nz

Also refer to Appendix 1 "Summary Code of Practice for the Pastoral Care of International Students" at the end of this handbook.

IMMIGRATION

An international student is a student possessing a New Zealand Student Visa or Student Permit but who is the resident of another country, is from a different cultural and linguistic background to that of a New Zealander, and is in New Zealand for study purposes.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available from Immigration New Zealand and can be viewed on their website at www.immigration.govt.nz

HEALTH

Eligibility for Health Services: Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at www.moh.govt.nz

INSURANCE

All International students must have a NZ based comprehensive travel, medical and personal insurance policy in place prior to departing from home, and for the duration of their stay in NZ.

The College will arrange for medical and travel insurance for the duration of the student's enrolment at the parent's expense.

ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

MEDICAL AND TRAVEL INSURANCE

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

Application Information, Requirements & Procedures

Christ's College welcomes applications from students from overseas.

International students participate in mainstream classes with the College providing additional English language tuition if required.

The College reserves the right to change a student's year level if the course requirements or English language level are too demanding. The College may recommend that the student takes an English language course before coming to study at Christ's College.

Once an International Student commences with Christ's College, a carefully planned programme is put in place to ensure he receives high quality pastoral care.

The House Master, International Student Manager and Deputy Principal handle all major concerns related to International Students.

AGE AND ENTRY LEVEL

Christ's College accepts International Students from Year 9 to 13 (aged 13 to 18 years).

ENGLISH LANGUAGE

All applicants must be able to demonstrate an intermediate capability in spoken and written English to be enrolled. English ability will be assessed by the most recent school report and English Language qualifications. This will be followed by a Skype Interview.

The acceptance of an application is provisional on the English Language level and academic achievement being suitable for the courses that Christ's College offers. If the course requirements or English Language level for the year requested by the parents proves to be too demanding, the College reserves the right to change the year level.

If a student does not have sufficient command of the English language to manage the mainstream

classroom programme, it will be necessary for him to undertake a period of intensive language study at an English Language School recommended by the College, at the parent's expense, before entry to Christ's College can take place. The College is able to assist in making arrangements for this.

The College is not able to offer intensive language courses but does provide support through ESOL classes (English for Speakers of Other Languages)

It is important that students have a genuine desire to learn and they must have a good behavioural and attendance record at their previous school.

MENTOR

An international student must have a local caregiver nominated by the parents while attending the College. The Caregiver Nomination Form must be signed by both the parents and the caregiver. The school can offer the parents local caregiver options if required. Payment to the caregiver must be made directly from the parents.

ALLOWANCE AND FUNDS

The College will hold funds in trust on behalf of the student and the parents, and will control all monies.

PASTORAL CARE AND SUPERVISION

A programme is put in place to ensure that International Students receive comprehensive pastoral care. As with all students, they are placed in a House and the House Master monitors academic and personal development and reports to parents.

The College oversees all aspects of the student's life.

The Boarding House Matron, together with the Director of Boarding and Boarding House staff, maintains a close interest in our overseas

students who are boarders. The International Student Manager together with the House Master deals with all major concerns relating to the students.

ENROLMENT CONDITIONS

All conditions that are part of the contract with parents, including the application form, and Policy for the Enrolment and Attendance of International Students at Christ's College.

Students and parents or legal guardians must accept and abide by the College rules and expectations regarding behaviour and conduct. Unacceptable behaviour may result in the termination of tuition. Parents will be given a Parents Handbook prior to enrolment. This is also available from the College website at www.christscollege.com

Students must observe the laws of New Zealand. All disputes will be dealt with in New Zealand law.

Students must observe the conditions of their visa. If a student breaks the terms of the visa, the school will report the fact to Immigration New Zealand, which may result in the student having to leave New Zealand.

The student will attend the School on all occasions when it is open unless prevented by illness or other urgent cause.

APPLICATION PROCEDURE

When a student applies to enrol the following information will be emailed to you:

1. International Prospectus
2. College fees
3. Policy for the Enrolment and Attendance of International Students at Christ's College
4. Application for International Enrolment

All of the above documents are available on our website **www.christscollege.com**

5. 2017 Parents Handbook
6. 2017 Orientation Handbook

Once the application form has been completed they should be submitted online to **dgath@christscollege.com**

OR SENT TO

Deanne Gath
International Student Manager
PO Box 4900, Rolleston Avenue
Christchurch 8140
New Zealand

Your International Student Enrolment form must include a colour photo of the student.

Once a completed Application for International Enrolment is received and the student is assessed as academically suitable, the International Student Manager will arrange a time for an online interview.

Subject to a successful interview and availability of a place, the following forms will be emailed to you:

1. Offer Letters (dependent upon the student's level of English) specifying the course start and completion date, guarantee and compliance of accommodation.
2. Invoice for the first year of study
 - The place of offer is conditional on receiving fees paid in full.
 - Insurance is raised by the College, at the parent's expense or proof of an Insurance Policy is required.
 - A student visa must be applied for by the parents or agent if applicable.
 - If there is not a place available for you, a letter will be sent to notify you of this

Accommodation, Boarding & Transport

International students will be placed in one of the 3 Boarding Houses; School House, Richards House and Flowers House.

The 7 day boarding accommodation includes a comprehensive boarding house programme available to view on our website <http://christscollege.com/boarding/boarding-programme>

Christ's College undertakes to comply with the accommodation provisions set out in the Code of Practice for the Pastoral Care of International Students. The categories of accommodation that will be accepted by the College are:

- i) Living with a parent
- ii) College Boarding House

POLICY OBJECTIVES

1. To provide a suitable living environment conducive to study, and a safe and supportive home life.
2. To involve the residential Caregiver in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

Provision of accommodation at Christ's College will arrange accommodation for international student

ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS GENERAL

1. Students will not be permitted to rent a flat/room/house/apartment or live on their own.
2. All accommodation queries and issues will be dealt with initially by Ms Deanne Gath.

BOARDING HOUSE

1. Students living in a Boarding House are required to exhibit appropriate behaviour.
2. A separate Boarding House Hand book will be distributed to all boarders outlining rules and expectations of the boarding house.
3. The minimum boarding period, unless otherwise arranged with the College, is one term.
4. A full term's notice must be given in writing should a student withdraw from the boarding house.

DIVISION OF RESPONSIBILITY

Christ's College will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation
- Selecting, monitoring and approving all accommodation
- Providing a support infrastructure within the Boarding House structure
- Recording the results of all accommodation assessments
- Recording the results of all quarterly student interviews

TRANSPORT

1. Students can purchase a bike. Cycle Safety lessons are a requirement for international students as part of their orientation. These sessions are run by the Christchurch City Council : <https://www.ccc.govt.nz/transport/cycling/skills-programme/cyclesafe/>
2. Christ's College will assist students in obtaining a Metro Card in order to use the public bus system. Students can scan the QR code to get up-to-date timetables and information: <http://www.metroinfo.co.nz/info/Pages/QRCodes.aspx>

Adjust to a New Culture

Stages and symptoms of culture shock.

WHAT IS CULTURE SHOCK?

It's common to experience culture shock when you're transplanted into a foreign setting. This is a normal reaction to a new environment where you are no longer in control as you have been at home. You may experience a range of emotions when adapting to a foreign culture, from excitement and interest to frustration, depression and fear of the unknown. Culture shock is a term used to describe what happens to people when they encounter unfamiliar surroundings and conditions.

Symptoms of culture shock

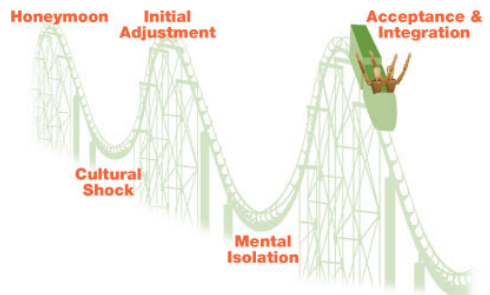
People differ greatly in the degree to which culture shock affects them, but almost everyone is affected by it in one way or another. Symptoms vary, but can include:

- boredom
- withdrawal (e.g. spending excessive amounts of time reading; avoiding contact with host nationals)
- feeling isolated or helpless
- sleeping a lot or tiring easily
- irritation over delays and other minor frustrations
- suffering from body pains and aches
- longing to be back home
- unduly criticizing local customs or ways of doing things

STAGES OF CULTURE SHOCK

The five stages of culture shock are:

1. The Honeymoon Stage - You are very positive, curious, and anticipate new exciting experiences. You even idealize the host culture.
2. Irritability and Hostility - You start to feel that what is different is actually inferior. The host culture is confusing or the systems are frustrating. It's a small step from saying that they do things in a different way to saying that they do things in a stupid way. You may blame your frustrations on the new culture (and its shortcomings) rather than on the adaptation process.
3. Gradual Adjustment - You feel more relaxed and develop a more balanced, objective view of your experience.
4. Adaptation of Biculturalism - You feel a new sense of belonging and sensitivity to the host culture.
5. Re-entry Shock - You go home and it isn't what you expected it to be.



Strategies for coping with Cultural Stress

PERSONAL SUPPORTS:

Ways of Thinking and Feeling

Understand the stages of cultural adjustment

- Analyze your situations and reactions; be flexible; tolerate ambiguity; expect things to be different
- Be patient; don't try to understand everything immediately; identify what helps you manage stress
- Identify ways of thinking positively; foster your sense of humor; don't take things too seriously; give yourself permission to fail
- Investigate facts
- Social Supports
- Identify your sources of support (program staff, other participants, friends and family at home, academic advisers, etc.) and the types of support that each can best offer
- Plan in advance how you will keep in contact with family and friends while in New Zealand?
- Don't isolate yourself! Seek out friends and groups that share your interests and can facilitate your participation in social circles
- Physical Supports
- Eat in a healthy way and get plenty of rest
- Identify any problems (e.g. binge eating) and make plans to manage them.
- Find safe and fun ways to exercise on a regular basis
- Bring a sufficient supply of necessary medications from your home country.

SOCIAL SUPPORTS

- Identify your sources of support (program staff, other participants, friends and family at home, academic advisers, etc.) and the types of support that each can best offer
- Plan in advance how you will keep in contact with family and friends while in New Zealand?
- Don't isolate yourself! Seek out friends and groups that share your interests and can facilitate your participation in social circles.

PHYSICAL SUPPORTS

- Eat in a healthy way and get plenty of rest
- Identify any problems (e.g. binge eating) and make plans to manage them
- Find safe and fun ways to exercise on a regular basis
- Bring a sufficient supply of necessary medications from your home country.

Orientation & Support Programme

At the beginning of each year Christ's College welcomes all new students, international, national and local, to the College with a variety of orientation activities co-ordinated by the Deputy Principal, House Masters and senior students and formed around the College House system. This establishes firm friendships and knowledge of College life in a way that allows all to learn together.

In addition, both the International Student Orientation Handbook provide answers to many questions students new to the College will have.

It is also appropriate that students who come from non-English speaking countries and who are a long way from their usual support networks have access to systems of support specific to their needs while they are at Christ's College.

The following are provided:

- Assistance to enrol for Intensive language tuition before starting College, if required
- An ESOL programme has been woven into the academic timetable. It is facilitated and taught by the ESOL department with class sizes often no larger than three. In addition to bringing a high quality of teaching to the role, the ESOL teacher takes time to develop an informal pastoral care role with the students.
- Students who are enrolled in the Boarding House are formally introduced to the Director of Boarding. The student is assigned to a House Tutor. In addition a live-in Matron is always available. They are also introduced to the International Student Manager, Ms Deanne Gath.
- Caregiver services outlined by the College. Caregiver Services include orientation to local transportation systems, banking etc
- Distribution of International Orientation Handbook: map of the city, bus timetables, a guide to Christchurch –contacts for people available to support students.

Refund Conditions & Fees Protection

REFUND POLICY

In order to be eligible for any refund the parents must apply in writing to the Executive Principal, stating the reasons for withdrawal from the course of study.

1. If notice of cancellation is received in writing two weeks before the commencement of the course, full tuition fees and boarding fees will be refunded, less:
 - a) NZ\$150 application fee
 - b) NZ\$1,500 administration fee
2. If the parents wish to cancel the student's further study after the course has commenced, tuition fee for the current school term plus one subsequent term's fees will be retained.
3. No refund when enrolment is withdrawn by the school.
4. When the passport status has been changed to permanent residence or work visa status, tuition fee for the current school term plus one subsequent term's fees will be retained.

COMPASSIONATE REFUND

In exceptional circumstances the Board of Governors may approve refunds on compassionate grounds in respect of the serious illness or death of

- The student
- A parent of the student
- A sibling of the student

If an International fee-paying student gains residency during the year documentation of residency must be provided within 14 days of it being granted.

Once documentation is received the student's tuition fees will be assessed on the basis that

the student is a domestic student. A refund is not applied once student fees have been assessed and billed for the current year of study.

THE BOARD OF GOVERNORS WILL MAKE NO REFUND

- When a student is required to leave the College for a breach of the rules and conditions of enrolment at the College or has broken New Zealand law
- Where a student has been stood down, suspended or excluded
- Where a student returns home for any reason other than serious illness or death of a parent or student's sibling
- If the enrolment application is found to be inaccurate in any way and the contract is terminated
- If a student wants to transfer to another school or education institution
- If a student is asked to leave because of a violation of the Contractual Agreement with the College.

ACCOMMODATION FEES

Accommodation Fees include fees held for a student Boarding.

LOCAL CAREGIVER

It is compulsory for an International Student to have available a Local Caregiver.

In cases where a parent does not have a local caregiver contact then the College will provide appropriate contact details of reputable local caregivers.

OTHER MONIES HELD FOR A STUDENT

The College will hold monies for a range of other costs including insurance, establishment fees, College incidental expenses and College uniform.

PAYMENT OF REFUNDS

All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

FEES PROTECTION

The College has a fee protection policy to safeguard the fees paid by International Students in the unlikely event that the College may not be able to continue delivering tuition to International Students. This policy ensures that the College retains sufficient monies to meet the requirements of any refund in these circumstances.

IMMIGRATION

Immigration New Zealand will be notified if any student ceases to attend Christ's College for whatever reason.

Parents will be asked to sign the refund conditions agreement as part of the Policy for the Enrolment and Attendance of International Students at Christ's College.

DISPUTE RESOLUTION SCHEME

If the complaint is a financial related matter and you have not been able to settle the matter following the College's internal procedure, you can contact the Disputes Resolution Scheme Authority: <http://legislation.govt.nz/act/public/2008/0097/latest/DLM1109427.html>

Departure from the College

If you wish to leave the college before the year is complete:

- talk to the International Student Manager about why you want to leave OR write a letter to the Executive Principal explaining your reasons
- have a letter or email from your parents agreeing to this decision to leave
- if you think you are entitled to a refund, write to the Executive Principal asking for a refund and saying why you are leaving early
- complete the leaving procedures following the instructions on the school Leavers Form (the House Master will give you this)
- make sure that you leave a contact address and phone number so we can contact you

You may be asked to leave the College if:

- you do not attend regularly (i.e. you are in non-compliance with your student visa)
- your behaviour persistently breaks the school and/or boarding house rules
- your behaviour in your Boarding House is persistently unacceptable

In cases of unacceptable behaviour, the following procedures will be followed –

1. The House Master and/or Deputy Principal will counsel and, as appropriate, discipline you.
2. If your behaviour does not improve, the Executive Principal will issue you with a warning letter, and your parents (and your agent) will be sent a copy of this letter. In the instance of extreme behaviour, you may be asked to leave immediately.
3. If your behaviour is still unacceptable after a Warning Letter, your Offer of Place will be withdrawn. Your parents will be notified immediately.
4. Depending on the circumstances, you may be given the option of enrolling with an alternative provider in New Zealand.

Note: If you leave the school for any reason before your Student Visa expires, the International Student Manager will notify Immigration that you are no longer a student at this school.

Information for Students and Parents

ACCIDENTS AND EMERGENCIES

Christ's College is responsible for all emergency procedures during College hours, and all emergency procedures outside College hours while the student is in the Boarding House establishment.

In the event of an accident or emergency, appropriate action will be taken and you will be contacted as soon as possible by the Executive Principal (Mr. Garth Wynne) OR the House Master OR the International Student Manager (Ms. Deanne Gath) on the emergency contact number you provided on your son's application for enrolment form.

If your son has an accident while you are outside of New Zealand, the College may need to consent to urgent medical procedures on your behalf, including blood transfusions if necessary.

COMMUNICATION

Parents are required to have regular communication with their son. Parents should provide their children with calling cards so they can call home whenever they feel they need to.

Parents are encouraged to interact with Christ's College and invited to visit their son's College at least once during their son's period of enrolment.

Parents can be expected to be contacted by Christ's College if there are any concerns regarding their son's well-being or progress.

Parents should contact the International Student Manager – Ms. Deanne Gath, if they have any concerns or issues they want to discuss about their son.

Parents can expect to receive regular reports outlining their son's academic progress.

SUPPORT PEOPLE

If you have a problem, talk to the following people:

- Your House Master
- Your House Matron
- The International Student Manager
- Your local Caregiver
- The College Chaplain

If you require support in your first language, speak to any of the above support people and it will be arranged for you.

You will be given a wallet size card with contact people and their phone numbers as shown. This should be kept with you at all times.

**Christ's College International
Student Services College Number:**
+64 3 364 6869

The following people are available to assist you:

International Student Manager

Ms. Deanne Gath
Work: +64 3 364 6869
Mobile: +64 27 215 5366

Boarding House Master

Boarding House Matron

- The country telephone code for New Zealand is 0064
- The city code for Christchurch is 03
- When calling a New Zealand mobile from outside of New Zealand, drop the zero at the start of the number
ie: 021 868 837 becomes 0064 21 868 837

Homestay parents are not responsible for your medical expenses.

VEHICLES AND DRIVING

International Students are prohibited from owning or driving vehicles or motor bikes while in New Zealand. Therefore, you are not allowed to sit your driver's license.

HOLIDAYS

As a boarder, you will spend the weekends in the Boarding House. In the school holidays arrangements will be made for you to return home or stay in a homestay. These arrangements will be made by your parents or local guardian. You will need to remove all your clothes and books from your room and take them to your homestay. A small quantity of gear can be stored at the College for the holidays.



KEY PEOPLE INVOLVED WITH INTERNATIONAL STUDENTS

Executive Principal: Mr Garth Wynne
 Deputy Principal: Mr Rob Donaldson
 International Student Manager: Ms Deanne Gath
 House Master:
 House Matron:
 ESOL teacher: Ms Nicole Billante

HEALTH

If you are unwell or injured during the school day, the College Nurse is available to you. You will be introduced to the Nurse and shown where the Medical Centre is during your orientation. If you require a doctor's appointment, the Nurse will make one for you.

If you are a boarder and are unwell or injured after school, the Matron, the House Master or the Assistant Housemaster will arrange a doctor's appointment for you and look after you.

TRAVEL

All travel arrangements, either in NZ or to your home country, must be notified and authorised by the International Student Manager.

Adventure tours in NZ generally do not allow students under the age of 18 to travel with them.

Return travel to your home, during the school holidays or at the end of the school year, may be arranged by your parents. If you require assistance with travel arrangements, the College will help with this through a travel agent. You will need to see the International Student Manager to arrange this.

MOBILE PHONE

It is important for a student to have a charged mobile phone with them at all times outside school hours, so that College staff can make contact, and for students to contact staff or homestay families in an emergency.

Strict rules apply to the use of mobile phones during the College day.

If your mobile phone number changes, you must let the International Student Manager know immediately.

ELECTRONIC EQUIPMENT

Students are allowed to bring audio equipment and computers to the College. Personal television sets are not allowed in the Boarding House

Computing

Christ's College students are required to bring their own computer selected from a range of recommended models communicated to you by the College.

BANK ACCOUNTS & FINANCES

You will be taken by your guardian to open a bank account.

You are advised to only carry a small amount of cash (up to \$20.00) with you, as you are able to use an EFTPOS machine (electronic transfer) to withdraw money in all shops. You will also be able to get cash out at a shop or an ATM (automatic teller machine) in many shopping areas.

CLOTHING

Bring warm clothing and casual shoes. Black leather shoes are part of the uniform.

The average temperature in Christchurch ranges from 11–20°C during summer and from 6–13°C during winter

CONTACT WITH YOUR PARENTS

We encourage you to communicate with your parents, through regular contact (at least once a week), either by emailing or phoning them.

PERSONAL EFFECTS

The College Shop is able to supply the College uniform, stationery, and personal items.

Grievance Procedure

for International Students at Christ's College

Problem?

1. Talk with your guardian
You can bring a person to any meetings to support you.

2. Talk to a staff member who manages the area of concern

Boarding House Problem?

Contact the Boarding Housemaster

Non-curriculum / General Concern

Contact the International Student Manager – Ms Deanne Gath

Curriculum (or subject) Problem?

Contact your Teacher or Assistant Principal - Curriculum, Joe Eccleton

Financial Problem?

Contact the Chief Financial Controller – Mr Steve Kelsen

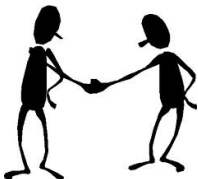
Problem not solved?

3. Present your complaint to the International Student Manager – Ms Deanne Gath.

4. If the complaint is not dealt with to your satisfaction, prepare a complaint in writing (you can ask your Housemaster or International Student Manager to help you with this)

5. Present your written complaint to the Executive Principal – Mr Garth Wynne

If you have completed steps 1-5 and are unhappy with the outcome, you can contact the International Education Appeal Authority IEAA by writing to the IEAA Tribunals Unit at:
Level 1, 86 Custom House Quay, Private Bag 32001, Wellington.



Grievance Procedure

What to do if you think the College has failed to follow the Code of Practice for the Pastoral Care of International Students

INTERNAL PROCEDURES

Step 1

- Contact your Guardian, a family member, or friend. You can bring a person to any meeting to support you.

Step 2

- Contact the Boarding House Master if it is a boarding matter
- Contact your Teacher or Assistant Principal - Curriculum, Mr. Joe Eccleton, if it is a problem with the curriculum (academic programme)
- Contact the Chief Financial Controller, Mr. Steve Kelsen, if it is a financial matter

Step 3

- If you are still unsatisfied, present your complaint to the International Student Manager, Ms. Deanne Gath.

Step 4

- If the complaint is not dealt with to your satisfaction, prepare a complaint in writing and ask the Executive Principal, Garth Wynne to consider it.

INTERNATIONAL EDUCATION APPEAL AUTHORITY

If you believe the College has breached the 'Code of Practice' and you have not been able to settle the matter following the College's internal procedure, you may bring the matter to the International Education Appeal Authority. All complaints should be made in writing and sent to the Code of Practice office.

Your documentation should include:

- Your full name
- Your physical address

- Your telephone number
- Your email address
- If someone else is acting on your behalf, your confirmation that they are authorised to act for you
- Name and address of the Education Provider your complaint is about
- Date of course commencement
- If possible, copies of the enrolment document(s) you signed
- Brief details of the nature of the complaint
- Other relevant documentation relating to the enrolment, course taken and the complaint
- Information about the steps you have taken through the institution's internal grievance procedure
- The name(s) and contact details of other organisations that you have also referred your grievance to

Contact the International Education Appeal Authority

By writing to the IEAA Tribunals Unit at:

Level 1, 86 Custom House Quay, Private Bag 32001, Wellington

Useful links for information about Christchurch:

<https://www.ccc.govt.nz/culture-and-community/christchurch>

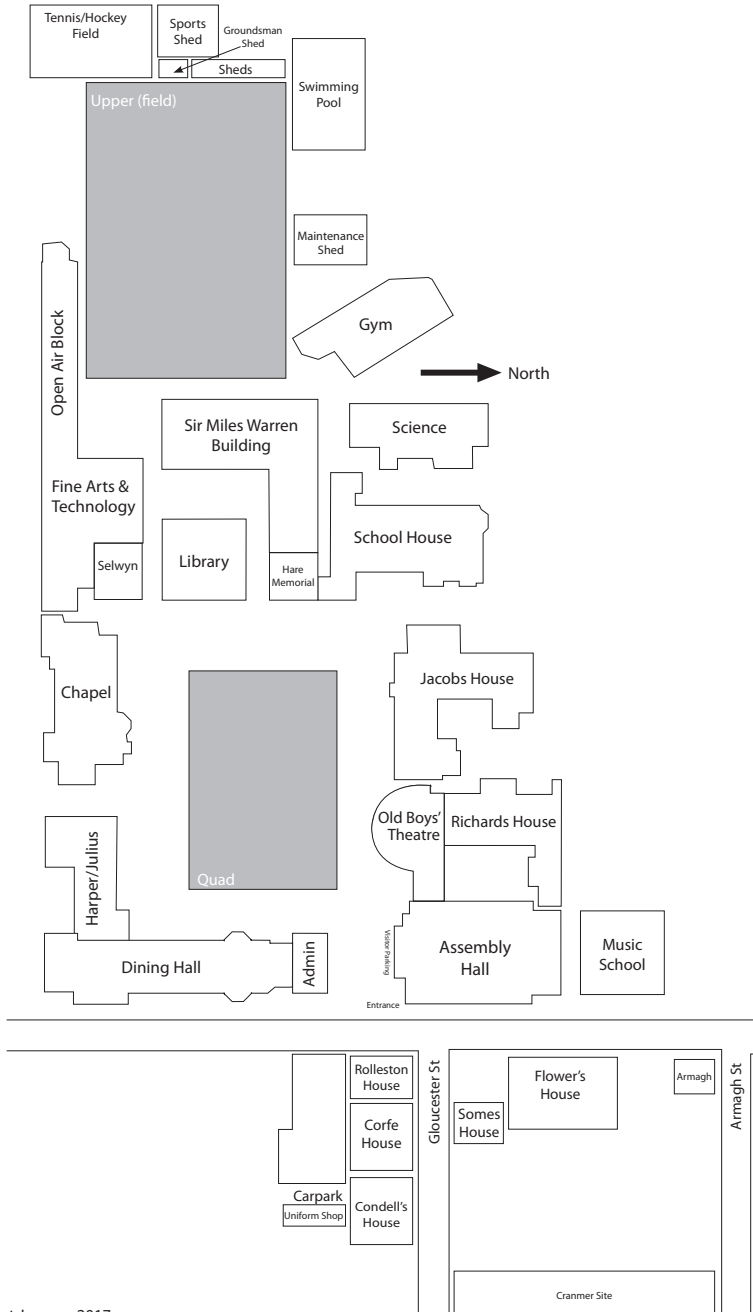
<http://www.christchurchnz.com/what-to-see-and-do/>

<https://www.christchurchtop10.co.nz/sightseeing>

<http://www.christchurcheducated.co.nz/>

<http://www.christchurcheducated.co.nz/play/christchurch-educated-international-student-association/>

Map of College





CHRIST'S COLLEGE
CANTERBURY