



2020 International Orientation Handbook



Columbia
College

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Welcome

Kia Ora and welcome to our International Students and families.

Since the 1980s many young women from overseas have come to Columba College to study English and graduate with a mainstream education of the highest quality. Many have gone on to achieve at university, and build successful careers. Their discipline, commitment and high standards have seen them succeed in their lives, whatever their chosen pathway.

At Columba our first responsibility is to provide for the welfare of every girl from overseas. Whether the student boards at the school or enjoys the advantages of a homestay, every effort is made to assure she is safe, feels secure and enjoys the opportunity to study in comfort.

Every International girl at Columba is treated as unique. She is closely regarded, assessed and mentored as an individual and as a group. Parents and Agents receive reports of their girls' social adjustment and academic achievement, and are encouraged to contact the International Director with questions at any time.

The Columba International Programme's aim is that all students are 'mainstreamed' into class with ESOL support. Students are encouraged to integrate with local students in classroom activities as well as extra curricular opportunities such as music and sport. We are very lucky to have highly qualified staff in the International Department who can assist the students in all subject areas.

Thank you for choosing Columba College for your daughter's education. We welcome you all to be part of our school family and look forward to a long and successful partnership together.



Sue Medary
International Director



A Tradition of Excellence

The mission of Columba College is to provide an education of the highest quality at all levels of the School, to encourage and help students to reach their full potential and to nurture their spiritual, emotional, intellectual, social and physical development and well-being.

With grace and good discipline, all Columba College students will be lifelong learners committed to personal excellence, ethical behaviour and service to others; and they will participate and contribute as informed, responsible and compassionate citizens of New Zealand and the global community.

We believe that individuals can make a difference, and part of a Columba education is having opportunities to lead and serve, both within the school community and beyond. Participation in a wide range of sporting and cultural activities helps instil in students a sense of teamwork, fair play and how to interact positively with others for the good of all.

Excellence is an important feature of a Columba education. We take pride in the College's outstanding academic record and in the many outstanding achievements of our students. High standards are set, and excellence is encouraged and praised in all fields of endeavour.

We value our heritage and tradition while remaining at the forefront of educational success for young women and recognise the importance of retaining our family atmosphere and supportive environment – developing a sense of belonging and encouraging our students to learn and grow with grace and good discipline.

Our School Crest is a dove which symbolically represents the abiding presence of the Holy Spirit of the Christian faith and the Saint after whom the College is named.



Our School Song & Blessing

The School Song was commissioned by the students of 1989 as their gift to the College in its 75th Jubilee year, 1990.

It was written by Cilla McQueen, a well-known New Zealand poet and Old Girl of the College, with music by Anthony Ritchie, a distinguished New Zealand composer.

The poet has made skilful use of the symbol of the dove and St. Columba's association with the island of Iona to create a memorable school song.

School Song:

One day when you're wondering
where you belong
When life's getting hard
and the journey seems long
A familiar music
drifts into your mind
And you don't have to try
to remember the song
Song of wings in the air
and the sea-bright path
Remember the island
that lives in your heart
For the song that you hear
is the song of Columba
The dove who's among us
and teaches us love
A song that is woven
of friendship and learning
The song of your days
in the home of the dove
Song of wings in the air
and the sea-bright path
Remember the island
that lives in your heart.

The Karakia and Blessing in Maori were commissioned by the students of 2009. They were written by Cilla McQueen with the assistance of Paitu Whaitiri.

School Karakia (Prayer)

E TE ATUA
MO TE KURA HOMAI TO TAUTOKO, TO AWHINA, TO
WAIRUA,
KI A TATOU KATOA.
NO REIRA, KIA MAU TE MANA OU KAI TAHU
WHANUI
MO AKE, AKE, AKE,
AMINE.

Eternal Father,
We ask you to bless our School and each of us
with the loving support, help and guidance of
your Holy Spirit.
So may we always uphold the mana of our wider
Kai Tahu family.
Amen

Blessing

MARINO NUI O TE OMA NGARU KI A KOE
MARINO NUI O TE HAU KI A KOE
MARINO NUI O TE PAPATUANUKU KI A KOE
MARINO NUI O NGA WHETU KI A KOE
MARINO NUI O TE TAMAITI O TE MARINO
KI A KOUTOU KATOA
AMINE.

Deep peace of the running wave to you
Deep peace of the flowing air to you
Deep peace of the quiet earth to you
Deep peace of the shining stars to you
Deep peace of the Son of Peace
Be with you all,
Amen

Key Staff

Our College staff are welcoming and supportive of all students and their families. However, there are key staff with whom International students will likely have more contact.

Principal - Mrs. Pauline Duthie



We live in a diverse and ever changing world. Globalisation, economic and social reform as well as technological advancement have transformed the world we know. As educators we have a responsibility to prepare our young people for the world they will be living in. As Louise Stoll so aptly put it “we are not educating our children for our past but their future.”

I am extremely proud to be leading Columba College as we embrace these challenges by offering opportunities for personal development through both curricular programmes and co-curricular activities which equip students to succeed in the world beyond school. Our aim is to instill in every student a love of learning and an

understanding that education matters. We set high standards for ourselves and support our students to achieve their best in all areas of school life.

A good education is the lightest thing we can carry with us through life and the one thing no-one can steal from us. As we peer into a future that we cannot predict, as we eagerly (or not so eagerly) grasp the latest technology, as we grapple with climate change and inequalities, as we talk casually of working electronically and globally, that is what we need to remember.

I firmly believe Columba College offers a quality education for your child and I warmly encourage you to see what this special school has to offer.

International Director – Mrs Sue Medary



Mrs Medary oversees the International Programme and is responsible for the care and academic achievement of each of our International students. A Columba College alumni, Mrs Medary has a strong understanding of the College’s culture and encourages all International students to reach their potential.

Director of Boarding – Mrs Marianne Parks



For students choosing to board at the College, Mrs Parks will be a key person in the life of the student and her family. Mrs Parks oversees the operation of our boarding house ensuring all students, domestic and international are settled and well cared for.

International Department staff

We have a dedicated team of staff who work alongside students to support their learning and development while at Columba. All staff are ESOL trained and have experience working with overseas students.



Ms. Ina Bercinkas
ESOL, English and Drama
Teacher, MA (Applied Linguistics) , BA, Grad Dip. Tchg Secondary Dip.
TESOL, Cert TESOL, TCL (Speech, Drama & Teaching), LTCL (Speech,
Drama & Teaching)



Mr. Peter Murray
ESOL Teacher
BA
Dip. Tchg Secondary
Cert TEFL



Dr. Sally Henderson
ESOL Teacher
PhD (Linguistics), MATESL (Illinois)
RSA CELTA (Cambridge), BA (Hons)



Miss Lauren Stirling
ESOL Teacher
Grad Dip of Teaching and Learning
Dip. for Graduates Endorsed in English
Cert. of Advanced Chinese
MA (Applied Linguistics)
BA (Linguistics), Cert. TEFL



Mrs. Chris Jones-Sexton
Assistant International
Administrator

Other staff

Our International students also have access to the wider pastoral support available at the College through our Chaplain, Student Counselor, Well-being coordinator and year level Deans.

Code of Behaviour and Values

Our rules are based on our College values. You are expected to respect the Special Character of the College and to show awareness of it.

Good Discipline

- ☐ Wear the school and sports uniforms correctly and with pride
- ☐ Be at school on time and at all classes on time
- ☐ Bring notes in advance if you are going to be absent from school
- ☐ Be properly equipped for all of your lessons
- ☐ Contribute to an orderly, settled and co-operative learning environment which maximises everyone's opportunities to learn
- ☐ Be orderly in moving around the school and the grounds. Walk quietly along corridors and on stairways, keeping to the left
- ☐ Commence work within five minutes at the beginning of a new period, without waiting for the arrival of a teacher. If the teacher has not arrived after five minutes a class representative should report to the School Office

Respect

- ☐ Accept the rights of others, both students and staff, to work and learn in an orderly, courteous and friendly environment
- ☐ Leave strictly alone that which does not belong to you
- ☐ Respect school facilities, furniture and equipment
- ☐ Be helpful – open and hold doors for adults and all students older than yourself

- ☐ Help with carrying loads. Ask visitors if they need help and escort them to the area of the school or person they wish to visit
- ☐ Stand on the arrival of the teacher at the beginning of the lesson, and when the Principal or a visitor to the school enters the room
- ☐ Use all equipment and facilities carefully, and then only with proper authority. Return any item to its proper place. Report any fault or breakage to the School Office or the staff member from whom permission was sought

Aroha

- ☐ Show appreciation. Individually, remember to say "thank you"; if in a group, organise one member to speak for all
- ☐ Be kind in words and actions
- ☐ Be a good friend
- ☐ Stand up for those experiencing verbal, physical or cyber harm

Citizenship

- ☐ Preserve and protect the school environment
- ☐ Maintain tidy classrooms
- ☐ Report any damage or hazards
- ☐ Preserve the school grounds, those of other schools, and public places from litter
- ☐ Carry out responsibilities efficiently and cheerfully
- ☐ Honour your commitments

Excellence

- ☐ Work to the best of your ability
- ☐ Do the homework that is set in each subject
- ☐ Ask for help if you need it
- ☐ The guiding principle in all behaviour both in and out of school should be consideration and courtesy for others.
- ☐ The good name of the College is involved when you are seen in public places in school uniform, whether you are alone, in groups, or in school parties under the charge of a teacher, or representing the College both in Dunedin and beyond.

Any assault or serious threats should be reported immediately to the nearest teacher

Any theft or lost property should be reported immediately to your form teacher or to the School Office

If you or your friends are being harassed or bullied, make contact with one of the following:

- A senior student you trust
- A teacher
- The Guidance Counsellor
- Your Dean
- A senior staff member

The Following Is Not Acceptable

- ☐ Involvement in theft, dishonesty, or victimisation of others.
- ☐ Absence from school without good reason
- ☐ Disregard of school standards and rules
- ☐ Bullying or harassment
- ☐ Swearing
- ☐ Drugs, alcohol, smoking

Talk to your friends or parents if you have having problems and ask them to help you get help. The School will support you and help you deal with these problems.

Your Personal Safety At School

Safety at school means freedom from all of the following:

- ☐ Bullying
- ☐ Verbal abuse
- ☐ Intimidation
- ☐ Assault
- ☐ Sexual harassment
- ☐ Property loss/damage

You have the RIGHT to feel safe

You have the RIGHT to complain if any of the above happens to you

You have the RIGHT to expect the School to deal with it

The House System

The House system is an important part of the student support network at Columba whereby younger girls can value the friendship and support of their seniors. Students from Year 7 to Year 13 are grouped in one of four houses, enabling pupils of different ages to mix together. Throughout the year there are opportunities for Houses to compete against one another in sports and other activities.

Braemar House

This was named after Braemar House, 10 Moray Place, Dunedin, a small private school founded in 1887 by Miss Jessie Dick. It was bought in 1895 by the three Miller sisters who ran it successfully until 1914 when the Presbyterian Church bought the school and its pupils became part of the newly-established Columba College. The badge of this school was a thistle and the motto was “Je sème à tout vent” (I sow to every wind). Both of these can be seen in the entry to Columba’s Braemar Science block. The Miller Lecture Theatre has now converted to a classroom (digital technology)

Girton House

Girton was also a private school founded in 1886 by Miss Caroline Freeman. It was situated in Tennyson Street, near Otago Girls’ High School. Its badge was a lamp and the motto was: “Alere Flammas” (nourish the flame). Miss Frances Ross was First Assistant at Girton, becoming its Principal in 1911 when Miss Freeman moved to Christchurch. Girton College formally closed in December 1914 as Miss Ross was to be the first Principal of the new Columba College on Highgate. The College has many mementoes of this early Girton College and the Girton teaching block contains the Caroline Freeman Theatre and the Frances Ross Common Room.

Iona House

Iona is an island off the coast of Scotland. It was here that Columba, a monk self-exiled from Ireland, established a Christian community with twelve other monks in the sixth century AD. From this base he made many, often dangerous, journeys to the Scottish mainland to preach to



warring tribes. Columba, whose name in Latin means “a dove”, is credited with bringing Christianity to many parts of Scotland. The College’s badge contains a dove emblem and the College itself, established by the Presbyterian Church, bears the saint’s name. June 9th is kept at the College as St. Columba’s Day.

Solway House

Solway also relates to Scotland. Over 150 years before Saint Columba, another monk, Saint Ninian first preached the Christian message in Scotland. He was born in south-west Scotland near the Firth of Solway - a stretch of water between Scotland and England. After completing his religious training in Rome he built the first stone church at Whithorn near his birthplace about 397 AD. He made many missionary journeys to convert the people of this area and beyond. He also established a training centre for monks and the teacher of Saint Columba is said to have studied at Ninian’s centre.

Saint Ninian died about 432 AD and is credited with having first introduced Christianity to a large part of Scotland before Saint Columba continued the work more than a century later.

Weekly Routine

School begins each weekday at 8.40am and finishes at 3.15pm, after which time many students participate in sport, cultural or social activities. The weekly timetable is detailed below.

Monday	Tuesday	Wednesday	Thursday	Friday
Silent Reading: 8.40-8.50	Form Time: 8.40-8.50	Period 1: 8.40-9.25	Form Time: 8.40-8.50	Silent Reading: 8.40-8.50
Period 1: 8.50-9.40	Period 1: 8.50-9.40	Period 2: 9.30-10.15	Period 1: 8.50-9.40	Period 1: 8.50-9.40
Period 2: 9.45-10.35	Period 2: 9.45-10.35	Period 3: 10.20-11.05	Period 2: 9.45-10.35	Period 2: 9.45-10.35
		INTERVAL		
Period 3: 10.55-11.45	Period 3: 10.55-11.45	Period 4: 11.25-12.10	Period 3: 10.55-11.45	Period 3: 10.55-11.45
Period 4: 11.50-12.40	Period 4: 11.50-12.40	Period 5: 12.15-1.00	Period 4: 11.50-12.40	Period 4: 11.50-12.40
Assembly: 12.40- 1.00				Chapel: 12.40- 1.00
Lunch: 1.00-1.30	Lunch: 12.40-1.30	Lunch: 1.00-1.40	Lunch: 12.40-1.30	Lunch: 1.00-1.30
Period 5: 1.30-2.20	Period 5: 1.30-2.20	Period 6: 1.40-2.25	Period 5: 1.30-2.20	Period 5: 1.30-2.20
Period 6: 2.25-3.15	Period 6: 2.25-3.15	Period 7: 2.30-3.15	Period 6: 2.25-3.15	Period 6: 2.25-3.15



New Zealand Education System

Columba College offers Primary and Secondary education for students aged 5 to 18. The education system for schools is made up of 13 Year levels. Primary education starts at Year 1 and goes to Year 8 (around 5 to 12 years of age). Secondary education goes from Year 9 to Year 13 (around 13 to 17 years of age).

The national curriculum covers subjects that are taught at primary and secondary schools and the standards students should reach in each subject. Primary education focuses on foundation learning across a range of subjects and competencies with a particular emphasis on literacy and numeracy. At secondary school students learn a broad and balanced curriculum, with some specialisation possible in Years 11 to 13.

National Certificate of Educational Achievement

The National Certificate of Educational Achievement (NCEA) is the national senior secondary school qualification. Students are assessed during their last three years at school (Years 11-13). They can achieve NCEA at three Levels in a wide range of courses and subjects.

NCEA results are used for selection by universities and polytechnics both in New Zealand and overseas. Students are recognised for high achievement at each level by gaining NCEA with Merit or Excellence.

Columba College's International students are strong performers in NCEA, often achieving merit and excellence endorsements.

Scholarship Exams

For students performing at a very high level, Scholarship exams may be appropriate. New Zealand Scholarship provides recognition and monetary reward to top students in their last year of schooling.

New Zealand Scholarship assessments enable candidates to be assessed against challenging standards, and are demanding for the most able candidates in each subject.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate,

synthesise and apply knowledge, skills, understanding and ideas to complex situations.

NCEA and Scholarship Fees

All students both domestic and international are required by the New Zealand Qualifications Authority (NZQA) to pay NCEA examinations fees.

In 2018 the fees for International students sitting NCEA were \$383.30 for each student sitting NCEA and \$102.20 per subject for Scholarship exams.

New Zealand ESOL and International Exams

University study requires a high level of English and helping our students prepare for this is one of the key focuses of our International Department.

As such, all international students are required to complete OCESOL (Oral Communication in English for Speakers of Other Languages). This is an excellent way for students to establish and consolidate their confidence in learning and speaking English.

Students may also choose to undertake other ESOL qualifications such as:

- IELTS www.ielts.org
- TOEFL www.toefl.org
- TOEIC ibt www.ets.org/toEIC
- University of Cambridge ESOL www.cambridgeesol.org
- SAT www.collegeboard.com

Options Pathway

Columba College offers a wide range of subjects and students are afforded flexibility in some of their chosen areas of study.

The International Director reviews the year level curriculum appropriate for each girl. With input from the ESOL Department and the College's teachers, the Director prepares each individual girl's timetable, monitors attendance daily, and tracks academic performance and English proficiency and will intercede on her behalf when necessary.

Courses will run depending on the number of students. Every effort will be made to provide students' first choices of options, but this cannot always be guaranteed.

OPTION PATHWAYS		
Year 11 5 periods per week of each	Year 12 5 periods per week of each	Year 13 5 periods per week of each
Choose SIX of:		Choose FIVE (or 6) of:
Compulsory:		
English	English	
Mathematics and Statistics		
Science		
	Accounting	Accounting
	Agribusiness *	Agribusiness*
	Agriculture **	Agriculture **
Art		
	Biology	Biology
		Calculus
	Chemistry	Chemistry
Chinese (Mandarin)	Chinese (Mandarin)	Chinese (Mandarin)
	Classical Studies	Classical Studies
	Data and Modelling	Design
Digital Technology	Design	Digital Technology
	Digital Technology	
Economics	Drama **	Economics
	Economics	English
French		French
Geography	French	Geography
German	Geography	German
History	German	History
	History	Mathematics and Statistics
Music	Mathematics and Statistics	Music
	Music	Physics
	Physics	Photography
Physical Education	Photography	Physical Education
	Physical Education	Statistics
	Spanish**	
* Combined Columba College and John McGlashan College subject ** Offered at John McGlashan College \$30 for terms 1, 2 and 3 per subject will be charged to the account of student's attending John McGlashan College courses. This is to partially meet transportation costs.		
UNITS (compulsory) 1 – 2 periods per week, cycle by term		
Careers	Careers	Careers
Health	Life Skills	Life Skills
Physical Education	Physical Education	Physical Education
Religious Studies	Religious Studies	Religious Studies

Studying

Completing set homework is not sufficient for senior students who are sitting NCEA or scholarship exams and extra study is needed. It is important to set aside time during the week to study and revise what you've learnt in class.

Take notes

Taking good notes during class will make studying a lot easier.

Colour is a useful tool to help your memory so try using coloured pens or highlighters to organise your notes.

Read your study material through completely to get an overview of the topic before you look at parts in more detail. Topic headings or chapters provide good guidance on how to structure a topic.

Break your material into smaller chunks and organise these with mindmaps to capture key points.

When to study

You will learn better at a time you feel alert, for most people studying late at night is not a good idea.

It is also useful to study information that you've recently been taught so it is fresh in your mind. The longer you leave it before revising, the harder it will be to remember.

Find a good study place

Most people study better in a quiet place. Where ever you choose to study, it's important that there are few distractions.

If you don't have your own room or study area, try using earplugs or headphones to reduce noise from others.

Take regular breaks

Taking short breaks every 20-50 minutes will help with your study overall. Get up, stretch or walk around for a short while and then return to study.

Share your study

Studying doesn't have to be done alone. You may like to study with a friend in your class or set up a

shared Google Doc so you can share notes and ideas with others.

Studying for an exam

When studying for exams it is important to be organised, particularly if you have more than one exam.

Review your notes for each subject and make a list of the topics you need to review for each subject.

Subjects like mathematics require practice and it is worthwhile to choose problems from your workbook or previous exams to work through.

Other subjects require reading and understanding of the topics. A good way to test your knowledge of a topic is to write a summary of what you know. A well written summary can also help you carry out a quick final revision near the exam time.

Ask your teachers for copies of previous exams or look online for revision quizzes to help you prepare.

Ask for help! Your teachers want you to succeed so make the most of any extra workshops or assistance they are able to offer in the lead up to the exams. Don't be afraid to ask for help if you don't understand something.

Don't forget to look after yourself. Eat healthy food and drink plenty of water. Getting some exercise can help you feel more alert and sleep is important too.



Co-Curricular Activities

All students are encouraged to be involved in the arts and cultural activities, to develop their creativity and to enhance their learning and social development through participation.

Students have many opportunities to perform and compete at school, and also regionally and nationally. Our Gifted and Talented programmes often have a focus on the arts and provide enrichment and extension for the most capable students. A wide selection of cultural clubs and activities is also on offer to enable all students to discover strengths and interests and to experience enjoyment through the arts.

International Club

Every Thursday lunchtime the International students come to the International House for lunch. This provides us with an opportunity to get together as a group and plan activities, organise outings and the Director and staff to talk about issues affecting the students. All new girls must introduce themselves and talk about their country and culture. We also have guest speakers, cooking demonstrations and quizzes. International Club is a relaxing time for the girls who often take the opportunity to gather together students sharing their own culture.

Clubs and Activities

Clubs and activities offer opportunities to extend and enrich learning beyond the classroom and to socialise with students in other year levels. Through participation in school clubs and activities students enhance not only their own experiences and social development, but contribute to and enhance school life as well. Girls can choose to be involved in a wide variety of groups.

Cultural

- Annual Otago Shakespeare Festival
- Art and Design Workshops
- “Big Sing”
- Book Clubs
- Chamber Music Competition
- Choir
- Creative Writing
- Dance Workshops
- Drama Clubs, Senior and Junior
- Drama Productions

Music and Drama

- Instrumental Ensembles
- Instrumental Tuition
- Music Theory & Tuition
- Music Concerts
- Orchestras
- School Musical Productions
- Spanish Club
- Speech and Drama Tuition
- Wind Symphonia

Other Activities

- Amnesty International Group
- Christian Group
- Computer Club
- Cooking Club
- Debating Club
- Duke of Edinburgh’s Hillary Award
- Enterprise Studies (Year 10 Market Day)
- EnviroSchools Club
- First Aid Courses
- Gifted and Talented programmes
- Go Club
- Health Promoting Schools’ Committee
- Laboratory Monitor
- LGBTQ+
- Librarians
- Peer Support
- Peer Tutoring
- Public Speaking Competition
- Road Patrol
- RoboCup
- SADD (Students against Driving Drunk)
- School Council
- Service opportunities in the community
- “Talking Points” lunch-hour lecture series
- Tech Angels
- Teen Ag
- Volunteer Otago
- Young Enterprise Scheme

The annual Inter-House Debating Competition, Book Week with Library Day assembly and its Years 6 to 10 Book Quiz, International Week and Cultural Week all add enjoyment to school life with students actively involved in their organisation and leadership.

An annual Creative Writing Competition has also been introduced successfully. It is named after two alumni: The Elspeth Sandys Creative Writing Award for Prose and The Cilla McQueen Creative Writing Award for Poetry.

Sport

Columba College recognises that sporting activities play an important part in helping students reach their full potential and in nurturing their overall well-being.

As well its reputation for academic excellence, Columba College is achieving sporting excellence and is recognised for its high achievements in many sports, with the added distinction of having eleven present students representing New Zealand.

There is something for everyone, from the high achiever in sport who becomes an Otago representative, or who is awarded a South Island or national distinction, to the girl who enjoys playing social sport. Personal fitness and healthy activity for students while at Columba College is strongly encouraged, coupled with a longer-term focus of developing leisure activities and pursuits for the years beyond school.

Annual Inter-House sporting competitions are held, and all Year 7 to 13 students participate in the Athletics and Swimming Sports. Columba College joins with John McGlashan College in annual Summer and Winter Tournaments with St. Andrew's College, along with the annual Winter Sports Tournament with Craighead Diocesan School, St. Hilda's Collegiate School and St. Margaret's College.

A key objective is to provide maximum participation and achievement, and with over 90 per cent participation the College has achieved and maintained considerable success in many of the sports it offers, both on the regional and national level.

Our International Students also have the opportunity to attend the annual International Ski trip, a fun weekend away in Queenstown/Wanaka for students to learn how to ski or brush up on their skills.



Practical Matters

Things don't always go according to plan and you may find yourself in a situation where you are unsure what to do. Here are some common experiences and how best to deal with them.

If you are late to school:

- Report to the College office on Oban Street and the staff will sign you in to school

If you are late to class:

- Enter quietly and wait until you can apologise and explain to your teacher why you are late
- Show your leave form if you have one
- Ensure you catch up on what you have missed from a classmate or teacher at the end of the class

If you feel ill or get injured:

- Let the class teacher know
- You will be sent or taken to the College office where the office staff will assist
- Depending on your illness or injury the office staff will decide whether you need to go to your homestay/boarding house.
- Should the situation be serious, arrangements will be made to take you to the doctor or hospital

If you have to attend an appointment during schools hours:

- Ask your homestay parent or Boarding House supervisor to write you a note
- Show the note to your teacher at the beginning of the class affected
- Politely excuse yourself at the appropriate time and sign out of school at the College office
- Sign back in after your appointment

If you damage school property:

- Take responsibility for your actions
- Report the damage to your teacher or supervisor
- Clean up any mess if safe to do so

If you forget your sports gear:

- Let your P.E. teacher know at the beginning of the session
- The teacher will give you alternative work to complete during the session
- There may be a disciplinary consequence for forgetting your gear, particularly if this is a regular occurrence

If you lose something:

- Have a look where you think you may have left it and other possible locations
- Ask at the College office to see if someone has handed the item in
- The College office may put a notice in the newsletter

If you don't understand something:

- Ask a question in class, you might not be the only one who doesn't understand
- Speak to your teacher at the end of class
- Speak to one of the International Department staff

If you are bullied or see someone else being bullied:

- Tell any member of staff
- Talk to one of the International Department staff
- Book an appointment to see a student counsellor

If you need time off school:

- Your parents must contact the school Principal to approve time off in advance

Uniform



Columba College students wear their school uniform with pride. With its distinctive Black Watch tartan and dark green blazer trimmed with navy blue and green braid and school crest embroidered on the blazer pocket, it instils a sense of unity and belonging and an awareness of the College's traditions.

Students are expected to wear the school and sports uniforms correctly, to comply with the College's uniform standards and dress codes at all times and to maintain a high standard of appearance and grooming.

Second Hand Uniform Shop

A Second Hand Uniform Shop is located upstairs in the School Office. For opening times, please contact the College Office.

Uniform Stockists

All items are supplied by H&J Smith, George Street, Dunedin, unless otherwise stated.

Frames Footwear

Frames Footwear, 211 Hanover Street, Dunedin (Ph: 03 477 8864) Stockists of school shoes. (10% discount available to Columba College parents).

College Office

The College Office also sells a number of uniform items.

- Hair bands (Black watch, navy blue and green)
- Scarves
- Hair scrunchies
- Year 13 Tie
- Winter panty-hose
- Sunhat
- School crest badge
- House badge
- Drink bottles
- Back-pack
- Sports bag
- Dri-fit short-sleeved sports top
- Canterbury shorts
- Hoodie
- Merino navy blue long-sleeved sports top
- Rugby jersey
- Sports socks (blue and white)
- Sports uniform
- Sports Tracksuit

All items of clothing must be clearly named.

Uniform Requirements Senior School (Year 7-13)

Summer Uniform Terms 1 and 4	
Summer Kilt	Black Watch tartan
Blouses	4 white short-sleeved blouses
Hose	Plain white cotton ankle socks
Shoes	Black leather lace-up walking shoes with plain black laces

Winter Uniform Terms 2 and 3	
Hose	Years 9 to 13: Columbine "Ink" panty-hose
Blouses	4 white long-sleeved blouses
Scarf	Black Watch school scarf
Kilt	Black Watch tartan
Shoes	Black leather lace-up walking shoes with plain black laces.
Socks	Years 7 & 8: Above or knee-length dark navy blue woollen socks

Optional	
Merino Top	Long-sleeved navy blue Merino top
Hoodie	Long-sleeved navy blue hoodie
Track-suit	Tracksuit for Years 7 to 12 students inclusive.
Rugby Jersey	Navy blue and dark green striped rugby jersey
Tights	Three-quarter navy tights (skins)
Umbrella	Plain black, navy blue or green - Optional

Sports Uniform	
Shorts	Navy blue Canterbury shorts
Sports Top	Dri-fit navy blue sports top
Sports Bag	Blue Columba College sports bag
Track-suit	Tracksuit for Years 7 to 12 students inclusive
Socks	Plain white or blue ankle socks
Gym shoes	Non-marking soled sports shoe
Bathing Suit	Own one-piece bathing suit

General Compulsory items	
Back-pack	Navy blue back-pack
Laptop Bag	Navy blue shoulder-bag. <i>Note: The shoulder-bag comes with the purchase of the laptop</i>
Sunhat	Blue - Optional for Years 7 and 8 students in Terms I and IV
Blazer	Dark green blazer
Jersey	Navy blue long-sleeved jersey
Tie	Black Watch tie. The Year 13 girls wear a special tie available through the School Office

General Presentation

Finger nails are to be kept clean, tidy and free of any polish. Make up may not be worn with school or sports uniform.

No jewellery may be worn with school or sports uniform. Students are not permitted to wear elastoplast over earrings, but may wear one set of clear plastic keepers in the ears.

Hair is worn in a clean, tidy style, above the collar. If worn long, it should be tied back with hair ties that match the hair colour. Ribbons, if worn, are to be the Black Watch or navy blue.

Dyeing of hair is not permitted.

Girls are not permitted to have braided, jelled or spiked hair with school or sports uniform.

Fancy clips and combs are not permitted. Plain hair clips or plain tortoiseshell/brown clips only are permitted.

Immigration, Health & Insurance

Immigration

Students wanting to study in New Zealand for more than three months must apply for a student visa. To meet the criteria for a student visa, these students require an offer of place from a New Zealand education provider.

Columba College is a signatory to the Pastoral Care of International Students which can be view at www.nzqa.govt.nz

For full information on how to apply for a study visa contact Immigration New Zealand www.immigration.govt.nz

Health

Most International Students are not entitled to publicly funded health services while studying in New Zealand. Should you require medical services while in New Zealand you may be liable for the full costs of the treatment. For more information visit the Ministry of Health's website. www.moh.govt.nz

Insurance

Prior to arriving in New Zealand and for the duration of their stay, International Students must have comprehensive travel, medical and personal insurance from a New Zealand based provider.

The Accident Compensation Corporation provide accident insurance for all temporary visitors to New Zealand, however you may still be liable for other medical and related costs.



Accommodation

There are three options available to International students when it comes to accommodation. Regardless of which option you choose, the International Department will work closely with you to make sure you are comfortable and settled in your new environment.

Boarding

Columba College offers on campus boarding facilities which house over 100 students from both New Zealand and overseas. Boarding at Columba is an opportunity to become independent in a safe and supportive environment with close access to the campus and its amenities. International students live alongside their New Zealand classmates, forming strong friendships that last a lifetime.

In the Boarding House students are expected to follow rules of good behaviour and are required to:

- Be polite at all times
- Treat staff and other students with respect
- Follow safety rules
- Report bullying or negative behaviour to staff
- Attend prep session and complete all homework tasks
- Attend all meals
- Attend all social activities and function
- Attend church services

Boarding students are not allowed to:

- Leave the grounds of buildings without permission
- Have or use drugs, alcohol or cigarettes
- Use cell phones after lights out, in the dining room or during prep
- Use electrical appliances such as personal heaters, electric kettles, electric blankets or televisions.

Valuables should be kept in a locked cupboard in the House office. Small amounts of cash (no more than \$50) may also be kept in the office. The College does not provide insurance cover for loss of personal belongings.

Homestay

Home stays offer first-hand experience and understanding of another culture as well as daily practice of conversational English in a family

setting. This option is often attractive to older girls, especially those who plan to go on to university in New Zealand. Our staff follow a thorough selection process for all homestays and all placements are vetted by the New Zealand Police.

Students who live in a homestay will receive the following:

- Full board, including meals (as well as packed lunches on school days)
- Their own bedroom with study facilities
- Full laundry facilities
- Accommodation for up to 45 weeks per year
- Help with medical issues and travel

International students must follow these rules when at a homestay:

- No driving (unless you have permission to take driving lessons with a certified instructor)
- No drug, cigarettes or alcohol
- Students must give details of any outings with friends
- Students must get permission from the International Director to go out of Dunedin
- Students must pay for Internet use, cell phone calls and any international calls made from the family landline
- Student must not lend or borrow money, credits cards or cell phones

A third option is for parents to choose a relative or close friend living in Dunedin as their daughter's accommodation provider. Although this is a private arrangement, our staff are still involved in monitoring the placement to ensure students are well settled.



Coping with Culture Change

Living overseas is an exciting experience. However, many of us are often unprepared for how different living in another culture can be. Culture shock is a very real phenomenon and all international students entering a new culture are affected by it in some way.

It's important to remember that you are not alone and you will soon adapt and enjoy your time in New Zealand. People are affected by culture change in different ways. Some typical responses are:

- Sleeping a lot
- Homesickness
- Withdrawing from social situations
- Boredom
- Feeling helpless
- Suffering from aches and pains for no reason
- Frequent criticizing the local culture or ways of doing things

You can help yourself adjust to your new culture by understanding what to expect and using some of these strategies:

- Expect things to be different to home
- Be patient, don't expect to understand everything straight away
- Be positive and have a sense of humour
- Plan how you will keep in contact with your family and friends back home
- Make new friends
- Ask others for support when you need it, e.g. teachers, friends, other staff
- Eat healthy foods and get some exercise
- Get enough rest
- Ensure you have any medication you need with you

Once you make some friends and settle into a new routine with school, sport and other activities you will soon feel comfortable in your new country and feel like you belong.



Pre- Arrival and Departure Information

Prepare by

- Checking out ENZ website www.enz.govt.nz
- Visit www.dunedinnz.com
- Talk to people who've studied abroad, particularly other students who have been to New Zealand or Dunedin

Travel Check List

- Confirm your travel arrangements and inform Columba College.
- Make sure you have packed the following:
 - Medical or optical prescriptions in English
 - Travel documents
 - Credit cards and some cash
 - Warm clothing
 - Full insurance policy in English if purchased by you.

Important Note

- Ensure you pack your own bag and do not bring in bags any items belonging to other people.
- Inspect everything you carry into New Zealand personally.

Arriving in New Zealand

Before your plane lands in New Zealand you will be given a NZ Passenger Arrival form to fill in. This contains immigration, Customs and Quarantine declarations. You must tick "yes" if any of the questions apply to you. If you have any problems the airline staff will be happy to help you.

At your first place of entry into New Zealand your passport and visa will be checked. Once your documents have been verified by immigration officials you then proceed to the baggage collection area.

Items that must be declared include:

- Food, and products or ingredients used for preparing food
- Animals (alive or dead), or products from animals
- Equipment used with animals
- Camping gear, golf clubs, hiking boots

If you are unsure of any item in your luggage **DECLARE IT!** There is no penalty for declaring items, but a NZ\$200 instant fine if you do not declare an item. For more information, visit www.biosecurity.govt.nz/travel-and-recreation/arriving-in-new-zealand

Transfers To Domestic Terminal

If you enter New Zealand at Auckland International airport you will need to transfer to the domestic terminal. You will find a blue line on the footpath outside the International terminal and can follow this line to the domestic terminal if you would like to walk. Otherwise there is also a free bus which runs between the International and Domestic terminals from 6.00am until 10.30pm.

In Christchurch both the International and Domestic terminals are located in the same building.

Airport Pick-Up

Columba College provides a meeting service for all new International students.

Quarantine And Customs

Departure From Columba Checklist for International Students:

- Flight information to International Director
- Travel plans if not leaving immediately to International Director
- All school textbooks returned
- All ESOL books returned
- All library books returned
- Taxi accounts paid
- Music and Speech accounts paid
- Uniforms dry cleaned
- All uniforms, laptops, schoolbags borrowed from the ESOL department returned
- Donations of unwanted clothing, personal items, stationery and old notes all appreciated in the International Department

Leavers:

- Personal email addresses
- Bank account details
- University information e.g. applied for and accepted at



What to expect in your first week

On your first day you'll come to the International House on the school campus. You will meet the International Director (who may have already collected you from the airport) and the other International teachers.

You will then taken on a tour of the College by either the International Director or a senior student from your country. This tour includes a visit to the Principal's office, the main school office, the Library, Sports Centre and classrooms.

Course selection is then discussed with an emphasis on subjects you will enjoy and help with your future pathway.

Timetables are completed and sent through to be entered on the school's student management system.

Uniform is organised either through the school's second hand shop or through H & J Smith in the city centre. Sports uniforms, school bags etc are purchased through the school office.

Students are then given some preliminary testing to check their level of English ability. This is carried out over two to three days.

Setting up bank accounts, cell phones and purchasing stationery are completed in the first week.

Obtaining email addresses, downloading computer software and setting up the computer parent portal is completed.

Together we will work through the International Orientation Handbook with a native speaker to translate when necessary.

We will introduce you to your Form Teacher and year level Dean who will allocate a locker.

You will also come along to International Club to meet the other students and tell them a little about yourself.

Key Contacts and Information

We encourage parents to have regular contact with their child and the College. We have a Facebook page parents can follow to see what's happening at school and a College newsletter is sent out twice a term.

The International Director will contact parents should there be any concerns regarding their child's wellbeing or progress at school.

Should parents have any concerns we invite you to contact our International Director to discuss these.

Columba College International Director
Mrs Sue Medary
smedary@columbacollege.school.nz
+64 3 467 5188

Student Support People

There are many staff available for students to contact if they have a problem or need to talk to someone:

- Your form teacher or Dean
- International Department Staff
- Your host family or boarding house supervisor
- One of the Student counsellors
- The College Chaplain

If you need support in your first language, let the International Department know and they can help get the support you need.

Facilities

The school buildings and boarding residences are on the same campus which helps to ensure a safe environment for students.

We have a supervised study room where students can work during study periods.

Constance Hall is used for Chapel services and Assemblies as well as special performances and concerts.

The Marsh Sports Centre caters for many sports and also has a fitness room with specialised fitness equipment.

The Careers Office and Advisor are based on campus with an adjacent classroom for the teaching of senior classes.

Music rooms are available to students for practising a wide variety of instruments, private on site lessons are also available.

We are a Bring Your Own Device (BYOD) school where all students bring a Mac laptop.

Accidents and Emergencies

In the event of an accident or emergency involving your child you will be contacted as soon as possible by the International Director or her representative using the emergency contact(s) provided on your application form.

In the unlikely event of an accident, Columba College may need to consent to medical procedures on your behalf.

The emergency phone number in New Zealand for Fire, Police or Ambulance services is 111.

Health Care

If you become unwell or injured while here the International Director, your host family or boarding house manager will arrange for you to visit the doctor if necessary. The cost of this is not covered by the College or homestay family but may be covered by your medical insurance depending on your policy.

Mobile phone

International students should have a charged mobile phone with them outside of school hours in case they need to be contacted.

Mobile phones cannot be used during class and may be confiscated if they are disrupting learning.

Weekends and Holidays

International boarders spend the weekends and holidays at the boarding house unless other arrangements have been made. Any arrangements to stay with a friend's family or go home during the holidays must be discussed with the boarding house manager and International Director.

Arrangements for your travel home at the end of your time at Columba or during the holidays can be made by your parents and the International Director should be given details of travel plans.

Transport

Dunedin is a small and accessible city and walking or cycling is an option for transport to the nearby CBD. There is also a public bus service which provides another option for students. The International Department can assist students in purchasing a GoCard which can be preloaded with funds to make bus travel simple. For more information on the bus service go to www.orc.govt.nz/buses

Boarding students often use taxi accounts and are issued with an ID card, the number of which is recorded when riding in the taxi. Families are then invoiced for any taxi use each month.

Students must use a taxi after dark if unsupervised by an adult, host parent, teacher, coach or guardian.

Computers

All students require a MacBook Pro 13" or MacBook Air 13" laptop with a specified software bundle.

The College has a business arrangement with Cyclone Computers to supply parents with the above laptops complete with the Columba software bundle and the Columba College laptop shoulder bag which all up makes purchasing through Cyclone Computers more attractive than through usual retail channels.

Bank Account

The International Director will help you open a bank account. All shops use EFTPOS to allow electronic transfers so there is no need to carry more than a small amount of cash with you.

Clothing

Dunedin can get very cold in winter (6-12 degrees) and it is advisable to bring warm clothing and a suitable jacket for weekend and after school use.



Leaving Columba College

Should you decide or need to leave Columba College prior to what was agreed in your initial application, you must follow these steps:

- Talk to the International Director about why you wish to leave
- Your parents must write to the Principal explaining your decision to leave
- If you believe you are entitled to a refund this must be explained in writing to the Principal
- Leave a contact address in case we need to contact you

You may be asked to leave Columba College if:

- You do not regularly attend school
- You persistently break the school/boarding house rules
- You are non-compliant with your student visa

International students must follow the same school rules as domestic students and are subject to the same discipline procedures for unacceptable behaviour:

- Year level Dean and/or Principal will discuss behaviour and discipline as necessary
- If the behaviour does not improve you will be issued with a warning letter and a copy will be sent to your parents. After which, if your behaviour is still unacceptable your offer of place will be withdrawn
- In extreme cases of misconduct you may be asked to leave immediately
- In some cases, you may be given the option of enrolling with an alternative school in New Zealand.
- Immigration New Zealand will be notified if you are no longer a student at Columba College

Complaint Procedure

We hope your time at Columba College is a happy and productive one. However, should you feel the school has not met the International Students' Code of Practice then you should follow these steps.

Step 1: Talk to someone who can help:

- International Director
- Form teacher or Dean
- The Principal
- Director of Boarding

Step 2: If the complaint is not resolved take the issue to the Principal

Step 3: If you are not satisfied with the outcome discuss the matter with the Board of Trustees or Board of Governors (if a boarding matter).

International Educations Appeal Authority

If you believe the school had breached the *Code of Practice* and you have not been able to resolve the matter using the outlined steps, you may bring the matter to the International Education Appeal Authority.

They can be contacted by writing to:

International Education Appeal Authority
Ministry of Education
P.O. Box 1666
Wellington
New Zealand

ieaa@justice.govt.nz

The Code of Practice is available on our website
www.columbacollege.school.nz/international

